

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 19, 2020 at 1234 State Route 94, Blirstown, NJ 07825. The meeting was called to order at 6:06pm by Cindy Calvano, 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)		
Steve Andrasek		X
Kerry Barnett	X	
Julie Budzinski-Flores	X	
Cindy Calvano	X	
Jenn Gurdak		X
Dave McNulty	X	
Jessi Sohl	X	
Non-voting members:		
Lisa Masi, Integration Guide	X	
Traci Pannullo, Curriculum Coordinator	X	
Theresa Radline, Business Coordinator	X	

Facilitator: Cindy Calvano Guardian: Dave McNulty Recorder: Theresa Radline  
Public Participants: Marly Bewighouse, Becky Garceau, Alyssa Garner, and Sundae Greame

**Trustee Circle Opening:** convened 6:06pm

**Public Participation:** None

**Correspondence:** Kerry Barnett shared that the trustees received a lot of grateful correspondence regarding the Guide/Trustee development.

**Leadership Team Updates:**

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

1. Class group names were shared. The names include:
  - Stardust Insects: Yellow Jacket
  - Stardust Reptile & Amphibians: Gray Treefrog
  - Nova Birds: Bald Eagle
  - Nova Plants: Pokeberry
  - Constellation Trees: Devil's Walking Stick
  - Constellation Mammals: Coyote
  - Galaxy Fish: Rainbow Trout
  - Galaxy Rocks: Coal
  - Galaxy Fungi: Jack O'Lantern
2. Class groups have had extended days in lieu of overnights. Some of the groups have gone to White Lake, Genesis Farm, and Stokes State Forest.

3. The Land Care Committee Report was shared. Information on tool maintenance and repair, garden upkeep, invasive species, and brush mowing was shared.
4. The gear sale was discussed.
5. A lottery was held for Kindergarten with 4 open spots, with the remaining kindergarten applicants being placed on a waiting list. Lotteries were held for grades 1 and 2 waiting lists.

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

1. She gave an update on the daily experiences for students and guides.
2. Second trimester in-person vs. remote survey results were shared. 60% of students will be attending in-person.
3. Guides are working on configuring indoor classroom space.
4. The Leadership Team continues to be in communication with the Department of Health.

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

- Approval of the October 15, 2020 minutes with corrections. Approved unanimously.
- **Resolution 11.19.20.a** To approve to pay bills for the dates of October 16, 2020 thru November 19, 2020 in the amount of \$221,733.81 which includes payroll. Approved unanimously.
- **Resolution 11.19.20.b** To approve Board Secretary and Treasurers' Reports for June 2020 and July 2020 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 11.19.20.c** To approve budget transfers from July 1, 2020 to October 31, 2020 as attached. Approved unanimously.
- **Resolution 11.19.20.e** To approve contracting with Bayada Home Health Care, Inc. for substitute nursing services for the 2020-2021 school year at a cost of \$62.00/hr for RN services and \$52.00/hr for LPN services. Approved unanimously.
- **Resolution 11.19.20.f** To approve Michelle Wood as a Substitute Nurse for the 2020-2021 school year. Approved unanimously.
- **Resolution 11.19.20.g** To approve Lee Monday, Ph.D. to provide psychiatric evaluations at \$250.00 per evaluation. Approved unanimously.
- **Resolution 11.19.20.h** To approve modifying the existing mortgage with Lakeland Bank and to approve Steven Andrasek and Jessica Sohl as authorized signatories. Approved unanimously.
- **Resolution 11.19.20.i** To approve additional compensation in the amount of \$225 (pre-tax) for all full-time guides, in order to purchase personal clothing and gear due to the COVID-19 pandemic and the extensive outdoor learning time in all weather conditions. Guides who are working remotely may use this compensation to purchase supplies needed for remote instruction, if desired. Approved unanimously.

Theresa Radline reported:

1. We are awaiting a finalized audit report.
2. The Nebula Team is utilizing grant money to purchase supplies.

2nd Reading and Adoption of Policies:

1. 5131.4 - Harassment, Intimidation, and Bullying

**Committee Reports:**

**Communication:** None.

**Facilities:** Kerry Barnett shared that the committee is supporting the Leadership Team with on-going needs. The HVAC replacement is scheduled for the short break. The well pump system had to be repaired and partially replaced. The committee is looking into roof repairs for the Universe Building. The committee is researching tent storage and repair. The committee complemented the guides for their work on setting up and teaching in outdoor classrooms.

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

**Finance:** Dave McNulty reported that the committee met virtually on November 7th. They are waiting on the finalized audit. The committee will post an ad for the School Business Administrator position. Glenn Richardson will offer support and training for the new candidate. The committee will begin to work on the budget for the 2021-2022 school year.

**Landcare:** Covered earlier.

**Parent:** Marly Bewighouse shared that the Parent Committee met virtually on Thursday, November 12. The gear swap was a great success. The gear sale is coming up soon and announcements will be made. Terracycle will start back up in December with specific drop off times outdoors. The penny fundraiser was not approved and new fundraiser ideas are welcomed. Kyra Dosch-Klemer will be organizing the guide wishlist again. There was a discussion of ways to help families in need in the community. A separate Parent Committee page will be set up on Facebook.

**Technology:** Theresa Radline shared that she is thankful for Guides Milly and Ryan for their support in getting laptops ready to go home for remote families. She continues to monitor and order resources as needed.

**Other Business:**

1. Review of the audit was moved to next month.
2. The annual appeal was discussed.
3. The 14th Annual Autumn Olive Harvest Festival was a great success. Students were engaged and excited.
4. The Winter Solstice celebration will be discussed at the next Parent Committee meeting.
5. A volunteer is interested in creating magical and meditative spaces on the property, such as a sensory path.

Executive Session to Discuss Personnel: 8:00pm

Return to Public Session: 8:22pm

- **Resolution 11.19.20.d** To approve family leave for Becky Garceau with an anticipated date of January 4, 2021 and an anticipated return date of January 3, 2022. Approved unanimously.
- **Resolution 11.19.20.j** To approve offering and accepting a Family Leave Replacement Teacher/Guide contract with Veronica LaBrie from November 30, 2020 through June 30, 2021 at a pro-rated salary of \$37,500.00. Approved unanimously.
- **Resolution 11.19.20.k** To approve offering and accepting a 12-month Child Study Team Coordinator contract with Meaghan Manole at a salary of \$55,000, pro-rated, for the 2020-2021 school year.

Meeting adjourned at 8:25pm

Theresa Radline, Board Secretary