

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 August 17, 2023 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:03pm 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 6:40pm	X	
Dave McNulty		X
Jessi Sohl	X	
Cindy Terranova -arrived 6:15pm	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: Julie Ball

Trustee Circle Opening: convened 6:03pm

Public Participation: Julie Ball shared that some of the new parents of Kindergarten students mentioned how much they loved the picnic and asked about home visits.

Correspondence: None.

Leadership Team Updates:

Integration Coordinator Report: Lisa Masi reported:

1. Enrollment for the 2023-2024 school year is 134 students.
2. Back to School packets were sent out yesterday.
3. She is meeting with the NJ School of Conservation to develop a partnership.
4. A request was made by Guide Mark to add in an excursion to the Bayshore Center at Bivalve to tour the Delaware Bay history museum and go on a 2 hour sailing cruise of the Delaware Bay to the Cape May, Galaxy West trip in May.
5. Discussion was held regarding 20th year celebration activities that could include a school music video, a winter solstice celebration including history of the school, enhancements to newsletters as well as Parent Committee enhancements.
6. Discussion was held regarding the limited access to canoes for the fall trips.
7. The Gaga Ball Pit fundraiser was discussed.
8. Discussion was held regarding how to publicize the Parent Committee meetings and information.

Infrastructure Coordinator Report: Robin Balles reported:

1. The HVAC unit in Stardust was fixed and inspections are complete.
2. The Stardust Fire alarm was set off again. Cooper Alarm has since fixed the problem.
3. Summer work is moving along.

Curriculum Coordinator Report: None.

Business Coordinator Report: Theresa Radline reported:

- Approval of July 20, 2023 minutes. Approved unanimously.
- **Resolution 08.17.23a** To pay bills for the dates of July 21, 2023 through August 17, 2023 in the amount of \$155,547.23 which includes payroll. Approved unanimously.
- **Resolution 08.17.23.b** To approve the Board Secretary and Treasurers' Reports for July 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 08.17.23.c** To approve budget transfers for the month of August as attached. Approved unanimously.
- **Resolution 08.17.23.d** To approve the following Substitute Guides for the 2023-2024 school year: Nicole Bostdorff, Aliza Kawecki, Walter Kruegel, Veronica LaBrie, Tess Mullen, Dena Phoenix Carl and Lynn Waclawski. Dana Caulkins, Claudia Lobyecz, Christine Rodesiler, Donna Usinowicz and Michelle Wood as Substitute Nurses. Approved unanimously.
- **Resolution 08.17.23.e** To approve paying the following guides aide-in-lieu for the 2023-2024 school year over 10 months in 20 equal payments, pro-rated to months worked: Ieva Alverson, Mackenzie Cyr, Michael Florio, Rebecca Garceau, Sundae Greame, Meaghan Manole, Lisa Masi, Traci Pannullo, Mary Paulson, Theresa Radline, Kristine Tucker, Margaret Vetter and Bradley White, all at \$2,000.00 for the year. Approved unanimously.
- **Resolution 08.17.23.f** To approve the RVCS Standard Operating Procedures (SOP) Manual and the Purchasing Manual, 2023-2024 edition. Approved unanimously.
- **Resolution 08.17.23.g** To approve working with Muriel Baki to provide alumni database support at a rate of \$20/hour for 4 weeks at 10 hours/week. Approved by 4 ayes and 1 abstention.
- **Resolution 08.17.23.h** To approve offering Stipend Position Contracts to the following guides for the 2023-2024 school year: Nancy Christian, Intervention Assistance Team Member, \$1,500; Alyssa Garner, Intervention Assistance Team Member, \$1,500; Julia Kelly, Intervention Assistance Team Member, \$1,500; and Maggie Vetter, Intervention Assistance Team Member, \$1,500. Approved unanimously.

Theresa Radline reported:

1. She gave an update on the Love & Wellness Faire to take place on September 23, 2023.
2. The auditors completed their on site day and will continue to communicate via email.

Committee Reports:

Communication: Apologies were made regarding the missed Information Session. The next one is September 28 and Jessi Sohl will be in attendance. The spring one is April 11. Open House dates are September 20, January 10, and March 20. Jenn Gurdak and Kerry Barnett will be in attendance at the September 20 Open House.

Facilities: Covered earlier.

Finance: Covered earlier.

Parent: Covered earlier.

Other Business:

- Guide/Trustee Development dates were set for November 7 and March 13.

Executive Session to discuss personnel: 6:25pm

Return to Public Session: 6:36pm

- **Resolution 08.17.23.s** To approve additional compensation to celebrate Ridge and Valley Charter School's 20th operating year with the below terms: 1. Three guides employed for 1-2 years: \$1,000 each (post-tax); 2. Four guides employed for 3-4 years: \$2,000 each (post-tax); 3. Six guides employed for 5-9 years: \$3,000 each (post-tax); 4. Six guides employed for 10-14 years: \$4,000 (post-tax); 5. Nine guides employed for 15-20 years: \$5,000 each (post-tax). Approved unanimously.

Meeting adjourned at 7:41pm

Theresa Radline, Board Secretary