

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 May 18, 2023 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:03pm by Kasey Errico, 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: Kasey Errico Guardian: Kerry Barnett Recorder: Theresa Radline

Public Participants: Julie Ball, Ed Ball

Trustee Circle Opening: convened 6:03pm

Public Participation: None

Correspondence: An email was sent to administration at North Warren Regional School District correcting misinformation regarding enrollment numbers and tuition to be received for the 2023-2024 school year.

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. Current enrollment is at 128 students. Enrollment for the 2023-2024 school year is at 132 students with healthy waiting lists.
2. The HIB Grade for the 2021-2022 school year was shared. RVCS received a 56 out of 78.
3. Half of team expeditions/overnights are completed.

Infrastructure Coordinator Report: Robin Balles reported:

1. She has been thrilled to join various team KLE's to assist with permaculture design, drawing techniques, water story discussions in the rain garden, gardening, and drip irrigation.
2. An update on the paver patio graduation project in the upper garden was shared.
3. The Landcare Committee annual plant sale will take place during Celebration of Learning.

4. Discussion was held regarding poison ivy on the land.
5. We received 17 HEPA air purifying machines, along with filters that will last approximately 2 years, from a grant through the NJ Department of Education.

Curriculum Coordinator Report: Traci Pannullo reported:

1. Professional Development this month was in coordination with Ruth Perretti of Marksboro Mills. They are looking for community partnerships and Guide Jessie Krause connected RVCS with Ruth for future possibilities.
2. A resolution will be brought in order to contract with Tri-County Behavioral Health to provide in-district counseling for 3 sessions for the remainder of the year as well as 2 sessions per week for the 2023-2024 school year.
3. A discussion was held regarding the need to assess the I&RS program. Summer work will take place to shift to a tiered system of support.

Business Coordinator Report: Theresa Radline reported:

- Approval of April 20, 2023 minutes with corrections. Approved unanimously.
- **Resolution 05.18.23a** To pay bills for the dates of April 20, 2023 through May 17, 2023 in the amount of \$234,141.86 which includes payroll. Approved unanimously.
- **Resolution 05.18.23.b** To approve the Board Secretary and Treasurers' Report for April 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 05.18.23.c** To approve budget transfers for the month of May as attached. Approved unanimously.
- **Resolution 05.18.23.d** To approve the following service providers for the 2023-2024 school year and purchase orders up to the amounts listed:
 1. Balbi Enterprises for garbage and recycling services: \$6,518.00/year
 2. Barnett Lawn Care for mowing: \$7,097.00/year
 3. Barre & Co. for auditing services: \$20,507.00/year
 4. CDK for GAAP approved financial software and support: \$4,981.00/year
 5. Cooper Alarm Systems for remote station monitoring for fire alarm system: \$744.00/year
 6. Cullari Carrico for 1099 services: \$900.00/year
 7. Drake's Landscaping for snow removal: \$12,360/year
 8. Garden State Laboratories for water testing: \$4,120.00/year
 9. Jacob Deeney for Maintenance: \$5,000.00/year
 10. Kansas State Bank for a total of \$1,638.60 to be paid at a rate of \$136.55 per month
 11. McGowan LLC as Water System Operator: \$2,477.00/year
 12. New Jersey Charter School Association membership: \$2,295.00
 13. New Jersey School Boards Association membership: \$5,655.00/year
 14. Ozorix for database management support: \$7,931.00/year
 15. Portasoft of NJ For maintenance of the UV Light Water System: \$4,120.00/year
 16. R&L Data for payroll services: \$5,778.00/year
 17. Stocker Bus Company for field trip buses: \$12,000.00/year
 18. Thomas Johnston as Special Education Attorney: \$11,330.00/year
 19. Vanco Education (RevTrak) online payment processing: \$29.95/month
 20. Vanguard Cleaning Systems of Northern NJ for janitorial services: \$22,000/year
 21. Victoria's Pest Control: \$1,000.00/year
 22. Weiner Law Group (Mark Tabakin & Margaret Miller) as School Board Attorneys: \$4,623.00/yearApproved unanimously.
- **Resolution 05.18.23.e** To approve QBE Student Accident Insurance for the 2023-2024 school year at a rate of \$687.00 (no increase). Approved unanimously.
- **Resolution 05.18.23.f** To approve contracting with Linda Maffei, Pediatric Speech Therapy for Speech Therapy Services for the 2023-2024 school year at a rate of \$75/hr for a minimum of seven hours per day

for 75 days, based on the current school calendar. Approved unanimously.

