

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 18, 2022 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:08pm by Cindy Terranova, 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-arrived 6:24pm             | 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: Cindy Terranova Guardian: Julie Budzinski-Flores Recorder: Theresa Radline

Public Participants: Kasey Errico

**Trustee Circle Opening:** convened 6:08pm

**Public Participation:** None

**Correspondence:** None

**Leadership Team Updates:**

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

1. Enrollment for this school year is at 128 students with a healthy waiting list.
2. In lieu of home visits, the Kindergarten guides held a picnic for families. It was well attended with 11 families.
3. Back to School packets were sent out on Monday.
4. The Leadership Team is preparing for Refresh.
5. There will be an orientation on August 25 for two new guides.
6. An ad was placed for another support guide.
7. The Grievance Committee was discussed. Julie Budzinski-Flores volunteered to participate.
8. Discussion was held about access to the Paulinskill Trail.
9. She has been attending webinars with the Division of Civil Rights throughout the summer. They were informative and resources were received to be able to share with guides for professional development for the year.
10. Meet & Greet was discussed.

**Infrastructure Coordinator Report:** Robin Balles shared:

1. Water Testing Results for PFOS levels were shared as well as a letter from the DEP clearing the school. The Lead Testing results were shared and posted on the website. The levels were normal.
2. She will be attending the Warren County School Safety Committee meeting. Training with the guides will take place at Refresh.
3. The need for a School Threat Assessment Team was discussed. The mandate is for the 23-24 school year.
4. Summer Work has been on-going. The guides have been extremely helpful. The new window installation has been completed. The process went smoothly. The septic was pumped. A few rooms have been painted, the rugs are being cleaned, and the deck rails have been fixed where needed.

**Curriculum Coordinator Report:** None

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

- Approval of July 21, 2022 minutes. Approved unanimously.
- **Resolution 08.18.22.a** To pay bills for the dates of July 21 thru August 17, 2022 in the amount of \$94,931.83 which includes payroll. Approved unanimously.
- **Resolution 08.18.22.b** To approve the Board Secretary and Treasurers' Report for June 2022 (unaudited) and July 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 08.18.22.c** To approve budget transfers for the month of August as attached. Approved unanimously.
- **Resolution 08.18.22.d** To approve the following Substitute Guides for the 2022-2023 school year: Nicole Bostdorff, Jill Gladd, Dace Gulbis, Walter Kruegel, Veronica LaBrie, Mercedes Lippert Lozano, Tess Mullen, Mary Paulson and Elizabeth Saar. Dana Caulkins, Claudia Lobyecz, Donna Usinowicz and Michelle Wood as Substitute Nurses. Approved unanimously.
- **Resolution 08.18.22.e** To approve paying the following guides Aide-in-Lieu for the 2022-2023 school year over 10 months in 20 equal payments, pro-rated to months worked: Michael Florio: \$2,000.00; Mackenzie Cyr: \$2,000.00; Rebecca Garceau: \$2,000.00; Sundae Greame: \$2,000.00; Meaghan Manole: \$2,000.00; Lisa Masi: \$2,000.00; Traci Pannullo: \$2,000.00; Theresa Radline: \$2,000.00; Kristine Tucker: \$2,000.00; Margaret Vetter: \$2,000.00; Bradley White: \$2,000.00. Approved unanimously.
- **Resolution 08.18.22.f** To approve the RVCS Standard Operating Procedures (SOP) Manual and the Purchasing Manual, 2022-2023 edition. Approved unanimously.
- **Resolution 08.18.22.h** To approve the 2022-2023 Resolution Advisory Committee as follows: Parents: Marly Bewighouse and Kyra Dosch-Klemer; Staff: Bradley White and Tyler Thurgood; Trustee: Julie Budzinski-Flores. Approved unanimously.
  - Guide/Trustee Development was scheduled for October 12, 2022 from 1:30pm-3:30pm. The Trustee Circle will also have development on October 12 from 4:00pm-6:00pm.

**Committee Reports:**

**Communication:** Dave McNulty discussed the marketing campaign. He will be meeting with the representatives next week.

**Diversity, Equity, and Inclusion:** A meeting is scheduled for next week.

**Facilities:** Robin Balles shared that there were HVAC issues in Galaxy West again. The unit was under warranty and replaced. HVAC replacement for the Universe Building and Constellation is moving forward.

**Finance:** Dave McNulty shared that the finances are in good standing. The audit is taking place next week.

**Landcare:** Robin Balles shared that the garden and orchard fence will be replaced when materials are received.

**Parent:** Jessi Sohl shared that the contact name on the website should be changed. She and Cindy Terranova discussed rotating hosts for the meetings. A Zoom meeting will take place next week. A gear swap will be held during Meet & Greet.

**Policy:**

1st Reading of Policy:

- 4140/4240 Health Benefits and Insurance Waiver

**Other Business:**

1. Annual Report Goals were discussed.
2. Fall Events were discussed.

Executive Session: 7:56pm

Return to Public Session: 7:58pm

- **Resolution 08.18.22.g** To rescind the Support Guide contract offered to and accepted by Milly Paulson for the 2022-2023 school year dated May 19, 2022 in the amount of \$31,980.00; To approve offering and accepting a contract with Milly Paulson as a Support Guide for the 2022-2023 school year in the amount of \$28,600.00 for 10 months. Approved unanimously.

Meeting adjourned at 8:00pm

Theresa Radline, Board Secretary