



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
July 29th, 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 7:03 pm on July 29th, 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

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 June 24th, 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		x			
Barbara Sellinger	2	x			

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

STATE OF THE SCHOOL REPORT

- Monica reviewed the Reopening Plan powerpoint that was shared with staff



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board Meeting - July 29, 2020

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> • New Hires and Offers • Summer Institute for Staff (on-site professional development) • Professional development (off-site trainings and workshops) • Annual Report 2019-20 • Timeline for Planning and Decision-Making Regarding our Re-Opening Plan 	<ul style="list-style-type: none"> • Summer Academy for Scholars • Working with Director of Curriculum & Instruction to revise K-4 curriculum based on evolving conditions that impact our instructional program design • Family Survey • Potential Room Set-Up Scenarios

STUDENT ENROLLMENT - BASED ON RE-ENROLLMENT FORMS	Transfer Card for Next Year's Kindergarten	Rising 1st Grade Students	Rising 2nd Grade Students	Rising 3rd Grade Students	Rising 4th Grade Students
100% Enrollment Packet w/ Proofs of Residency	73 out of 73	73/76	68/73	75/78	75/77

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July/ Aug	Total
K	0	0	0	0	0	0	1	0	0	1	1	3
1st	1	0	0	1	0	1	0	0	0	0	-	3
2nd	0	0	0	0	0	0	0	0	0	0	1	1
3rd	0	0	0	0	1	0	0	0	0	0	-	1
Total # of Transferred Scholars in 2019-20 and before 2020-21 begins												8

WAITLISTS

2020-21 SCHOOL YEAR	K	1ST	2ND	3RD	4TH
	75	85	47	37	19

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	\$2,627.99
Food Program - 6525 Quick View	\$96,500.24
General Operating Fund - 6509 Quick View	\$1,158,184.15 Your business card offer!
Payroll - 6512 Quick View	\$1,899.80
Business Advantage Sav - 4508 Quick View	\$0.00

Operations

- Getting facility ready to open
 - Classroom setup - renovations and social distancing
 - Hand sanitizing stations
 - Signage
- Purchasing - PPE (masks, sneeze guards, desk shields, hand sanitizer, disinfecting materials), instructional materials, technology, UVC lights
- Participating in the Summer Food Service Program - distributing food twice a week to children 18 and younger in the community
- Lead testing completed in the building

Human Resources

- Teachers are fully hired
- Still seeking Cafeteria Support, Custodial Support, and Operations Support

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-01

Bills list

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

Fund 10	\$136,726.09
---------	--------------

Fund 20	\$38,506.19
Fund 60	\$26,855.00
TOTAL	\$202,087.28

*Additional invoice for Fund 10 - PMUA (Sewerage and Solid Waste) = \$2,950.50

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for June/July/August 2020.

06/30/2020 = \$113,679.96 (Gross Pay) + \$8,930.38 (Employer Taxes) + \$178.31 (DCRP)
 07/15/2020 = \$24,837.63 (Gross Pay) + \$1,910.46 (Employer Taxes) + \$159.54 (DCRP)
 07/21/2020 = \$110,456.97 (Summer Savings Disbursement)
 07/31/2020 = \$20,523.71 (Gross Pay) + \$1,568.25 (Employer Taxes) + \$159.54 (DCRP)
 08/15/2020 = \$50,000 (Estimated)

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

Board Secretary's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-04

Treasurer's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-05

Budget Adjustments

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

CONSENT RESOLUTION: FINANCE

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce		x			
Kimberly Dortch		x			
Toni Gamble	2	x			

Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

B. CONTRACTS AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-06

Calais School and Plainfield BOE

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an updated agreement with The Calais School and Plainfield BOE for 2020-2021. The start date has been modified to account for an Extended School Year Program. See Appendix B.

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

UChicago - STEP

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with UChicago for STEP (data management system, professional development, kits). See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-08

Lease Agreement

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an updated lease agreement with Cresthaven Academy Foundation for rental of the facility located at 526 and 530 West 7th Street Plainfield, NJ 07060. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-09

JMH Landscaping

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with JMH Landscaping to perform all lawn maintenance. See Appendix B.

CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS

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		x			
Barbara Sellinger	2	x			

C. POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-10

Staff Handbook

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Staff Handbook for 2020-2021. This is still a draft and will be finalized after receiving additional guidance from the DOE and DOH. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-11

Fiscal Standard Operating Procedures

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Fiscal Standard Operating Procedures for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-12

School Safety Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the School Safety Plan for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-13

Integrated Pest Management Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Integrated Pest Management Plan for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-14

Policy Updates

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following policy updates. See Appendix C.

CONSENT RESOLUTION: POLICIES, MANUALS, REGULATIONS, AND BYLAWS

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			x

D. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-15

New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires for 2020-2021. See Appendix D for resumes.

Name	Position	10/12 Month	Proposed 20-21 Salary
Holly D'Agostino	General Education Teacher	10 months	
Katheryn Larkin	Teacher of SWDs	10 months	
Jessica Farraye	General Education Teacher	10 months	
Margaret Biedenkapp	Instructional Aide	10 months	
Kaye Campanile	Dean of School Culture	10 months	

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-16

Job Descriptions

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following job description for a Custodian. See Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-20

Maternity Leave

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Michelle Feliciano for maternity leave, effective 6/29/20.

CONSENT RESOLUTION: HUMAN RESOURCES

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			

E. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-17

Annual Report

The Board of Trustees of Crethaven Academy Charter School resolves to approve the Annual Report 2020. This is a draft that will be finalized by the end of the week. See Appendix E.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-18

Crethaven Academy Restart and Recovery Plan

The Board of Trustees of Crethaven Academy Charter School resolves to approve the Crethaven Academy Restart and Recovery Plan from COVID-19 for 2020. This is a draft that will be finalized by the end of the week. See Appendix E.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-07-19

School Calendar

The Board of Trustees of Crethaven Academy Charter School resolves to approve the School Calendar 2020. See Appendix E.

In-Person Start Date: 9/14

CONSENT RESOLUTION: OTHER

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			

CHIEF SCHOOL ADMINISTRATOR EVALUATION

- School Leader received her 19-20 evaluation
- Monica thanked the Board for the time and energy to get the evaluation done. She appreciates the thoughtful feedback. She will work hard and continue to do her best and seek areas of improvement.

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

- Steve Colson thanks all the board members for showing up
- Thanks to Monica and Meghan for doing an unbelievable job
- Staff in school building
- Environment is sad. Kids are getting crushed. Deep thought, constant revision and decisions made are so well thought out. There is no right or wrong and I appreciate that these decisions are not taken lightly. Depth of discussion and we as a school care.
- Foundation stands to support the school. We are working on afterschool programs

RESOLVED: MOTION TO ADJOURN

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			

Meeting was adjourned at 9:01 pm.