



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Agenda**  
December 19th, 2018 at 7PM  
530 West 7th Street, Plainfield, NJ

CALL TO ORDER

Ms. Pipchick called to order the regular meeting of the Cresthaven Academy Charter School Board of Trustees at approximately 7:04 pm on December 19th, 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
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday	x	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

**RESIGNATION OF BOARD PRESIDENT**

Steven Colson submitted his resignation from the Cresthaven Academy Charter School Board of Trustees, effective 12/10/2018. His letter read: "I am resigning from the Board of Trustees of Cresthaven Academy Charter School effective today, December 10, 2018."

MV: Steve's resignation is bittersweet. He has invested countless hours and resources to get this school where we are today. We want to acknowledge Steve's resignation.

**APPROVAL OF MINUTES FROM PRIOR MONTH**

**RESOLVED: APPROVAL OF November 28th, 2018 Minutes**

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					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 - December 19th, 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	0	N/A	N/A	N/A	N/A	N/A	N/A
1st	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A
2nd	0	1	0	0	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	37*	
Year 2: Grade 1 (WL)	72	66	70	72	72*	
Year 3: Grade K (WL)	49	53	54	60	60*	
Year 4: Rising K	54	72	88	117	123	

PERFECT ATTENDANCE AWARDS FOR NOVEMBER		
Kindergarten	First Grade	Second Grade
56/77	54/78	63/78

**FAMILY ENGAGEMENT**

K Chaperones	1st Gr Chaperones	2nd Gr Chaperones	Parent Volunteer Hrs - Wrapping Gifts
13	11	12	65

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



- Polar Express Day - Friday, December 21, 2018 (12-1 PM)
- Lottery - Saturday, January 19, 2019 (1 PM)

**BOARD PRESIDENT'S REPORT**

- Thank you for your confidence in me. Bylaws state that I become President
- Perfect attendance numbers are very impressive
- Thank you for your hardwork, Monica and Meghan

**SBA REPORT**

***Financial***

Cresthaven Academy Charter School, Inc.

m\*\*\*\*y@cresthavenacademy.org | [Update Profile](#) | [Security Center](#)

 Business accounts<sup>a</sup>

Agency - 6538 Quick View	\$1,000.00
Food Program - 6525 Quick View	\$26,710.45
General Operating Fund - 6509 Quick View	\$309,288.04
Payroll - 6512 Quick View	\$1,000.00
Business Advantage Sav - 4508 Quick View	\$26,490.80

**HR**

**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 # 2018-12-01**

**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
Liberty Science Center*	3987.00
<b>TOTAL</b>	<b>4361.00</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	15092.91
Ameritas Dental premium	879.40
UnitedHealth Vision premium	200.94
Unum (Short and Long Term Disability)	3155.30
CA Foundation - Rent payments	28244.16
Atlantic Tomorrow Copiers (machine rental)	4952.40
Verizon	165.69
Sotel	146.01
R and L (estimated)	500.00
OCA Benefit Services (FSA Administration)	50.00
American Water (estimated)	700.00
PSE&G	2579.54
Alliance Pest Services	35.00
Karson Food Service	16058.54
Johnston Law Firm, LLC (estimated)	4000.00
Kaleidoscope	3283.95
Language Learning Network	1620.00
Union County Superintendents' Roundtable	450.00
Education is Power Consulting	8500.00
Hunterdon County Educational Services Commission	1440.00
Triangle Communications	210.00
Heinemann	3113.86
Meghan Pipchick (Reimbursement - ELL PD)	249.00
CDW-G	98.10
Kimberly Federico (per diem nurse)	160.00

Teachers College Reading & Writing Project	330.00
Wilson Language Training Corp	603.72
Robert Brown (Treasurer)	875.00
William Jackson	1750.00
WB Mason	4353.97
Switch Technologies	11,200.00
<b>TOTAL</b>	<b>114,997.49</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for November/December 2018 and January 2019. Prior pay periods reflect actual expenses. Future pay periods reflect estimated expenses.

