



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
February 23rd, 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 January 26th, 2022 Meeting 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	2	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

STATE OF THE SCHOOL REPORT



Board Meeting - February 23rd, 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.

GLOWS/GROWS	
GLOWS	GROWS
<ul style="list-style-type: none"> <li>• 2022-2023 Enrollment               <ul style="list-style-type: none"> <li>◦ Lottery on Friday, February 25th, 2022</li> <li>◦ Will be enrolling new Kindergarten class</li> </ul> </li> <li>• Round 2 of Classroom Observations complete</li> <li>• Community Meals - students eating lunch in cafeteria in both buildings (sense of community, provides teachers with more prep time)</li> <li>• Parent Teacher Conferences in early February (almost 100%)</li> <li>• Hiring School Nurse from agency</li> <li>• Preparing for 6th grade (curriculum, operations, purchasing, etc)</li> <li>• Governor Murphy removing mask mandate effective March 7th, 2022</li> <li>• School Leader Return               <ul style="list-style-type: none"> <li>◦ Potential return March 14th, 2022</li> <li>◦ Pending doctor's clearance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staffing challenges               <ul style="list-style-type: none"> <li>◦ K - 2 teacher vacancies</li> <li>◦ 2th - 2 teacher vacancies</li> <li>◦ 4th - 2 teacher vacancies</li> <li>◦ Shortages affect lesson planning, coverage, prep time, work/life balance</li> <li>◦ Vacancies all year - no breaks in hiring season</li> </ul> </li> <li>• Facility challenges (Short &amp; Long Term)               <ul style="list-style-type: none"> <li>◦ Safety concerns at Upper School</li> <li>◦ Building is too hot and no water fountain</li> <li>◦ No space identified for 7th-8th grade</li> </ul> </li> <li>• School culture               <ul style="list-style-type: none"> <li>◦ Staff morale</li> <li>◦ Student behavior</li> </ul> </li> </ul>

ADDRESSING STAFFING CHALLENGES			
RECRUITERS	JOB FAIRS	FINANCIAL INCENTIVES	OTHER
<ul style="list-style-type: none"> <li>• Consultants working about 60 hours/month</li> <li>• Reviewing applications, conducting phone screenings</li> <li>• Using 3 staffing agencies (Sunbelt, US Medical Staffing, Delta-T Group)</li> </ul>	<ul style="list-style-type: none"> <li>• Rutgers Virtual Spring Career &amp; Internship Fair</li> <li>• EdWeek Top School Jobs Virtual Career Fair (2 dates)</li> </ul>	<ul style="list-style-type: none"> <li>• \$1500 sign on bonus</li> <li>• \$1000 retention bonus to stay for remainder of the year</li> <li>• CACS to pay fees for substitute certification</li> </ul>	<ul style="list-style-type: none"> <li>• Indeed.com paid subscription</li> <li>• Substitute jobs posted for every single day</li> <li>• Current year and next year positions posted</li> </ul>

ADDRESSING FACILITY CHALLENGES	
SHORT TERM	LONG TERM
<ul style="list-style-type: none"> <li>Remediating as many issues as we can on our own (purchased doors for 2nd and 3rd floor, installed new keys for all doors, repaired flooring and ceiling)</li> <li>Communicating with landlord on regular basis (email, text, phone call) and following up as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>Meeting with Building Hope</li> <li>Develop 5 year plan</li> <li>One site (out of four) is still in discussion</li> <li>Timeline to build a new building is two years</li> <li>Need to determine a plan for the 2023-2024 school year. We will not have enough space for 7th or 8th graders</li> </ul>

ADDRESSING SCHOOL CULTURE
<ul style="list-style-type: none"> <li>Hired a Dean of School Culture for Upper Elementary School</li> <li>Community Meals to boost scholar and staff morale</li> <li>Leadership and Support provide more classroom coverage, alleviating teachers</li> <li>Optional masks effective March 7th, 2022 (met with School Nurses, discussed with Board President and Vice President, and polled staff)</li> </ul>

**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	1	0	0	0	0	0	1
3rd	1	0	1	1	0	0	1	0	0	0	0	4
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												14

