

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 November 18, 2021 at 1234 State Route 94, Blirstown, NJ 07825. The meeting was called to order at 6:20pm by Julie Budzinski-Flores, 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 6:54pm	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: Julie Budzinski-Flores Guardian: Kerry Barnett Recorder: Theresa Radline
Public Participants: Missy Lahren and Michelle Murray

Trustee Circle Opening: convened 6:20pm

Public Participation: None

Correspondence: None

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. A recap of recent assemblies and newsletters were shared.
2. A discussion was held regarding land access at Genesis Farm.
3. A discussion was held regarding the Holiday Luncheon for staff. A date will be set in December and the event will be sponsored by Ridge and Valley Learning Circles.
4. A discussion was held regarding the Diversity, Equity, and Inclusion Committee work.
5. An Open House was scheduled for Wednesday, December 1.
6. After school clubs are running again.
7. The Expedition Facilitator Fall Trimester 2021 report was shared.
8. Current enrollment is at 113 students. We have 2 new students starting the Monday after Thanksgiving.
9. A lottery was held for the 2022-2023 school year's Kindergarten non-resident waiting list, 1st grade resident waiting list, 2nd grade resident waiting list, and 4th grade non-resident waiting list.

Infrastructure Coordinator Report: Robin Balles reported:

1. Preparation for changing seasons is underway.
2. The tents are coming down and Taylor Rental has been procured to clean the tents.
3. A meeting was held with Drake's Landscaping to discuss snow removal.
4. Straw has been ordered for muddy areas and garden beds.
5. Doors in Nebula and Galaxy West have been repaired.
6. She received her substitute certificate.
7. She has enjoyed spending more time with classes.
8. She is organizing photos, quotes, and events for social media postings.
9. In August of 2022, the Lenape Nation of Pennsylvania will be embarking on their sixth Rising Nation River Journey to honor and promote the signing of the Treaty of Renewed Friendship. Julie Budzinski-Flores will reach out to them to see how RVCS can support the event.
10. She is documenting sustainability practices for renewing our Sustainable Jersey for Schools certification.

Curriculum Coordinator Report: Traci Pannullo reported:

1. Meaghan Manole, CST Coordinator, will be on leave. Kelly Edsall from ESC of Sussex County will be filling in.
2. The After School Support Program, as part of the CRRSA ESSER II Grant, is being planned and will begin in December. Implementing the mental health portion of the grant is still being discussed.
3. The ESSER III Grant was discussed.
4. Three graduation projects were shared. They include the yearbook, an expedition/overnight cookbook, and wooden window garden boxes.
5. A fundraiser proposal was submitted by Yellow Unicorn students to hold a muffin sale, with a curbside pickup option, for their graduation project. Approved unanimously.

Business Coordinator Report: Theresa Radline reported:

- Approval of October 21, 2021 minutes with corrections. Approved unanimously.
- **Resolution 11.18.21.a** To approve to pay bills for the dates of October 22, 2021 thru November 18, 2021 in the amount of \$219,285.48 which includes payroll. Approved by 4 ayes and 1 abstention.
- **Resolution 11.18.21.b** To approve the Board Secretary and Treasurers' Report for October 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 11.18.21.c** To approve budget transfers from November 1, 2021 thru November 30, 2021 as attached. Approved unanimously.
- **Resolution 11.18.21.d** To approve the 2021-2022 Annual Charter/Renaissance School Fiscal Questionnaire. Approved unanimously.
- **Resolution 11.18.21.f** To approve revising the 2021-2022 calendar. An extended day will be added on Wednesday, April 13, 2022 and the final day of school will be Thursday, June 16, 2022. Approved unanimously.

Theresa Radline reported:

1. We have not been receiving JCP&L bills. This is happening to other schools as well. She is in contact with someone from the company.
2. The Finance Committee approved the use of a remote check deposit scanner.
3. Discussion was held regarding 501(c)3 status and a fixed asset inventory.
4. Classes towards her standard certification are going well.

Committee Reports:

Communication: Dave McNulty shared the possibility of working with an advertising agency for publicity for the school.

Diversity, Equity, and Inclusion: Julie Budzinski-Flores and Dave McNulty discussed next steps for the committee's work.

Facilities: Robin Balles shared that there are several on-going projects she is working on. She received several resumes/emails/contacts for the part-time maintenance position. The alarm system for Alyssa's Law will be installed soon. Discussion was held regarding the HVAC replacement in the Universe Building. She shared that the Sustainable Jersey for Schools application for renewal is due on January 13.

Finance: Covered earlier.

Landcare: Robin Balles shared that brush mowing is almost complete. Constellation and Galaxy students are working with Guide Bradley to remove invasives. Garden Club and Landcare have been working hard the last few weeks. It has been challenging for Landcare to hold meetings as they are struggling to find a good time that works for everyone.

Parent: None

Policy:

1st reading of Policy:

4150/4250 Family Leave and Medical Leave

Technology: Theresa Radline shared that a guide laptop died and had to be replaced. There is a Windows 10 issue with the printers and they are working on it. WeVideo and Typing Club were purchased for student use on the Chromebooks.

Other Business:

1. The annual appeal is in the newsletter and sent through RVCS-news.
2. The Road Flashing Lights will be discussed at the next Facilities meeting.
3. The Trustee Retreat was scheduled.
4. Land Access was discussed earlier.
5. The Charter Renewal was discussed.

Executive Session to discuss personnel: 9:24pm

Return to Public Session: 9:27pm

- **Resolution 11.18.21.e** To accept the resignation of Kristen Caggiano effective January 14, 2022. Approved unanimously.

Meeting adjourned at 9:34pm

Theresa Radline, Board Secretary