



**Board of Trustees Meeting Minutes**

May 22, 2019 at 7PM

530 West 7th Street, Plainfield, NJ

**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.

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 May 22, 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		x
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday	X	x
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Donna Alonso - Interim School Business Administrator

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL OF April 16, 2019 Minutes**

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

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

State of the School Report - Monica Villafuerte  
Board Meeting - May 22, 2019

<b>SCHOOL LEADER UPDATES</b>	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> <li>Summative Evaluations &amp; Re-Hires</li> <li>New Hires and Offers</li> <li>Reviewing contracts (Business office) with Ms. Pipchick and Ms. Alonso</li> <li>Summer Institute for Staff (on-site professional development)</li> <li>Professional development (off-site trainings and workshops)</li> <li>Reviewing Handbooks for 2019-20</li> <li>Reviewing Curriculum and Preparing for 3rd Grade</li> <li>Annual Report 2019-20</li> <li>2019-20 Plan for After-School Program</li> </ul>	<ul style="list-style-type: none"> <li>Visit to Phillip's Academy Charter School</li> <li>STEP Round 4</li> <li>Professional Learning Community: Guided Reading</li> <li>Professional Learning Community: Supporting year 1-2 teachers</li> <li>Child Study Team Meetings - Annual Reviews</li> <li>Kindergarten Celebration &amp; Moving Up Ceremonies</li> <li>Master Schedule for year 4</li> <li>Creating class lists for year 4</li> <li>Preparing classrooms for summer cleaning</li> </ul>

STUDENT ENROLLMENT	Transfer Card for Next Year's Kindergarten	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students
100% Enrollment Packet w/ Proofs of Residency	68 Pulled 10 from WL	76	78	78

**STUDENT TRANSFERS**

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

### **FAMILY ENGAGEMENT: PARENT-TEACHER CONFERENCES**

<b>November 7, 2018</b>	<b>February 6, 2019</b>	<b>April 17, 2019</b>
100% Participation	100% Participation	100% Participation

### **CHARTER RENEWAL PROCESS**

<b>APPLICATION &amp; VISIT</b>	<b>BOARD</b>
<ul style="list-style-type: none"> <li>Mr. Pressler will send application for leadership to begin working on it</li> </ul>	<ul style="list-style-type: none"> <li>School Leader Evaluation</li> <li>Board of Trustees Self-Evaluation</li> <li>Facility</li> </ul>

### **AFTER-SCHOOL PROGRAM (2019-2020)**

**Who?** Staffing will include a full-time Dean of Programming and Enrichment with a part-time Program Lead, who serves as the liaison between Cresthaven Academy Charter School and Cresthaven Academy Foundation. In addition, there will be approximately 14 family leaders each night with an After School Coordinator who will support the day-to-day operation of the program.

**What?** There will be a greater emphasis on homework help for all scholars as well as integrating the use of technology on a more regular basis. Programming from vendors such as martial arts, soccer, music, yoga, and art will continue with limited days and hours, and will be supplemented with organized games and free play such as legos, play doh, etc.

**Where?** After school programming will continue to take place at Cresthaven Academy Charter School, utilizing common areas such as the gymnasium, multi-purpose room, and courtyard, in addition to classrooms. Off-site programming will run on a limited basis to the Scotch Plains-Fanwood YMCA and to Tiger Schulmann's via parent transportation.

**When?** The after school program would run from 9/3/19 through 6/12/20. On regular school days, the schedule would be 3:45 - 6 PM. In order to support professional development for Cresthaven Academy Charter School teachers, we are considering following a weekly early release schedule on "teacher training days." Scholars would be dismissed at 1:45 PM with an option to stay in the after school program until 5 PM. Cresthaven Academy Charter School support staff, such as the physical education and music teachers, would support programming on "teacher training days." During parent-teacher conferences, after school programming would be cancelled in order to host the events and open the school up to parents and guardians.

## CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US



- Field Day - 6/14/19 TBD
- Kindergarten Graduation - 6/18/19 at 9 AM

Mr. Steve Hockaday arrived at 7:15 pm

**Board Presentation** - Mr. Rick Pressler from NJSBA provided feedback to the Board of Trustees surrounding his visit to Cresthaven. He noted that he observed students and teachers hard at work. He also noted several requirements of the Charter Renewal process that involve Board members input. These requirements include familiarity with Mission and Goal statements, as well as, a 5 year strategic plan with projections. The Board should also have a discussion of sustainability in terms of future Board Trustees.

**President's Report** - Ms. Harrison discussed with the Board her visit to the School during Staff Appreciation week. Parents were very gracious and generous to the Cresthaven Staff and she is grateful to the Parents and the Foundation for their participation in this event. Ms. Harrison mentioned that she recently attended a Visionary Leadership conference in Princeton, NJ which was very comprehensive. Ms Harrison encouraged all Board Trustees to take advantage of these type of events going forward. Ms. Harrison also reminded the Board about its annual evaluation that needs to be completed soon as it is an integral part of the school's renewal process.

**School Business Administrators Report** - Ms Alonso thanked the Board Members for completing their Financial Disclosure reports on time. She also reminded Board members to complete their annual training requirements by June 30, 2019. Ms Alonso reviewed briefly the various types of resolutions on the agenda for approval.

### Items Requiring Board of Trustees Votes

#### *FINANCE*

#### **BOARD OF TRUSTEES RESOLUTION # 2019-05-01**

##### **Bill list**

The Board of Trustees of Cresthaven Academy Charter School approves the attached bills list dated 5/22/2019. (See Appendix A)

<b>April Bills List</b>	<b>Total by Fund</b>	<b>Total by Fund</b>
Fund 10	\$ 43,840.29	\$ 33,422.74
Fund 20	\$ 478.72	\$ 165.72
Fund 60	\$ 14,447.93	\$ 0.00
<b>TOTAL</b>	<b>\$ 58,766.94</b>	<b>\$ 33,588.46</b>

#### **BOARD OF TRUSTEES RESOLUTION # 2019-05-02**

**Payroll Expenses**

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

04/15/2019 = \$ (Gross Wages) \$85,755.87  
 04/30/2019 = \$ (Gross Wages) \$83,380.56  
 05/15/2019 = \$ (Gross Wages) \$88,745.13  
 05/30/2019 = \$ (Gross Wages) \$88,000.00 Estimated

**BOARD OF TRUSTEES RESOLUTION # 2019-05-03****Board Secretary's Report**

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

**BOARD OF TRUSTEES RESOLUTION # 2019-05-04****Treasurer's Report**

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

**BOARD OF TRUSTEES RESOLUTION # 2019-05-05****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 May 2019 are attached. (See Appendix D)

**CONSENT RESOLUTION: FINANCE**

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

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

**CONTRACTS****BOARD OF TRUSTEES RESOLUTIONS # 2019-05-06****Renewal of Annual Contracts**

Pursuant to PL 2015, Chapter 47 the Cresthaven Board of Education intends to renew the following contracts previously awarded by the board of education. These contracts are, have been and will continue

to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. seq.

Vendor	Product/Service	Beginning Date	Ending Date
Ameritas Life Ins United Health Care	Dental Insurance Vision Insurance	July 1, 2019	June 30, 2020
Dr.Kia Grundy	School Physician	July 1, 2019	June 30, 2020
CDK Software	Financial Software	July 1, 2019	June 30, 2020
Dell Marketing	Server Maintenance and Support	July 1, 2019	June 30, 2022
Erate Online	Technology Rebates	July 1, 2019	June 30, 2020
Educational Svc Commission of NJ	Various Services	July 1, 2019	June 30, 2020
Hunterdon County ESC.	Various Services	July 1, 2019	June 30, 2020
Karson Food Svc	Food Services	July 1, 2019	June 30, 2020
Kaleidoscope Family Solutions	OT, OT and Speech services	July 1, 2019	June 30, 2020
NJSIG Ins	PC, GL, and E&O	July 1, 2019	June 30, 2020
NJ Neurology, Inc	Evaluation Svcs	July 1, 2019	June 30, 2020
OCA Benefits	Flexible Spending Account	July 1, 2019	June 30, 2020
SoTel Systems	Phone Services	July 1, 2019	June 30, 2020
Switch Technologies	Network Maintenance	July 1, 2019	June 30, 2020
STEP University of Chicago	Professional DEvelopment	July 1, 2019	June 30, 2020
Swing	Substitute Finder	July 1, 2019	June 30, 2020
UNUM	Short-term Disability	July 1, 2019	June 30, 2020

