

From the 2001 Charter School Application as revised July 2006:

b. Describe the board of trustees as follows:

- **Total number of members with the number who will be voting members and the number who will be ex-officio (non-voting) members;**
- **Process for selection (appointment or election) to the board of trustees;**
- **Length of term as member of board of trustees;**
- **Officer's positions to be filled;**
- **Process for selection of all officers; and**
- **Length of term of officers.**

The total number of members = 10 - 17.

The number who will be voting members = 7 - 11.

The number who will be ex officio (non-voting) members = 4 - 5 (Business Coordinator, Curriculum Coordinator, Infrastructure Coordinator, Integration Coordinator, Student if available).

The Founders will select the initial board positions. The board will strive to have at least 50% of the board be parents/guardians of children enrolled in the school. Appointment of the full board may not be completed in the first year of the charter. The Board will hire the Lead Teacher who will occupy an ex officio Board position. Students, once school is in operation, will vote for their Board member (ex officio).

The initial board of trustees selected by the founders will serve approximately 18 months, or until the end of the first year of the school's operation. An annual organizing meeting of the board of trustees shall be held in the month of June, commencing in June 2003.

The process for selecting new Board members shall include an application and interview process, conducted by the Selection Committee of the Board. The Selection Committee shall consist of two sitting members of the Board. The Selection Committee shall recommend persons for membership on the Board, based on the results of the application/interview process. The full Board shall approve all new members of the Board.

Beginning at the annual organizing meeting in June 2013, board members shall have 3 year term lengths.

Officers of the board shall consist of two Coordinators, a treasurer and a secretary. Officers shall be selected at the annual organizing meeting in June. Officers' terms shall be for one year.

c. Describe the role of the board of trustees and outline its responsibilities. Include its provisions for compliance with the Open Public Meetings Act and the School Ethics Act.

The Ridge and Valley Charter School Board of Trustees has the responsibility to ensure that the charter school remains true to its mission. The Board of Trustees shall have the authority to decide matters related to the operations of the school including budgeting, curriculum and operating procedures, subject to the school's charter. The Board of Trustees shall provide for appropriate insurance against any loss or damage to its property or any liability resulting from the use of its property or from the acts or omissions of its officers and employees. It shall have the authority to employ, discharge, and contract with necessary teachers, the Lead Teacher, and non-licensed employees.

Thus, the Board of Trustees is empowered to develop and set school policies and protocols regarding total school operations. Specifically, the Board of Trustees creates policy, receives and approves recommendations from the Leadership Team regarding the Ridge and Valley Charter School's related matters, such as personnel,

fiscal accountability, accepting and developing reports for the State Department of Education and other areas of responsibility that facilitate successful operations of the Ridge and Valley Charter School.

The Board of Trustees will comply with the Open Public Meetings Act and appropriately advertise to the public sufficiently in advance of each board meeting. All meetings (except executive sessions where confidential matters such as personnel, negotiations, etc. are discussed) will be open to the public. The Board of Trustees will send its meeting notices and meeting minutes to the Warren County Superintendent of Schools.

Board members will operate in full compliance with the School Ethics Act, including the submission of Financial and Personal/Relative Disclosure Statements annually, and the completion of a training program by the New Jersey School Boards Association on board members' responsibilities in the first year of his or her first term.

d. Describe the role of each officer and outline the responsibilities.

In keeping with the mission of the Ridge and Valley Charter School, the Board of Trustees will operate in a circle—not hierarchical—structure. There will be two Coordinators responsible for the general supervision of the board. Acting as a team/partnership, the two Coordinators will execute on behalf of the board all contracts, deeds, conveyances, and other instruments in writing that may be required or authorized by the Board of Trustees.

The secretary will be responsible for keeping the board's records. He or she will give all notices of meetings of the Board of Trustees and all other notices required by law or bylaws. The secretary will be the custodian of all books, correspondence, and papers relating to the business of the corporation, except those of the treasurer.

The treasurer will have general charge of the finances of the board. He or she will keep full and accurate account of all receipts and disbursements in books belonging to the board. Should it be decided that the finances of the Ridge and Valley Charter School be handled or paid by professionals, the treasurer will monitor and report activities to the Board. The Treasurer will retain primary fiscal responsibility and act to ensure the school's funds are spent appropriately.

