



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Agenda
June 26, 2019 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 on June 26th, 2019 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
Steve Colson, Bianca Sehgal

NEW TERM ELECTION: SANDRA HARRISON

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

ANNUAL ELECTIONS FOR PRESIDENT AND VICE PRESIDENT

President Nominations: Governance Committee nominates Sandra Harrison; Hockaday seconded Harrison

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			

Vice President Nominations: Sandra nominates Steven Hockaday; Governance Committee seconded Hockaday

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

Barbara Sellinger	1	x			
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NEW BOARD MEMBER ELECTION DISCUSSION: KIMBERLY DORTCH

Governance Committee - met with Kimberly on Monday. She was inquisitive, caring, committed to children, extensive experience, social worker certified, she's been a teacher. She is going to visit the school July 1st, 2019. She is very excited. Highly recommend her as a wonderful addition to the group.

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 OF May 2019 Minutes

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

- Upon majority affirmative vote of the full membership present, the motion passed.

STATE OF THE SCHOOL REPORT

- Thank you for approving the Professional Development. Monica gets to meet Kim Marshall, the person who writes our rubrics, tomorrow.
- Monica also met a guru in education.
- Webinar with Lucy Caulkins
- Transitioning from Interim BA to welcoming back Meghan Pipchick
- Transitioning Dean of Students roles to others
- Out of district student will remain in his current placement. He is still a member of our community.
- Annual Report Due August 1st, 2019
- Steve Colson is the new Executive Director of the Foundation
- Scholarships for the After School Program - Partial and Full - based on need

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> ● Summative Evaluations & Re-Hires ● New Hires and Offers ● On-boarding Director of Operations ● Transitioning Dean of Students' Responsibilities ● Supporting transition from Interim SBA back to SBA ● Summer Institute for Staff (on-site professional development) ● Professional development (off-site trainings and workshops) ● Reviewing Handbooks for 2019-20 ● Annual Report 2019-20 ● 2019-20 Plan for After-School Program 	<ul style="list-style-type: none"> ● STEP Round 4 Completed ● Professional Learning Community: Supporting year 1-2 teachers ● Child Study Team Meetings - Annual Reviews Completed ● Field Day, Kindergarten Celebration & Moving Up Ceremonies ● Master Schedule for Year 4 ● Creating Class Lists for Year 4 ● Preparing classrooms for summer cleaning ● Preparing for Summer Academy for Scholars ● Evaluating K-2 Curriculum ● Revising K-2 Curriculum ● Developing 3rd Grade Curriculum

STUDENT ENROLLMENT	Transfer Card for Next Year's Kindergarten	Fully Enrolled Rising 1st Grade Students	Fully Enrolled Rising 2nd Grade Students	Fully Enrolled Rising 3rd Grade Students
100% Enrollment Packet w/ Proofs of Residency	76	76	78	78

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	0	0	0	0	0	0	1	0	0	0	1
1st	0	0	0	0	0	0	0	0	0	0	0
2nd	0	1	0	0	0	0	0	0	0	0	1
TOTAL TRANSFERS FOR THE 2018-19 SCHOOL YEAR											2

RETURNING STUDENTS

CONFIRMED ENROLLMENT FOR 2019-20 SCHOOL YEAR	RISING 1ST	RISING 2ND	RISING 3RD
	75 out of 76	78 out of 78	78 out of 78

NEW HIRES

LEADERSHIP & SUPPORT	GENERAL EDUCATION	SPECIAL EDUCATION	SPECIALS TEACHERS	OFFERS DID NOT PAN OUT
1	5	4	1	2

FAMILY ENGAGEMENT: COFFEE WITH THE PRINCIPAL

Sept '18	Sept '18	Nov '18	Mar '19	May '19
50 parents	20 parents	15 parents	24 parents	20 parents

	VON THUN'S FARM TRIP OCTOBER	LIBERTY SCIENCE CENTER DECEMBER	COLLEGE TRIPS MARCH	ZOO MAY
K-2 Parents	39	36	35	37

CHARTER RENEWAL PROCESS

APPLICATION & VISIT	BOARD
<ul style="list-style-type: none"> 1st Draft of Annual Report 2018-19 Completed Chief School Administrator Evaluation: MV Completed Self-Evaluation 	<ul style="list-style-type: none"> Board Retreat - Date TBD Chief School Administrator Evaluation: Board Component Board Self-Evaluation - Link sent to all board members by NJCSA Facility Committee report monthly beginning in July

