



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
November 18th, 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 7:06 pm on November 18th, 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 October 28th, 2020 Minutes**

<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
Kimberly Dortch		x			
Toni Gamble	2	x			
Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger	1	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 - November 18, 2020  
 School Leader Update

<b>SCHOOL LEADER UPDATES</b>	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> <li>● Working with Leadership Team to prepare CACS for reopening and staying remote                             <ul style="list-style-type: none"> <li>○ Plainfield School Leader Check-Ins</li> <li>○ Union County Superintendent Roundtables</li> <li>○ NJPCSA Forums</li> </ul> </li> <li>● Recruiting and interviewing to fill vacancies and maternity leave</li> <li>● Overseeing efforts to ensure we are supporting the whole child (food distribution, mental health and wellness support, technology office hours, office hours for related services)</li> <li>● Working closely with School Nurse and Operations team to ensure that we are following all CDC guidelines and maintaining a safe school environment                             <ul style="list-style-type: none"> <li>○ Reworking systems and procedures                                     <ul style="list-style-type: none"> <li>■ Food distribution</li> </ul> </li> <li>○ Streamlining data collection to support contact tracing, if needed                                     <ul style="list-style-type: none"> <li>■ AM: Health Screening Questionnaire</li> <li>■ PM: Daily Sign-Out Form</li> <li>■ Contact Tracing Form (if needed)</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Transitioning school community to live instruction from 8AM-12PM                             <ul style="list-style-type: none"> <li>○ Distributing more technology</li> <li>○ Communicating with families</li> </ul> </li> <li>● Assessments                             <ul style="list-style-type: none"> <li>○ IReady</li> <li>○ Start Strong</li> </ul> </li> <li>● Parent Engagement:                             <ul style="list-style-type: none"> <li>○ Virtual Parent-Teacher Conferences                                     <ul style="list-style-type: none"> <li>■ 97% Participation</li> </ul> </li> <li>○ Parent Literacy Night</li> <li>○ NJ Start Strong Assessment for 4th grade - 2 Part Assessment</li> </ul> </li> <li>● Community Engagement: CAF (preparing holiday gift bags for 390 scholars)                             <ul style="list-style-type: none"> <li>○ CAF</li> <li>○ Evangel Church</li> </ul> </li> <li>● Checking in on teammates and designing plan to uplift staff morale                             <ul style="list-style-type: none"> <li>○ Increasing WFH schedules</li> <li>○ Staggering WFH schedules</li> </ul> </li> </ul>

**STUDENT ENROLLMENT**

	<b>Fully Enrolled Kindergarten Students</b>	<b>Fully Enrolled 1st Grade Students</b>	<b>Fully Enrolled 2nd Grade Students</b>	<b>Fully Enrolled 3rd Grade Students</b>	<b>Fully Enrolled 4th Grade Students</b>
100% Enrollment	78	78	78	78	78
Waitlist #s	70 (In-District only)	74 (In-District only)	43 (In-District only)	42 (In-District only)	19 (In-District only)

**STUDENT TRANSFERS**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	1	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1
1st	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
2nd	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
3rd	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
4th	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Total # of Transferred Scholars in 2020-21											1

**STUDENT APPLICATIONS TO DATE**

	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar	Apr	May	June
<b>INCOMING K</b>	23	41	76							
<b>KINDERGARTEN</b>	67	67	70							
<b>1ST GRADE</b>	72	72	74							
<b>2ND GRADE</b>	41	41	43							
<b>3RD GRADE</b>	42	42	42							
<b>4TH GRADE</b>	18	18	19							
<b>TOTALS</b>	263	281	324							

<b>INCOMING KINDERGARTEN STUDENT APPLICATION GOALS</b>				
APPLICATION DEADLINE - February 24, 2021 (4 PM)				
PROPOSED LOTTERY DATE - February 26th, 2021 (to be confirmed)				
<b>BENCHMARKS</b>	<b>END OF OCTOBER: 80</b>	<b>END OF NOVEMBER: 110</b>	<b>END OF DECEMBER: 140</b>	<b>BY LOTTERY DATE: 160</b>
<b>MET GOAL (Y/N)</b>	N	N		

**NJ SCHOOL STATUS - GOVERNOR'S REPORT**

- 99 in-person
- 529 hybrid
- 145 remote
- 38 combination

**CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US**

- Donate gifts - drop off, pick up can be arranged
- Board President and Vice President addressed staff via All Staff Meeting on 11/2

**BOARD PRESIDENT UPDATE**

- School Board Training report sent to Board

## SBA REPORT

### **Financial**

#### **Cresthaven Academy Charter School, Inc.**

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



#### Business accounts <sup>a</sup>

<a href="#">Cash Flow Monitor</a> Get a comprehensive look at your day-to-day business with this powerful tool.	
<a href="#">Agency - 6538</a> Quick View	<b>\$11,016.83</b>
<a href="#">Food Program - 6525</a> Quick View	<b>\$52,854.76</b>
<a href="#">General Operating Fund - 6509</a> Quick View	<b>\$1,514,681.74</b> Your business card offer!
<a href="#">Payroll - 6512</a> Quick View	<b>\$0.00</b> 🔔 Low balance
<a href="#">Business Advantage Sav - 4508</a> Quick View	<b>\$36,811.76</b>

