



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
April 27th, 2022 at 7PM
530 West 7th Street, Plainfield, NJ

CALL TO ORDER

Steve Hockaday called to order the regular meeting of the Cresthaven Academy Charter School Board of Trustees at approximately 7:00 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 (arrived late)	
Rashleigh Bruce	X	
Kimberly Dortch	X	
Sandra Harrison	X (arrived late)	
Steven Hockaday	X	
Debra Lightner		X
Barbara Sellinger		X

Also noted present:

Meghan Pipchick - School Business Administrator

Monica Villafuerte - School Leader

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 March 23rd, 2022 Meeting Minutes

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

STATE OF THE SCHOOL REPORT

<u>STATE OF THE SCHOOL REPORT</u>
<ul style="list-style-type: none"> • Spring staff check-ins before Spring Break • 3rd round of teacher evaluations (summative) • Preparing scholars and teachers for Practice NJSLA & NJSLA exam days • Creating Summer Institute schedule and slides (professional development) • Preparing for Summer Academy for scholars (T/W/R from 8-11:30AM, 7/5/22 - 7/28/22) • Annual Report due 8/1/22 • Special Presentation- A look ahead '22-'23 school year at a glance → Welcoming grade 6 <ul style="list-style-type: none"> ○ Building Hope

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	1	0	0	0	0	3
5th	2	0	0	1	1	0	0	0	0	0	0	4
Total # of Transferred Scholars in 2021-22												15

CURRENT STUDENT ENROLLMENT

	Fully Enrolled Incoming K Students	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	77	76	77	77	75	76	74
Waitlist #s (In-District) 2022-2023	59	54	44	48	36	28	19

FAMILY & COMMUNITY ENGAGEMENT

PTCs - Round 3	Kindergarten Welcome Day & Tour (In-Person)	Plainfield Covid Vaccination Clinic	Kindergarten Graduation	Field Day Gr. K-5	Summer Food Service Program
April 13, 2022	April 28, 2022 (AM)	May 9, 2022	June 20, 2022	June 21, 2022	Breakfast
90% participation	May 11, 2022 (PM)	1-4 PM	CACS Gymnasium	530 West 7th St. Campus?	7:30-8 AM

CRESTHAVEN ACADEMY FOUNDATION

Evangel Church's Boxes of Hope: Easter Edition	March Support
125 boxes = 125 families	CAF provided approximately \$2,325 of support toward CACS-related projects. Projects included, but not limited to, social media, CACS website revamp, K graduation, and Playground Opera.


Presentation by Jazmin Gooding
Board member comments on presentation

BOARD PRESIDENT'S REPORT

- SEC disclosure filing due April 30th, 2022
- Fundraiser for CAF on May 20th, 2022
- Dr. Tanis is doing great work providing extra support for our scholars and they are excited about their accomplishments
- NJPCSA hosting training opportunities for Board members - May 10th and May 17th
- Investigation will be discussed at the May meeting

SBA REPORT

Financial

 Business accounts^a

<p>Agency - 6538</p> <p>Quick View</p>	<p>\$91,342.24</p>
<p>Food Program - 6525</p> <p>Quick View</p>	<p>\$143,936.64</p>
<p>General Operating Fund - 6509</p> <p>Quick View</p>	<p>\$2,377,364.79</p>
<p>Your business card offer!</p>	
<p>Payroll - 6512</p> <p>Quick View</p>	<p>\$113,143.98</p>
<p>Business Advantage Sav - 4508</p> <p>Quick View</p>	<p>\$134,869.62</p>

- Next year’s budget is submitted
- Last year’s audit submitted
- Purchasing for next school year
- Signing up for PD for summer
- Spending grant money

Operations

- Book Fair
- Planning for next year - spacing, summer schedules, cleaning, furniture

Human Resources

- Fully hired for this school year
- Working on hiring for next year

Items Requiring Board of Trustees Votes

A. *FINANCE*

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

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	\$207,307.40

Fund 20	\$65,418.60
Fund 60	\$37,416.52
TOTAL	\$310,142.52

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

Payroll Expenses

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

03/31/2022 = \$186,613.72 (Gross Earnings) + \$14,702.95 (Employer Taxes) + \$149.60 (DCRP)