AFTER-SCHOOL PROGRAM (2019-2020)

June 14th marked the end of after school for the 2018-19 school year. The week was a very busy one for the after school program. CAF hosted two art shows, which saw over 135 parents in attendance, as well as an after school fun day, and 2019-20 after school re-enrollment for returning families:

	RISING 1ST GRADE	RISING 2ND GRADE	RISING 3RD GRADE
RE-ENROLLED	36 OUT OF 36	31 OUT OF 36	36 OUT OF 36
WAITLIST	1	0	1
SCHOLARSHIP APPLICATIONS	4	2	6

CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US



- August 5, 2019: First day of PD. Please join us for breakfast to welcome the staff.

BOARD PRESIDENT'S REPORT

- A lot of fun at Field Day. Seeing the kids excited was fun.
- Toni came in and thought it was very well organized. Color coordinated by class. Well behaved. Kids were having a great time.
- Goldman Sachs and the Foundation sponsor the event financially. Thank you.
- Sandra attended Kindergarten Graduation. Participated in the ceremony. Kindergarteners grow so much from the first day until the last. Well done and organized.
- Everyone is invested. Parents facial expressions say it all.
- Quite a number of singers in the group
- Rick Pressler wrote a nice thing on Facebook about us
- Board Self Evaluation - Everyone should have received link from Rick Pressler

SBA REPORT

Financial

Cash

Cresthaven Academy Charter School, Inc.

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

Business accounts³

Business Advantage 360	
Get a comprehensive look at your day-to-day business with this powerful tool.	
Agency - 6538	\$43,411.61
Quick View	
Food Program - 6525	\$42,562.12
Quick View	
General Operating Fund - 6509	\$676,854.67
Quick View	Your business card offer!
Payroll - 6512	\$61,315.15
Quick View	
Business Advantage Sav - 4508	\$79,483.74
Quick View	

Special Revenue

- Spent nearly all of the \$118,681.11 in ESEA money
- Spent all of \$31,703 in IDEA money
- Planning for next year’s funds

HR

- Ended the year strong - staff morale was high, school culture was positive
- HR meeting to recap all year end items - PTO carryover/pay out, staff survey, dress code,
- After tonight’s meeting we should have all teachers hired for 2019-2020
- Seeking Dean of School Culture

Operations

- Teachers cleaned/organized classrooms for next year
- Technology was organized and accounted for
- As far as we understand, there is no major work being done to facility over the summer

Items Requiring Board of Trustees Votes

FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-01

Bill list

The Board of Trustees of Crethaven Academy Charter School approves the bills list dated 6/26/2019 and 7/1/2019.

Bills List	Total by Fund - 6/26
Fund 10	\$109,721.61
Fund 20	\$27,901.76
Fund 60	\$32,644.16
TOTAL	\$170,267.53

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-02

Payroll Expenses

The Board of Trustees of Crethaven Academy Charter School resolves to approve the payroll expenses for June/July 2019.

06/15/2019 = \$ 84,290.30 (Gross Wages)

06/30/2019 = \$ 94,165.26 (Gross Wages)

07/15/2019 = \$ 40,000 (Gross Wages) - Estimated

07/30/2019 = \$ 40,000 (Gross Wages) - Estimated

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-03

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Report for May 2019. See Appendix:

- A. FINANCE - Fund 10
- A. FINANCE - Fund 20
- A. FINANCE - Fund 60

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-04

Treasurer's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for May 2019. See Appendix: A. FINANCE - Treasurer's Report.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-05

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to certify that no major budget lines have been over expended and that the appropriate budget line transfers for the month of June 2019 are attached. See Appendix: A. FINANCE - Budget Transfers.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-06

IDEA Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the IDEA Grant funding for 2019-2020 School Year.

2019-2020 Grant Allocation:

Basic:	\$ 45,740
Preschool:	\$ 1,006

Background

IDEA funds may only be used for the excess cost of providing special education and related services to students with disabilities. Funds shall be used for the following:

- To provide a free and appropriate education (FAPE) for students with disabilities ages 3-21 and
- To initiate, expand or supplement special education and related services including vocational education services for students with disabilities currently receiving educational services.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-07

ESEA Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the the ESEA Grant funding for 2019-2020. We will join a consortium with Berkeley Heights and Scotch Plains-Fanwood to reach the threshold of \$10,000 required to spend the Title III funds.

