

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 February 16, 2023 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:03pm 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		
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: Cindy Terranova Guardian: Kerry Barnett Recorder: Theresa Radline

Public Participants: Julie Ball, Ed Ball

Trustee Circle Opening: convened 6:03pm

Public Participation: None

Correspondence: None.

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. Current enrollment is at 129 students.
2. A new club cycle begins next week. Available clubs are Watercolor, Music & Rhythm, Lego, Drawing, Puzzle & Games, Aviation, Cursive Writing, Cards, & Drafting.
3. The Expedition Facilitator's Report was shared.
4. The Yearbook Coordinator's Report was shared.

Infrastructure Coordinator Report: Robin Balles reported:

1. The new cleaning service, Vanguard, started at the end of January. It is going well overall.
2. We are receiving more seed donations and classes are getting ready for seed starting. The greenhouse is thriving.
3. A thank you letter is being sent to The Young Men's Philanthropic League.
4. Two firms responded to the RFP for Architect and Engineering Services. A resolution will be brought for

recommendation.

Curriculum Coordinator Report: Traci Pannullo reported:

1. Information was shared regarding the use of the Mental Health funds portion of the ESSER II grant.
2. The Treaty of Renewed Friendship was discussed.

Business Coordinator Report: Theresa Radline reported:

- Approval of January 19, 2023 minutes. Approved unanimously.
- **Resolution 02.16.23a** To pay bills for the dates of January 20, 2023 through February 15, 2023 in the amount of \$230,211.14 which includes payroll. Approved unanimously.
- **Resolution 02.16.23.b** To approve the Board Secretary and Treasurers' Report for January 2023 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 02.16.23.c** To approve budget transfers for the month of February as attached. Approved unanimously.
- **Resolution 02.16.23.d** To approve contracting with Allison Peck, P.T. for physical therapy services at a rate of \$88.00 per hour for the 2022-2023 school year. Approved unanimously.
- **Resolution 02.16.23.f** Recommend the award of a professional services contract to: EI Associates, 8 Ridgedale Avenue, Cedar Knolls, NJ 07927 to provide architectural & engineering services based on the evaluation of RFP 01-23.

EI Associates Fee Schedule is as follows:

CAD Drafter/Administrative Assistant	\$70.00 per hour
Technical Support	\$88.00 per hour
Engineering/Architectural Designer	\$103.00 per hour
Sr. Engineering/Architectural Designer	\$113.00 per hour
Architect/Engineer/Lead Designer	\$118.00 per hour
Project Architect/Engineer Estimator/Scheduler	\$135.00 per hour
Project Manager, Estimating Sr. Project Engineer/Architect	\$160.00 per hour
Section Chief, Senior Project Manager	\$170.00 per hour
Principal	\$195.00 per hour

The estimated annual cost of the contract is \$25,000 and is funded from Account 12-000-400-334-000-000. The term of contract shall be from February 21, 2023 through June 30, 2023 and/or completion of project. Professional Services awarded based on public school contract law knowledge, prior experience with charter schools/traditional public schools, as well as understanding of the school's mission as based on the project proposal.

The fee schedule for the other proposal received from LAN Associates is:

Clerical	\$60.00 per hour
Administrative Support	\$90.00 per hour
Project Engineer	\$135.00 per hour
Project Architect	\$135.00 per hour
Associate	\$170.00 per hour
Project Manager/Coordinator	\$180.00 per hour
Principal	\$190.00 per hour

Approved unanimously.

Committee Reports:

Communication: Annual hiring advertisements went out.

Facilities: None

Finance: Kerry Barnett shared that the committee is working on the 2023-2024 budget and planning for

facilities projects.

Parent: Jessi Sohl shared that the committee met yesterday. There were 6 participants. They discussed fundraising, a clothing and household item drive proposal, gear sale, wishlist, sign up genius for conference meals, graduation banner, blog post on website, and meeting opportunities.

Other Business:

- The 2023-2024 budget as well as the preliminary calendar have been moved to the next meeting.
- Committee Assignments were discussed.
- Trustee Recruitment was discussed.
- Summer Camps were discussed.
- Upcoming events were shared.

Executive Session to discuss personnel and legal matters: 8:30pm

Return to Public Session: 9:34pm

- **Resolution 02.16.23.g** To approve offering and accepting a State Testing Administrative Support Guide position with Jennifer Ross at a rate of \$1,000.00 for the remainder of the 2022-2023 school year.
Approved unanimously.

Meeting adjourned at 9:36pm

Theresa Radline, Board Secretary