

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 June 16, 2022 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:10pm by Dave McNulty, 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		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: Jessi Sohl Recorder: Theresa Radline

Public Participants: Andrew & Xander Terranova

**Trustee Circle Opening:** convened 6:10pm

**Public Participation:** None

**Correspondence:** None

**Leadership Team Updates:**

**Integration Coordinator Report:** Lisa Masi reported:

1. Final enrollment for the 2021-2022 school year was 120 students. Next school year's enrollment is 123 students with a long waiting list.
2. The Yearbook Advisor's report was shared.
3. The Expedition Facilitator's report was shared.

**Infrastructure Coordinator Report:** Robin Balles reported:

1. She has been preparing for end of year events and summer work.
2. The PFOS levels in the water continue to be normal.
3. There was a lot of cleanup in the gardens during the service learning station at Earth Olympics.
4. Lisa Masi thanked Robin for her work in the garden and the plant sale.

**Curriculum Coordinator Report:** Traci Pannullo reported:

1. Graduation projects for next school year's graduates were shared.

2. She shared that the North Warren Regional High School salutatorian was a Ridge and Valley alumna and that Warren Tech's salutatorian and the 8th ranking student in the graduation class were both Ridge and Valley alumni.
3. There was discussion regarding developing an attendance module in the new database.

**Business Coordinator Report:** Theresa Radline reported:

- Approval of May 19, 2022 minutes. Approved unanimously.
- **Resolution 06.16.22a** To approve to pay bills for the dates of May 19, 2022 thru June 16, 2022 in the amount of \$198,486.93 which includes payroll. Approved unanimously.
- **Resolution 06.16.22.b** To approve the Board Secretary and Treasurers' Reports for May 2022 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 06.16.22.c** To approve budget transfers from June 1, 2022 thru June 30, 2022 as attached. Approved unanimously.
- **Resolution 06.16.22.d** To accept the Preschool and Charter Security Grant in the amount of \$20,000. Approved unanimously.
- **Resolution 06.16.22.e** To approve the 2022-2023 final calendar (attached). Approved unanimously.
- **Resolution 06.16.22.f** Resolved by the Board of Trustees, Ridge and Valley Charter School: On June 8, 2022, Ridge and Valley Charter School received three (3) responses to the bid advertisement for HVAC Units; Purchase and Installation project—Bid #01-23. The Ridge and Valley Charter School Board of Trustees, based upon the recommendation of the Business Coordinator/SBA and the Infrastructure Coordinator hereby approves the award of the contract to: TM Brennan Service, Inc, 3505 Route 94, Hamburg, New Jersey 07419. Lowest Responsible Bid: TM Brennan Service, Inc., submitted the lowest responsible bid of \$126,000.00 for the total HVAC project. Other Bidders: The other bids received by the school were: Iron Mountain Mechanical, LLC, Columbia, New Jersey 07832 \$147,985.00; ACP Contracting, Inc., Fairfield, New Jersey 07004, \$168,000.00 Public Notice: Procuring Goods and Services Financed with Federal Funds The Ridge and Valley Charter School hereby provides public notice the following federal funds will be used for this project: Federal Program: Percentage of the Total Cost of Bid, ESSER II Funds, 19%: \$24,316 out of \$126,000. Approved unanimously.
- **Resolution 06.16.22.g** To approve accepting Stipend Position Contracts with the following guides for the 2021-2022 school year: 1. Daniel Egan, Expeditions Facilitator, \$1,500 2. Nancy Christian, I&RS Team Member, \$580 3. Erica Garfinkle, I&RS Team Member, \$500. 4. Julia Kelly, I&RS Team Member, \$530 5. Milly Paulson, Substitute Coordinator, \$2,000 6. Tyler Thurgood, Yearbook Advisor, \$478. Approved unanimously.
- **Resolution 06.16.22.h** To approve Traci Pannullo as the Ridge and Valley Charter School Affirmative Action Officer and Title IX Coordinator for the 2022-2023 school year. Approved unanimously.
- **Resolution 06.16.22.i** To approve Theresa Radline as the Public Agency Compliance Officer (P.A.C.O) for the 2022-2023 school year. Approved unanimously.
- **Resolution 06.16.22.j** To approve Lisa Masi as the Ridge and Valley Charter School Anti-Bullying Coordinator for the 2022-2023 school year. Approved unanimously.
- **Resolution 06.16.22.k** To approve Meaghan Manole as the Ridge and Valley Charter School Anti-Bullying Specialist for the 2022-2023 school year. Approved unanimously.
- **Resolution 06.16.22.l** To approve Robin Balles as School Safety Specialist for the 2022-2023 school year. Approved unanimously.
- **Resolution 06.16.22.m** To approve Meaghan Manole as the Section 504 Officer for the 2022-2023 school year. Approved unanimously.
- **Resolution 06.16.22.n** To approve 10-month guides to complete summer maintenance, lawn care, and facilities work, as needed, for \$25/hr. Approved unanimously.
- **Resolution 06.16.22.o** To approve classroom guides to prepare for and attend IEP meetings over the summer, as needed, for \$25/hr. Approved unanimously.
- **Resolution 06.16.22.p** To approve the 2022-2023 School Climate & Culture Team members of Kris Tucker, Lisa Masi, Kris Kelleher, and Toni Marek-Mazzariello. Approved unanimously.

