

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 January 27, 2022 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:06pm by Dave McNulty, Guardian. 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-arrived 6:32pm	X	
Julie Budzinski-Flores	X	
Jenn Gurdak-arrived		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: Dave McNulty Guardian: Kerry Barnett Recorder: Theresa Radline
Public Participants: Missy McEvoy

Trustee Circle Opening: convened 6:06pm

Public Participation: Missy McEvoy shared her concerns regarding the curriculum during quarantine periods. She also shared her concerns regarding assessments. She appreciated that communication regarding return time from quarantining was shared sooner.

Correspondence: None

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. The 2020-2021 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights was shared. Ridge and Valley Charter School's grade is 56 out of a possible 78.
2. Current enrollment is at 119 students.
3. We have received 64 applications for enrollment spanning all grades for the 2022-2023 school year.
4. The second club cycle has started.
5. We had one assembly in January.
6. The following fundraising requests for graduation projects were approved:
 - a. Make and sell fire starters
 - b. Make and sell jumbo muffins; including, blueberry, pumpkin, raspberry, & gluten free apple crumb.

Infrastructure Coordinator Report: Robin Balles reported:

1. The Health and Safety Checklist Statement of Assurance was submitted.

2. The Sustainable Jersey for Schools application is in progress.
3. Cleaning of the Universe Building storage area is ongoing.
4. The Northeast Organic Farming Association is holding a virtual conference on January 29 and 30. Guide Tess Mullen is a member and received free registration for the school.
5. January's professional development focused on garden and land planning. Each team worked on mapping out their footprint and use of the land and planned the upcoming garden season. Guides were then given the opportunity to move around between multiple topics to document needs and ideas on future land use visions and ecological restoration strategies.

Curriculum Coordinator Report: Traci Pannullo reported:

1. The second round of the After School Academic Support Program started. There are about 30 students attending in person for ELA and Math and about 10 students participating in the iReady, independent, self-paced portion of the program.
2. Start Strong Assessment results were shared.
3. One of our Reading Specialists providing reading support resigned. The Leadership Team and Guide Kelly Edsall are recommending Barbara Fernandez to fill that role.
4. The Leadership Team, along with Nurse Toni Marek-Mazzariello, are spending a good majority of their time working through COVID guidelines and making last minute adjustments as new guidance is received.

Business Coordinator Report: Theresa Radline reported:

- Approval of December 16, 2021 minutes. Approved unanimously.
- **Resolution 01.27.22a** To approve to pay bills for the dates of December 17, 2021 thru January 19, 2022 in the amount of \$301,966.70 which includes payroll. Approved unanimously.
- **Resolution 01.27.22.b** To approve the Board Secretary and Treasurers' Report for December 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 01.27.22.c** To approve budget transfers from January 1, 2022 thru January 31, 2021 as attached. Approved unanimously.
- **Resolution 01.27.22.d** To approve contracting with Cullari Carrico, LLC to coordinate and file Forms 1096 and 1099s for a fee not to exceed \$700 for the 2021-2022 school year. Approved unanimously.
- **Resolution 01.27.22.e** To approve the request for a waiver of the requirements to maximize SEMI participation based on 40 or fewer Medicaid eligible classified students. Approved unanimously.
- **Resolution 01.27.22.f** To approve the revised 2021-2022 RVCS budget for submission to the State: General Fund: \$2,476,928; Special Revenue Fund: \$52,253; Total Budget: \$2,529,181; This budget includes a maximum of \$1,000 to be reimbursed for Board of Trustees/employee travel expenses. The Board of Trustees of Ridge and Valley Charter School approves a total revised budget for the 2021-2022 school year for a total of \$2,529,181. Approved unanimously.
- **Resolution 01.27.22.g** To accept the 2020-2021 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. The RVCS school grades is 56 out of a possible 78. Approved unanimously.
- **Resolution 01.27.22.h** To approve contracting with Shoop SBA, LLC to provide public school purchasing consulting services at a cost not to exceed \$1,500.00. Approved unanimously.
- **Resolution 01.27.22.k** To approve contracting with Barbara Fernandez to provide individual and/or small group instruction in a specialized reading program for the 2021-2022 school year at a rate of \$65/hour, 2 hours per week. Approved unanimously.

Committee Reports:

Communication: Dave McNulty discussed the marketing campaign, ADA compliance for the website, as well as open house and information session dates. Lisa Masi thanked Robin Balles for her work on posting on social media.

Diversity, Equity, and Inclusion: Julie Budzinski-Flores shared that the committee drafted a letter that will be sent to the trustees and Leadership Team soon.

Facilities: Robin Balles shared that the new maintenance person, Jacob Deeney, has been very reliable and she is confident in his abilities. Renovations and the wellness space were discussed as well.

Finance: Kerry Barnett shared that the committee is working on next school year's budget.

Landcare: Robin Balles shared that the committee is meeting twice a month. The committee members have asked for a trustee to sit on the committee. They are continuing to work on removing invasive species, seed starting, a future plant sale, and graduation projects were reviewed.

Parent: Missy McEvoy shared that the online gear sale went very well.

Policy: None

Other Business:

1. Summer programs were discussed.
2. The charter renewal will be discussed at the trustee retreat.

Executive Session to discuss personnel: 8:26pm

Return to Public Session: 9:20pm

- **Resolution 01.27.22.i** To approve offering and accepting a Long-Term Substitute contract with Mercedes Lippert Lozano from March 14, 2022 thru June 3, 2022 at a salary of \$37,500.00, prorated. Approved unanimously.
- **Resolution 01.27.22.j** To approve continuing dental benefit coverage and aide-in-lieu benefits for Mercedes Lippert Lozano during lapse of employment from February 18 thru March 11, 2022. Approved unanimously.
- **Resolution 01.27.22.l** To accept Sundae Greame's request to extend family leave thru March 2, 2022. Approved unanimously.

Meeting adjourned at 9:40pm

Theresa Radline, Board Secretary

Ridge and Valley Charter School Budget Transfers printed on 1/19/2022

Report Includes Effective Dates from Jan 01, 2022 to Jan 31, 2022

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
01/20/22	11-200-230-530-001-000 STAFF DEVELOPMENT	11-300-262-800-000-000 MISC EXP	Board Approved 01/20/22	1,200.00
01/20/22	11-200-230-530-001-000 STAFF DEVELOPMENT	11-300-262-340-001-000 BLDG REPAIRS	Board Approved 01/20/22	800.00
01/20/22	11-100-100-610-004-000 PARCC Laptops	11-300-262-340-001-000 BLDG REPAIRS	Board Approved 01/20/22	1,200.00
01/20/22	11-100-100-300-000-000 PURCH PROF/TECH	11-200-230-530-000-000 COMM/TELEPHONE	Board Approved 01/20/22	2,000.00

The total of all transfers within fund 10 is: **5,200.00**
