

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 17, 2022 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:05 pm by Jenn Gurdak, 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		
Kerry Barnett	X	
Julie Budzinski-Flores	X	
Kasey Errico	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: Jenn Gurdak Guardian: Kasey Errico Recorder: Kerry Barnett

Public Participants: Julie Ball, Ed Ball

Trustee Circle Opening: convened 6:05pm

Public Participation: None

Correspondence: None

Leadership Team Updates:

Integration Coordinator Report: Traci Pannullo reported for Lisa Masi:

1. Parent Committee via Marly B. propose fundraising for a specific project, and suggest replacing the octagon benches. The Facilities Committee members present will bring the idea to Robin; all were in support of asking the Parent Committee to fundraise for replacement octagon benches.
2. Expedition Report from Guide Dan: detailed report on all expeditions, food prep, preparatory field trips, attendance, weather, and shelter backup plans. Guide Dan and others are revising expedition planning to improve the process for RVCS families to borrow gear, plan for back up plans to the back up plans for shelter in case of unexpected weather.
3. Enrollment lotteries were held for the waiting list for Grades K, 1, 2, 3, 4 and 5.

Infrastructure Coordinator Report: Traci Pannullo reported for Robin Balles:

1. School grounds, gardens, & orchard are being prepared for winter and for the Renewal Visit. The garden/orchard fence has been installed.

Curriculum Coordinator Report: Traci Pannullo reported:

1. Preparations continue for the NJDOE Renewal Site Visit Tuesday, Nov. 22. Traci confirmed that 9 visitors are coming, including 3 fiscal staff, 2 Warren County officials, and 4 charter school staff members. The schedule and preparations are in good shape. Trustees confirmed their attendance at the interview and debriefing, with some trustees participating in both.
2. LT and Jessi will have an initial consultation about summer camps 2023.

Business Coordinator Report: Traci Pannullo reported for Theresa Radline:

- Approval of October 20, 2022 minutes. Approved unanimously.
- **Resolution 11.17.22a** To pay bills for the dates of October 20, 2022 through November 16, 2022 in the amount of \$220,640.75 which includes payroll. Approved by 6 ayes and 1 abstention.
- **Resolution 11.17.22.b** To approve the Board Secretary and Treasurers' Report for October 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 11.17.22.c** To approve budget transfers for the month of November as attached. Approved unanimously.
- **Resolution 11.17.22.d** To approve Victoria Hoffman as an outside technician to complete website maintenance for the 2022-2023 school year at a rate of \$20 per hour. Approved unanimously.
- **Resolution 11.7.22.e** To approve contracting with Vanco Education to provide RevTrak online payment processing at a cost of \$29.95/month with a 3.49% (flat-rate) processing fee for all credit, debit, and ACH/e-check transactions to be absorbed by the payer for the 2022-2023 school year. Approved unanimously.
- **Resolution 11.17.22.f** To approve five (5) paid COVID-related leave days for the 2022-2023 school year to address the potential need for additional absences. Unused COVID-related leave days will not carry over to the 2023-2024 school year. Approved unanimously.
- **Resolution 11.17.22.g** To approve the 2022-2023 Annual Charter/Renaissance School Fiscal Questionnaire. Approved unanimously.
- **Resolution 11.17.22.i** To approve revisions to the Compensation Plan as attached: "Lack of Sub" Compensation: The Substitute Coordinator will track each day a substitute was not able to be attained. At the end of each trimester, the Substitute Coordinator will share that total number of days with the Business Coordinator. The total number of days will be multiplied by the current sub rate and that amount will be distributed evenly amongst all guides. Approved unanimously.

Policy:

1st Reading of Policy:

- 5131.1 Harassment, Intimidation and Bullying

Committee Reports:

Communication: None.

Diversity, Equity, and Inclusion: None.

Facilities: Jenn Gurdak and Kerry Barnett reported the campus looks good! Good prep for renewal visit and winter. We received state grant funds of ~\$17,000 to contribute to HVAC costs.

Finance: Kerry Barnett shared that the committee is getting all necessary documents ready for the renewal.

Parent: Jessi Sohl reported that the next Parent committee meeting is 12/14/22 at 6 pm. Proposed fundraising for specific project, possible replacement octagon benches. Considering a clothing drive fundraiser, online gear sale after Thanksgiving (11/28/22?) – Traci requested the committee inform LT so the information can be included in the newsletter and promoted in the school. There is interest in a middle school dance and the guide

wish list. Graduation banners are under consideration for repair or replacement.

Land Care: Julie Budzinski-Flores reported that work continues on tidying and brush mowing. The committee meets ~2:30 – 3:30 on Wednesdays, and Julie is not able to serve on the committee at that time. Are more people needed on Land Care? Should we put a note in the newsletter asking for parent volunteers? Julie to check with Robin about needing a replacement or not. The fence is installed! A thank you to the Young Mens' Philanthropic League with a picture is planned (Robin to coordinate); the letter should include openness to future donations!

Other Business:

- The branded local scholarship will be on the December agenda, with the goal of offering it spring 2023.
- Renewal visit: Dave is creating an information piece for the community and the NJDOE visitors. Requests testing data, which Traci and Theresa are preparing. The group agreed to invite the visitors to engage with us using circle practice, and encourage all groups to do so. Trustees are invited to RVCS Monday 11/21 afternoon to help with last-minute preparations. Jessi, Julie, and Dave will be there. Julie and Jessi will prepare coffee and tea service in the visitors room. Dave will check with Robin to see if mums or other decorations are desired. Kerry will contact the Stardust parent for the family interview of 5 people. RVCS will not provide direct access to the curriculum database to outside people, though is happy to share printed examples and/or demonstrate the database.
- The Compensation Committee meets on the 4th Thursday at 4 pm, and Cindy is not able to meet at that time, so she withdraws from the committee. No other trustees immediately volunteered for that, and the committee members present felt an additional trustee is not crucial at this time.

Executive Session to discuss personnel and legal matters: 7:41 pm

Return to Public Session: 8:31pm

- **Resolution 11.17.22.h** To approve offering and accepting Stipend Position Contracts with the following guides for the 2022-2023 school year: Alyssa Garner, I&RS Team Member, \$1,000 and Maggie Vetter, I&RS Team Member, \$1,000. Approved unanimously.

Meeting adjourned at 8:45 pm

Kerry Barnett, Trustee

11.17.22 Executive session minutes

Discussion of real estate proposal from 32 Pippin Hill owner. Trustees have no interest in pursuing it.

Initial presentation of compensation committee proposal for longevity compensation. Trustees will send questions to Kerry by the end of December, who will draft a response to the committee.

Question for Theresa: is the proposed longevity compensation “non-pensionable”?

Discussed stipends for I&RS service.