



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
October 23rd, 2019 at 7PM
530 West 7th Street, Plainfield, NJ

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.

PLEDGE OF ALLEGIANCE

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 October 23rd, 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.

ROLL CALL

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

Board Member	Present	Absent
Marcy Bostwick	X (arrived late)	
Rashleigh Bruce	x	
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

APPROVAL OF MINUTES FROM PRIOR MONTH

RESOLVED: APPROVAL September 25th, 2019 Minutes

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

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

RESOLVED: APPROVAL September 25th, 2019 EXECUTIVE SESSION Minutes

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

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

RESOLVED: APPROVAL October 10th, 2019 Special Meeting Minutes

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick					x

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

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

STATE OF THE SCHOOL REPORT



Board Meeting - October 23, 2019
School Leader Update

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> • Working with Leadership Team and consultant on Charter Renewal Application (Submitted on 10/15/19) • Working with Leadership Team to prepare CACS for Renewal Site Visit <ul style="list-style-type: none"> ○ Visit from Mr. Harry Lee ○ Professional development sessions ○ Stakeholder interview preparation ○ Gathering of artifacts and submission of documents • Working with Facility Committee to <u>tour</u> potential sites for expansion • Setting School Goals • On-boarding new staff or staff in new roles • Recruiting to fill future vacancies • Legal special education matters • Researching middle school best practices 	<ul style="list-style-type: none"> • Classroom Support • Classroom Observations • Parent Engagement: <ul style="list-style-type: none"> ○ Coffee with the Principal ○ Student Enrollment - Hooray for Kindergarten Packets • Community Engagement: Evangel Church - Service for Service

LEADERSHIP TEAM UPDATES

SCHOOL BUSINESS ADMINISTRATOR	DIRECTOR OR CURRICULUM & INSTRUCTION	STUDENT SUPPORT COORDINATOR
<ul style="list-style-type: none"> • 10/15 State Submission • 18-19 Financial Audit <ul style="list-style-type: none"> ◦ 3 days • Charter Renewal Finance Interview • 5 Year Budgets 	<ul style="list-style-type: none"> • Classroom observations and teacher coaching • Assessments: Coaching, norming, and trackers • Lesson plan review and feedback • Curriculum: Planning units 	<ul style="list-style-type: none"> • CST meetings & writing IEPs • Cognitive evaluations & Functional Behavioral Assessments • Intensive classroom support

STUDENT ENROLLMENT

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students
100% Enrollment	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	33								
Year 2: Grade 2 (WL)	55	56								
Year 3: Grade 1 (WL)	53	57								
Year 4: Grade K	91	91								
Year 5: Rising K	59	63								
Totals	289	300								

FAMILY ENGAGEMENT

Charter Renewal Site Visit		Events for Parents & Guardians		
15 Parents Volunteered to be Interviewed	7 English and Spanish Speaking Parents Representing Grades K-3, Males/Females, General Education, Special Education & ESL will be Interviewed	Coffee with the Principal 10/7/19 32 Parents	Open House for Prospective Families 11/7/19 3 PM	Parent-Teacher Conferences 11/20/19

COMMUNITY ENGAGEMENT

Plainfield Preschools	Plainfield Parks & Recreation	Evangel Church
Sharing information about enrollment process	Distributing 6 Bilingual Flyers to Families (Wrestling, volleyball, robotics, baton twirling, etc.)	17 Volunteers - Service 4 Service 10/13/19 - 10 AM - 2 PM



CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US

- Open House on 11/7/19 - 3 PM

GOAL SETTING 2019-2020

PROPOSED SCHOOL GOALS 2019-20

CACS subscribes to the academic indicators, and established measures of achievement set forth in the NJ Department of Education Office of Charter School Performance Framework. The school is committed to achieving the goals for absolute and comparative goals, and demonstrating student progress over time and post-secondary readiness.

Goal 1: Achievement	By June 2020, 35% of scholars will be on or above grade level in STEP.
Measure	Use STEP data at year end to evaluate student performance
Target	At least 35% of students achieve on or above grade level which is 8 percentage points higher than June 2019

Goal 2: Student Growth	By June 2020, at least 50% of students will make 3 or more STEPs of growth.
Measure	Use STEP data at year end to evaluate student growth
Target	At least 50% of students make 3 or more STEPs of growth

Goal 3: Achievement	By June 2020, at least 50% of students will achieve at or above grade level in the final writing assessment.
Measure	Use On-Demand Performance Based Writing Assessments to evaluate student achievement
Target	At least 50% of students will achieve at or above grade level based on the rubric

Goal 4: Achievement	In June 2020, 70% of students will achieve at or above grade level in the final Math Interim Assessments (IAs).
Measure	Use IA data at year end to evaluate student performance
Target	At least 70% of students achieve on or above grade level

Goal 5: Enrollment	Each year, at least 90 percent of all students enrolled on the last day of the school year will return the following August.
Measure	Student enrollment on the last day of the 19-20 school year compared to enrollment as of the first day of the 20-21 school year (excluding incoming kindergarten class)
Target	At least 90% of all students enrolled on the last day of the school year will return the following August