- **Resolution 05.18.23.g** To approve contracting with Pauline Albrecht, Ed.S. for the 2023-2024 school year for the following services, as needed: 1. Psychological evaluations at \$445 per evaluation. 2. Functional Behavioral Assessments for up to 5 hours/Consultation at \$75/hour. 3. Participation in evaluation planning meetings at \$75 per meeting. Approved unanimously.
- **Resolution 05.18.23.h** To approve contracting with Barbara Fernandez to provide instruction in a specialized reading program for the 2023-2024 school year at the below rates: 1. Individual Instruction: \$65/hour as per contracted hours. 2. Small Group Reading Instruction: \$65/hour for the first student and \$32.50/hr for each subsequent student. Approved unanimously.
- **Resolution 05.18.23.i** To approve contracting with Angela (Vinchur) Matus for the 2023-2024 school year for the following services, as needed: 1. Social Assessments at \$300 per evaluation. 2. Participation in evaluation planning meetings at \$50 per meeting. Approved unanimously.
- **Resolution 05.18.23.j** To approve contracting with Sussex County Educational Services Commission to provide special education related services for the 2023-2024 school year as per the attached service agreement. Approved unanimously.
- **Resolution 05.18.23.k** To approve contracting with J&B Therapy, LLC to provide special education related services for the 2023-2024 school year. Services may include: 1. Evaluations-\$429.00/evaluation. 2. Other related services as described in the attached contract not to exceed \$95.50/hr. Approved unanimously.
- **Resolution 05.18.23.l** To approve contracting with Warren County Special Services School District to provide special education related services for the 2023-2024 school year as per the attached service agreement. Approved unanimously.
- **Resolution 05.18.23.m** To approve contracting with Dr. Brian Brett for School Physician services from July 1, 2023 through June 30, 2024 at a rate of \$1,000.00; payable in two installments of \$500 each in July and January. Approved unanimously.
- **Resolution 05.18.23.n** To approve Robert Hart as Treasurer of School Monies for the 2023-2024 school year at a monthly rate of \$225.00, total of \$2,700.00. Approved unanimously.
- **Resolution 05.18.23.o** To approve contracting with Total Administrative Services Corporation (TASC) for third party administration of a Health Reimbursement Account (HRA) for the 2023-2024 school year for up to \$1,575.00 for single or family coverage per employee who is covered by RVCS medical benefits. Approved unanimously.
- **Resolution 05.18.23.p** To approve contracting with Educator's EAP in order to provide an Employee Assistance Program beginning June 1, 2023 at a total cost of \$2,500/year. Approved unanimously.
- **Resolution 05.18.23.q** To approve Highland Psychiatric Associates to provide psychiatric evaluations for the remainder of the 2022-2023 school year and the 2023-2024 school year at a rate of \$1,000.00 per evaluation. Approved unanimously.
- **Resolution 05.18.23.r** To approve contracting with Tri-County Behavioral Care, LLC to provide in-district counseling from May 19, 2023 thru June 5, 2023 at a rate not to exceed \$750.00/day or \$2,250.00 total. Approved unanimously.
- **Resolution 05.18.23.s** To approve contracting with Tri-County Behavioral Care, LLC to provide the following services: 1. School clearance assessments and substance evaluation & treatment for the remainder of the 2022-2023 school year as well as the 2023-2024 school year at a rate of \$165.00 per assessment. 2. In-district counseling for the 2023-2024 school year for 2 days/week at a rate of \$5,200.00 per month or \$62,400.00. Approved unanimously.
- **Resolution 05.18.23.u** To approve accepting contracts with the following Guides for the 2023-2024 school year as attached. Approved unanimously.