Title I-A	\$80,836
Title I Reallocated	\$4,501
Title II, Part A	\$14,373
Title III	\$3,630
Title IV	\$10,000
TOTAL ALLOCATION	\$113,340

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2019-06-08

Authorize Petty Cash

The Board of Trustees of Cresthaven Academy Charter School resolves to establish a petty cash fund for 2019-2020, with a maximum of \$200 to be available at all times. The Board approves that the School Business Administrator will maintain petty cash within a locked space on school premises. All receipts will be kept. At any given time, the petty cash fund must contain a combination of cash and receipts that sums to \$200.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2019-06-09

Authority to sign checks

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Sandra Harrison, Board President and Meghan Pipchick, School Business Administrator/Board Secretary as official check signers for 2019-2020.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2019-06-10

Official Bank Depositories

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Bank of America as the official bank depository for 2019-2020.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-11

Substitute Teacher Rate

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Substitute Teacher rate of \$120/day for 2019-2020.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-12

Substitute School Nurse Rate

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Substitute Nurse rate of \$160/day for 2019-2020.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-13

School Breakfast and Lunch Prices

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following prices for school breakfast and lunch for 2019-2020.

	Standard Price	Reduced Price
Breakfast	\$1.57	\$0.30
Lunch	\$2.95	\$0.40

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-14

Private Donation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$65,000 donation from Mr. Steven Colson.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-15

Provisional Teacher Program Stipends

The Board of Trustees of Cresthaven Academy Charter School resolves to approve payment of the following stipends for the Provisional Teacher Program.

Teacher	Mentor	CE/CEAS	Rate
Daniel Croson	Megan Gerity	CE	\$1000
Michelle Ehrenkranz	Jessica Saunders	CEAS	\$550
Victoria Hayes	Ana Maria Diaz	CEAS	\$550
Alexandra Hopkinson	Chelsea Boverly	CE	\$1000
Lucy Parker	Jessica Saunders	CEAS	\$550

RESOLVED: CONSENT RESOLUTION FINANCE

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			

Rashleigh Bruce		x			
Toni Gamble	1	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	2	x			

ANNUAL APPOINTMENTS AND RESPONSIBILITIES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-16

Appointment of Brokers

The Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of “Professional Services” without competitive bids be adopted;

The Board of Trustees of Cresthaven Academy Charter School resolves to accept Giovanni Mancini of the Treadstone Risk Management as broker of record for all lines of property and casualty insurance for the 2019-2020 school year.

The Board of Trustees of Cresthaven Academy Charter School resolves to accept Centric Benefits Consulting as broker of record for all health insurance and short term disability for the 2019-2020 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-17

Appointment of Auditor

The Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of “Professional Services”: without competitive bids be adopted;

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Gerald Longo, CPA for audit services for 2019-2020.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-18

Appointment of Board Attorney

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Johnston Law Firm as the Board Attorney for 2019-2020 for a rate of \$275 per hour for principals and \$245 per hour for associates. See Appendix: B. ANNUAL APPOINTMENTS - Legal Services.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-19

Appointment of Treasurer

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Robert Brown as the school's Treasurer for 2019-2020 for an annual fee of \$3,500. See Appendix: B. ANNUAL APPOINTMENTS - Robert Brown.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-20

Appointment of School Physician

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Dr. Kia Grundy as the School Physician for an annual fee of \$3,000. See Appendix: B. ANNUAL APPOINTMENTS - Dr. Kia Grundy.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-21

General Appointments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the appointments of the following positions/individuals for 2019-2020:

Stephanie Avallone	HIB Coordinator
Stephanie Avallone	Homeless Liaison Coordinator
Stephanie Avallone	Truancy Officer
Meghan Pipchick	Asbestos Hazard Emergency Response Act Contact
Meghan Pipchick	Board Secretary
Meghan Pipchick	Compliance Officer Right to Know
Meghan Pipchick	Custodian of Public Records
Meghan Pipchick	Indoor Air Quality Officer
Meghan Pipchick	Integrated Pest Management Coordinator
Meghan Pipchick	Lead Purchasing Agent
Meghan Pipchick	Public Agency Compliance Officer
Monica Villafuerte	Affirmative Action Officer
Monica Villafuerte	Health & Safety Officer
Monica Villafuerte	Section 504 Officer
Monica Villafuerte	Title IX Coordinator