Goal 6: Enrollment	The school will maintain enrollment stability by way of student retention. Student enrollment will remain at 95% of full enrollment as defined in the school's charter.
Measure	Monthly evaluation of student enrollment compared to the school's charter
Target	At least 255 students enrolled each month (95% of 300 chartered students)

Goal 7: Charter Renewal	The school will demonstrate academic success, financial viability, and that it is organizationally sound to achieve charter renewal.
Measure	The Charter Renewal Application will be submitted by the deadline, and the school will be well-prepared for the Charter Renewal Site Visit.
Target	CACS will be renewed for another charter term (5 years)

Goal 8:	Additional classroom space will be secured for the 2020-21 school year to
---------	---

Facility	accommodate grades K-4 when the school is renewed and granted an expansion.
Measure	Facility Committee is formed to seek and vet suitable facility options
Target	A minimum of 3 classrooms will be secured in time to open for the 2020-21 school year

Goal 9: Staff Satisfaction	Each year, faculty and staff will express satisfaction with school leadership, professional development opportunities, and school culture; each year, 80% or more of faculty and staff will respond favorably on a survey to be developed by or for the school.
Measure	Survey staff at year end and collect data on employee satisfaction
Target	80% or more of faculty and staff respond favorably

Goal 10: Family Satisfaction	Parents will express satisfaction with the school with regard to safety, school rules, academic expectations, and other aspects of the school's culture; each year, 90% or more of the parents will respond favorably on a survey to be developed by or for the school.
Measure	Survey families at least twice a year to collect data on school satisfaction
Target	90% or more of the parents/guardians will respond favorably

BOARD GOALS: RESOLVED

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

BOARD PRESIDENT

- Board is preparing for the interview on Monday
- Steve, Toni, and Sandra will meet with DOE
- Rick Pressler met on 10/16 with the Board to review content and go over questions
- Board is meeting again tomorrow to become polished with responses and make sure we are on the same wavelength
- Review the Charter School Framework
- Do a mock interview tomorrow
- Monica has kept us informed about everything going on in the school, the day to day, the challenges
- Board is prepared
- Meghan has provided answers and financial information
- Binders are available for Board members to prepare
- Review sample questions → example: new policy related to the public portion of meeting

SBA REPORT

Financial

Cresthaven Academy Charter School, Inc.

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



Business accounts^a

Business Advantage 360 Get a comprehensive look at your day-to-day business with this powerful tool.	
Agency - 6538 Quick View	\$11,620.61
Food Program - 6525 Quick View	\$38,404.80
General Operating Fund - 6509 Quick View	\$640,828.43
Your business card offer!	
Payroll - 6512 Quick View	\$0.00
🔔 Low balance	
Business Advantage Sav - 4508 Quick View	\$17,435.48

- Fiscal Renewal Interview - 10/21 - It went well, they had no financial concerns
- Lost checks in the mail - voided and reissued this month
- Paid PSE&G bill online
- Hoping to bring new Treasurer on board for October reconciliation

- NJ Smart submission 10/15
- Charter Renewal Application

HR

- Seeking the Dean of School Culture or Social Worker position

Operations

- School is running smoothly

Items Requiring Board of Trustees Votes

FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-10-02

Bills list

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

Bills List	Total by Fund
Fund 11	125,854.48
Fund 20	24,886.66
Fund 60	34,108.60
TOTAL	184,849.74

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-10-03

Payroll Expenses

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

09/30/2019 = \$107,494.12 (Gross Earnings) + \$8,328.98 (Employer Taxes) + \$173.14 (DCRP)

10/15/2019 = \$104,825.50 (Gross Earnings) + \$8,083.30 (Employer Taxes) + \$96.19 (DCRP)

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

11/15/2019 = \$110,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-10-04

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Board Secretary’s Report for September 2019. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-10-05

Budget Transfers

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited budget transfers for August and September 2019. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-10-06

Treasurer’s Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer’s Report for July, August, and September. See Appendix A.

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

CONTRACT AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-10-07

Escrow Bond

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an Escrow Bond as per 6A:11-2.3 Renewal of charter: A review to ensure the charter school has established an escrow account or posted a surety bond of no less than \$75,000 to pay for legal and audit expenses and any outstanding pension benefit(s) that would be associated with dissolution if it occurs. See Appendix B.

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

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

HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-10-08

Employee Resignations

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee resignations:

Ashley Ramirez: Effective 11/1/19

Shianne Martinez: Effective 11/20/19

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

PUBLIC PORTION

- Steve Colson
 - Congratulations to Meghan on her fiscal interview with the DOE
 - Thanks to Board, Monica
 - This is what we live for, so much hard work and dedication
 - Congratulations on a great 4 years
 - Thanks to Foundation for the support

EXECUTIVE SESSION

OLD BUSINESS

Charter Renewal Application submitted 10/15

NEW BUSINESS

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 8:27 pm.