- **Resolution 06.16.22.q** To approve the 2022-2023 Resolution Advisory Committee as follows: Parents: Marly Bewighouse, Kyra Dosch-Klemer and one vacant position Staff: Bradley White and Tyler Thurgood. Approved unanimously.
- **Resolution 06.16.22.r** To approve contracting with Sussex County Educational Services Commission for CST Services with a School Psychologist for 1 day per week at a per diem rate of \$506 with a 3% administrative fee. As determined 1 day per week in July, and possible 1-2 day transition in August. Approved unanimously.
- **Resolution 06.16.22.s** To approve contracting with Carson 1994 Corp. (dba Jan-Pro of Northern NJ) for regular janitorial services for the 2022-2023 school year at a rate of \$903.00 per month. Approved unanimously.
- **Resolution 06.16.22.t** To approve Tess Mullen for part-time clerical/maintenance work at \$25.00/hr for the months of July and August 2022. Hours not to exceed 24 hours per week. Approved unanimously.

### **Committee Reports:**

**Communication:** Robin Balles shared some of the advertisements that appear on Facebook. The marketing campaign was discussed.

**Diversity, Equity, and Inclusion:** None

**Facilities:** Robin Balles shared that the HVAC Bid process went very smoothly, especially with James Shoop's assistance. She is having difficulty getting quotes for the window replacement. She is hoping to have them replaced this summer. The new deck was discussed at the last Facilities Committee meeting. The door levers will be replaced as part of the School Security Grant.

**Finance:** Dave McNulty discussed enrollment and the HVAC bid. Theresa Radline shared about changing over account codes to match the Uniform Chart of Accounts.

**Landcare:** Robin Balles shared that the plant sale was a huge success. Over \$900 was raised. She thanked Jessi Sohl and Julie Budzinski-Flores for their help. Fencing quotes have been received for the perimeter of the garden. The committee will meet next week to discuss summer work.

**Parent:** Cindy Terranova shared that the committee hopes to revitalize things over the summer. The committee wants to rebuild a sense of community. The graduation banner and a community get together over the summer were discussed.

**Personnel:** None.

### **Policy:**

1st Reading of Policy:

- 4110/4210-Streamline Tenure Acquisition & Dismissal

### **Other Business:**

1. The Charter Renewal was discussed.
2. Graduation Recap was covered earlier.
3. School Safety was discussed.
4. The Reorganization document was discussed and approved unanimously.

Executive Session: None

Meeting adjourned at 9:00pm

Theresa Radline, Board Secretary

**From the 2001 Charter School Application as revised July 2006:**

**b. Describe the board of trustees as follows:**

- **Total number of members with the number who will be voting members and the number who will be ex-officio (non-voting) members;**
- **Process for selection (appointment or election) to the board of trustees;**
- **Length of term as member of board of trustees;**
- **Officer's positions to be filled;**
- **Process for selection of all officers; and**
- **Length of term of officers.**

The total number of members = 10 - 17.

The number who will be voting members = 7 - 11.

The number who will be ex officio (non-voting) members = 4 - 5 (Curriculum Coordinator, Integration Coordinator, Business Coordinator, Student if available).

The Founders will select the initial board positions. The board will strive to have at least 50% of the board be parents/guardians of children enrolled in the school. Appointment of the full board may not be completed in the first year of the charter. The Board will hire the Lead Teacher who will occupy an ex officio Board position. Students, once school is in operation, will vote for their Board member (ex officio).

The initial board of trustees selected by the founders will serve approximately 18 months, or until the end of the first year of the school's operation. An annual organizing meeting of the board of trustees shall be held in the month of June, commencing in June 2003.

