

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 September 25, 2025 at 1234 State Route 94, Blairstown, NJ 07825. The meeting was called to order at 6:05pm by Jenn Gurdak, 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	
Cindy Terranova		X

Non-voting members:

Ieva Alverson,	X
Robin Balles, Infrastructure Coordinator	X
Lisa Masi, Integration Coordinator	X
Traci Pannullo, Curriculum Coordinator	X
Jennifer Ross, Business Coordinator	X
Rick Pressler, SBA/Board Secretary	

Facilitator: Kerry Barnett

Guardian: Kasey Errico

Recorder: Jennifer Ross

Public Participants: Jonathan Jablonski, Ian Blanchard

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

**Public Participation:** None.

**Correspondence:** None.

**Leadership Team Updates:**

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

1. Enrollment for the 2025-2026 school year is 134 students.
2. The possibility of changing the timeline period for families to accept enrollment offers was discussed.
3. A part-time Lunch Support Guide was hired.
4. Student feedback regarding the new food service company has been overall positive.
5. This is the first year breakfast is being provided, and the program is going well.
6. During Refresh, the Galaxy Guides, Support Guides, and Nurse Toni Mazziello participated in Wilderness First Aid (WFA) and CPR/First Aid courses. All other guides attended Wilderness Mental Health and CPR & First Aid taught by Hunterdon Medical staff.
7. Field trips and overnights were discussed. Lisa is assisting Clara Miller, Expedition Coordinator, with planning upcoming trips and overnights.

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

1. Most scheduled summer projects were completed, including septic repairs and installation of the new school-wide intercom system.
2. The Land Care Committee proposed holding a Fall Community Service Day on October 25, 2025, with two time blocks: 9:00 a.m.–12:00 p.m. and 12:00 p.m.–3:00 p.m. The event will focus on one or two main land care projects, along with other school projects. The proposal was approved. Robin will advertise and create a SignUpGenius for the event.
3. A Pop-Up Market featuring garden items not intended for classroom use will take place on Monday, September 29, and Friday, October 3, 2025, during dismissal.
4. Visits to Metcalfe completed project sites are being arranged for October or November, and Metcalfe will also schedule a visit to RVCS.
5. Funding strategies were discussed, and a Future Facility Committee will be formed.

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

1. An update with the Earth Charter Seal was given.
2. She attended the Shelbourne Farm 26th Anniversary Celebration in Vermont.
3. Some alumni and current RVCS students are enrolled in an online course offered by the Earth Charter Seal organization.
4. A school in Germany reached out to connect and collaborate on a shared student experience with RVCS.
5. Fall beta testing for grades 4–8 is required for the new New Jersey Student Learning Assessments–Adaptive (NJSLA-A). Beta testing will occur between October 27 and November 14, and parents will be informed about the new testing platform and dates.
6. Currently, there is one (1) guide in the tenure acquisition process and three (3) guides in the certification process.

**Business Coordinator Report:** Jennifer Ross reported:

- Approval of August 28, 2025 minutes. Approved unanimously.
- **Resolution 09.25.25a** To pay bills for the dates of August 22, 2025 thru September 25, 2025 in the amount of \$256,022.84 which includes payroll. Approved unanimously.
- **Resolution 09.25.25.b** The Ridge and Valley Charter School (807727) hereby resolves through a Board Resolution on September 25, 2025 to apply for the following funds allocated under the ESEA Consolidated Subgrant Application for the Title IIA in the amount of \$2,304. (Teacher and Principal recruitment, hiring and retention strategies) for SY26. Approved unanimously.
- **Resolution 09.25.25.c** To approve paying the following guides Aide-in-Lieu for the 2025-2026 school year over 10 months in 20 equal payments, pro-rated to months worked: 1. Ieva Alverson \$2,000.00 2. Jocelyn Carlson \$2,000.00 3. Bridget Fajvan \$2,000.00 4. Michael Florio \$2,000.00 5. Rebecca Garceau \$2,000.00 6. Sundae Greame \$2,000.00 7. Olivia Mohlmann \$2,000.00 8. Christine O'Donnell \$2,000.00 9. Traci Pannullo \$2,000.00 10. Dena Pheonix Carl \$2,000.00 11. Michael Ross \$2,000.00 12. Kristine Tucker \$2,000.00 13. Margaret Vetter \$2,000.00 14. Bradley White \$2,000.00. Approved unanimously.
- **Resolution 09.25.25.d** To approve the 2025-2026 Behavioral Threat Assessment & Management team as follows: Robin Balles, Tina Manning, Toni Marek-Mazzariello and Lisa Masi. Approved unanimously.
- **Resolution 09.25.25.e** To approve mileage reimbursement, when applicable and approved by the Leadership Team and/or the Business Coordinator prior to the event, for the use of personal vehicles for field trips (excluding carpooling trips), and professional development events at the approved NJ Department of Treasury rate of \$0.70/mile for the 2025-2026 school year. Approved unanimously.
- **Resolution 09.25.25.f** To approve the 2025-2026 Hazard Analysis and Critical Control Point (HACCP) Food Safety Program Manual. Approved unanimously.
- **Resolution 08.28.25.g** To approve the following Substitute Guides for the 2025-2026 school year: Christine Mazzella, Nicolas Krehel, Shealee Auletta and Corrine Wesighan. Approved unanimously.

- **Resolution 08.25.25.h** To approve contracting with Drake’s Landscaping, LLC for snow removal services at a rate of: 1. Plowing Driveways: \$275 for 1.5-6 inches; 6-11.9 inches, two push charges; 12-17.9 inches, three push charges, etc. 2. Anti/De Icing driveways: \$180. 3. \$80.00/hour for Anit/De Icing Sidewalks and Decks 4. \$80.00/hour for Snow removal from sidewalks. Approved unanimously.
- **Resolution 09.25.25.i** To approve offering and accepting a Part-Time Lunch Program Support Guide contract with Nina Nesheiwat-Ingram at a rate of \$18.00/hour + mileage reimbursement (on days when lunch is provided) for the remainder of the 2025-2026 school year. Approved unanimously.
- **Resolution 09.25.25.j** To approve the submission of the IDEA application for the Fiscal Year 2026, and to accept the grant award of the funds upon subsequent approval of the FY 2026 IDEA basic grant totaling \$28,973. Approved unanimously.

**Committee Reports:**

**Communication:** No report.

**Facilities:** Applications are currently being accepted for a new part-time maintenance position.

**Finance:** The 2024–2025 financial audit is in progress. PRCSS has assigned additional support during this period.

**Parent:** Jonathan Jablonski reported that the last meeting had a strong turnout. The committee proposed organizing a tricky tray event to raise funds, and the trustees approved the proposal.

**Policy:** No report.

**Cultivating Leadership:** Ieva Alverson reported that the liaisons from each team met to discuss ongoing strategies.

**Hiring:** It was reported that the BambooHR platform has been very useful in the hiring process.

**Other Business:**

- The structure for community service days was discussed.
- The Trustee Circle will meet the first Monday of each month for professional development.

Meeting adjourned at 7:30pm

Jennifer Ross, Business Coordinator