04/15/2022 = \$175,920.34 (Gross Earnings) + \$13,895.61 (Employer Taxes) + \$134.38 (DCRP)

04/30/2022 = \$196,000 (Estimated)

05/15/2022 = \$196,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-03

Board Secretary's Reports

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

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

Budget Adjustments

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-05

Treasurer's Reports

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

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

Debra Lightner					x
Barbara Sellinger					x

B. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-06

Contract Renewals

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contract renewals for the 2022-2023 school year.

First Name	Last Name	Title/Certification	10/12 Month	Salary	Effective Date
Esmeralda	Alcazar	Special Education Teacher	10	\$ 60,000.00	08/22/22
Maciel	Almonte-Diaz	Office Manager	12	\$ 56,650.00	07/01/22
Katelyn	Basile	Special Education Teacher	10	\$ 64,050.00	08/22/22
Cristina	Benedicto	General Education Teacher	10	\$ 58,000.00	08/22/22
Daniel	Bento	Physical Education Teacher	10	\$ 72,000.00	08/22/22
Michelle	Blazquez	General Education Teacher	10	\$ 60,000.00	08/22/22
Jessica	Bovino	Instructional Coach	10	\$ 82,000.00	08/22/22
Danielle	Buck	General Education Teacher	10	\$ 69,360.00	08/22/22
Nicolasa	Calles	Cafeteria Assistant	12	\$ 40,000.00	07/01/22
Kaye	Campanile	Dean of School Culture	10	\$ 70,000.00	08/22/22
Cassandra	Capozzi-Smith	General Education Teacher	10	\$ 58,000.00	08/22/22
Danielle	Casciano	Special Education Teacher	10	\$ 67,259.02	08/22/22
Theresa	Chianese	Art Education Teacher	10	\$ 70,000.00	08/22/22
Natalie	Cresitello	School Nurse	10	\$ 90,000.00	08/22/22
Ana Maria	Cubero	General Education Teacher	10	\$ 73,500.00	08/22/22
LaDonna	Damon	Office Manager	12	\$ 52,500.00	07/01/22
Larissa	De Carvalho	General Education Teacher	10	\$ 58,000.00	08/22/22

Amanda	DeBrito	General Education Teacher	10	\$ 58,000.00	08/22/22
Nadine	Decius	ESL Teacher	10	\$ 63,240.00	08/22/22
Andreali	Dharampaul-Bajnath	Data and Assessment Coordinator	10	\$ 77,000.00	08/22/22
Tania	Duran-Garcia	Instructional Aide	10	\$ 44,075.00	08/22/22
Jessica	Farraye	General Education Teacher	10	\$ 58,349.50	08/22/22
Michelle	Feliciano	Operations Support Assistant	12	\$ 47,500.00	07/01/22
Melissa	Fizzarotti	General Education Teacher	10	\$ 60,000.00	08/22/22
Erica	Forrester	Director of Operations	12	\$ 80,000.00	07/01/22
Tiffany	Frazier	Instructional Aide	10	\$ 45,150.00	08/22/22
Lucia	Gage	Cafeteria Assistant	12	\$ 40,000.00	07/01/22
Fatima	Garcia	Instructional Aide	10	\$ 43,860.00	08/22/22
Megan	Gerity	Director of Curriculum and Instruction	10	\$ 95,000.00	08/22/22
John	Griffith	Dean of School Culture	10	\$ 81,600.00	08/22/22
Sydney	Harris	Physical Education Teacher	10	\$ 59,500.00	08/22/22
Victoria	Hayes	Special Education Teacher	10	\$ 63,000.00	08/22/22
Pooja	Hiremath	General Education Teacher	10	\$ 57,120.00	08/22/22
Shakira	Jackson	Special Education Teacher	10	\$ 57,500.00	08/22/22
Elena	Kim	Special Education Teacher	10	\$ 61,200.00	08/22/22
Katheryn	Larkin	Special Education Teacher	10	\$ 62,000.00	08/22/22
Thao	Le	Special Education Teacher	10	\$ 66,000.00	08/22/22
Kristen	Loria	General Education Teacher	10	\$ 62,000.00	08/22/22
Danielle	Malysa	School Social Worker	10	\$ 68,000.00	08/22/22
Sondra	McNicholas	General Education Teacher	10	\$ 62,000.00	08/22/22
Farhanah	Mohamad	Special Education Teacher	10	\$ 68,338.90	08/22/22
Lynh	Nguyen	Special Education Teacher	10	\$ 58,275.00	08/22/22

