



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes

January 26th, 2022 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 7:04 pm 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	
Sandra Harrison	X	
Steven Hockaday	X	
Barbara Sellinger	X	

Also noted present:

Meghan Pipchick - School Business Administrator

Jazmin Gooding - Assistant Principal

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 December 15th, 2021 Meeting Minutes

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

RESOLVED: APPROVAL December 15th, 2021 Executive Session Meeting Minutes

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

RESOLVED: APPROVAL January 13th, 2022 Special Meeting Minutes

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick					x
Rashleigh Bruce					x
Kimberly Dortch		x			
Sandra Harrison		x			
Steven Hockaday	1	x			

Barbara Sellinger	2	x			
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RESOLVED: APPROVAL January 13th, 2021 Executive Session Meeting Minutes

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

RESIGNATION OF BOARD MEMBER - TONI GAMBLE

Effective Toni Gamble - 1/13/22

We appreciate her time and talent on the board

STATE OF THE SCHOOL REPORT



Board Meeting - January 26th, 2022

SCHOOL GOALS 2021-2022 from Board Retreat

1. Ensure all scholars complete individual student assessments.
 - At least 50% will achieve typical growth in ELA and Math from Diagnostic 1 to Diagnostic 2.
 - At least 50% will achieve typical growth in ELA/Math from Diagnostic 2 to Diagnostic 3.
2. To define and identify the facility needed to support the academic program now and, in the future, as we expand grade levels.
3. To recruit and retain high quality staff.

<u>STATE OF THE SCHOOL REPORT</u>	
<ul style="list-style-type: none"> • Special Presentation-Mid Year Data • Coordinating demonstration lessons and interviews for prospective staff members • Working with the Operations Team on the Master Schedule for the 2022-2023 school year • Scheduling Mid Year Check-ins with Staff Members • Working with the Director of Curriculum and Instruction and Instructional Coach on Round 2 of Classroom Observations • Overseeing the Enrollment Team <ol style="list-style-type: none"> 1. Hosted Virtual Prospective Family Open House on Jan 19 2. Virtual Open House Scheduled for Feb 5 and Feb 15 3. Prospective Family Tour on Feb 22nd 4. Distributed enrollment packets to preschools 5. Preparing for the school lottery on February 25th, 2022 • Meeting with Building Hope to discuss specifications on new building 	

STUDENT TRANSFERS IN 2021-22

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July/Aug	Total
K	2	0	0	0	0	0	0	0	0	0	0	2
1st	1	0	0	0	0	0	0	0	0	0	0	1
2nd	0	0	0	0	0	0	0	0	0	0	0	0
3rd	1	0	1	1	0	0	0	0	0	0	0	3
4th	1	1	0	0	0	0	0	0	0	0	0	2
5th	2	0	0	1	1	0	0	0	0	0	0	4
Total # of Transferred Scholars in 2021-22												12

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	Fully Enrolled 5th Grade Students
100% Enrollment	76	77	78	75	76	73
Waitlist #s	67 (In-District)	83 (In-District)	89 (In-District)	63 (In-District)	43 (In-District)	18 (In-District)

STUDENT APPLICATIONS TO DATE - In District

	Prior to Oct	Oct	Nov	Dec	Jan '22	Feb	Mar	Apr	May	June	Total
INCOMING K	40	12	7	7	29						95
KINDERGARTEN	23	5	1	0	8						37
1ST GRADE	20	0	3	4	10						37
2ND GRADE	20	4	0	0	8						32
3RD GRADE	14	2	1	1	3						21
4TH GRADE	14	0	1	2	3						20
5TH GRADE	8	1	0	1	6						16
TOTALS	139	24	13	15	67						258

PREPARING FOR 6TH GRADE (2022-23)

ACADEMIC	FACILITY (short & long term)	STAFFING (retain & recruit)	PURCHASING	OPERATIONS
<ul style="list-style-type: none"> Director of Curriculum and Instruction holding meetings with LT members to discuss curriculum Student Support Coordinator designing SPED programming for middle school Additional co-curriculars 	<ul style="list-style-type: none"> Plan to place 4th- 6th grades in 7-9 Watchung Avenue Repurpose Art, Music, and/or Multipurpose Rooms as classrooms Working with Building Hope for long term plan 	<ul style="list-style-type: none"> Instructional Coach Upper Elementary Dean of School Culture Upper Elementary Middle School Job postings Director of Special Services 	<ul style="list-style-type: none"> Sample 6th grade curriculum materials have been purchased Additional purchasing happens in the spring 	<ul style="list-style-type: none"> Developing Master Schedule Redesigning systems and routines (arrival, dismissal, lunch, recess)