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-07**

**Renewal of Health Benefits**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the renewal of the following Health Benefits contracts with Blue Cross Blue Shield of NJ. (Appendix E)

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-08**

**Renewal of McKinney-Vento Education of Homeless Children Program**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the renewal of the McKinney-Vento Education of Homeless Children and Youth Program with the Essex Regional Educational Services Commission for the 2019-2020 school year. (Appendix F)

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-09**

**Renewal of Atlantic's 5 year Copier Lease Contract**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a new 5 year lease with Atlantic at the same monthly lease rate of \$934.02 for 60 months. (Appendix G)

**CONSENT RESOLUTION: CONTRACTS**

<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
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.

***PERSONNEL***

**BOARD OF TRUSTEES RESOLUTION # 2019-05-10**

**Job Descriptions**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attached job descriptions for the 2019-2020 School Year. **Tabled from April 16, 2019 meeting** (Appendix H)

- Student Support Coordinator
- Director of Curriculum & Instruction
- General Education Teacher
- Special Education Teacher
- Director of Operations
- Dean of School Culture

**BOARD OF TRUSTEES RESOLUTION # 2019-05-11**

**New Hires**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires for the 2019-2020 school year pending verification of certification, satisfactory professional reference checks and background checks, and evidence of eligibility to work in the U.S. (See resumes in Appendix I).

**BOARD OF TRUSTEES RESOLUTION # 2019-05-12**

**Rescission of offer of Employment**

The Board of Trustees of Cresthaven Academy Charter School resolves to rescind the offer of employment to employee #01-0644577 for the 2019-2020 school year.

**CONSENT RESOLUTION: PERSONNEL**

<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
Toni Gamble	Seconded	x			
Sandra Harrison		x			
Steven Hockaday	Motioned	x			
Barbara Sellinger		x			

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

*OTHER*

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-13**

**Policy**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve revisions made to the following Board Policy #5142.2 Physical Restraint Policy : (Appendix K )

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-14**

The Board of Trustees of Cresthaven Academy Charter School resolves to accept a donation in the amount of \$2,500 from Deborah Cummins for unrestricted purposes. (Appendix L)

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-15**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the application and acceptance of the 2019 NJSIG School Security and Safety grant in the amount of \$2,000. (Appendix M)

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-16**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the acceptance of floor hockey equipment from Good Sports. (Appendix N)

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-17**



The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attendance of Monica Villafuerte at the Creative Leadership Summit in Boston, Massachusetts June 26th-June 28th. The cost of conference is \$699.00 plus hotel and meals.

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-18**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attached professional development/training and technical assistance services for one year for three staff members in the amount of \$6,000. Scope of work includes customized trainings from RULER Institute: Creating Emotionally Intelligent Schools, RULER Implementation Coaching for Quality Assurance, and RULER Online Resources. Training for 3 staff members will take place at Yale University on July 23-24, 2019. (Appendix O)

**BOARD OF TRUSTEES RESOLUTIONS # 2019-05-19**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attached Special Education Policy Manual for the 2019-20 School Year. (Appendix P)

**CONSENT RESOLUTION: OTHER**

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

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

IX. OLD BUSINESS Ms Harrison reminded Trustees of their training obligations.

X. NEW BUSINESS - None

XI. PUBLIC PORTION - None

XII EXECUTIVE SESSION - at 8:53pm

<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
Toni Gamble		x			

Sandra Harrison	Motioned	x			
Steven Hockaday	Seconded	x			
Barbara Sellinger		x			

XII. ADJOURNMENT - at 10:02 pm

<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
Toni Gamble		x			
Sandra Harrison	Motioned	x			
Steven Hockaday	Seconded	x			
Barbara Sellinger		x			

**Next BOT Meeting June 26, 2019**