- Auditors

### **Operations**

- Food distribution
  - No updates
- Technology
  - No updates
- PPE
  - All PPE has arrived
- Cleaning
  - Hired GR full time effective 11/15
  - UVC lights in all rooms every day
- Facilities
  - HVAC update: Moving ahead with full replacement of units. Replacement will also include an upgrade to provide more filtration

### **Human Resources**

- Interim BA update
  - We would like to move forward with the School Business Office

### **Miscellaneous**

- Chapter 44

- We will not get any answers from the state by 1/1 (roll out date), so we have to make a decision
- Recommendation from the NJ Public Charter School Association: Talk to lawyer, talk to insurance broker, and make a decision with the board

**Items Requiring Board of Trustees Votes**

*A. FINANCE*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-01**

**Bills list**

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

Fund 10	80,744.31
Fund 20	26,105.77
Fund 60	16,081.75
<b>TOTAL</b>	<b>122,931.83</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for October/November/December 2020.

10/31/2020 = \$125,669.62 (Gross Pay) + \$9,568.60 (Employer Taxes) + \$44.38 (DCRP)

11/15/2020 = \$123,990.62 (Gross Pay) + \$9,446.52 (Employer Taxes) + \$48.20 (DCRP)

11/30/2020 = \$135,000 (Estimated)

12/15/2020 = \$135,000 (Estimated)

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

**Board Secretary's Report**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-04**

**Budget Adjustments**

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

**CONSENT RESOLUTION: FINANCE**

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			

*B. ACADEMIC*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-05**

**Online Assessment and Instruction Tool**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Curriculum Associates - iReady as the school's online assessment and instruction tool for \$6,180. See Appendix B.

*The rich data from i-Ready Assessment empowers teachers with a deeper knowledge of their students' needs. Based on industry leading research into assessment design and backed by extensive validity evidence, sophisticated data is transformed into meaningful, actionable insights that make differentiating instruction a reality for teachers. A suite of intuitive reports provide a common language through which both teachers and administrators can work toward the shared goal of student achievement. The i-Ready Assessment suite:*

- *Pinpoints students' strengths and knowledge gaps at the sub-skill level*
- *Delivers individualized learning paths in i-Ready Personalized Instruction*
- *Saves time by automatically grouping students and offering targeted instructional recommendations*
- *Helps educators spot trends across student groups*

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick					x
Rashleigh Bruce					x
Kimberly Dortch	1	x			
Toni Gamble	2	x			

Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger		x			

*C. HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-06**

**New Hire**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hire. This candidate is trying to secure a Teaching Certificate of Eligibility. If she can obtain this, we would like to hire her as a teacher. If she cannot obtain the certificate, then we would like to hire her as an Instructional Aide. See Appendix C for resume.

Name	Position	10/12 Month	Proposed 20-21 Salary	Proposed Start Date
Tuli Roy-Kirwan	Instructional Aide OR General Education Teacher	10 month (FT)		ASAP

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

**Maternity Leave**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Maternity Leave for Meghan Pipchick, effective January 1st, 2021. She plans to return to work on April 1st, 2021.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-08**

**Employee Resignation**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee resignation, effective 11/27/2020.

Name	Position	10/12 Month	20-21 Salary
Lucy Parker	Special Education Teacher	10 month	

**CONSENT RESOLUTION: HUMAN RESOURCES**

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



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

*D. CONTRACTS AND AGREEMENTS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-09**

**School Business Office, LLC**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with School Business Office, LLC to provide school business services to manage the school's finances and operations during Meghan Pipchick's maternity leave, from approximately January 1st, 2021 - March 31st, 2021 for \$9000/month. See Appendix D for contract (contract to be updated with exact dates and price specified in resolution).

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-10**

**Calais School and Plainfield Board of Education**

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 contract has been modified to clarify Plainfield's role in the agreement. See Appendix D.

**CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS**

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

*E. OTHER*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-11-11**  
**Charter Expansion Application**

The Board of Trustees of Cresthaven Academy Charter School resolves to file an expansion application to the Commissioner of Education to amend the school's charter to incrementally add grades 6-8 beginning in 2023-2024, with 75 students per grade.

**Enrollment Chart**

	<b>20-21*</b>	<b>21-22*</b>	<b>22-23</b>	<b>23-24</b>	<b>24-25</b>
<b>K</b>	75	75	75	75	75
<b>1</b>	75	75	75	75	75
<b>2</b>	75	75	75	75	75
<b>3</b>	75	75	75	75	75
<b>4</b>	75	75	75	75	75
<b>5</b>		75	75	75	75
<b>6</b>			75	75	75
<b>7</b>				75	75
<b>8</b>					75
<b>TOTAL</b>	<b>375</b>	<b>450</b>	<b>525</b>	<b>600</b>	<b>675</b>

\* Already approved by the Department of Education

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

**EXECUTIVE SESSION**

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

**RESOLVED: MOTION TO ADJOURN**

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

Meeting was adjourned at 8:15 pm.