



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Agenda**  
November 28th, 2018 at 7PM  
530 West 7th Street, Plainfield, NJ

CALL TO ORDER

Mr. Colson called to order the regular meeting of the Cresthaven Academy Charter School Board of Trustees at approximately 7:00 pm on November 28th, 2018 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	
Steven Colson	x	
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday	X (arrived late)	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

**RESOLVED: APPROVAL OF October 24th, 2018 Minutes**

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

**STATE OF THE SCHOOL REPORT**



Board Meeting - November 28th, 2018  
Principal's Update

STUDENT ENROLLMENT	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students
100% Enrollment Packet w/ Proofs of Residency	77	78	78

**STUDENT TRANSFERS**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
K	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1st	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2nd	0	1	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

STUDENT APPLICATIONS TO DATE	Aug	Sept	Oct	Nov	Dec	Jan '19
Year 1: Grade 2 (WL)	31	37	37	37+		
Year 2: Grade 1 (WL)	72	66	70	70+		
Year 3: Grade K (WL)	49	53	54	54+		
Year 4: Rising K	54	72	88	105+		

#### FAMILY ENGAGEMENT

Parent Teacher Conferences	Thanksgiving Blessings	Charter Advocacy	Christmas Blessings
100% all grades	30 dinner boxes	8-10 parents	25 families

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



- Community Focus Group - Plainfield Public Library - November 29, 2018 (5-7 PM)
- Polar Express Day - Friday, December 21, 2018 (12-1 PM)
- Lottery - Saturday, January 19, 2018 (1 PM)

Presentation on Academic Progress

#### BOARD PRESIDENT'S REPORT

- Presentation was very informative
- Thank you Monica and Meghan for all the hard work
- Congratulations on 100% Parent Teacher Conferences
- 100% participation at Board meeting
- Congratulations to Sandra for leading us tonight. Thanks for everything you do for us

#### 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>	
Agency - 6538 <a href="#">Quick View</a>	\$22,966.97
Food Program - 6525 <a href="#">Quick View</a>	\$45,866.55
General Operating Fund - 6509 <a href="#">Quick View</a>	\$217,516.69
Your business card offer!	
Payroll - 6512 <a href="#">Quick View</a>	\$51,767.00
Business Advantage Sav - 4508 <a href="#">Quick View</a>	\$17,660.84

**HR**

- Excited for our new Interim SBA

**Operations**

- Cross training staff members on some of the Operations things that I do so we have more flexibility when I go out

**Items Requiring Board of Trustees Votes**

**FINANCE**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-01**

**Bill list**

The Board of Trustees of Cresthaven Academy Charter School approves the prior and future payments of the following:

<b>Paid</b>	
R&L*	374.00
Foreign Language Department Company*	1620.00
<b>TOTAL</b>	<b>1994.00</b>

\* These items were on the a previous board packet, but amounts were adjusted due to shipping, taxes, or co-op pricing adjustments

\*\* These items were not on the last board packet, but are expenses in the budget

<b>To-Be Paid</b>	
Horizon Medical premium	10984.77
Ameritas Dental premium	658.36
UnitedHealth Vision premium	158.67
Unum (Short and Long Term Disability)	657.79
CA Foundation - Rent payments	28244.16
Atlantic Tomorrow Copiers (machine rental)	934.18
Verizon	164.80

Sotel	155.94
R and L (estimated)	500.00
OCA Benefit Services (FSA Administration)	50.00
American Water (estimated)	347.61
PSE&G	1932.55
Alliance Pest Services	45.00
Karson Food Service	20383.24
Johnston Law Firm, LLC (estimated)	2000.00
Kaleidoscope (estimated)	4756.25
Language Learning Network	1620.00
School Nurse Supply	47.52
Education is Power Consulting	6000.00
Hertz Furniture	1758.13
Pioneer Valley Books	21.00
Barker Bus Company	2970.00
Liberty Science Center	3573.00
Barnes and Noble	11.97
Public Consulting Group	6050.00
Hunterdon County ESC	680.00
Grainger	262.18
NJ School Boards Association	149.00
WB Mason	8890.92
Learning A-Z	274.86
NJ Department of Labor (Unemployment)	9983.12
<b>TOTAL</b>	<b>\$114,265.02</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for October/November/December 2018. Prior pay periods reflect actual expenses. Future pay periods reflect estimated expenses.

- 10/31/2018 = \$79,420.60 (Gross Wages) + \$6,186.36 (Employer Taxes) + \$119.92 (DCRP Expense)
- 11/15/2018 = \$80,586.14 (Gross Wages) + \$6,281.21 (Employer Taxes) + \$112.31 (DCRP Expense)
- 11/30/2018 = \$86,000 (estimated)
- 12/15/2018 = \$86,000 (estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-03**

**Board Secretary’s Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary’s Report for October 2018. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-04**

**Treasurer’s Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer’s Report for October 2018. See Appendix B.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-05**

**Annual Fiscal Questionnaire**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Annual Fiscal Questionnaire required by the New Jersey DOE. See Appendix C.

**CONSENT RESOLUTION - FINANCE**

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick		x			
Rashleigh Bruce	2	x			
Steven Colson		x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

*POLICIES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-06**

**HIB Policy Update**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an updated HIB Policy, which is in accordance with N.J.A.C. 6A:16. The Administrative Code requires school districts to amend the rules related to incidents of harassment, intimidation, and bullying (HIB) of students. The Code also establishes new rules for how approved private schools for students with disabilities (APSSDs) must address incidents of HIB. See Appendix D.

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

*HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-07**

**Job Description**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Job Description for an Interim School Business Administrator. See Appendix E.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-08**

**New Hire**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hire as the Interim School Business Administrator effective January 2019 - June 2019. See Appendix F for resume.

Name: Donna Alonso  
Title: Interim School Business Administrator  
Salary: \$560/day  
Start Date: 1/2/2018  
Schedule: 2-3 days per week

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-11-09**

**Maternity Leave**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Maternity Leave for Meghan Pipchick, School Business Administrator, from approximately mid-January - May 2019.

**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			
Steven Colson		x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday	1	x			
Barbara Sellinger	2	x			

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	2	x			
Steven Colson		x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday	1	x			



Barbara Sellinger		x			
-------------------	--	---	--	--	--

Meeting was adjourned at 7:44 pm