



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
March 25th, 2020 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 7:34 pm on March 25th, 2020 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	
Kimberly Dortch	x	
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday	x	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

APPROVAL OF MINUTES FROM PRIOR MONTH

RESOLVED: APPROVAL February 26th, 2020 Minutes

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

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

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.

STATE OF THE SCHOOL REPORT



Board Meeting - March 25, 2020

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> • Student enrollment post-lottery to enroll new kindergarten class • Staff recruiting for 2020-21 • Developing professional development schedules for summer '20 • CAF Fundraiser • CoVID19 - Preparation & distance learning execution 	<ul style="list-style-type: none"> • Saturday Academy & student technology • Preparing school for NJSLA • CoVID19 - Preparation & distance learning execution <ul style="list-style-type: none"> ○ Distance Learning ○ Food Distribution ○ Operations of the School

STUDENT ENROLLMENT

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students
100% Enrollment	77	75	78	77

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	0	0	0	0	0	0	1	N/A	N/A	N/A	1
1st	1	0	0	1	0	1	N/A	N/A	N/A	N/A	3
2nd	0	0	0	0	0	0	N/A	N/A	N/A	N/A	0
3rd	0	0	0	0	1	0	N/A	N/A	N/A	N/A	1
Total # of Transferred Scholars in 2019-20											5

COVID-19 Update

- Remote learning
- Polling families about technology
- Created packets to scholars on 3/13/2020 and 3/21/2020
- Staff working 8 hours/day
- Calling scholars every day, Zoom meetings, Professional Development
- Distributing food - started 3/16/2020
- Operating with 3 Operations Team members + MV as Administrator on-site + 2 rotating staff members
- Monica is staying on-site and letting other Administrators stay home
- Practicing social distancing
- Not letting families into the building
- Calls daily with Governor, county DOE, Queen City Academy
- Planning for 6 weeks of remote learning - possibility that scholars will not come back this year
- Scholars having trouble staying focused
- 17 new teachers are Sheltered English Instruction (SEI) trained
- No standardized testing in NJ
- 1 parent has confirmed Covid19; 1 awaiting test results

BOARD PRESIDENT


- Happy everyone is healthy
- Stay healthy! Stay home!
- Good idea to survey families about workload
- Some kids are unengaged or overworked
- Parents have a grand responsibility to make everything work

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	\$8,646.00
Food Program - 6525 Quick View	\$40,723.90
General Operating Fund - 6509 Quick View	\$1,107,976.89 Your business card offer!
Payroll - 6512 Quick View	\$0.00  Low balance
Business Advantage Sav - 4508 Quick View	\$71,720.33

Human Resources

- Beginning hiring for 2020-2021
- Virtual open house/tour

Operations

- Remote learning
- Technology support - staff, families, scholars
- Food distribution during school closure

Miscellaneous

- Personal/Relative and Financial Disclosure Statements
- Due 4/30/2020

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-01

Bills list

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for February/March/April 2020.

02/29/2020 = \$101,408.12 (Gross Pay) + \$8,255.89 (Employer Taxes) + \$76.95 (DCRP)
 03/15/2020 = \$103,740.12 (Gross Pay) + \$8,450.41 (Employer Taxes) + \$143.88 (DCRP)
 03/31/2020 = \$110,000 (Estimated)
 04/15/2020 = \$110,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-03
Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Report for February 2020. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-04
Treasurer's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for February 2020. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-05
Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for February 2020. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-06
Budget 2020-2021

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget for 2020-2021. See Appendix A.

RESOLVED: CONSENT RESOLUTION:FINANCE

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

B. CONTRACTS AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-07

Switch Technologies Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Switch Technologies Inc for \$48,443.28, which includes 28 new access points and installation, 39 cable drops, and one switch. This project is funded through E-Rate, which covers 85% of \$38,096.33 and the balance is paid by the school. CACS went out to bid for these services and received only one bid from Switch Technologies. See Appendix B for quote from Switch Technologies.

Total Project Cost = \$48,442.28

E-Rate Funding = \$32,381.88

CACS Funding = \$16,060.40

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-08

E-Rate Online, LLC

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with E-Rate Online LLC to provide services for the E-Rate process including Organization and Account Set Up, Data Collection and Application Assembly, Form Submittal, Reimbursement and Funding Year Closeout, and E-Rate Filing Services and Fees. See Appendix B for contract with E-Rate Online, LLC.