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-22

Food Program Appointments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the appointments of the following positions/individuals related to the Food Program for 2019-2020:

Employee Name	Titles/Positions			
Meghan Pipchick	Certifier	Determining Official	School Admin Responsible for Program	Evaluator of Wellness Policy
Monica Villafuerte	Alternate Certifier	Hearing Official		
LeShannon Wright	Submitter		Food Service Director	
Michelle Feliciano	Alternate Submitter			
Enrique Silva	Other User			
Janet Adekola				Wellness Committee Coordinator

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-23
School Business Administrator/Board Secretary Appointment

The Board of Trustees of Cresthaven Academy Charter School resolves to appoint Meghan Pipchick as the School Business Administrator/Board Secretary for 2019-2020. She currently holds a Standard Certificate as a NJ School Business Administrator.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-24
School Business Administrator - Payment of Bills

The Board of Trustees of Cresthaven Academy Charter School resolves that the School Business Administrator may pay normal operating expenses that fall within the CACS approved budget and fall below the limit of \$2,500 in aggregate with a particular vendor in advance of Board approval in 2019-2020.

The Board of Trustees recognizes that there is an advantage to paying their obligations in a timely manner and that some billings become due before an official Board meeting. Therefore, the Board of Trustees resolves to designate Sandra Harrison to review and approve early payment of certain bills with official approval by the full Board at the first official meeting following said approval.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-25
School Business Administrator - Award Contracts

The Board of Trustees of Cresthaven Academy Charter School resolves to authorize the Purchasing Agent, Meghan Pipchick, to award contracts up to the bid threshold of \$29,000 and set the quote threshold at 15% of the bid threshold for the 2019-2020 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-26

Board Secretary - Bid Authorization

The Board of Trustees of Cresthaven Academy Charter School resolves to authorize the Board Secretary, Meghan Pipchick, to receive, open and tabulate all bids and quotations July 1, 2019 through June 30, 2020.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-27

School Safety Specialist

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Meghan Pipchick as the School Safety Specialist for the 2019-2020 school year.

Responsibilities of the School Safety Specialist include supervising and providing oversight for all school safety and security personnel; ensuring safety and security policies and procedures are in compliance with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school safety and security. The School Safety Specialist will also serve as the district's liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security.

RESOLVED: CONSENT RESOLUTION: APPOINTMENTS

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

CONTRACT AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-28

Renewal of Annual Contracts

Pursuant to PL 2015, Chapter 47 the Cresthaven Board of Education intends to renew the following contracts previously awarded by the board of education. These contracts are, have been and will

continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. seq. See Appendix: C. CONTRACTS - Contract Awards.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-29

Authorize SBA on contracts

The Board resolves that the School Business Administrator is authorized to do and perform any and all such acts, including execution of any and all contracts, policies, documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of all board approved resolutions for the 2019-2020 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-30

Purchasing Co-Ops

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the purchasing agent to make purchases under the following regional pricing cooperatives.

- ESCNJ - Educational Services Commission of New Jersey
- HCESC - Hunterdon County Education Service Commission
- Educational Data Services Inc.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2019-06-31

State Contracts

Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property.

Cresthaven Academy Charter School has the need, on a timely basis, to procure goods and services utilizing state contracts. The Cresthaven Academy Charter School Board of Trustees authorizes the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property for the 2019-2020 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-32

Calais School and Plainfield BOE

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with The Calais School and Plainfield BOE for 2019-2020. See Appendix: C. CONTRACTS - Calais School and Plainfield BOE.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-33

Kaleidoscope Education Solutions

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Kaleidoscope Education Solutions for 2019-2020 for Special Education services. Specifically, we are

seeking a Speech Language Pathologist, Occupational Therapist, and Physical Therapist. See Appendix: C. CONTRACTS - Kaleidoscope Rate Sheet and C. CONTRACTS - Kaleidoscope.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-34
R&L Payroll

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with R&L Payroll for 2019-2020. See Appendix: C. CONTRACTS - R&L Contract.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-35
UChicago Impact - STEP - 2019-2020 Contract

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with UChicago Impact - STEP for 2019-2020, which includes 6 site visits of Professional Development for \$15,000, new STEP kits, and the Data Management System. Professional Development will be paid using Title I funds (19-20). See Appendix: C. CONTRACTS - STEP Contract - 2019-2020.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-36
UChicago Impact - STEP Summer Professional Development

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with UChicago Impact - STEP for \$10,000 for Summer Professional Development. This will be paid using Title I funds (18-19). The following staff members will attend. See Appendix: C. CONTRACTS - STEP Contract - Summer.