Board members and contact information

leadership.team@ridgeandvalley.org

trustees@ridgeandvalley.org

Non-voting (employees of RVCS are not eligible to vote)

Balles, Robin	Infrastructure Coordinator	robin.balles@ridgeandvalley.org
Masi, Lisa	Integration Coordinator	lisa.masi@ridgeandvalley.org
Pannullo, Traci	Curriculum Coordinator	traci.pannullo@ridgeandvalley.org
Radline, Theresa	Business Coordinator	theresa.radline@ridgeandvalley.org

Voting

Barnett, Carol M. (Kerry) (voting, new 3-year term, expires 2025)	kerry.barnett.direct@gmail.com
Budzinski-Flores, Julie (voting, parent, new 3-year term, exp 2025)	julievcs@gmail.com
Errico, Kasey (voting, first 3-year term, expires 2025)	kasey.rvcs@gmail.com
Gurdak, Jenn (voting, parent, new 3-year term, expires 2024)	jlgurdak@hotmail.com
McNulty, Dave (voting, new 3-year term, expires 2025)	dmcnulty@d-scape.com
Sohl, Jessi (voting, new 3-year term, expires 2025)	mybluedaisies@comcast.net
Terranova, Cindy (voting, parent, new 3-year term, expires 2025)	rvscindy@gmail.com

Training req: All board members and charter school trustees must attend training in each of their first four years of board service, and thereafter the first year of subsequent re-elected/re-appointed term.

- Governance I – 1st term, 1st full year of board service – New Board Member Orientation
- Governance II – 1st Term, 2nd full year of service – Finance
- Governance III – 1st Term, 3rd full year of service – Student Achievement
- Governance IV – Reelected/Reappointed Board Members in the first year of any succeeding term – Legal Update

Facilitator/host, rhythm of the year

All meetings begin at 6:00 pm (think 5:45!)

June 2023 - Jenn Gurdak

1 Work session

15 formal action

July – Dave McNulty

6 Work session to finalize Annual Report (if needed) – By Email

20 formal action

Annual Report, review and update annual goals, committees and committee annual goals, fall events, trustee review

August – Jessi Sohl

3 Work session, Agenda, Information Session – By Email

17 formal action

2023-24 action plans review, autumn equinox, fall events

September – Cindy Terranova

7 Work session, Agenda

21 formal action

Review model for staff evaluation, autumn equinox

October – Kerry Barnett

5 Work session, Agenda

19 formal action

Review audit

November – Julie Budzinski-Flores

2 Work session, Agenda

16 formal action

Annual appeal, winter solstice

December – Kasey Errico

7 Work session, Agenda

21 Formal action

Update on progress toward annual goals, preliminary report on non-tenured staff, set calendar for Coordinator's evaluations, approve professional development plan, winter solstice

January 2024 – Jenn Gurdak

4 Agenda by email, no Work session

18 formal action

Financial review, preliminary budget 24-25

TBD Development with guides – Additional Development TBD

February – Dave McNulty

1 Work session, Agenda

15 Formal action

2024-2025 budget, preliminary annual calendar

March – Jessi Sohl

7 Work session, Agenda

21 Formal action

Personnel for 2024-25, Rice letters, approve annual calendar, disclosure forms to Ethics Commission, code of ethics review, spring equinox

April – Cindy Terranova

4 Work session, Agenda

18 Formal action

Personnel for 2024-25

Graduation pre-planning

May – Kerry Barnett

2 Work session, Agenda

16 Formal action

Notice of non-renewal to non-tenured certificated staff by April 30, summer solstice

Pre-reorganization

June – Julie Budzinski-Flores

6 Work session, Agenda

20 Formal action

Committees, reorganization, review annual goals 2023-24, plan annual goals for 2024-2025, summer solstice

Facilitator/Host

The trustee facilitating the month's public meeting is responsible for

- 1) Noting agenda items and persons responsible for each at the working session (first week)
Agenda template attached.
- 2) Publicizing the agreed draft agenda or topics in email form to the official school emailing list via LT (second week).
- 3) Coordinating and facilitating working meeting (first week), trustee development, and formal action meeting (third week), including timing.

Schedule of meetings

1st Thursday = work session/agenda planning/trustee development

The first Thursday of each month is a public working session, although formal action may be taken. The public are invited and welcome. A goal of the working session is to develop and plan the agenda for the month's public meeting on the third Thursday, including noting persons responsible and time requested for each topic. The trustee facilitating the month's public meeting is responsible for noting agenda items and persons responsible and publishing an invitation and agenda on the school RVCS News list c/o LT by the second Thursday of the month.

2nd Thursday = additional trustee development

TBD - August and January: developing a vision for cutting-edge sustainability at RVCS

Guides and trustees gather, not to conduct official business of the school, but to improve communication, management skills, and understanding of the school's mission, and to practice consensus-based, collaborative governance. The monthly trustee facilitator is responsible for coordinating development for that month, in conjunction with trustees, Leadership Team, and guide volunteers.

