

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 March 21, 2024 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:07pm 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	X	
Dave McNulty	X	
Jessi Sohl	X	
Cindy Terranova	X	
Julie Wiedemann-Ball	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: Julie Budzinski-Flores      Recorder: Theresa Radline

Public Participants: None

**Trustee Circle Opening:** convened 6:07pm

Presentation from Shelli Bischoff, Senior Strategist with Conservation Impact/Nonprofit Impact

Executive Session to discuss personnel: 6:40pm

Return to Public Session: 7:10pm

**Public Participation: None**

**Correspondence:** An email was received from a guide regarding a possible new guide position.

**Leadership Team Updates:**

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

1. The trailer was registered with NJMVC.
2. Current enrollment is at 134 students. The enrollment for the 24-25 school year is at 132 students with a healthy waiting list.
3. Updates to the 23-24 school year calendar were shared.
4. The Winter Expedition Facilitator’s Report was shared.
5. The draft 24-25 school year calendar was shared.

**Infrastructure Coordinator Report:** Robin Balles reported:

1. Maintenance and Landcare Committee are getting ready for the spring.
2. She is preparing for Community Service Day. The new compost system will be built. The following Wednesday will be opened up to families to continue the work.
3. Class groups are starting seeds.
4. Landcare Committee will hold a plant sale during Celebration of Learning as well as in May.
5. Landcare Committee is discussing the possibility of creating designated mud spaces for students.
6. Guides Maggie Vetter and Mark Garner, along with Robin, presented graduation projects to the current 7th grade students.

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

1. She and Guide Theresa Radline attended the in-person NJ Public Charter Schools Association meeting. Changes in the NJDOE Office of Charter Schools were shared as well as positivity around political officials that are in support of school choice.
2. Student-run workshops have been going very well. Some examples are drawing, sewing and an art workshop that will take place every two weeks.
3. Last summer a request was made to increase the stipend amount for the I.A.T. (Intervention Assistance Team) Liaison. She wanted to thank the trustees for their support as the process is running smoothly, especially with having team liaisons.

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

- Approval of February 15, 2024 minutes with corrections. Approved unanimously.
- **Resolution 03.21.24a** To pay bills for the dates of February 16, 2024 through March 20, 2024 in the amount of \$242,828.61 which includes payroll. Approved unanimously..
- **Resolution 03.21.24.b** To approve the Board Secretary and Treasurers' Reports for February 2024 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 03.21.24.c** To approve budget transfers for the month of March as attached. Approved unanimously.
- **Resolution 03.21.24.d** To approve Christine O'Donnell as a substitute for the 2023-2024 school year. Approved unanimously.
- **Resolution 03.21.24.e** To approve offering and accepting a Per Diem Leave Replacement Support Guide contract with Patricia Hawkins beginning February 29, 2024, at a rate of \$140/day, for 3 days/week. Approved unanimously.
- **Resolution 03.21.24.f** To approve offering and accepting a Per Diem Leave Replacement Support Guide contract with Dena Pheonix Carl beginning February 26, 2024, at a rate of \$140/day, for 2 days/week. Approved unanimously.
- **Resolution 03.21.24.g** To approve Nancy Christian to fulfill the Public Relations Role for the remainder of the 2023-2024 school year at a rate of \$25/hour for approximately 2-4 hours per week. Approved unanimously.
- **Resolution 03.21.24.h** To approve Theresa Radline attending the NJASBO Conference in Atlantic City from June 5-7, 2024 at a cost of \$500 for the conference; \$119 per night for the hotel for two nights; \$162 for travel. Total cost not to exceed \$900.00. Approved unanimously.
- **Resolution 03.21.24.i** To approve revising the 2023-2024 calendar to reflect no school on the following dates, due to unused snow days: 1. Tuesday, April 19; Friday, June 14; and Tuesday, May 28 (if another snow day is needed, this date will be a school day). Approved unanimously.
- **Resolution 03.21.24.j** To approve applying for the New Jersey Schools Insurance Group Safety Grant for the 2024-2025 school year in the amount of \$2,000.00. Approved unanimously.
- Resolution 03.21.24.k To approve applying for the FY25 National School Lunch Program (NSLP). Approved unanimously.
- **Resolution 03.21.24.k** To approve the 2024-2025 RVCS budget for submission to the State: General Fund \$3,054,160; Special Revenue Fund \$63,963; Maintenance Reserve \$30,855; Total Budget \$3,118,123. This budget includes a maximum of \$1,000 to be reimbursed for Board of Trustee/employee travel expenses. The Board of Trustees of Ridge and Valley Charter school approves a total budget for the 2024-2025 school year for a total of \$3,118,123.00. Approved unanimously.

- A reminder was given to all trustees to complete their Personal/Relative Financial Disclosure Statements.
- The National School Lunch Program Application was shared.
- An update on the Employee Retention Credit (ERC) was given.

### **Committee Reports:**

**Communication:** Dave McNulty shared that he and Robin Balles will be meeting with Nancy Christian tomorrow. Robin Balles shared that she and Nancy Christian met last week to get things started before their first meeting.

**Facilities:** Robin Balles shared that she is getting a scope of work together for the summer.

**Finance:** Covered earlier.

**Parent:** Julie Wiedemann-Ball reported that:

1. The gear swap took place today and will conclude tomorrow.
2. Discussion was held regarding having the gear swap at evening events.
3. Robin Balles discussed needing volunteers for the Wednesday Workshop on April 17 to finish the compost system.
4. The committee confirmed with Lisa Masi that the Graduation Challenge experience to lead a parent circle will take place on April 10.
5. Parents expressed interest in reaching out to guides to support classroom needs; i.e. washing towels over the weekend.
6. Lisa Masi asked for minutes to share in the weekly newsletter.
7. Jessi Sohl mentioned asking the committee to post reviews about RVCS online.
8. Kasey Errico mentioned asking alumni to post reviews about RVCS online, along with other suggestions.

**Policy:** None

### **Other Business:**

- A summer camp application for Trading Card Camp was received. Approved unanimously.
- Trustee Retreat Meeting Dates were set for May 10 & 11
- The 20th Year Celebration Committee is making progress. Kerry Barnett shared an update on the alumni contact project. 163 out of 200 alumni have been contacted with 79 responses.
- Jenn Gurdak attended webinars on The Yass Prize and asked for assistance to complete the application.
- Upcoming Events:
  - Moon Howl: Friday, March 22 at 6:30pm
  - Community Service Day: April 13

Meeting adjourned: 9:07pm

Theresa Radline, Board Secretary