

Board of Trustees, Ridge and Valley Charter School
Regular Meeting Minutes

The Meeting of the Board of Trustees of Ridge and Valley Charter School was held on August 26, 2021 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:06pm by Jessi Sohl, Facilitator. The Trustees operate on a consensus basis in all matters. We choose to dispense with Robert's Rules of Order and Conventional Parliamentary Procedure. Our intention is to affirm the mission of the school. Ridge and Valley Charter School offers an integrated, experiential course of study in the context of the universe and its interrelationships. Adequate notice of this meeting had been made in accordance with the provisions set forth in the Open Public Meetings Act, Chapter 231, Laws of 1975 in the New Jersey Herald, the County Superintendent's office and with the County Administrator.

	present	absent
Voting Members (all attendees via Zoom)		
Kerry Barnett	X	
Julie Budzinski-Flores		X
Jenn Gurdak-arrived 7:05pm	X	
Dave McNulty	X	
Jessi Sohl	X	
Cindy Terranova		X
Non-voting members:		
Robin Balles, Infrastructure Coordinator	X	
Lisa Masi, Integration Coordinator	X	
Traci Pannullo, Curriculum Coordinator	X	
Theresa Radline, Business Coordinator	X	

Facilitator: Jessi Sohl Guardian: Kerry Barnett Recorder: Theresa Radline
Public Participants: None

Trustee Circle Opening: convened 6:06pm

Public Participation: None

Correspondence: An email was received from Guide Sundae Greame regarding family leave. A letter was received from Guide Meaghan Manole regarding family leave. A coloring book, Messages from Trees, was received from Basia Alexander from Partner with Nature with an offer to donate books to the school as well as a presentation to parents.

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. Current enrollment is at 122 students. Calls have been made to several families on the waiting list.
2. A lottery was held for the 2021-2022 school year's Kindergarten, 1st and 3rd grades non-resident waiting lists.
3. Clubs were discussed.
4. Sub rates were discussed.

Infrastructure Coordinator Report: Robin Balles reported:

1. She and several guides are working to get everything ready for the start of the school year.

Curriculum Coordinator Report: Traci Pannullo reported:

1. Guide Refresh is next week. Wilderness First Aid (WFA) training will take place on Tuesday and Wednesday. Meet and Greet was moved to Thursday. A Gear Swap will take place at Meet and Greet. There will be no potluck this year.
2. The re-opening plan was discussed.
3. The vaccination mandate was discussed.
4. Guide/Trustee Development was discussed.

1st Reading of Policy:

- 5141.11 Vaccination and Testing

Business Coordinator Report: Theresa Radline reported:

- Approval of July 22, 2021 minutes. Approved unanimously.
- **Resolution 08.26.21.a** To approve to pay bills for the dates of July 22, 2021 thru August 25, 2021 in the amount of \$113,841.92 which includes payroll. Approved by 3 ayes and 1 abstention.
- **Resolution 08.26.21.b** To approve the preliminary Board Secretary and Treasurers' Report for June 2021 (revised) and July 2021 and to certify that no major account or fund has been over expended and to confirm that sufficient funds are available to meet the school's financial obligations for the remainder of the year. Approved unanimously.
- **Resolution 08.26.21.c** To approve end of year budget transfers (revised) as attached. Approved unanimously.
- **Resolution 08.26.21.d** To approve the following Substitute Guides for the 2021-2022 school year: Jill Gladd, Dace Gulbis, Walter Kruegel, Mercedes Lippert Lozano, and Hannah Lucas. Dana Caulkins, Claudia Lobyecz, Donna Usinowicz, and Michelle Wood as Substitute Nurses Approved unanimously.
- **Resolution 08.26.21.f** The Ridge and Valley Charter School (807727) hereby resolves not to apply for the ARP Preschool funding of \$437 allocated under fiscal year 2022. Approved unanimously.
- **Resolution 08.26.21.g** To accept the 2021-2022 CRRSA-ESSER II grant award in the amount of \$25,000 for Learning Acceleration, \$45,000 for Mental Health, and \$24,316 for Non-Title I. Approved unanimously.
- **Resolution 08.26.21.h** To accept the 2021-2022 ARP IDEA-Part B grant award in the amount of \$5,117. Approved unanimously.
- **Resolution 08.26.21.i** To approve contracting with Sussex County Educational Services Commission to provide special education related services for the 2021-2022 school year as per the attached service agreement . Approved unanimously.

