

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 June 20, 2024 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:05pm by Julie Budzinski-Flores, 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 7:50pm	X	
Dave McNulty	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: Julie Budzinski-Flores      Guardian: Kerry Barnett      Recorder: Theresa Radline

Public Participants: Edward Ball

**Trustee Circle Opening:** convened 6:05pm

**Public Participation: None**

**Correspondence:** A letter of resignation was received from Guide Tonya Wikander. A letter of resignation was received from Guide Mary Paulson. A letter of gratitude was received from Guide Mark Garner. Several letters/notes were received from former staff and trustees on celebrating 20 years at RVCS.

**Leadership Team Updates:**

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

1. Current enrollment is at 134 students. Enrollment for the 2024-2025 school year is at 133 students with a healthy waiting list.
2. The Expedition Facilitator’s Report was shared.
3. The Yearbook Coordinator’s Report was shared.
4. Assemblies have wrapped up for the school year. An assembly survey was conducted as a graduation project.
5. The Teaching for Black Lives program would like to support another year of study at RVCS.

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

1. The graduation land projects went really well. The Autumn Olive Bridge project was very successful.

2. During the end-of-year staff Debrief, team garden inventories were completed, listing plants grown, foraged and harvested, and how they were utilized. There are many food and non-food items. Students were able to complete wonderful projects like dying fabric and making salves. The staff also worked on several land care projects together.

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

1. Passage Presentations were wonderful. It was incredible to see how confident our students were in sharing their journeys at RVCS.
2. Debrief went really well with various activities. Some activities included a cosmic walk, discussions on how to mentor new guides, the Earth Charter Seal discussion and feedback requests on Systems of Support (S.O.S.).

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

- Approval of May 16, 2024 minutes. Approved unanimously.
- **Resolution 06.20.24a** To pay bills for the dates of May 16, 2024 through June 19, 2024 in the amount of \$250,922.63 which includes payroll. Approved unanimously.
- **Resolution 06.20.24.b** To approve the Board Secretary and Treasurers' Reports for May 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 06.20.24.c** To approve budget transfers for the month of June as attached. Approved unanimously.
- **Resolution 06.20.24.d** To accept the resignation of Tonya Wikander effective June 30, 2024. Approved unanimously.
- **Resolution 06.20.24.e** To accept the resignation of Mary Paulson effective June 30, 2024. Approved unanimously.
- **Resolution 06.20.24.f** To approve accepting Stipend Position Contracts with the following guides for the 2024-2025 school year: Nancy Christian, Intervention Assistance Team Member, \$1,545; Alyssa Garner, Intervention Assistance Team Member, \$1,545; Julia Kelly, Intervention Assistance Team Member, \$1,545; Maggie Vetter, Intervention Assistance Team Member, \$1,545; Daniel Egan, Expeditions Facilitator, \$1,655; Milly Paulson, Substitute Coordinator, \$2,206; Tyler Thurgood, Yearbook Advisor, \$1,030; Nancy Christian, Public Relations Role, \$25.75/hour; offer and accept a State Testing Coordinator stipend contract with Alyssa Garner, \$2,060. Approved unanimously.
- **Resolution 06.20.24.g** To approve contracting with Simply Gourmet, LLC to provide school lunches for the 2024-2025 school year; Per Meal Price: \$6.50/meal; Total Estimated Cost: \$25,000/year; Term: 1 year. Approved unanimously.
- **Resolution 06.20.24.h** On June 11, 2024, Ridge and Valley Charter School received one (1) response to the bid advertisement for Roof Replacement–Project No. ES9689.00. The Ridge and Valley Charter School Board of Trustees, based upon the recommendation of the Business Coordinator/SBA and the Infrastructure Coordinator hereby approves the award of the contract to: Sky General Construction, LLC; 74 1st Avenue; Paterson, NJ 07514; Lowest Responsible Bid: Sky General Construction, LLC submitted the lowest responsible bid of \$180,932.00 without contingency for the total Roof Replacement project and \$210,932.00 with contingency. Approved unanimously.
- **Resolution 06.20.24.k** To approve contracting with the NJ Commission for the Blind and Visually Impaired to provide Level I services at a rate of \$2,4200.00 for the 2024-2025 school year. Approved unanimously.
- **Resolution 06.20.24.l** To approve contracting with Warren County Special Services School District to provide special education related services for the 2024-2025 school year as per the updated attached agreement. Approved unanimously.
- **Resolution 06.20.24.m** To approve Traci Pannullo as the Ridge and Valley Charter School Affirmative Action Officer and Title IX Coordinator for the 2024-2025 school year. Approved unanimously.
- **Resolution 06.20.24.n** To approve Theresa Radline as the Public Agency Compliance Officer (P.A.C.O.) for the 2024-2025 school year. Approved unanimously.
- **Resolution 06.20.24.o** To approve Lisa Masi as the Ridge and Valley Charter School Anti-Bullying Coordinator for the 2024-2025 school year. Approved unanimously.
- **Resolution 06.20.24.q** To approve Robin Balles as the School Safety Specialist for the 2024-2025 school year. Approved unanimously.