11/30/2018 = \$78,992.66 (Gross Wages) + \$6,148.61 (Employer Taxes) + \$53.25 (DCRP Expense)

12/15/2018 = \$79,708.31 (Gross Wages) + \$6,213.81 (Employer Taxes) + \$82.22 (DCRP Expense)

12/31/2018 = \$86,000 (Estimated)

01/15/2019 = \$86,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-03**

**Board Secretary's Report**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-04**

**Treasurer's Report**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-05**

**Budget Adjustments**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Budget Adjustments for November 2018. See Appendix C.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-06**

**Private Donations**

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

Steven Colson - \$70,000  
 Deborah Cummins - \$1000

**RESOLVED: BOARD OF TRUSTEES RESOLUTION #2018-12-07**

**Authority to Sign Checks**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Sandra Harrison, Board President and Donna Alonso, Interim School Business Administrator/Board Secretary as official check signers for 2018-2019.

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Meghan Pipchick (formerly Meghan Brady) as a check signer for 2018-2019.

The Board of Trustees of Cresthaven Academy Charter School resolves to remove Steven Colson as a check signer for 2018-2019.

**CONSENT RESOLUTION:FINANCE**

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

***ANNUAL APPOINTMENTS***

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-08**

**General Appointments**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the appointments of the following positions/individuals for 2018-2019:

Donna Alonso	School Business Administrator
Donna Alonso	Board Secretary
Donna Alonso	Public Agency Compliance Officer

Donna Alonso	Compliance Officer Right to Know
Donna Alonso	Asbestos Hazard Emergency Response Act Contact
Donna Alonso	Indoor Air Quality Officer
Donna Alonso	Integrated Pest Management Coordinator
Donna Alonso	Lead Purchasing Agent
Donna Alonso	Custodian of Public Records
Donna Alonso	Pay Bills, Award Contracts, Bid Authorization
Donna Alonso	Food Program - Certifier

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

## *HUMAN RESOURCES*

### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-09**

#### **Per Diem Nurse**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following per diem nurse for the 2018-2019 school year. See resume and contract in Appendix D.

Name: Kimberly Federico

Salary: \$160/day

Hours: 8:00 am - 3:00 pm

### **BOARD OF TRUSTEES RESOLUTION # 2018-12-10**

#### **Technology Coordinator**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Chelsea Boverly, a current 2nd grade teacher, as our Technology Coordinator for the 2018-2019 school year. See contract in Appendix E.

Salary: \$35/hour

Hours: as needed



**BOARD OF TRUSTEES RESOLUTION # 2018-12-11**

**Job Postings**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following job postings for the 19-20 school year.

- Elementary Teacher
- Special Education Teacher
- World Language Teacher
- Art Teacher
- Bilingual/ESL Teacher
- Part-Time Bilingual/ESL Teacher

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

*OTHER*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-12**

**HIB Report of Incidents**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Harassment, Intimidation, and Bullying (HIB) data reports. See Appendix F.

Cresthaven Academy Charter School had 0 incidents & 0 investigations between 7/1/2018 - 12/31/2018.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-13**

**Health and Safety Evaluation of School Buildings Checklist Statement of Assurance**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance.

Annually, by January 30, the superintendent of every school district must submit to the NJDOE County Office of Education an assurance that the checklists have been completed for every school building. See Appendix G for Facilities Checklist and Facilities Checklist SOA.

**CONSENT RESOLUTION: OTHER (#2018-12-12 and #2018-12-13)**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-12-14**

**Memorandum of Understanding with Cresthaven Academy Foundation**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Memorandum of Understanding with Cresthaven Academy Foundation regarding the after school program, in accordance with the terms therein, and subject to final approval by Board President. See Appendix H.

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

Meeting was adjourned at 7:59 pm