The process for selecting new Board members shall include an application and interview process, conducted by the Selection Committee of the Board. The Selection Committee shall consist of two sitting members of the Board. The Selection Committee shall recommend persons for membership on the Board, based on the results of the application/interview process. The full Board shall approve all new members of the Board.

Beginning at the annual organizing meeting in June 2013, board members shall have 3 year term lengths.

Officers of the board shall consist of two Coordinators, a treasurer and a secretary. Officers shall be selected at the annual organizing meeting in June. Officers' terms shall be for one year.

**c. Describe the role of the board of trustees and outline its responsibilities. Include its provisions for compliance with the Open Public Meetings Act and the School Ethics Act.**

The Ridge and Valley Charter School Board of Trustees has the responsibility to ensure that the charter school remains true to its mission. The Board of Trustees shall have the authority to decide matters related to the operations of the school including budgeting, curriculum and operating procedures, subject to the school's charter. The Board of Trustees shall provide for appropriate insurance against any loss or damage to its property or any liability resulting from the use of its property or from the acts or omissions of its officers and employees. It shall have the authority to employ, discharge, and contract with necessary teachers, the Lead Teacher, and non-licensed employees. It shall adopt any health and safety provisions of the collective bargaining agreement of the local school district.

Thus, the Board of Trustees is empowered to develop and set school policies and protocols regarding total school operations. Specifically, the Board of Trustees creates policy, receives and approves recommendations

from the Lead Teacher regarding the Ridge and Valley Charter School's related matters, such as personnel, fiscal accountability, accepting and developing reports for the State Department of Education and other areas of responsibility that facilitate successful operations of the Ridge and Valley Charter School.

The Board of Trustees will comply with the Open Public Meetings Act and appropriately advertise to the public sufficiently in advance of each board meetings. All meetings (except executive sessions where confidential matters such as personnel, negotiations, etc. are discussed) will be open to the public. The Board of Trustees will send its meeting notices and meeting minutes to the Warren County Superintendent of Schools.

Board members will operate in full compliance with the School Ethics Act, including the submission of Financial and Personal/Relative Disclosure Statements annually, and the completion of a training program by the New Jersey School Boards Association on board members' responsibilities in the first year of his or her first term.

**d. Describe the role of each officer and outline the responsibilities.**

In keeping with the mission of the Ridge and Valley Charter School, the Board of Trustees will operate in a circle—not hierarchical—structure. There will be two Coordinators responsible for the general supervision of the board. Acting as a team/partnership, the two Coordinators will execute on behalf of the board all contracts, deeds, conveyances, and other instruments in writing that may be required or authorized by the Board of Trustees.

The secretary will be responsible for keeping the board's records. He or she will give all notices of meetings of the Board of Trustees and all other notices required by law or bylaws. The secretary will be the custodian of all books, correspondence, and papers relating to the business of the corporation, except those of the treasurer.

The treasurer will have general charge of the finances of the board. He or she will keep full and accurate account of all receipts and disbursements in books belonging to the board. Should it be decided that the finances of the Ridge and Valley Charter School be handled or paid by professionals, the treasurer will monitor and report activities to the Board. The Treasurer will retain primary fiscal responsibility and act to ensure the school's funds are spent appropriately.

**Board members and contact information**

leadershipteam@ridgeandvalley.org  
trustees@ridgeandvalley.org

**Non-voting (employees of RVCS are not eligible to vote)**

Balles, Robin	Infrastructure Coordinator	robin.balles@ridgeandvalley.org
Masi, Lisa	Integration Coordinator	lisa.masi@ridgeandvalley.org
Pannullo, Traci	Curriculum Coordinator	traci.pannullo@ridgeandvalley.org
Radline, Theresa	Business Coordinator	theresa.radline@ridgeandvalley.org

**Voting**

Barnett, Carol M. (Kerry) (voting, new 3-year term, expires 2025)	kerry.barnett.direct@gmail.com
Budzinski-Flores, Julie (voting, parent, new 3-year term, exp 2025)	julievcs@gmail.com
Gurdak, Jenn (voting, parent, new 3-year term, expires 2024)	jlgurdak@hotmail.com
McNulty, Dave (voting, new 3-year term, expires 2025)	dmcnulty@d-scape.com
Sohl, Jessi (voting, new 3-year term, expires 2025)	mybluedaisies@comcast.net
Terranova, Cindy (voting, parent, new 3-year term, expires 2025)	rvscindy@gmail.com

Training req: All board members and charter school trustees must attend training in each of their first four years of board service, and thereafter the first year of subsequent re-elected/re-appointed term.