- **Resolution 06.20.24.s** To approve 10-month guides to complete summer clerical, maintenance, lawn care, and facilities work, as needed, for \$25/hour. Approved unanimously.
- **Resolution 06.20.24.t** To approve classroom guides to prepare for and attend IEP Meetings over the summer, as needed, for \$25/hr. Approved unanimously.
- **Resolution 06.20.24.v** To approve contracting with Earth Charter International to provide an external verifier who will review Ridge and Valley Charter School's official Earth Charter School Seal assessment at a cost of \$300 for the 2024-2025 school year. Approved unanimously.

1. A discussion was held regarding students in Constellation having one-to-one chromebooks.
2. The annual report was discussed.
3. The new lunch program was discussed.
4. The roof bid was discussed.

### **Committee Reports:**

**Communication:** Dave McNulty shared that they are working with Guide Nancy Christian on public relations material.

**Facilities:** Robin Balles shared that there is an insurance claim for the Galaxy Left bathroom leak. Estimates for repairs are coming in and work will begin in the summer. One bid was received for the roof replacement. She will be reaching out to the committee to schedule a meeting. She is meeting with Guide Garry Hollenbeck to discuss facilities plans for the summer and future. Guide Garry Hollenbeck is replacing the shed roofs. Summer work will begin soon.

**Finance:** Kerry Barnett shared that the committee is working on obtaining a commercial loan for the roof project.

**Parent:** Cindy Terranova shared that the committee discussed end of year events and a possible future potluck.

**Policy:** None

### **Other Business:**

- The Reorganization document was discussed and approved unanimously. Retreat dates were shared.
- Graduation Debrief was discussed. A committee will discuss the graduation ceremony for next year.
- The 20th Year Celebration was discussed.
- Rafael Flores will get information on the land for sale across the street.
- A discussion was held on school climate and culture.
- The YASS Prize-move to next month
- Upcoming events-20th year celebration on Saturday, June 22

Executive Session to discuss personnel: 8:35pm

Return to Public Session: 9:48pm

- **Resolution 06.20.24.i** To approve offering a contract to Kara Malone as a Classroom Guide for the 2024-2025 school year in the amount of \$37,500.00 for 10 months. Approved unanimously.
- **Resolution 06.20.24.j** To approve offering a contract to Tina Manning as a CST Coordinator for the 2024-2025 school year in the amount of \$65,000.00 for 12 months contingent upon agreement terms via the school attorney. Approved unanimously.
- **Resolution 06.20.24.p** To approve Tina Manning as the Ridge and Valley Charter School Anti-Bullying Specialist for the 2024-2025 school year. Approved unanimously.
- **Resolution 06.20.24.r** To approve Tina Manning as the Section 504 Officer for the 2024-2025 school year. Approved unanimously.
- **Resolution 06.20.24.u** To approve offering a contract to Ellie Haveman as a Classroom Guide for the 2024-2025 school year in the amount of \$37,500.00 for 10 months. Approved unanimously.

- **Resolution 06.20.24.w** To approve compensating Tonya Wikander for 20.5 unused sick days at \$40.00/day for a total of \$820.00 in accordance with Policy 4151.1/4251.1. Approved unanimously.
- **Resolution 06.20.24x** To approve two off-site work days per week for the Business Coordinator/SBA for the 2024-2025 school year. Approved unanimously.

Meeting adjourned: 9:53pm

Theresa Radline, Board Secretary