Theresa Radline reported:

1. The trustee meeting in April was scheduled during spring break. The trustees agreed to move it to April 28, 2022.
2. She thanked the trustees for the additional compensation at the end of last school year.

Committee Reports:

Communication: Dave McNulty discussed the possibility of creating a scholarship for former graduates through Ridge and Valley Learning Circles. Theresa Radline offered to help with the process.

Facilities: Robin Balles shared that the committee will be meeting tomorrow. A decision was made to postpone the solar project. There were several guides working over the summer to prep the facilities for the new school year. The windows are becoming an issue in several classrooms. HVAC replacements were discussed. Deck boards are being replaced. Three companies have come to the school to give us quotes to install panic alarms as part of the requirement for Alyssa's Law.

Equity, Diversity and Inclusion: None

Finance: None

Landcare: Robin Balles shared that the octagon has been re-seeded. Mowing will take place to create more space for tents on the property. The gardens are looking very healthy and are ready for class group use.

Parent: Jessi Sohl shared that the Gear Swap at Meet & Greet was well organized. The transition of Facebook groups has begun. The new group will be used for current families and community members.

Technology: None

Other Business:

1. 2021-2022 calendar moved to next month.
2. Diversity discussion moved to next month.
3. The Road Flashing Lights discussion was moved to next month.

Executive Session to discuss personnel: 8:22pm

Return to Public Session: 8:25pm

- **Resolution 08.26.21.e** To approve paying the following guides Aide-in-Lieu of benefits for the 2021-2022 school year over 10 months in 20 equal payments, pro-rated to months worked: Kristen Caggiano: \$2,000; Michael Florio: \$2,000; Rebecca Garceau: \$2,000; Sundae Greame: \$2,000; Veronica LaBrie: \$2,000; Meaghan Manole: \$1,800; Lisa Masi: \$2,000; Traci Pannullo: \$2,000; Theresa Radline: \$2,000; Kristine Tucker: \$2,000; Margaret Vetter: \$2,000; and Bradley White: \$2,000. Approved unanimously.
- **Resolution 08.26.21.j** To approve offering and accepting a Family Leave Replacement Teacher/Guide contract with Mercedes Lippert Lozano from October 1, 2021 thru February 18, 2022 at a salary of \$37,500.00, pro-rated. Approved unanimously.

Meeting adjourned at 8:30pm

Theresa Radline, Board Secretary

Ridge and Valley Charter School Budget Transfers printed on 7/28/2021

Report Includes Effective Dates from Jun 01, 2021 to Jun 30, 2021, Fund 10 Transactions Only

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/17/21	111-200-290-890-004-000 Publicity for School	11-200-290-890-000-000 Miscellaneous Expenses		500.00
06/17/21	111-100-100-800-001-000 FIELD TRIPS	11-200-230-110-004-000 PERS		1,987.63
06/17/21	111-200-290-890-004-000 Publicity for School	11-200-230-110-004-000 PERS		484.12
06/17/21	111-200-290-890-004-000 Publicity for School	11-300-262-800-000-000 MISC EXP		75.00
06/17/21	111-200-290-890-004-000 Publicity for School	11-300-262-340-009-000 Water Testing		500.00
06/17/21	111-200-290-890-004-000 Publicity for School	11-300-262-340-007-000 Fire Alarm System		138.00
06/17/21	111-100-100-610-001-000 GUIDE CLASS SUPPLIES	11-100-100-610-003-000 Office Supplies		1,000.00
06/17/21	111-200-290-890-004-000 Publicity for School	11-300-219-300-000-000 PURCH PROF/TECH		250.00
06/17/21	111-200-290-890-004-000 Publicity for School	11-200-230-320-002-000 Sped Attorney		452.88
06/17/21	111-300-262-615-000-000 TRANSPORTATION	11-200-230-320-002-000 Sped Attorney		1,547.12
06/17/21	111-300-262-615-000-000 TRANSPORTATION	11-200-230-110-000-000 TASC		357.88
06/17/21	111-300-262-615-000-000 TRANSPORTATION	11-200-100-101-008-000 Field Trip/Expedition Addition		2,095.00
06/17/21	111-100-100-610-005-000 Expedition Supplies	11-200-100-101-008-000 Field Trip/Expedition Addition		130.00
06/17/21	111-100-100-610-005-000 Expedition Supplies	11-200-100-101-006-000 Expedition Support		50.00
06/17/21	111-100-100-610-005-000 Expedition Supplies	11-100-100-800-000-000 MISC EXPEND		400.00
06/17/21	111-100-100-610-005-000 Expedition Supplies	11-100-100-610-003-000 Office Supplies		1,000.00
06/17/21	111-200-290-890-004-000 Publicity for School	11-300-262-340-000-000 OTH PURCH SVS		600.00
06/30/21	111-100-100-101-002-000 CLUB STIPENDS	11-200-100-101-008-000 Field Trip/Expedition Addition		250.00
06/30/21	111-100-100-101-002-000 CLUB STIPENDS	11-100-100-101-001-000 SAL SUBSTITUTES		7,000.51
06/30/21	111-100-100-101-002-000 CLUB STIPENDS	11-100-100-300-000-000 PURCH PROF/TECH		400.00
06/30/21	111-100-100-101-002-000 CLUB STIPENDS	11-100-100-800-000-000 MISC EXPEND		17.19
06/30/21	111-100-100-101-120-000 Salary Gr 2-5	11-300-262-340-009-000 Water Testing		233.04
06/30/21	111-100-100-610-006-000 Nourishing Supplies	11-300-262-340-003-000 Landscape Svc		204.51
06/30/21	111-100-100-610-006-000 Nourishing Supplies	11-200-290-890-007-000 Legal Ads		14.10
06/30/21	111-100-100-610-006-000 Nourishing Supplies	11-200-230-320-002-000 Sped Attorney		1,725.34
06/30/21	111-100-100-610-002-000 SPECIAL ED SUPPLIES	11-200-230-320-002-000 Sped Attorney		303.16