**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	77	75	76	74
Waitlist #s	47 (In-District)	39	43	30	26	17

**STUDENT APPLICATIONS TO DATE - In District**

	Prior to Oct	Oct	Nov	Dec	Jan '22	Feb	Mar	Apr	May	June	Total
<b>INCOMING K</b>	40	12	7	7	31	24	?				121
<b>KINDERGARTEN</b>	23	5	1	0	9	6	47				44
<b>1ST GRADE</b>	20	0	3	4	8	2	39				37
<b>2ND GRADE</b>	20	4	0	0	8	10	43				42
<b>3RD GRADE</b>	14	2	1	1	3	5	30				27
<b>4TH GRADE</b>	14	0	1	1	4	4	26				24
<b>5TH GRADE</b>	8	1	0	1	5	3	17				18
<b>TOTALS</b>	139	24	13	15	68	54					313

**BOARD PRESIDENT'S REPORT**

March 1st, 2022 - In-person meeting presented by Lumen Impact Group  
6:00 pm - 8:00 pm at 530 West 7th Street Plainfield, NJ 07060

A. Board of Trustees (member recommendation)

- Debra Lightner - Senior Vice President and Chief Compliance Officer with EmblemHealth
- Worked closely with Lorna Infanti
- Attorney
- Mentorship programs
- Recognizing diversity
- Board of Directors for 2011-2014
- Worked closely with American Cancer Society
- Starry Night Gala
- Contacts for fundraising
- Graduated college and law school in NJ
- Commitment to kids

<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			
Sandra Harrison		x			
Steven Hockaday	1	x			
Barbara Sellinger	2	x			

B. Bylaws Amendment

*There shall be a standing committee known as the Executive Committee, to be composed of the President of the Board, Vice President of the Board and the Chair of the Governance Committee of the Board of Trustees.*

*The duties of the Executive Committee shall be to make initial/interim decisions, when needed, where time is of the essence. These decisions will be subject to final review by the Board of Trustees.*

The Committee may need to meet before a board meeting to discuss urgent matters. The Executive Committee would function to fill that gap.


<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			
Sandra Harrison		x			
Steven Hockaday	2	x			
Barbara Sellinger		x			

Give a shout out

- Foundation has hired one of the best instructors, Lynette Tanis, to be a literacy tutor in the after school program
- Our children are getting some exceptional instruction in the after school program
- Cresthaven is that much better for having her on board

SBA REPORT

***Financial***

 Business accounts <sup>a</sup>

Agency - 6538 Quick View	<b>\$13,140.23</b>
Food Program - 6525 Quick View	<b>\$141,289.32</b>
General Operating Fund - 6509 Quick View	<b>\$2,001,342.06</b>
Your business card offer!	
Payroll - 6512 Quick View	<b>\$4,629.59</b>
Business Advantage Sav - 4508 Quick View	<b>\$97,384.70</b>

- Strong financial position

**Facilities**

- Met with Building Hope to determine next steps in the project

**Human Resources**

- Hiring for current year and next year
- Two new resignations this month

**Operations**

- Reminder: Meeting with Lumen Impact Group on March 1st, 2022 from 6-8 pm.
- In person meeting is recommended.

Items Requiring Board of Trustees Votes

A. *FINANCE*

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

**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	\$174,247.22

Fund 20	\$138,274.56
Fund 60	\$52,997.43
<b>TOTAL</b>	<b>\$365,519.21</b>

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

**Payroll Expenses**

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

01/31/2022 = \$174,848.37 (Gross Earnings) + \$13,909.68 (Employer Taxes) + \$96.74 (DCRP)  
02/15/2022 = \$177,817.11 (Gross Earnings) + \$14,155.27 (Employer Taxes) + \$130.62 (DCRP)  
02/28/2022 = \$195,000 (Estimated)  
03/15/2022 = \$195,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-03**

**Board Secretary's Reports**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Reports for January 2022. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-04**

**Budget Adjustments**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for January 2022. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-05**

**Treasurer's Reports**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for January 2022. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-06**

**FY23 SEMI Federal Medicaid Participation Waiver**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a FY23 SEMI Federal Medicaid Participation Waiver.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-07**

**Annual Fiscal Questionnaire**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Annual Fiscal Questionnaire. See Appendix A.



**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-08**

**Substitute Certification Fees**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve paying the substitute certification fee of \$125 for Instructional Aides who wish to obtain a substitute certification.

