



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
September 25th, 2019 at 7PM  
530 West 7th Street, Plainfield, NJ

CALL TO ORDER

Sandra Harrison called to order the regular meeting of the Cresthaven Academy Charter School Board of Trustees at approximately 7:01 pm on September 25th, 2019 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 (arrived late)	
Kimerly Dortch	x	
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday	X (arrived late)	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

READING OF MISSION STATEMENT

Cresthaven Academy Charter School exists to provide a comprehensive education to our scholars that develops the whole child through academic excellence, physical wellness, emotional health, and character enrichment

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL August 28, 2019 Minutes**

<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
Kimberly Dortch		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 - September 25, 2019  
 School Leader Update

**STUDENT ENROLLMENT**

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students
100% Enrollment Packet with Proofs of Residency	78	77	78	78

**STUDENT TRANSFERS**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
1st	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1
2nd	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
3rd	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Total # of Transferred Scholars in 2019-20											1

**STUDENT APPLICATIONS TO DATE**

	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar	Apr	May	June
Year 1: Grade 3 (WL)	31									
Year 2: Grade 2 (WL)	55									
Year 3: Grade 1 (WL)	53									
Year 4: Grade K	91									
Year 5: Rising K	59									

**UPCOMING EVENTS**

- Charter Renewal Visit - Monday, October 28, 2019
- Open House #1

**CAF AFTER SCHOOL PROGRAM**

**AFTER SCHOOL ENROLLMENT**

	<b>KINDERGARTEN</b>	<b>1ST GRADE</b>	<b>2ND GRADE</b>	<b>3RD GRADE</b>
ENROLLED	38	35	36	36
SCHOLARSHIP ENROLLED	2	5	4	5
WAITLIST	2	4	2	2

**FIRST DAY OF PROGRAMMING:** Sept 3, 2019

**REGULAR PROGRAMMING HOURS:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:45 - 6:00 PM	3:45 - 6:00 PM	1:45 - 5:00 PM*	3:45 - 6:00 PM	3:45 - 6:00 PM



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

- **Board Retreat** Saturday, October 20, 2018
- **Fall Festival** (scholars, families, and staff) - TBD

Board Retreat - 9/28/19

**BOARD PRESIDENT**

- Congratulations to the school to serve as a model elementary school for another charter school
- Commend you for saying yes to the visit in the middle of renewal
- Kimberly received her Board training information
- Thank you to the students who wrote letters to Board members
- Board members will write letters back
- How are Teacher Training Days going?
  - MV: We have a Wednesday PD schedule
  - Lesson plans, norming up on assessments, NJ Learning Standards (literacy, math)
  - Added differentiation training for staff
  - Child Study Team meetings
  - Teacher evaluation rubric, Teach Like a Champion, Student Growth Objectives

- We look to see what is happening and cater training to the staff
- It has helped boost morale
- Board Retreat - Everyone will be there
- We will have a facilities update later this meeting

SBA REPORT

**Financial**

**Cresthaven Academy Charter School, Inc.**

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



Business accounts<sup>a</sup>

<a href="#">Business Advantage 360</a> Get a comprehensive look at your day-to-day business with this powerful tool.	
<a href="#">Agency - 6538</a> Quick View	<b>\$6,446.27</b>
<a href="#">Food Program - 6525</a> Quick View	<b>\$29,691.08</b>
<a href="#">General Operating Fund - 6509</a> Quick View	<b>\$553,437.48</b>
Your business card offer!	
<a href="#">Payroll - 6512</a> Quick View	<b>\$0.00</b>
🔔 <b>Low balance</b>	
<a href="#">Business Advantage Sav - 4508</a> Quick View	<b>\$5,813.56</b>

- Audit is on-going

**HR**

- Seeking the Dean of School Culture position

**Operations**

- School is up and running
- Fine tuning some Systems and Routines (Arrival, Breakfast, Lunch, Dismissal)

## Items Requiring Board of Trustees Votes

### *FINANCE*

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-09-01**

##### **Bill list**

The Board of Trustees of Cresthaven Academy Charter School approves the bills list. See Appendix A.