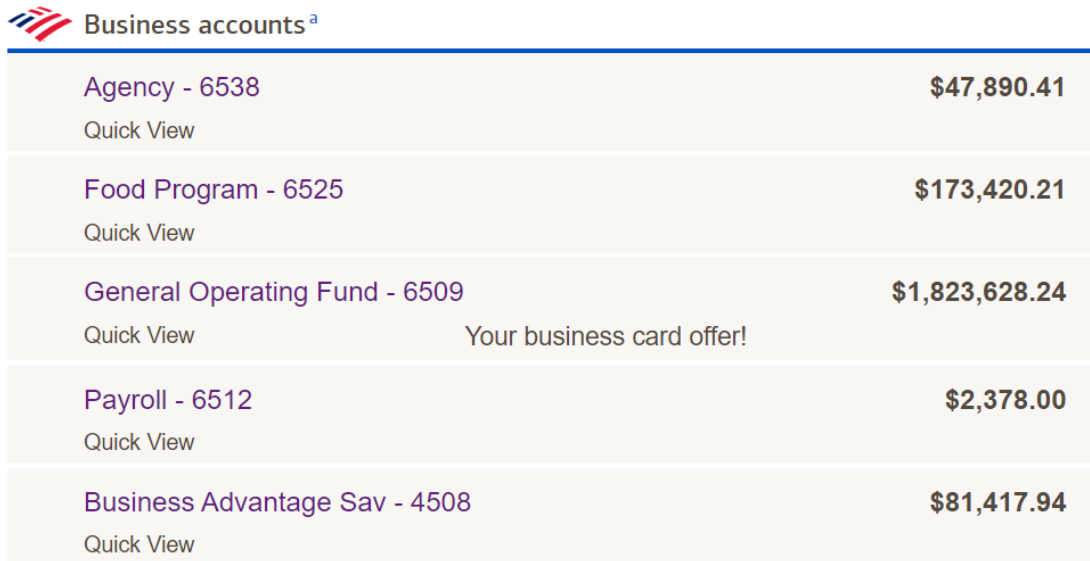
- Harrison - Comprehensive report. I appreciate that
- Sellinger - Report was informative. Thank you

BOARD PRESIDENT'S REPORT

- Conversation with Jerry Zayets
 - Three properties that we visited on December 22nd, 2022
 - 900 North Avenue (east end of town) - not interested in selling
 - 1600 South Second Street (almost in Dunellen) - asking too much money
 - 1350 South Second Street (adjacent to previous) - 2 acres - owner has shown some interest in selling - made offer of \$2,000,000 to purchase

SBA REPORT

Financial



Business accounts ^a	
Agency - 6538 Quick View	\$47,890.41
Food Program - 6525 Quick View	\$173,420.21
General Operating Fund - 6509 Quick View	\$1,823,628.24 Your business card offer!
Payroll - 6512 Quick View	\$2,378.00
Business Advantage Sav - 4508 Quick View	\$81,417.94

- Reconciling all the grant accounts
- Will be putting in reimbursements requests soon so I will have more cash available

Facilities

- Met with Building Hope to determine specifications for new building

Human Resources

- Situation is dire. We are one resignation away from being unable to run our 7-9 building
- Still trying to fill vacancies
- Signed up for 3 job fairs
- Offering \$1500 sign on bonus
- Hoping to approve \$1000 bonus to staff to stay until June
- Recruiters working around the clock on hiring

Hockaday - Offer bonuses to stay competitive

Harrison - Many schools are marketing themselves in ways to recruit staff. Sell Cresthaven to new staff.

Bruce - Are we seeing more resignations at the new building?

Gooding - Yes, more resignations from 7-9 Watchung building

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-01

Bills list

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

Bills List	Total by Fund
Fund 10	\$225,525.48
Fund 20	\$51,133.56
Fund 60	\$27,679.87
TOTAL	\$304,338.91

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for December 2021/January 2022/February 2022.

