

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, 3-year term, expires 2025)	kerry.barnett.direct@gmail.com
Budzinski-Flores, Julie (voting, parent, 3-year term, exp 2025)	juliervcs@gmail.com
Errico, Kasey (voting, first 3-year term, expires 2025)	kasey.rvcs@gmail.com
Gurdak, Jenn (voting, parent, 3-year term, expires 2027)	jlgurdak@hotmail.com
McNulty, Dave (voting, 3-year term, expires 2025)	dmcnulty@d-scape.com
Terranova, Cindy (voting, parent, 3-year term, expires 2025)	rvscindy@gmail.com
Weidemann-Ball, Julie (voting, parent, first 3-year term, expires 2027)	buddingjuliervcs@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 – Re-elected/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!). Development on Zoom will be 6 pm - 7 or 7:15 pm, in-person 6 pm - 8 pm. The topics listed are guides and may or may not be required.

June 2024 – host: Julie Budzinski-Flores

June 20 formal action – approve annual trustee reorganization, plan for Annual Report

July – host: Kasey Errico

Monday, July 1 - Work session to discuss monthly trustee development plans on [Zoom](#)

Thursday, July 18 formal action - Annual Report, review and update annual goals, committees and committee annual goals, fall events, family survey, trustee self-evaluation

August – host: Jenn Gurdak

Monday, August 5 - Work session, agenda if needed, development topics on [Zoom](#)

Thursday, August 15 formal action - 2024-25 action plans review, autumn equinox, fall events

September – host: Dave McNulty

Monday, September 9 - Work session, agenda if needed, development topics on [Zoom](#)
Thursday, September 19 formal action - Review model for staff evaluation, autumn equinox

October – host: Cindy Terranova

Monday, October 7 - Work session, agenda if needed, development topics in person at RVCS, possible guide – trustee development
Thursday, October 17 formal action - Review audit

November – host: Julie Weidemann-Ball

Monday, November 4 - Work session, agenda if needed, development topics on [Zoom](#)
Thursday, November 21 formal action - Annual appeal, winter solstice

December – host: Kerry Barnett

Monday, December 2 - Work session, agenda if needed, development topics on [Zoom](#)
Thursday, December 21 Formal action - Update on progress toward annual goals, preliminary report on non-tenured staff, set calendar for Coordinator's evaluations, winter solstice

January 2025 – host: Julie Budzinski-Flores

Monday, January 6 - Work session, agenda if needed, development topics on [Zoom](#)
Thursday, January 16 formal action - Financial review, preliminary budget 25-26

Trustee Retreat Save the Dates: Friday - Sunday, January 10 - 12, 2025 OR January 24 - 26

February – host: Kasey Errico

Monday, February 3 - Work session, agenda if needed, development topics on [Zoom](#) **W**
Thursday, February 27 Formal action – 2025-26 budget, preliminary annual calendar

March – host: Jenn Gurdak

Monday, March 3 - Work session, agenda if needed, development topics in person at RVCS, possible guide – trustee development
Thursday, March 20 Formal action - Personnel for 2025-26, approve annual calendar, disclosure forms to Ethics Commission, code of ethics review, spring equinox

April – host: Dave McNulty

Monday, April 7 - Work session, agenda if needed, development topics on [Zoom](#)
Thursday, April 17 Formal action - Personnel for 2024-25, Graduation pre-planning

May – host: Cindy Terranova

Monday, May 5 - Work session, agenda if needed, development topics on [Zoom](#)
Thursday, May 15 Formal action - Notice of non-renewal to non-tenured certificated staff by April 30, summer solstice, Pre-reorganization

June – host: Julie Weidemann-Ball

Monday, June 2 - Work session, agenda if needed, development topics on [Zoom](#)
Thursday, June 19 Formal action - Committees, reorganization, review annual goals 2024-25, plan annual goals for 2025-2026, summer solstice

Facilitator/Host

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

- 1) Note special agenda items (in addition to agenda template with reports and committees) and persons responsible for each. Send agenda items to Theresa the first week of the month for the agenda and distribution via RVCS News.
- 2) Coordinate and facilitate the formal action meeting on the third Thursday, 6 pm.

Schedule of meetings

1st Monday = work session/agenda planning/trustee development, on Zoom June, July, August, September, November, December, January, February, April, May, June and in person October 2024 and March 2025

The first Monday 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, as well as to consider the topics for development. The trustee facilitating the month's public meeting is responsible for noting agenda items and persons responsible and emailing that to Theresa by the end of the first week of the month.

**1st Monday = trustee development monthly host TBD
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.

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 7 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.

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) Kasey Errico (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: Tina Manning

Title IX Officer: Traci Pannullo

Affirmative Action Officer: Traci Pannullo

Next reorganization meeting: June 19, 2025