



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Agenda**  
October 24th, 2018 at 7PM  
530 West 7th Street, Plainfield, NJ

CALL TO ORDER

Mr. Colson called to order the regular meeting of the Cresthaven Academy Charter School Board of Trustees at approximately 7:03 pm on October 24th 2018 at Cresthaven Academy Charter School. This meeting is being held in compliance with the Open Public Meetings Act and is open to the public. Notices were duly posted in advance of the meeting. Formal action will be taken.

PLEDGE OF ALLEGIANCE

ROLL CALL

Upon individual roll call, the following Board Members were noted present:

Board Member	Present	Absent
Marcy Bostwick	x	
Rashleigh Bruce		x
Steven Colson	x	
Toni Gamble	x	
Sandra Harrison	X (arrived late)	
Steven Hockaday		x
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

**RESOLVED: APPROVAL OF September 26th, 2018 Minutes**

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					x
Steven Colson		x			
Toni Gamble	2	x			
Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger	1	x			

- Upon majority affirmative vote of the full membership present, the motion passed.

STATE OF THE SCHOOL REPORT



Board Meeting - October 24th, 2018  
Principal's Update

STUDENT ENROLLMENT	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students
100% Enrollment Packet w/ Proofs of Residency	77	78	77

**STUDENT TRANSFERS**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
K	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1st	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2nd	0	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

STUDENT APPLICATIONS TO DATE <input type="button" value="v"/>	Aug	Sept	Oct	Nov	Dec	Jan '19
Year 1: Grade 2 (WL)	31	37	37			
Year 2: Grade 1 (WL)	72	66	70			
Year 3: Grade K (WL)	49	53	54			
Year 4: Rising K	54	72	88			

**FAMILY ENGAGEMENT**

Von Thun's Farm Field Trips			Upcoming Events for Parents & Guardians		
K 13 parents	1st 14 parents	2nd 13 parents	Fall Festival 10/26/18	Charter Advocacy 10/30/18	Open House 11/1/18

**CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US**



- Fall Festival (scholars, families, and staff) - Saturday, October 27, 2018 (12-4 PM)
- Salvation Army Trunk or Treat (community event) - Sunday, October 28, 2018 (2-4PM)
- Community Focus Group - Plainfield Public Library - October 30, 2018 (5-7 PM)

**BOARD PRESIDENT'S REPORT**

- We appreciate the work that went into the Board Retreat
- It was a great time together
- SOLid

**SBA REPORT**

***Financial***

# Cresthaven Academy Charter School, Inc.

m\*\*\*\*y@cresthavenacademy.org | [Update Profile](#) | [Security Center](#)

## Business accounts<sup>a</sup>

<a href="#">Agency - 6538</a> Quick View	\$1,000.00
<a href="#">Food Program - 6525</a> Quick View	\$20,597.84
<a href="#">General Operating Fund - 6509</a> Quick View	\$244,268.10
<a href="#">Payroll - 6512</a> Quick View	\$1,000.00
<a href="#">Business Advantage Sav - 4508</a> Quick View	\$8,831.09

### **HR**

- Fully hired

### **Operations**

- School is running → Facilities, Technology, Food Program, Enrollment

## Items Requiring Board of Trustees Votes

### **FINANCE**

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-10-01**

##### **Bill list**

The Board of Trustees of Cresthaven Academy Charter School approves the prior and future payments of the following:

<b>Paid</b>	
R&L*	374.00
First Student Charter*	0.00
Barker Bus Company**	890.00

The BusBank**	4356.00
Heinemann*	788.70
<b>TOTAL</b>	<b>6408.70</b>

\* These items were on the a previous board packet, but amounts were adjusted due to shipping, taxes, or co-op pricing adjustments

\*\* These items were not on the last board packet, but are expenses in the budget

<b>To-Be Paid</b>	
Horizon Medical premium	11159.98
Ameritas Dental premium	1005.96
UnitedHealth Vision premium	263.97
Unum (Short and Long Term Disability)	657.79
CA Foundation - Rent payments	28244.16
Atlantic Tomorrow Copiers (machine rental)	934.18
Verizon	13.92
Sotel	151.53
R and L (estimated)	500.00
OCA Benefit Services (FSA Administration)	550.00
American Water	753.06
PSE&G	1242.16
Alliance Pest Services	35.00
Karson Food Service	20083.64
Johnston Law Firm, LLC	1669.00
Kaleidoscope	4603.60
Language Learning Network	3240.00
Education is Power Consulting	7000.00
Union County ESC	66.00

People Admin	4061.01
Keyboard Consultants	312.50
MTB Electric	362.00
NJ Advance Media	116.35
Hunterdon County ESC	943.75
Treadstone Risk Management	1000.00
School Specialty	1664.14
WB Mason	1845.68
Triangle Communications	70.00
PMUA	2340.87
<b>TOTAL</b>	<b>94,840.25</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-10-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for September/October/November 2018. Prior pay periods reflect actual expenses. Future pay periods reflect estimated expenses.

09/30/2018 = \$79,156.04 (Gross Wages) + \$6,201.13 (Employer Taxes) + \$142.30 (DCRP Expense)

10/15/2018 = \$79,285.00 (Gross Wages) + \$6,191.74 (Employer Taxes) + \$124.14 (DCRP Expense)

10/31/2018 = \$85,000 (Estimated)

11/15/2018 = \$85,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-10-03**

**Board Secretary's Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Report for September 2018. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-10-04**

**Treasurer's Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for June, July, and August 2018. See Appendix B.

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick	2	x			
Rashleigh Bruce					x
Steven Colson		x			
Toni Gamble	1	x			
Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger		x			

**CONTRACTS AND AGREEMENTS**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-10-05**

**Third Party Data Access Agreement**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Third Party Data Access Agreement between UChicago Impact and Cresthaven Academy Charter School to grant STEP data access to a third party, Education is Power Consulting. See Appendix C.

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick		x			
Rashleigh Bruce					x
Steven Colson		x			
Toni Gamble	2	x			
Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger	1	x			

**HUMAN RESOURCES**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-10-06**

**New Hire**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the hire for the 2018-2019 school year. She is moving from a part time employee to a full time employee. See Appendix D for resume.

Name: Michelle Feliciano  
 Title: Operations Support Assistant  
 Salary: \$35,000  
 Start Date: 11/1/18

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					x
Steven Colson		x			
Toni Gamble	2	x			
Sandra Harrison	1	x			
Steven Hockaday					x
Barbara Sellinger		x			

**OLD BUSINESS**

- Thank you for late notice on call ins
- This is a short meeting
- Next meeting will be longer as we will go over STEP results

**NEW BUSINESS**

**PUBLIC PORTION**

**RESOLVED: MOTION TO ADJOURN**

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					x
Steven Colson		x			



Toni Gamble	2	x			
Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger	1	x			

Meeting was adjourned at 7:14 pm