Ayleen	Noriega	Special Education Teacher	10	\$ 57,500.00	08/22/22
Cristofer	Orellana	Technology Director	12	\$ 97,000.00	07/01/22
Angela	Pereira	ESL Teacher	10	\$ 60,900.00	08/22/22
Meghan	Pipchick	School Business Administrator/Board Secretary	12	\$100,302.79	07/01/22
Neha	Punjani	General Education Teacher	10	\$ 60,000.00	08/22/22
Roushan	Rahman	General Education Teacher	10	\$ 61,000.00	08/22/22
Caroline	Reilly	Special Education Teacher	10	\$ 65,000.00	08/22/22
Guadalupe	Reynoso	Custodian	12	\$ 47,250.00	07/01/22
Milly	Salgado-Cardenas	Instructional Aide	10	\$ 44,290.00	08/22/22
Enrique	Silva	Facilities Director	12	\$ 65,000.00	07/01/22
Christina	Sullivan	Instructional Aide	10	\$ 44,290.00	08/22/22
Darcel	Torres-Diaz	General Education Teacher	10	\$ 68,250.00	08/22/22
Evelyn	Vasquez-Guzman	Custodian	12	\$ 45,900.00	07/01/22
Karyn	Wassuta	General Education Teacher	10	\$ 57,000.00	08/22/22
Rebecca	Witt	Music Education Teacher	10	\$ 66,000.00	08/22/22
Melissa	Wright	General Education Teacher	10	\$ 63,000.00	08/22/22
Maxine	Yurowitz	General Education Teacher	10	\$ 63,000.00	08/22/22
Andrea	Zarrouk	Instructional Aide	10	\$ 45,150.00	08/22/22

Note: Contracts for Monica Villafuerte and Jazmin Gooding were not determined or voted on

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-07
Employee Stipends

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following stipends for employees who take on additional responsibilities above and beyond the contract requirements.

Employee	Per Diem Rate
Erica Forrester	\$50/hour

Enrique Silva	\$50/hour
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RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-08

Consultant

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following consulting contract.

Name	Rate	Responsibilities
Stephanie Avallone	\$75/hour	School Psychologist, IEP Writing, Case Management

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-09

Job Descriptions

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the job descriptions for the 2022-2023 school year. See Appendix B.

- Technology Specialist
- Middle School Special Education Math
- Middle School Special Education ELA

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-10

Job Title Update

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an update to the following job title:

Original Job Title	New Job Title
Director of Special Services	Coordinator of Special Services

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

Barbara Sellinger					x
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C. CONTRACTS AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-11

Arreaza Landscaping

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an updated contract with Arreaza Landscaping for landscaping and snow plow services for the 21-22 school year. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-12

Securely

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Securely for \$1000. See Appendix C.

Securely's end-to-end solutions platform helps K-12 schools safeguard students, empower educators, and do more than they ever thought possible.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-13

Hunterdon ESC

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Hunterdon ESC for Child Study Team services as requested by the school for the 2022-2023 school year. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-14

Greenhouse Software

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Greenhouse Software for HR recruiting services for \$11,950. We will phase out our existing software, Talent Ed, after this has been implemented. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-15

R&L DataCenters, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with R&L DataCenters, Inc. for all payroll and tax services for the 2022-2023 school year. See Appendix C.