3rd Thursday = formal action

At least a quorum of the voting members of the board meets in public session beginning at 6:00 pm (think 5:45!) on the third Thursday of the month in the community room of the school. A quorum is the minimum number of members who must be present for formal action (including votes) to take place. With the present board of 6 members, a quorum is 4 voting members. The month's facilitator prepares the agenda for each public meeting at the working session or by email. Items for the agenda can be sent to that month's facilitator or at any time to Jessi Sohl (973) 906-6572 or mybluedaisies@comcast.net

The third Thursday of each month is the formal action meeting. Formal action includes: receiving input from the public, requests and correspondence, responses, decisions, votes, public readings and approvals of policy, awarding of contracts, approval of curricular changes, discussion or action on personnel matters, commitment and allocation of funds, approval of budgets and reports. The public are invited and welcome. Public comments or questions can be introduced in person or in writing. Executive sessions are held as required, when confidential matters such as personnel, negotiations, or pending litigation, etc. are discussed.

Newspaper of record

The New Jersey Herald, Newton, NJ

Officers of the Board of Trustees

Co-Coordinator and President (as required by NJ Statute 18A:15.1) Jessica Sohl (voting)

Co-Coordinator and Vice-President (as required by NJ Statute 18A:15.1): Julie Budzinski-Flores (voting)

Board Secretary: Theresa Radline

Treasurer: Robert Hart (non-voting)

Grievance Committee (Resolution Advisory Committee):

Parents: Kyra Dosch-Klemer, Marly Bewighouse, Diana Gumpel

Staff: Bradley White, Tyler Thurgood

Trustee: Julie Budzinski-Flores

504 Officer: Meaghan Manole

Title IX Officer: Traci Pannullo

Affirmative Action Officer: Traci Pannullo

Next reorganization meeting: June 2024

Agenda
to the extent known
Board of Trustees, Ridge and Valley Charter School
Formal Action Meeting: Month XX, 2023 at 6:00pm

Our board operates on a consensus basis in all matters. We choose to dispense with Robert's Rules of Order and conventional parliamentary procedure. We choose to use a group process methodology, PeerSpirit Circle Process, incorporating these principles: the circle is an all-leader group and facilitation rotates among all circle members. Responsibility is shared for the quality of experience. We believe that equality of contribution releases a synergistic energy that helps us toward best outcomes.

Our shared 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. The center of a circle is like the hub of a wheel: all energies pass through it, and it holds the rim together. To help people remember how the hub helps the group, the center of a circle usually holds objects that represent the intention of the circle. Any symbol that fits this purpose or adds beauty will serve: flowers, a bowl or basket, a candle.

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, on the RVCS website and with the County Administrator.

Roll Call	present	absent
<i>(Voting members)</i>		
Kerry Barnett		
Julie Budzinski-Flores		
Kasey Errico		
Jenn Gurdak		
Dave McNulty		
Jessi Sohl		
Cindy Terranova		
<i>(Non-voting members)</i>		
Robin Balles, Infrastructure Coordinator		
Lisa Masi, Integration Coordinator		
Traci Pannullo, Curriculum Coordinator		

Theresa Radline, Business Coordinator, SBA and Board Secretary

Facilitator:

Also in attendance:

Land Acknowledgement:

We'd like to share our deep appreciation for all of the beings who currently, or in the past, have resided in this bioregion, and acknowledge those who have been maltreated. The insects, reptiles and amphibians, birds, plants, mammals, trees, fish, rocks and minerals, fungi, mountains and rivers, as well as the indigenous Lenape people.

Intention Shapes the circle and determines who will come, how long the circle will meet, and what kinds of outcomes are to be expected. The caller of the circle spends time articulating intention and invitation.

Start point Once people have gathered, it is helpful for the host, or a volunteer participant, to begin the circle with a gesture that shifts people's attention from social space to council space. This gesture of welcome may be a moment of silence, reading a poem, or listening to a song--whatever invites centering.

Check-in Check-in helps people into a frame of mind for council and reminds everyone of their commitment to the expressed intention. It insures that people are truly present. Verbal sharing, especially a brief story, weaves the interpersonal net.

Check-in usually starts with a volunteer and proceeds around the circle. If an individual is not ready to speak, the turn is passed and another opportunity is offered after others have spoken.

Agenda

Public Participation

Correspondence

Leadership Team reports

Business Coordinator report

Committee Reports

 Communication

 Equity, Diversity and Inclusion

 Facilities

 Finance

 Land Care

 Parent

 Policy

 Technology

Other business (some may be covered in earlier reports)

 Add specific topics.

Executive session (if needed)

Check out At the close of a circle meeting, it is important to allow a few minutes for each person to comment on what they learned, or what stays in their heart and mind as they leave. Closing the circle by checking out provides a formal end to the meeting and a chance for members to reflect on what has transpired

Farewell As people shift from council space to social space or private time, they release each other from the intensity of attention being in circle requires. Often after check-out, the host, guardian, or a volunteer will offer a few inspirational words of farewell, or signal a few seconds of silence before the circle is released.

Adjournment
