

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 19, 2023 at 1234 State Route 94, Blirstown, NJ 07825. The meeting was called to order at 6:01pm by Jessi Sohl, 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-arrived 6:20pm	X	
Dave McNulty-left 7:50pm	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: Jessi Sohl Guardian: Kerry Barnett Recorder: Theresa Radline

Public Participants: None

Trustee Circle Opening: convened 6:01pm

Public Participation: None

Correspondence: An email was received from two guides regarding Little Nature Lovers camp.

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. Last Wednesday's Open House went very well. Eight families (twenty people) attended.
2. The second round of clubs started on Tuesday, January 3. The clubs this cycle are Movement, Lego, Scrapbooking, Aviation, and Landcare on Tuesdays. Block Play, STEAM (Science), Sign Language, and Trading Card are on Thursdays.
3. Current enrollment is at 130 students. Enrollment for the 23-24 school year is at 134 students.
4. The gear sale was discussed. Lisa Masi will reach out to the Parent Committee.

Infrastructure Coordinator Report: Robin Balles reported:

1. A new cleaning service, Vanguard, will be voted on tonight. Their references gave glowing reviews.
2. She is focusing on facilities and landcare projects for the summer and next school year.
3. January 11 was a professional development afternoon for guides. They planned gardens and nourishing for the spring. Goals were set on how gardening could meet KLE & Nourishing needs. The plans

designed for each garden were shared.

Curriculum Coordinator Report: Traci Pannullo reported:

1. A request was made for two guides to attend Mathematics Alive! at The Nature Institute March 3-5. Trustees approved.
2. The Green Schoolyards America, Living Schoolyards Act (S-4993) was discussed.
3. A request was made for Guide Theresa Radline to purchase membership to WordPress101 to take courses and for support with WordPress at a cost of \$96/year. Trustees approved.
4. The Treaty of Renewed Friendship on April 26, 2023 was discussed.

Business Coordinator Report: Theresa Radline reported:

- Approval of December 15, 2022 minutes. Approved unanimously.
- **Resolution 01.19.23a** To pay bills for the dates of December 16, 2022 through January 19, 2023 in the amount of \$247,282.87 which includes payroll. Approved unanimously.
- **Resolution 01.19.23.b** To approve the Board Secretary and Treasurers' Report for December 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 01.19.23.c** To approve budget transfers for the month of January as attached. Approved unanimously.
- **Resolution 01.19.23.d** To approve the revised 2022-2023 RVCS budget for submission to the State: General Fund: \$2,909,115; Special Revenue Fund: \$54,773; Total Budget: \$2,963,888; 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 2022-2023 school year for a total of \$2,963,888. Approved unanimously.
- **Resolution 01.19.23.e** To approve contracting with Vanguard Cleaning Systems of Northern NJ to provide monthly cleanings totaling \$1,599/month for the remainder of the 2022-2023 school year. Approved unanimously.
- **Resolution 01.19.23.f** To approve the sale of 4 MaxOak Power Banks (36000mAh) at \$85.00 per unit and 5 MaxOak Power Banks (50000mAh) at \$100.00 per unit. Funds to be deposited into the Fundraising account. Approved unanimously.
- **Resolution 01.19.23.g** To approve contracting with Barre & Company LLC to provide the following services in relation to the Employee Retention Credit (ERC): 1. Determine which quarters the school qualifies for the ERC; 2. Calculate the available ERC; 3. Work with R&L Payroll to file the appropriate 941 and/or 941(X) to claim the ERC. RVCS agrees to pay a fee of \$100 per employee for any qualifying quarter. Approved unanimously.
- **Resolution 01.19.23.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 01.19.23.i** 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 01.19.23.k** To approve contracting with TM Brennan Services, Inc. to supply and instal four (4) one-to-one 3-ton mini-split systems in the Stardust and Quasar Buildings at a cost not to exceed \$44,000. Approved unanimously.
- **Resolution 01.19.23.l** To approve two guides attending Mathematics Alive! Professional Development Program for Elementary and Middle School Teachers from the dates of March 3-5, 2023 at The Nature Institute, Ghent, New York. Total cost not to exceed \$1,200 which includes registration, lodging, travel and meals. Approved unanimously.

Committee Reports:

Communication: Dave McNulty shared that the website went down for a little while but was corrected. Social Media posting was discussed.

Facilities: Robin Balles shared that a building skirting project will be completed this summer. Two quotes for HVAC work were reviewed. She is assessing landcare work for the summer. She will be reaching out to a plumber to discuss adding heat tape wraps on pipes. The possibility of a parent fundraiser to purchase a gaga pit was discussed.

Finance: Kerry Barnett shared that the committee is working on the 2023-2024 budget. Summer curriculum work days were discussed.

Parent: None.

Policy: None.

Other Business:

- Julie Budzinski-Flores will be joining the Finance Committee. Other committee assignments will be discussed next month.
- Summer Program timing was discussed.
- 20th anniversary dreaming is being moved to next month

Executive Session to discuss personnel and legal matters: 7:20 pm

Return to Public Session: 8:25pm

- **Resolution 01.19.23.j** To approve offering and accepting a contract with Mary Paulson as a Support Guide for the remainder of the 2022-2023 school year at a pro-rated salary of \$27,500.00. Approved unanimously.

Meeting adjourned at 9:20pm

Theresa Radline, Board Secretary