RESOLVED: CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS

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			

C. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-09

Job Description

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Job Description for a Cafeteria Assistant. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-10

New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires. See Appendix C for resumes. These employees will be paid out of the Food Service Program Fund.

NAME	POSITION	SALARY	10 OR 12 MONTH
Andreali Dharampaul-Bajnath	Cafeteria Assistant	\$15/hour	10 month
Jonae Wyatt	Cafeteria Assistant	\$15/hour	10 month

RESOLVED: CONSENT RESOLUTION: HUMAN RESOURCES

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

D. PROFESSIONAL DEVELOPMENT

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-11

NJ TESOL Conference

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending the following staff to the New Jersey Teachers of English to Speakers of Other Languages (NJTESOL) Conference in New Brunswick, NJ in May 2020. The tentative schedule can be found here:

<https://njtesol-njbe.org/spring-conference/tentative-schedule-2020/>.

NJTESOL is an association of educators and administrators dedicated to the instruction English language learners at all levels of public and private education. They are a not-for-profit professional and educational organization whose purposes are:

- To actively support the development of bilingual education and the teaching of English as a Second Language;
- To strengthen instruction at all levels;

- To disseminate educational information as related to professional development;
- To provide educational services such as workshops, conferences, and consulting assistance;
- To promote scholarship and foster research in first and second language acquisition and bilingual/bicultural studies; and
- To cooperate in appropriate ways with other groups having similar interests and concerns.

Wednesday, 5/27	Thursday, 5/28	Friday, 5/29
Lynh Nguyen Lucy Parker Victoria Hayes	Diana Churchill Michelle Ehrenkranz Vanessa Smith Stephanie Avallone	Megan Gerity

The rate is \$234/participant for a total cost for the conference is \$1872.00. This includes conference attendance and a one year NJTESOL membership.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-12

Room to Discover

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a virtual Room to Discover Math Professional Development for as many teachers as possible for up to \$3000. Room to Discover is an educational services provider whose mission is to ensure that every child receives a student-centered and authentic education. The Room to Discover team consists of master teachers who are experienced in helping schools meet the needs of today's students.

Course	Dates	Description	Participants
Virtual Course: Teach Algebraic Thinking in Grades 3-5 Solve Challenging Word Problems in Grades 3-5	3 2 hour sessions - April 7th (AM) April 7th (PM) April 8th (AM)	Explore inquiry-based math (pre-algebraic skills and challenging word problems) for teachers in 2nd through 4th grade (possibly applicable to advanced learners in 1st grade)	Approximately 20 teachers

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-03-13

Rising to the Challenge: Teaching Literacy Virtually and with Magic: Grades K-8

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a virtual Professional Development for the following 13 teachers. The price is \$375 per teacher x 13 = \$4875.

Course	Dates	Description	Participants
Rising to the Challenge:	Mon., March 30, 2020 3:00 pm - 5:00 pm	This institute will help you with your immediate goals of becoming	Megan Gerity Danielle Casciano

Teaching Literacy Virtually and with Magic: Grades K-8	Tues, March 31, 2020 1:00 pm-5:00 pm Wed, April 1, 2020 1:00 pm-5:00 pm	increasingly graceful and adept at virtual instruction. Across the three days of the institute, you'll become ever more confident first with getting started, if that's what you need most, and then with teaching 'live' over remote platforms, with creating vibrant pre-recorded, flipped lessons, read alouds, and messages to families, with running a variety of conferences, clubs, and small groups. You'll also learn about content (digital reading skills, peer conferring in writing, for example), that becomes more significant as kids are learning over digital platforms.	Samantha Brida Jazmin Gooding Jessica Saunders Kaye Campanile Ana Maria Cubero Courtney Richard Jessica Saunders Naomi Joseph Alli Rumble Chelsea Goldstein Lucy Parker
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RESOLVED: CONSENT RESOLUTION: PROFESSIONAL DEVELOPMENT

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			

E. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2020-03-14

School Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the School Calendar for 2020-2021. See Appendix E.

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

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

- Lease has been shared with the Facilities Committee. It has been reviewed by the Foundation, CACS's lawyer and insurance broker, and is a strong draft.
- Discussion regarding Cresthaven's salary increases for 20-21

PUBLIC PORTION

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 9:10 pm.