- Governance I – 1st term, 1st full year of board service – New Board Member Orientation
- Governance II – 1st Term, 2nd full year of service – Finance
- Governance III – 1st Term, 3rd full year of service – Student Achievement
- Governance IV – Reelected/Reappointed Board Members in the first year of any succeeding term – Legal Update

Facilitator/host, rhythm of the year

All meetings begin at 6:00 pm (think 5:45!)

**June 2022 - Dave McNulty**

**3 Work session**

**17 formal action**

**July – Jen Gurdak**

**1 Work session to finalize Annual Report (if needed) – By Email**

**22 formal action**

Annual Report, review and update annual goals, committees and committee annual goals, fall events, trustee review

**August – Cindy Terranova**

**5 work session, agenda, Information Session – By Email**

**26 formal action**

2022-23 action plans review, autumn equinox, fall events

**September – Kerry Barnett**

**2 work session, agenda**

**16 formal action**

Review model for staff evaluation, autumn equinox

**October – Julie Budzinski-Flores**

**7 work session, agenda**

**21 formal action**

Review audit

**November – Jenn Gurdak**

**4 work session, agenda**

**18 formal action**

Annual appeal, winter solstice

**December – Dave McNulty**

**2 work session, agenda**

**16 formal action**

Update on progress toward annual goals, preliminary report on non-tenured staff, set calendar for Coordinator's evaluations, approve professional development plan, winter solstice

**January 2023 – Jessi Sohl**

**6 agenda by email, no work session**

**20 formal action**

Financial review, preliminary budget 23-24

TBD Development with guides – Additional Development TBD

**February – Cindy Terranova**

**3 work session, agenda,**

**17 formal action**

2023-2024 budget, preliminary annual calendar

**March –Kerry Barnett**

**3 work session, agenda**

**17 formal action**

Personnel for 2022-23, Rice letters, approve annual calendar, disclosure forms to Ethics Commission, code of ethics review, spring equinox

**April – Julie Budzinski-Flores**

**7 work session, agenda**

**21 formal action**

Personnel for 2022-23

Graduation pre-planning

**May – Jenn Gurdak**

**5 work session, agenda**

**19 formal action**

Notice of non-renewal to non-tenured certificated staff by April 30, summer solstice

Pre-reorganization

**June – Dave McNulty**  
**2 work session, agenda**  
**16 formal action**

Committees, reorganization, review annual goals 2022-23, plan annual goals for 2023-2024, summer solstice

**Facilitator/Host**

The trustee facilitating the month's public meeting is responsible for

- 1) Noting agenda items and persons responsible for each at the working session (first week)  
Agenda template attached.
- 2) Publicizing the agreed draft agenda or topics in the weekly school newsletter and in email form to the official school emailing list via LT (second week).
- 3) Coordinating and facilitating working meeting (first week), trustee development, and formal action meeting (third week), including timing.

**Schedule of meetings**

**1<sup>st</sup> Thursday = work session/agenda planning/trustee development**

The first Thursday of each month is a public working session, although formal action may be taken. The public are invited and welcome. A goal of the working session is to develop and plan the agenda for the month's public meeting on the third Thursday, including noting persons responsible and time requested for each topic. The trustee facilitating the month's public meeting is responsible for noting agenda items and persons responsible and publishing an invitation and agenda on the school RVCS News list c/o LT by the second Thursday of the month.

**2<sup>nd</sup> = guide and trustee joint development**

**TBD - August and January: developing a vision for cutting-edge sustainability at RVCS**

Guides and trustees gather, not to conduct official business of the school, but to improve communication, management skills, and understanding of the school's mission, and to practice consensus-based, collaborative governance. The monthly trustee facilitator is responsible for coordinating development for that month, in conjunction with trustees, Leadership Team, and guide volunteers.

**3<sup>rd</sup> = formal action**

At least a quorum of the voting members of the board meets in public session beginning at 6:00 pm (think 5:45!) on the third Thursday of the month in the community room of the school. A quorum is the minimum number of members who must be present for formal action (including votes) to take place. With the present board of 6 members, a quorum is 4 voting members. The month's facilitator prepares the agenda for each public meeting at the working session or by email. Items for the agenda can be sent to that month's facilitator or at any time to Jessi Sohl (973) 906-6572 or [mybluedaisies@comcast.net](mailto:mybluedaisies@comcast.net)

The third Thursday of each month is the formal action meeting. Formal action includes: receiving input from the public, requests and correspondence, responses, decisions, votes, public readings and approvals of policy, awarding of contracts, approval of curricular changes, discussion or action on personnel matters, commitment and allocation of funds, approval of budgets and reports. The public are invited and welcome. Public comments or questions can be introduced in person or in writing. Executive sessions are held as required, when confidential matters such as personnel, negotiations, or pending litigation, etc. are discussed.