Megan Gerity - ESL certified
Chelsea Boverly - Teacher of SWD
Jazmin Gooding - General education teacher
Ana Maria Diaz - General education teacher
Jessica Saunders - Teacher of SWDs

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-37
Summer School Teacher Contract

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract for Summer School Teachers for summer 2019. The salaries will be paid using 2019-20 Title I funds. See Appendix: C. CONTRACTS - Summer School Teacher Contract.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-38
School Psychologist Summer Contract

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract for our School Psychologist for summer 2019. See Appendix: C. CONTRACTS - Summer School Psychologist Contract.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-39
Literacy Consulting and Curriculum Contract

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract for Literacy Consulting and Curriculum Development for the 2018-2019 school year. This was previously approved as an hourly stipend at a rate of \$35 per hour not to exceed \$1050, but formal contract needs approval. The salaries will be paid using 2018-2019 Title I funds. See Appendix: C. CONTRACTS - Literacy Consulting - Teacher Contract.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-40

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: C. CONTRACTS - MOU with Cresthaven Academy Foundation.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-41

Plainfield Board of Education vs. Cresthaven Academy Charter School

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Settlement Agreement in Plainfield Board of Education v. Cresthaven Academy Charter School and A.S. o/b/o K.J., Agency Ref. No.: 2018-27663. OAL Docket No.: EDS 04451-18.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-42

NJSIG Joint Insurance Fund

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Cresthaven Academy Charter School, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

1) This agreement is made by and between NJSIG and the Educational Institution;

- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2019, and ending July 1, 2022 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

RESOLVED: CONSENT RESOLUTION CONTRACTS

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

Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	2	x			

POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-43

Internet Safety Policy

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an Internet Safety Policy for 2019-2020. See Appendix: D. POLICIES - Internet Safety Policy.

Schools and libraries receiving universal service discounts (through E-Rate) are required to adopt and enforce an Internet safety policy that includes a technology protection measure that protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17.

The Internet safety policy must address all of the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2019-06-44

Insurance Policies: 2019-2020

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the recommended Insurance Policies with Selective Insurance for Worker’s Compensation and for all policies related to General Liability, Directors and Officers Insurance, Property Coverage, Professional Liability, Employer Practices, Student Accident, Financial Bonds, and other policies mandated by law and NJ regulation for the 2019-2020 School Year. See Appendix: D. POLICIES - Insurance Renewal - Student Accident and D. POLICIES - Insurance Renewals.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-45

Foodservice Biosecurity Management Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Foodservice Biosecurity Management Plan. See Appendix: D. POLICIES - Biosecurity Plan - CACS.

“Food Biosecurity” is the protection of food from bioterrorism or any intentional use of biological and chemical agents for the purpose of causing harm. Our “Food Biosecurity Management Plan” is our District’s way to prepare for the threat of bioterrorism or a crisis emergency to our foodservice operation. This “Food Biosecurity Management Plan” contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community.

Our plan includes strategies for preventing threats and incidents of product tampering and food contamination. It also contains step by step actions to implement if a biosecurity or crisis incident occurs. This manual has been developed as an emergency readiness plan to help protect the lives and health of the children and adults in our school environment.

This plan is in compliance with N.J. A.C. 2:36-1.13 and the USDA’s “Biosecurity Checklist for School Foodservice Programs”

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-46

Policy Updates

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following policies needed to support the Comprehensive Equity Plan. See Appendix: D. POLICIES - 5134 Married Pregnant Pupils through D. POLICIES - 7110 Long-Range Facilities Planning.