<b>Bills List</b>	<b>Total by Fund</b>
Fund 11	\$88,228.56
Fund 20	\$3,008.15
Fund 60	\$9,245.14
<b>TOTAL</b>	<b>\$100,481.85</b>

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-09-02**

##### **Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for September/October 2019.

09/15/2019 = \$104,519.12 (Gross Earnings) + \$8,179.31 (Employer Taxes) + \$115.43 (DCRP)

09/30/2019 = \$110,000 (Estimated)

10/15/2019 = \$110,000 (Estimated)

10/31/2019 = \$110,000 (Estimated)

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-09-03**

##### **Board Secretary's Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Board Secretary's Report for July and August 2019. See Appendix A.

#### **CONSENT RESOLUTION: FINANCE**

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick		x			x
Rashleigh Bruce		x			
Kimberly Dortch		x			

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

## **CONTRACT AND AGREEMENTS**

### **RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-04**

#### **Class Coverage Stipend**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Class Coverage Stipend, which compensates teachers for covering additional classes outside the scope of their employment contract. See Appendix B.

### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-09-05**

#### **McKinney-Vento Education of Homeless Children and Youth Program Agreement**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the McKinney-Vento Education of Homeless Children and Youth Program Agreement with the Essex Regional Educational Services Commission (ERESC). See Appendix B.

The ERES is applying to participate in the McKinney-Vento Education of Homeless Children and Youth Program and is seeking districts to collaborate, if awarded the grant.

#### **Background**

The ERES McKinney Vento Homeless Education Program is established to serve as a resource to help school officials, parents and local community organizations and to facilitate the effective enrollment of displaced (homeless) children and youth and to facilitate the effective delivery of necessary services to homeless children and youth.

#### **Program Goals**

To help school districts with the identification and enrollment of homeless children and youth. To ensure that homeless students continue to attend school by reducing the stigma of homelessness to the student, facilitating parent education, training, and integrating homeless children with non-homeless students. To coordinate educational services that will enable homeless students to meet the same high quality content and performance standards that all children in New Jersey public schools are expected to meet.

### **RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-06**

#### **Treasurer**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a new Treasurer, Karen Johnson, at a rate of \$350-\$400/month for the 2019-2020 school year. See Appendix B.

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-07**

**Delta-T Group**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Delta T Group for Nursing Services for the 2019-2020 school year. See Appendix B.

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-08**

**Bylaws Update**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve updating the Bylaws with the correct Mission and Vision statements. See Appendix B.

**CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS**

<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			
Kimberly Dortch	2	x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday	1	x			
Barbara Sellinger		x			

*ACADEMIC*

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-09**

**Music Curriculum**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Quaver Music as the music curriculum for 2019-2020 for \$1680. See Appendix C.

Quaver Music’s PreK-8 General Music Curriculum is a comprehensive set of curriculum resources that is built on a foundation of standards-based lessons full of interactive elements and PDF lesson plans for a full 36-week school year. In addition to ready-to-use lessons, teachers have access to a growing library of over 6,500 individual resources with powerful customization functionality to create lessons that suit every teaching style and student population. Quaver Music works with teachers from Orff, Kodály, Gordon (MLT), and other general music communities to create content that uses technology to enhance these time-tested pedagogies.



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

*HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-10**

**Maternity Leave**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following maternity leaves:

Alexandra Stinsman: Effective 8/30/2019

Farhanah Mohamad: Effective approximately 10/15/2019

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-11**

**New Hire**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hire. See Appendix D.

NAME	POSITION	SALARY	10/12 MONTH
Eduard Manvelyan	Music Teacher	\$XX	10 month

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-12**

**Employee Termination**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the termination of Employee Number 735073.

**CONSENT RESOLUTION: HUMAN RESOURCES**

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

*OTHER*

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-13**

**Charter Renewal Application**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the draft version of the Charter Renewal Application. The final version will be shared at the October Board meeting. See Appendix E.

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-09-14**

**2017-2018 Audit**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2017-2018 Comprehensive Annual Financial Report (CAFR), Auditors Management Report (AMR), and Peer Review (PR). See Appendix E.

**CONSENT RESOLUTION: OTHER**

<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			
Kimberly Dortch		x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday	2	x			

Barbara Sellinger	1	x			
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EXECUTIVE SESSION

OLD BUSINESS

MV - All decisions are made with counsel and consulting with the Board President

NEW BUSINESS

PUBLIC PORTION

**RESOLVED: MOTION TO ADJOURN**

<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			
Kimberly Dortch		x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday	2	x			
Barbara Sellinger	1	x			

Meeting was adjourned at 8:45 pm.