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce	1	x			

Kimberly Dortch	2	x			
Sandra Harrison		x			
Steven Hockaday		x			
Debra Lightner					x
Barbara Sellinger					x

D. ACADEMIC

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-16

Lifelong Learners

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Lifelong Learners as our Guided Reading curriculum and professional development for the 2022-2023 school year. The package includes the following:

- Guided Reading curriculum (fully crafted lesson plans aligned to STEP through grades 5)
 - Inclusive of phonics/fluency plans aligned to new research on the Science of Reading
- Professional Development
- Ongoing support/coaching, access to video libraries, and optional weekly discussions

Tentative Costs:

- \$15,670.00 for Teacher Guides, Decodable Reader Sets, and Fluency Materials
- \$18,640.00 for Guided Reading Curriculum License, Reference Books, Oral Drill Cards, and Vocabulary Cards
- \$6,363.00 for 2 days of in-person professional development
- Total: \$40,673

We are interested in seeking out this curriculum/support based on feedback from teachers:

- Teachers want to spend less time on Guided Reading lesson plans
- Many of our novice teachers struggle to produce quality lesson plans aligned to STEP
- Teachers request for more professional development and resources related to Guided Reading.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-17

Center for Responsive Schools, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Center for Responsive Schools, Inc. for professional development for \$49,800. See Appendix D.

The Elementary Core Course package includes the following:

- Elementary Core Course- (4 days, 28 hours of content time) for up to 30 participants
- A collection of resources for the course participants
- A Consultant Observation and Feedback Visit for one school (During a date range TBD when an RC consultant is in your area)

- 1 school-year subscription to Kaleidoscope Observation Tool

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-18

University of Chicago - STEP Administration Protocol

The Board of Trustees of Cresthaven Academy Charter School resolves to approve STEP Administration Protocol professional development with University of Chicago. It is a full day in-person professional development to review the STEP administration protocol and instruction related to the STEP assessment. The fees include:

- DMS Configuration \$1,000
- Assessment Licenses \$18 per student
- Online Progress Monitoring Licenses \$7 per student
- Professional Learning \$2,750 for a full day (7 hours)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-19

Uncommon Schools

The Board of Trustees of Cresthaven Academy Charter School resolves to approve TLAC Training: New Teacher Essentials Bundle professional development by Uncommon Schools for \$1700. This bundle consists of our Systems and Routines, Developing and Maximizing Radar, Strong Voice: Going Formal, What to Do, and Positive Framing Plug and Plays. A positive and productive classroom culture is the foundation for high levels of student achievement. These five techniques are essential for helping to build the culture where academic excellence can thrive. See contract in Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-20

The Reading and Writing Project

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Rebalancing Balanced Literacy: A Deep Dive into New K-2 Reading Units professional development by The Reading and Writing Project for \$850. The institute is designed for experienced k-2 teachers and their literacy coaches. This will be offered to our Instructional Coach.

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

E. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-04-21

Field Day 2022

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Field Day 2022 at the lower elementary campus. All upper elementary scholars will report to the lower elementary campus. If scholars report to the upper elementary school, they will be transported by bus to the lower elementary campus. Scholars may opt out of participating and other activities will be provided.

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

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

Julienne Cherry

- Proud parent of Cresthaven scholar
- Love everything about Cresthaven
- So pleased with everything
- Love after school program
- Son thoroughly loves Ms. Tanis's program and chess club
- Love presentation - want to share with parents
- Location of new school is not desirable
- Inside the school is nice - other parents don't know that
- Need to let parents know what it is like inside
- Want a gymnasium, play on a playground, experience a library
- It's not ok to cram 3 grades into that school
- Use parents to best of your ability
- What is the plan for the future with facilities?

Steve Colson

- Reading Lab
 - Program that the Foundation is spending a lot of money on
 - Excitement that all scholars in the program are on or above grade level for reading
- Anyone at CACS is welcome to the after school program
- Looking at math - Ms. Irenski is taking the lead on tutoring program
- Evangel Easter boxes distributed to families

EXECUTIVE SESSION

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 8:11 pm.