**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		x			
Barbara Sellinger	1	x			

*B. HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-09**

**New Hires**

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

Employee	Position	Salary	Effective Date
Natalie Cresitello	School Nurse	\$85,000	03/01/2022
Andreali Bajnath	Data Coordinator (Part-Time)	\$50/hour	03/01/2022
Bianca Rouse	Instructional Coach	\$75,000-\$80,000	ASAP
Colleen Norwood	Instructional Coach	\$75,000-\$80,000	ASAP
Tiffany Frazier	Instructional Aide	\$43,000	03/01/2022
Fatima Garcia	Instructional Aide	\$43,000	03/01/2022

Jacqueline Daniher	Instructional Aide	\$43,000	03/01/2022
Kristen DiYanni	Instructional Aide	\$43,000	03/01/2022

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-10**

**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
Lucia Gage	Cafeteria Assistant	\$25/hour	2/15/2022	Salary

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-11**

**Employee Stipends**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee stipends for an Instructional Aide and Teacher who are taking on additional teacher responsibilities due to the teacher shortage.

Employee	Per Diem Rate	Effective Date
Andrea Zarrouk	\$60/day (in addition to salary)	1/31/2022
Caroline Reilly	\$60/day (in addition to salary)	2/2/2022

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following grade team leads who are filling in for Maternity Leaves.

Employee	Grade	Stipend (prorated based on length of coverage)
Amanda DeBrito	Kindergarten	\$450
Jessica Saunders	2nd Grade	\$750

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-12**

**Staff Resignations**

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

<b>Employee</b>	<b>Position</b>	<b>Effective Date</b>
Johnny Vega	General Education Teacher	3/11/2022
Aiko Ioh	General Education Teacher	2/11/2022

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-13**

**Job Description**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following job description: Middle School Special Education Teacher. See Appendix B.

**CONSENT RESOLUTION: HUMAN RESOURCES**

<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	2	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

*C. CONTRACTS AND AGREEMENTS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-14**

**Sunbelt Staffing**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Sunbelt Staffing for recruitment and hiring services to assist in filling teacher vacancies. See Appendix C.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-15**

**US Medical Staffing**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with US Medical Staffing for recruitment and hiring services to assist in filling teacher vacancies. See Appendix C.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-16**  
**NJPCSA**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an addendum to the Memorandum of Understanding (MOU) with NJ Public Charter Schools Association. The following items have been added. See Appendix C.

- Timely coordination of leadership meetings, inclusive of board members and school leadership representation upon request.
- Active and timely sharing of all Focused Lens and Strategic Planning documentation completed during the term of this grant inclusive of data reports, interview summaries, observation reports and key objectives and metrics.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-17**  
**Mobile Ed Productions**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Mobile Ed Productions for \$1,195 for an assembly, STEAM Museum, for our upper elementary school. STEAM Museum turns your gymnasium or multipurpose room into a state-of-the-art hands-on children's museum focused on STEAM education (science, technology, engineering, art and math). With activities suitable for all ages, you'll find workstations to not only augment your existing science and math curriculum, but you will also expose your students to high-tech fields of study they never before had access to. See Appendix C.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-18**  
**Education Week**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Education Week for \$1,995 for the TopSchoolJobs online job fair. See Appendix C.

**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	2	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

*D. ACADEMIC*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-19**

**Playground Opera**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Playground Opera for \$6,450. In this program, third grade students will learn about the fundamentals of opera and take a deep dive into what a production entails. Students will be able to sing, act, and dance as well as make costumes, props and background scenery in their very own professional video production of an opera. See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-20**

**Math Curriculum**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve i-Ready as the math curriculum for K-6 for the 2022-2023 school year.

**CONSENT RESOLUTION: ACADEMIC**

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

*E. APPOINTMENTS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-02-21**

**HIB Coordinator**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve John Griffith as the HIB Coordinator.

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			

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

Steve Colson

- I've been a friend of Literacy tutor for many years, Lynette Tanis
- She saw Steve outside the school and reached out
- We've all seen the academics suffer through COVID
- Made a strategic pivot to add more academic support
- She will provide literacy instruction for every scholar in the after school program
- He doesn't care what the cost is
- She can develop the program on her own
- Working on math tutors
- Just hired 30 year retired teacher who now is in lower elementary school on Tuesday and Thursday to have math instruction
- Foundation is complementing what the school is doing to try to help the scholars
- So excited about optional masks

EXECUTIVE SESSION

**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	2	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

Meeting was adjourned at 8:05 pm.