- 5134 Married and Pregnant Students
- 5145.7 Gender Identity and Expression
- 6010 Goals and Objectives of Instruction
- 6121 Nondiscrimination/Affirmative Action
- 6141 Curriculum Design and Adoption
- 6142.12 Career and Technical Education
- 6142.2 Bilingual/ESL
- 6142.4 Physical Education and Health
- 6145 Extracurricular Activities
- 6145.1/6145.2 Interscholastic/Intramural Competition
- 6146.2 Promotion/Retention
- 6146.7 Standards of Proficiency
- 6147 Standards of Proficiency
- 6160 Instructional Materials and resources
- 6163.1 Media
- 6164.2 Guidance Counseling
- 6164.4 Child Study Team
- 6171.1 Remedial Instruction
- 6171.2 Gifted and Talented
- 6171.3 Title 1
- 6171.4 Special Education
- 6173 Home Instruction
- 7110 LRFP

RESOLVED: CONSENT RESOLUTION POLICIES

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

HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-47
2019-2020 Contract Renewals

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contract renewals for the 2019-2020 school year. See resumes in Appendix:

- E. HUMAN RESOURCES - J. Bovino Saunders Resume
- E. HUMAN RESOURCES - M. Gerity Resume

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-48
2019-2020 New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires for the 2019-2020 school year. See resumes in Appendix:

- E. HUMAN RESOURCES - V. Smith Resume
- E. HUMAN RESOURCES - A. DeBrito Resume
- E. HUMAN RESOURCES - C. McGilberry Resume
- E. HUMAN RESOURCES - C. Woods Resume
- E. HUMAN RESOURCES - C. Berger Resume
- E. HUMAN RESOURCES - B. Norcross Resume
- E. HUMAN RESOURCES - K. Myers Resume
- E. HUMAN RESOURCES - E. Winar Resume

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-49
2019-2020 Title I Staff

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Title I staff members for 2019-2020 Summer Academy.

Employee	Position	Title I Budget Line	Title I Program
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Kaitlyn Basile	Special Education Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School
Bianca Sehgal	Special Education Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School
Farhanah Mohamad	Special Education Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School
Jazmin Gooding	General Education Teacher	Non-Instructional Salaries (200-100)	Professional Development and Curriculum
Ana Maria Diaz	General Education Teacher	Non-Instructional Salaries (200-100)	Professional Development and Curriculum

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-50

2018-2019 Title I Staff

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Title I staff members for the 2018-2019 school year. These teachers were previously approved to receive an hourly stipend at a rate of \$35 per hour not to exceed \$1050 for Literacy Consulting and Curriculum Development.

Employee	Position	Title I Budget Line	Title I Program
Chelsea Boverly	Special Education Teacher	Professional Services (200-300)	Literacy Consulting and Curriculum Development
Jazmin Gooding	General Education Teacher	Professional Services (200-300)	Literacy Consulting and Curriculum Development
Megan Gerity	General Education Teacher	Professional Services (200-300)	Literacy Consulting and Curriculum Development
Ana Maria Diaz	General Education Teacher	Professional Services (200-300)	Literacy Consulting and Curriculum Development
Jessica Saunders	Special Education Teacher	Professional Services (200-300)	Literacy Consulting and Curriculum Development

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-51

Job Description

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the job description for a Summer Academy Special Education Teacher. See Appendix: E. HUMAN RESOURCES - Job Description.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-52

Medical Benefits

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of the school's medical benefits:

- Dental - Ameritas
- Vision - UnitedHealthCare
- Flexible Spending Account - O.C.A. Benefits

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-53

Employee Contributions to Medical Benefits

The Board of Trustees of Cresthaven Academy Charter School resolves to renew the following Employee Contributions to Health Benefits:

- Medical - Horizon Blue Cross Blue Shield
 - Silver Omnia- *Phase 4 of Chapter 78*
 - Gold Omnia- *Phase 4 of Chapter 78*
 - Platinum Direct Access - *Employer will contribute based on Phase 4 of Chapter 78 of Gold Omnia Plan. Employee to contribute the remainder.*
- Dental - Ameritas - *Phase 4 of Chapter 78*
- Vision - UnitedHealthCare - *Phase 4 of Chapter 78*

RESOLVED: CONSENT RESOLUTION HUMAN RESOURCES

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

ACADEMIC

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-54

Kindergarten Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Tools of the Mind as our Kindergarten curriculum for 2019-2020.

Tools of the Mind is a research-based early childhood model combining teacher professional development with a comprehensive innovative curriculum that helps young children to develop the cognitive, social-emotional, self-regulatory, and foundational academic skills they need to succeed in school and beyond.