Report Includes Effective Dates from Jun 01, 2021 to Jun 30, 2021, Fund 10 Transactions Only

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/30/2111-100-100-610-002-000	SPECIAL ED SUPPLIES	11-200-230-110-007-000	Worker's comp	492.96
06/30/2111-100-100-610-002-000	SPECIAL ED SUPPLIES	11-100-100-610-003-000	Office Supplies	167.67
06/30/2111-100-100-101-130-000	Salary Gr 6-8	11-400-400-730-000-000	Mortgage Pmts - Principal	1,272.25
06/30/2111-100-100-101-130-000	Salary Gr 6-8	11-300-262-800-000-000	MISC EXP	127.20
06/30/2111-100-100-101-002-000	CLUB STIPENDS	11-200-100-101-002-000	SBA	0.04
06/30/2111-100-100-101-120-000	Salary Gr 2-5	11-300-262-610-000-000	SUPP & MATER	3.96
06/30/2111-100-100-101-002-000	CLUB STIPENDS	11-200-100-101-003-000	Integration Coordinator	6,164.96
06/30/2111-100-100-101-120-000	Salary Gr 2-5	11-300-262-340-005-000	JANITORIAL SVS	2,788.35
06/30/2111-100-100-101-120-000	Salary Gr 2-5	11-300-262-340-003-000	Landscape Svc	870.00
06/30/2111-100-100-101-120-000	Salary Gr 2-5	11-300-262-340-001-000	BLDG REPAIRS	17,606.82
06/30/2111-100-100-101-002-000	CLUB STIPENDS	11-300-262-340-001-000	BLDG REPAIRS	9,258.68
06/30/2111-100-100-101-002-000	CLUB STIPENDS	11-300-219-300-000-000	PURCH PROF/TECH	37.50
06/30/2111-100-100-101-002-000	CLUB STIPENDS	11-200-290-890-000-000	Miscellaneous Expenses	2,640.12
06/30/2111-100-100-101-002-000	CLUB STIPENDS	11-200-230-320-002-000	Sped Attorney	1,117.00
06/30/2111-100-100-101-002-000	CLUB STIPENDS	11-200-230-110-002-000	PMT IN LIEU	800.00
06/30/2111-100-100-640-000-000	TEXTBOOKS	11-300-262-340-003-000	Landscape Svc	802.99
06/30/2111-100-100-101-120-000	Salary Gr 2-5	11-300-262-800-000-000	MISC EXP	172.80

The total of all transfers within fund 10 is: **66,038.78**

**Sussex County Educational Services Commission
Northern Hills Academy**

10 Gail Court
Sparta, New Jersey 07871
Phone: 973-579-6980; Fax: 973-579-1086

Andrea Romano
Superintendent

Jennifer Cook
Principal

Erin Siipola
Business Administrator

2021 – 2022 NORTHERN HILLS ACADEMY TUITION RATES

(Daily Student Hours: 8:30 a.m. to 2:30 p.m.)