Committee Reports:

Communication: None.

Facilities: Guide Robin Balles shared that there was a leak in the Nova building causing mold. Remediation will take place next week. She also shared that the bid for the building skirting project will be published on Tuesday.

Finance: Covered earlier.

Parent: Lisa Masi shared that a gear swap was held.

Other Business:

- The date for Community Service Day will change due to the holiday weekend.
- Draft Re-Org document was sent out for review. Theresa Radline mentioned that official committees should be addressed in the document.
- The Lenape Nation of PA treaty signing was an incredible experience. RVCS is grateful to have a representative from the county office, Michael Neu, in attendance.
- Kerry Barnett expressed gratitude for those who attended the community workshops

Executive Session to discuss personnel: 7:56pm

Return to Public Session: 8:02pm

- **Resolution 05.18.23.t** To approve offering stipend position contracts to the following guides for the 2023-2024 school year: Daniel Egan, Expeditions Facilitator, \$1,607; Milly Paulson, Substitute Coordinator, \$2,142; Tyler Thurgood, Yearbook Advisor, \$512. Approved unanimously.

Meeting adjourned at 8:12pm

Theresa Radline, Board Secretary

Ridge and Valley Charter School Board of Trustees

DATE: May 18, 2023

RESOLUTION: 05.18.23.u

Resolved by the Board of Trustees, Ridge and Valley Charter School:

Resolved by the Board of Trustees, Ridge and Valley Charter School to accept contracts with the following Guides for the 2023-2024 school year:

Ieva Alverson	Special Education Guide	\$75,258
Nancy Christian	Special Education Guide	\$47,725
Kyle Freeman	Special Education Guide	\$41,163
Julia Kelly	Special Education Guide	\$65,458
Kristine Tucker	Special Education Guide	\$78,964
Margaret Vetter	Special Education Guide	\$75,092
Sarah Crosby	Classroom Guide	\$39,090
Daniel Egan	Classroom Guide	\$47,938
Michael Florio	Classroom Guide	\$57,917
Rebecca Garceau	Classroom Guide	\$50,418
Alyssa Garner	Classroom Guide	\$48,162
Mark Garner	Classroom Guide	\$46,532
Sundae Greame	Classroom Guide	\$56,310
Jessica Krause	Classroom Guide	\$47,725
Sena McClain	Classroom Guide	\$51,123
Tyler Thurgood	Classroom Guide	\$45,373
Bradley White	Classroom Guide	\$52,326
Tonya Wikander	Classroom Guide	\$55,972
Mackenzie Cyr	Support Guide	\$28,325
Mary Paulson	Support Guide	\$28,325
Milly Paulson	Support Guide	\$29,458
Toni Marek-Mazzariello	School Health Coordinator	\$73,493
Jennifer Ross	12 Month Administrative Support Guide	\$52,156

Meaghan Manole	12 Month Child Study Team Coordinator	\$60,683
Theresa Radline	12 Month Business Coordinator/SBA	\$73,445
Robin Balles	12 Month Infrastructure Coordinator	\$69,628
Lisa Masi	12 Month Integration Coordinator	\$93,435
Traci Pannullo	12 Month Curriculum Coordinator	\$93,435

Passed by consensus:

Kerry Barnett	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> abstain	<input type="checkbox"/> absent
Julie Budzinski-Flores	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> abstain	<input type="checkbox"/> absent
Kasey Errico	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> abstain	<input type="checkbox"/> absent
Jenn Gurdak	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> abstain	<input type="checkbox"/> absent
Dave McNulty	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> abstain	<input type="checkbox"/> absent
Jessi Sohl	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> abstain	<input checked="" type="checkbox"/> absent
Cindy Terranova	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> abstain	<input checked="" type="checkbox"/> absent

Signed: Theresa Radline
Board Secretary