



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
March 27, 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 7:00 pm on March 27, 2019 at Cresthaven Academy Charter School.

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		LOA
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday	x	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Donna Alonso - Interim School Business Administrator

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.

APPROVAL OF MINUTES FROM PRIOR MONTH

RESOLVED: APPROVAL OF February 27, 2019 Minutes

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					LOA
Toni Gamble	Motioned	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	Seconded	x			

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

STATE OF THE SCHOOL REPORT - See Attached

BOARD PRESIDENT'S REPORT

- The Board President commented on The Foundation and its intent to continue to make donations during the 2019-20 School Year. The Board President also reminded Board Members that the next meeting Board of Trustees meeting is scheduled for Tuesday, April 16th due to Parent Teacher Conferences and a late Spring Break. The Board President also mentioned a revision to the school calendar is needed for Dec 21, 2019 which is a Saturday. The Board President asked about the student that was injured in the after school program. Monica reported that their has been no correspondence to date

SBA REPORT

- Ms Alonso reported that the Cresthaven Board of Education received two pieces of correspondence during the month. Waivers for not participating in Semi and Summer School Lunch Program were granted and made a part of these minutes.
- Ms. Pipchick reported on the 2019-20 Budget which was approved separately from other Finance items by a unanimous vote as were all other Finance Items. Ms Pipchick mentioned the possibility of applying for a loan to cover summer expenses.
- Ms Alonso upon request of the Board President reported on the Treasurer's Report and the improvement in Cresthaven Academy's cash position. Ms. Alonso reported that Cresthaven Academy would probably improve its cash surplus position by \$150,000 by year end.

Items Requiring Board of Trustees Votes

FINANCE

BOARD OF TRUSTEES RESOLUTION # 2019-03-01

Bill list

The Board of Trustees of Cresthaven Academy Charter School approves the attached bills list dated 3/27/19: Appendix A

January Bills List	Total by Fund
Fund 10	\$54,284.73
Fund 20	\$ 5,823.44
Fund 60	\$0.00
TOTAL	\$60,108.17

BOARD OF TRUSTEES RESOLUTION # 2019-03-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for January/February 2019 and estimates for March 2019. Prior pay periods reflect actual expenses. Future pay periods reflect estimated expenses.

02/28/2019 = \$74,219.20 (Gross Wages) + \$ 6,077.09 (Employer Taxes) + \$ 157.50 (DCRP Expense)

03/15/2019 = \$79,516.86 (Gross Wages) + \$ 6,511.09 (Employer Taxes) + \$ 76.84 (DCRP Expense)

03/31/2019 = \$86,000 (Estimated)

04/15/2019 = \$86,000 (Estimated)

BOARD OF TRUSTEES RESOLUTION # 2019-03-03

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Report for February 2019. See Appendix B.

BOARD OF TRUSTEES RESOLUTION # 2019-03-04

Treasurer's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for February 2019. See Appendix C.

BOARD OF TRUSTEES RESOLUTION # 2019-03-05

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to certify that no major budget lines have been over expended and that the appropriate budget line transfers for the month of February 2019 are attached. See Appendix D.

BOARD OF TRUSTEES RESOLUTION # 2019-03-06

Approval of 2019-20 Budget

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2019-20 revenue projections and budget line expenditures for the 2019-20 school year. (Appendix E).

CONSENT RESOLUTION: FINANCE

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					LOA
Toni Gamble	Motioned	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	Seconded	x			

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

CONTRACTS

BOARD OF TRUSTEES RESOLUTION # 2019-03-07

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the E-rate Online contract covering the 2019-20 funding year in the amount of \$3,000.

BOARD OF TRUSTEES RESOLUTION # 2019-03-08

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Cloud 9 World Character under Construction in the amount of \$2,527.20.

BOARD OF TRUSTEES RESOLUTION # 2019-03-09

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Kickboard On-site Professional Development for Behavior Management in the amount of \$6,370.00.

CONSENT RESOLUTION: CONTRACTS

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					LOA
Toni Gamble	Motioned	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	Seconded	x			

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

OTHER

BOARD OF TRUSTEES RESOLUTION # 2019-03-10

The Board of Trustees of Cresthaven Academy Charter School resolves to approve and accept the donation of \$65,000 from Mr. Steven Colson.

BOARD OF TRUSTEES RESOLUTION # 2019-03-11

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the enclosed calendar for the 2019-20 School Year.

BOARD OF TRUSTEES RESOLUTION # 2019-03-12

The Board of Trustees of Cresthaven Academy Charter School resolves to approve professional development for Stephanie Avallone entitled "Deepening your Understanding of Autism" in the amount of \$250.00.

BOARD OF TRUSTEES RESOLUTION # 2019-03-13

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attendance of Donna Alonso at the NJASBO annual conference for SBA's June 5 - 6th at a cost of \$275.00.

BOARD OF TRUSTEES RESOLUTION # 2019-03-14

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attached job description for Vice Principal of the Cresthaven Academy Charter School.

CONSENT RESOLUTION: OTHER

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					LOA
Toni Gamble	Motioned	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	Seconded	x			

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

OLD BUSINESS - NONE

NEW BUSINESS - NONE

PUBLIC PORTION - NONE

ADJOURNMENT - 8:16 PM

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					LOA
Toni Gamble	Motioned	x			
Sandra Harrison		x			
Steven Hockaday	Seconded	x			
Barbara Sellinger		x			