**Newspaper of record**

*The New Jersey Herald*, Newton, NJ

**Officers of the Board of Trustees**

Co-Coordinator and President (as required by NJ Statute 18A:15.1) Jessica Sohl (voting)

Co-Coordinator and Vice-President (as required by NJ Statute 18A:15.1): Julie Budzinski-Flores (voting)

Board Secretary: Theresa Radline

Treasurer: Robert Hart (non-voting)

**Grievance Committee (Resolution Committee):** Kyra Dosh-Klemer, Marly Bewighouse, vacant position, Bradley White, Tyler Thurgood

**504 Officer:** Meaghan Manole

**Title IX Officer:** Traci Pannullo

**Affirmative Action Officer:** Lisa Masi

**Next reorganization meeting:** June 2023

**Agenda**  
to the extent known  
Board of Trustees, Ridge and Valley Charter School  
Formal Action Meeting: Month XX, 2022 at 6:00pm

Our board operates on a consensus basis in all matters. We choose to dispense with Robert's Rules of Order and conventional parliamentary procedure. We choose to use a group process methodology, PeerSpirit Circle Process, incorporating these principles: the circle is an all-leader group and facilitation rotates among all circle members. Responsibility is shared for the quality of experience. We believe that equality of contribution releases a synergistic energy that helps us toward best outcomes.

Our shared 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. The center of a circle is like the hub of a wheel: all energies pass through it, and it holds the rim together. To help people remember how the hub helps the group, the center of a circle usually holds objects that represent the intention of the circle. Any symbol that fits this purpose or adds beauty will serve: flowers, a bowl or basket, a candle.

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, on the RVCS website and with the County Administrator.

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Roll Call	present	absent
<i>(Voting members)</i>		
Kerry Barnett		
Julie Budzinski-Flores		
Jenn Gurdak		
Dave McNulty		
Jessi Sohl		
Cindy Terranova		
<i>(Non-voting members)</i>		
Robin Balles, Infrastructure Coordinator		
Lisa Masi, Integration Coordinator		
Traci Pannullo, Curriculum Coordinator		

Theresa Radline, Business Coordinator, SBA and Board Secretary

Facilitator:

Also in attendance:

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Land Acknowledgement:	We'd like to share our deep appreciation for all of the beings who currently, or in the past, have resided in this bioregion, and acknowledge those who have been maltreated. The insects, reptiles and amphibians, birds, plants, mammals, trees, fish, rocks and minerals, fungi, mountains and rivers, as well as the indigenous Lenape people.
Intention	Shapes the circle and determines who will come, how long the circle will meet, and what kinds of outcomes are to be expected. The caller of the circle spends time articulating intention and invitation.
Start point	Once people have gathered, it is helpful for the host, or a volunteer participant, to begin the circle with a gesture that shifts people's attention from social space to council space. This gesture of welcome may be a moment of silence, reading a poem, or listening to a song--whatever invites centering.

Check-in      Check-in helps people into a frame of mind for council and reminds everyone of their commitment to the expressed intention. It insures that people are truly present. Verbal sharing, especially a brief story, weaves the interpersonal net.

Check-in usually starts with a volunteer and proceeds around the circle. If an individual is not ready to speak, the turn is passed and another opportunity is offered after others have spoken.

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## **Agenda**

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Public Participation

Correspondence

Leadership Team reports

Business Coordinator report

Committee Reports

    Communication

    Equity, Diversity and Inclusion

    Facilities

    Finance

    Land Care

    Parent

    Policy

    Technology

Other business (some may be covered in earlier reports)

    Add specific topics.

Executive session (if needed)

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Check out      At the close of a circle meeting, it is important to allow a few minutes for each person to comment on what they learned, or what stays in their heart and mind as they leave. Closing the circle by checking out provides a formal end to the meeting and a chance for members to reflect on what has transpired

Farewell      As people shift from council space to social space or private time, they release each other from the intensity of attention being in circle requires. Often after check-out, the host, guardian, or a volunteer will offer a few inspirational words of farewell, or signal a few seconds of silence before the circle is released.

Adjournment

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