



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes

December 16th, 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 December 16th, 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 (arrived late)	
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 November 18th, 2020 Minutes

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			

- 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 - December 16, 2020
 School Leader Update

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> ● Amendment Request to NJDOE ● Working with Director of Curriculum & Instruction and Director of Operations, along with Leadership Team, to plan for, roll out, and administer Start Strong Assessment for 4th grade scholars <ul style="list-style-type: none"> ○ 100% school issued technology distributed to 4th graders ○ 100% of 4th graders completed ELA and math assessment ○ Some SWDs and ELs took assessment on-site ● 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) ● Working with Director of Operations to on-board returning staff and shift responsibilities within operations team members to improve efficacy ● Working with SBA to prepare for transition during maternity leave 	<ul style="list-style-type: none"> ● Working with Leadership Team to prepare CACS for reopening and staying remote <ul style="list-style-type: none"> ○ Some SWDs will return to school in January ○ Transition to hybrid is scheduled for 2/1/21 ● School community has transitioned to live instruction from 8AM-12PM <ul style="list-style-type: none"> ○ Teachers are supporting multiple classrooms ○ Onboarding Instructional Aide ● Assessments (to be rolled out in January) <ul style="list-style-type: none"> ○ ACCESS for ELLs ○ iReady ○ STEP Progress Monitoring ● Community Engagement: CAF (preparing holiday gift bags for 390 scholars to be distributed on Monday, 12/21/20) <ul style="list-style-type: none"> ○ CAF ○ Evangel Church ○ Donors ○ Volunteers ● Staff morale <ul style="list-style-type: none"> ○ Increasing WFH schedules ○ Staggering WFH schedules ○ Team building activities within grades ○ Holiday gift – hoodie ○ CAF allowed staff to pick holiday gifts for children if needed

STUDENT ENROLLMENT

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students	Fully Enrolled 4th Grade Students
100% Enrollment	78	78	78	78	78
Waitlist #s	71	75	49	37	22

	(In-District only)	(In-District only)	(In-District only)	(In-District only)	(In-District only)
--	--------------------	--------------------	--------------------	--------------------	--------------------

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	1	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	1
1st	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
2nd	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
3rd	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
4th	0	0	0	0	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
INCOMING K	23	41	76	96						
KINDERGARTEN	67	67	70	71						
1ST GRADE	72	72	74	75						
2ND GRADE	41	41	43	49						
3RD GRADE	42	42	42	37*						
4TH GRADE	18	18	19	22						
TOTALS	263	281	324	350						

* Duplicates found when reconciling applications in preparation for lottery

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

CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US

- Polar Express Day - Monday, December 21st from 8:45 AM - 12:30 PM

BOARD PRESIDENT UPDATE

Facilities Committee

SBA REPORT

Financial



Business accounts^a

Agency - 6538 Quick View	\$10,737.37
Food Program - 6525 Quick View	\$58,299.68
General Operating Fund - 6509 Quick View	\$1,559,290.34 Your business card offer!
Payroll - 6512 Quick View	\$0.00 Low balance
Business Advantage Sav - 4508 Quick View	\$51,406.20

- Auditors submitted the draft 2019-2020 Audit. On agenda tonight
- Chapter 44 - After consulting with our board attorney, insurance broker, and Sandra, we decided to send a letter to the Division of Pension and Benefits indicating that we are not going to participate in the Employee Health Plan effective 1/1/2021 due to the financial burden it will place on the school
- Health benefit rebate - All employees enrolled in our health benefits last year are entitled to a rebate. The school kept a portion and distributed the remainder to employees. All eligible employees received \$60 in their last pay check
- CARES Act update - given an additional \$4122
- Two grants
 - Digital divide - requested \$25,000 for 100 more Chromebooks
 - Addressing Student Learning Loss

Operations

- Food distribution
 - No updates
- Technology
 - Chromebooks may be arriving in January
- 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

- Currently transitioning SBA work to them
- Call with purchasing and call with payroll consultants

Items Requiring Board of Trustees Votes

A. FINANCE

BOARD OF TRUSTEES RESOLUTION # 2020-12-01

Bills list

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

Fund 10	\$94,295.58
Fund 20	\$31,353.69
Fund 60	\$971.73
TOTAL	\$126,621

BOARD OF TRUSTEES RESOLUTION # 2020-12-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for November 2020/December 2020/January 2021.

11/30/2020 = \$124,901.05 (Gross Pay) + \$9,523.27 (Employer Taxes) + \$28.69 (DCRP)
 12/15/2020 = \$134,175.68 (Gross Pay) + \$10,258.75 (Employer Taxes) + \$13.29 (DCRP)
 12/31/2020 = \$135,000 (Estimated)
 01/15/2021 = \$135,000 (Estimated)

BOARD OF TRUSTEES RESOLUTION # 2020-12-03

Board Secretary's Report

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

BOARD OF TRUSTEES RESOLUTION # 2020-12-04

Treasurer's Reports

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

BOARD OF TRUSTEES RESOLUTION # 2020-12-05

Budget Adjustments

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

BOARD OF TRUSTEES RESOLUTION # 2020-12-06

Annual Fiscal Questionnaire

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Annual Fiscal Questionnaire for 2020-2021. Please see Appendix A.

BOARD OF TRUSTEES RESOLUTION # 2020-12-07

2019-2020 Audit

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Draft 2019-2020 Audit. Please see Appendix A.

BOARD OF TRUSTEES RESOLUTION # 2020-12-08

Health Insurance Premium Rebate

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a rebate of \$60 for each current employee who was enrolled in Horizon's medical plan in the 2019-2020 school year.

CACS has a medical plan design that received a rebate under the medical loss ratio. The school's rebate check was for \$3605.56. The school keeps a portion of the funds and issues a rebate to employees, which is based on the employees' contribution to health benefits.

School's Rebate = \$2,285.56

Employee's Rebate = \$60 x 22 employees = \$1,320

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

Steven Hockaday					x
Barbara Sellinger	1	x			

B. HUMAN RESOURCES

BOARD OF TRUSTEES RESOLUTION # 2020-12-09

Title I Staff

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hire as a Title I Paraprofessional (Instructional Aide). She will be paid using 2020-2021 Title I funds (Account Number: 20-231-200-100).

Name	Position	10/12 Month	20-21 Salary	Start Date
Tuli Roy-Kirwan	Instructional Aide	10 month (FT)		11/30/2020

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

C. ANNUAL APPOINTMENTS AND RESPONSIBILITIES

BOARD OF TRUSTEES RESOLUTION # 2020-12-10

Interim School Business Administrator/Board Secretary Appointment

The Board of Trustees of Cresthaven Academy Charter School resolves to appoint Dr. Brian Falkowski as the Interim School Business Administrator/Board Secretary for January 2021 - March 2021. He currently holds a Standard Certificate as a NJ School Business Administrator. He will receive a salary of \$0.

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

D. CONTRACTS AND AGREEMENTS

BOARD OF TRUSTEES RESOLUTION # 2020-12-11

Arreaza Landscaping

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Arreaza Landscaping for snow removal for the 2020-2021 school year. Please see Appendix D.

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

E. OTHER

BOARD OF TRUSTEES RESOLUTION # 2020-12-12

Student Safety Data System Submission

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the submission for the Student Safety Data System (SSDS). Please see Appendix E.

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

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

RESOLVED: MOTION TO ADJOURN

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	2	x			
Barbara Sellinger					x

Meeting was adjourned at 8:04 pm.