EXTENDED SCHOOL YEAR:

(6 Weeks – Full Day Summer Session)

	MD/BD/PRESCHOOL TUITION	AUTISTIC TUITION	PARAPROFESSIONAL	ADD'L THERAPY
MEMBER	\$ 9,920.00	\$11,320.00	\$5,400.00	\$400.00
NON-MEMBER	\$11,670.00	\$12,490.00	\$5,520.00	\$410.00

REGULAR SCHOOL YEAR:

MULTIPLE DISABILITY CLASSIFICATION/PROGRAM:

BEHAVIORAL DISABILITY CLASSIFICATION/PROGRAM:

PRESCHOOL DISABILITY CLASSIFICATION/PROGRAM:

LEARNING & LANGUAGE DISABILITIES CLASSIFICATION/PROGRAM:

	TUITION	PARAPROFESSIONAL	ADD'L THERAPY
MEMBER	\$50,850.00	\$27,390.00	\$2,035.00
NON-MEMBER	\$59,180.00	\$28,560.00	\$2,075.00

AUTISM CLASSIFICATION/PROGRAM:

	TUITION	PARAPROFESSIONAL	ADD'L THERAPY
MEMBER	\$57,670.00	\$27,390.00	\$2,035.00
NON-MEMBER	\$63,720.00	\$28,560.00	\$2,075.00

PROJECT SEARCH PROGRAM:

	TUITION	PARAPROFESSIONAL	
MEMBER	\$35,000.00	\$26,326.00	Transportation TBD*
NON-MEMBER	\$37,000.00	\$27,452.00	Transportation TBD* Student transportation to host site will be sending district responsibility.

Draft: (2/10/21)

BOE Approved: 2/22/21 (Tentative)

2021-2022 Public/Itinerant Program Rates

HOURLY RATE FOR SERVICES:

SERVICE	MEMBER	NON-MEMBER	NOTES
Psychologist	\$82.00*	\$89.00*	+ 3% Adm. Fee
Social Worker	82.00*	89.00*	+3% Adm. Fee
LDTC	82.00*	89.00*	+3% Adm. Fee
Physical Therapy	87.00	97.00	+3% Adm. Fee
Occupational Therapy	87.00	97.00	+3% Adm. Fee
Speech Therapy	87.00	97.00	+3% Adm. Fee
OT/PT/Speech (Consultant)	89.00 (minimum or agency rate)	97.00 (minimum or agency rate)	+6% Adm. Fee
Program Consultant	87.00	102.00	+3% Adm. Fee
Itinerant Teacher	N/A	N/A	If position needed costs would be contracted
Itinerant Aide	28.00	31.00	+3% Adm. Fee
Home Instruction	\$51.00 per hr. + mileage	\$55.00 hr. + mileage	

*Member – Yearly Commitment for 3 full days or more - \$78.00 per hour

**Non-Member – Yearly Commitment for 3 full days or more \$85.00 per hour

EVALUATIONS:

SERVICE	MEMBER	NON-MEMBER	NOTES
CST Assessment	\$360.00	\$400.00	+3% Adm. Fee
Meeting	82.00	87.00	+3% Adm. Fee
Functional Behavioral Assessments	As charged by provider 6% administrative fee		

OTHER:

SERVICE	MEMBER	NON-MEMBER	NOTES
Sub Nursing (door to Door)	\$51.00	\$54.00	+3% Adm. Fee
Certified School Nurse	56.00	59.00	+3% Adm. Fee
RN (Pending Availability)	51.00	59.00	+3% Adm. Fee
ESL/ELL (service & eval)	As charged by provider plus 6% administrative fee		
In-Service (Professional Dev- minimum 2 hr +1 hr prep)	179.00 per hour	204.00 per hour	

ADMINISTRATIVE SUPPORT:

SERVICE	MEMBER	NON-MEMBER	NOTES
Supervisor/Principal	\$408.00 per day	\$434.00 per day	
Danielson/Strong Teacher Observation	204.00 (per observ.)	230.00 (per observ.)	
Business Office Clerk Services	TBD Depending on contracted needs	TBD Depending on contracted needs	3% admin fee
Secretarial Services- Substitute	TBD Depending on contracted needs	TBD Depending on contracted needs	3% admin fee

ASSESSMENT:

Member Districts - \$1.25 per student (per October count)

Approved (01/11/2021)