12/31/2021 = \$174,965.96 (Gross Earnings) + \$12,972.05 (Employer Taxes) + \$78.17 (DCRP)

01/15/2022 = \$178,231.30 (Gross Earnings) + \$14,229.34 (Employer Taxes) + \$56.09 (DCRP)

01/31/2022 = \$192,000 (Estimated)

02/15/2022 = \$192,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-03

Board Secretary's Reports

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Reports for December 2021. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-04

Budget Adjustments

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-05

Treasurer's Reports

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for December 2021. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-06

Donations

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following donations:

- Phyllis Mincielli - \$1000
- Michael Valente - \$500
- Dolecki Foundation - \$1000
- Richard and Denise Ricci Family Fund - \$1000

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-07

Retention Bonus

The Board of Trustees resolves to approve a \$1000 retention bonus for every staff member who fulfills his or her contract for the 2021-2022 school year. This will be paid on June 30th, 2022 using American Rescue Plan (ARP) ESSER funds.

CONSENT RESOLUTION: FINANCE

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

B. POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-08

LEA Plan for Emergency Virtual or Remote Instruction Programs

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the LEA Plan for Emergency Virtual or Remote Instruction Programs. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities

(APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. See Appendix B.

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

C. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-09

New Hires

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

Employee	Position	Salary	Effective Date
Melissa Wright	General Education Teacher	\$60,000	1/31/22
Jennifer Nwokeji	General Education Teacher	\$53,000	1/31/22
Tania Duran-Garcia	Instructional Aide	\$43,000	1/31/22
Sarah Polynice	Instructional Aide	\$40,000	1/31/22
John Griffith	Dean of School Culture	\$80,000	2/22/22

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-10

Contract Modification

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contract modification to an existing employee.

Employee	Position	Salary	Effective Date	Change
Angela Pereira	ESL Teacher	\$58,000	1/15/2022	Job Title and Salary

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-11

Employee Stipend

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following stipend for an Instructional Aide who is taking on additional teacher responsibilities due to the teacher shortage.

Employee	Per Diem Rate	Effective Date
Marvin Orellana	\$60/day (in addition to salary)	1/1/2022

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-12

Staff Resignation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following staff resignation.

Employee	Position	Effective Date
Erin Devlin	Special Education Teacher	2/6/2022

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-13

Job Descriptions

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

- Director of Special Services
- Long Term Substitute Teacher

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-14

Consultants

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following CAF Family Leaders to support lunch and recess.

Employee	Position	Salary	Start Date
Shianna Rodas	Cafeteria Assistant	\$25/hour	February 7th, 2022
Nicholas Baksh	Cafeteria Assistant	\$14/hour	February 7th, 2022
Amina Gouridine	Cafeteria Assistant	\$13.50/hour	February 7th, 2022

CONSENT RESOLUTION: HUMAN RESOURCES

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

D. CONTRACTS AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-15

Lumen Impact Group

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Lumen Impact Group to develop a strategic plan for the school for \$75,000. This is part of the CSP grant process. See Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-16

Arreaza Landscaping

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an updated contract with Arreaza Landscaping for snow removal services and outdoor maintenance services for the 2021-2022 school year. See Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-17

Bash the Trash

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Bash the Trash for \$2,325 for an assembly for our lower elementary school. Bash the Trash builds, performs and educates with musical instruments made from reused and repurposed materials. They combine science, music and environmental awareness through performances, programs and social initiatives, always focusing on how art and science work together. See Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-18

TNTP

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with TNTP for \$1620 to conduct a staff survey and provide reports of the data. See Appendix D.

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

E. APPOINTMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-01-19

Truancy Officer

The Board of Trustees of Cresthaven Academy Charter School resolves to appoint Kaye Campanile, Dean of School Culture, as the Truancy Officer for the 2021-2022 school year.

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

OLD BUSINESS

NEW BUSINESS

SEC Disclosure

KD - Congratulations Cresthaven on meeting the goal for Reading. I am hopeful we will meet that goal for Math. Good job.

PUBLIC PORTION

Jack Griffith

- One of the new hires for the Dean of School Culture for the 7-9 Watchung building
- Good evening members of the board and public
- Excited to become part of the Cresthaven team. Thrilling part of my life.

Steve Colson

- Pleasure to meet John Griffith. I see he will be the Dean of School Culture
- We're doing a ton of fundraising through the Foundation
- We have money to spend
- Going to bring some literacy tutors. Retired teachers
- Working on After School Program to provide more academic support
- Mission to support Cresthaven's students and families

Diana Churchill

- Teacher retention - Tuition reimbursement for teachers who are in school. It may help with teacher retention
- Barbara Sellinger - good to come up with new ideas

EXECUTIVE SESSION

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 8:06 pm.