Tools of the Mind gives teachers the tools to ensure every child becomes a successful learner, developing the underlying cognitive, social and emotional skills needed to reach his or her highest potential. Melding Vygotskian theory with cutting edge neuroscience research, Tools is a unique approach to teaching and learning with research demonstrated outcomes for children and teachers.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-55

Math Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Singapore Math as the Math Curriculum for 2019-2020 for all grades.

Primary Mathematics series of elementary math textbooks and workbooks is meant to be part of a system of learning in which adult supervision and independent practice go hand in hand. Students are provided with the necessary learning experiences beginning with the concrete and pictorial stages, followed by the abstract stage to enable them to learn mathematics meaningfully. This approach encourages active thinking process, communication of mathematical ideas and problem solving, which helps develop the foundation students will need for more advanced mathematics.

Practice exercises are designed to provide the students with further practice after they have done the relevant workbook exercises. Review exercises are provided for cumulative reviews of concepts and skills. All the practice exercises and review exercises are optional exercises.

The teacher's guides are designed to help teachers understand the course material and prepare for the day's lessons. The lessons have been developed according to the approach and methodology central to the series. Detailed, step-by-step lesson plans and introductory content are provided to assist teachers in using the Primary Mathematics programs.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-56

Phonics Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Foundations as the Phonics Curriculum for the 2019-2020 school year for all grades.

Wilson Foundations provides research-based materials and strategies essential to a comprehensive reading, spelling, and handwriting program.

Wilson Foundations makes learning to read fun while laying the groundwork for life-long literacy. Students in grades K-3 receive a systematic program in critical foundational skills, emphasizing:

- Phonemic awareness
- Phonics/ word study
- High frequency word study
- Reading fluency

- Vocabulary
- Comprehension strategies
- Handwriting
- Spelling

The instruction aligns with states' rigorous college- and career-ready standards.

Although Foundations includes comprehension strategies, it must be combined with a core/literature-based language arts program for an integrated and comprehensive approach to reading and spelling.

Foundations serves as a prevention program to help reduce reading and spelling failure. It is integral to a Multi-tiered System of Supports (MTSS) or Response to Intervention (RTI) framework, providing research-based instruction in Tier 1 as well as early intervention (Tier 2) for students at risk for reading difficulties. To support the implementation of an MTSS or RTI framework, progress monitoring is built into Foundations. This allows students requiring a more intensive program to be identified early before undergoing years of struggle.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-57

English Language Arts Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Units of Study by Lucy Calkins as the English Language Arts Curriculum for the 2019-2020 school year for grades 1-3.

“This series builds on decades of teaching and research—in literally tens of thousands of schools. In states across the country, this curriculum has already given young people extraordinary power, not only as readers, but also as thinkers. When young people are explicitly taught the skills and strategies of proficient reading and are invited to live as richly literate people do, carrying books everywhere, bringing reading into every nook and corner of their lives, the results are dramatic.”

- Lucy Calkins

The Units of Study for Teaching Reading offer a framework for teaching that:

- Provides a comprehensive, cross-grade curriculum in which skills are introduced, developed, and deepened
- Supports explicit instruction in reading skills and strategies and offers extended time for reading
- Provides strategic performance assessments to help teachers monitor progress, provide feedback, and help students set clear goals for their reading work
- Gives teachers on-the-job guidance in powerful reading workshop teaching

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-58

Writing Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Units of Study by Lucy Calkins as the Writing Curriculum for the 2019-2020 school year for all grades.

The Guide to Writing Workshop offers a comprehensive but concise introduction to:

- The Units of Study Series
- What state standards say about writing
- What to expect from primary writers

- The necessities of writing instruction
- Provisioning a writing workshop
- Classroom management in writing workshop
- Mini-lesson basics
- Effective conferring and small-group work
- Support for English learners
- Building your own units of study

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-59

Science Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Foss Science as the science curriculum for the 2019-2020 school year for grades 1-3.

FOSS (Full Option Science System) is a research-based science curriculum for grades K-8 developed at the Lawrence Hall of Science, University of California, Berkeley. FOSS has evolved from a philosophy of teaching and learning that has guided the development of successful active-learning science curricula for more than 40 years. The FOSS Program bridges research and practice by providing tools and strategies to engage students and teachers in enduring experiences that lead to deeper understanding of the natural and designed worlds.

The best way for students to appreciate the scientific enterprise, learn important scientific and engineering concepts, and develop the ability to think well is to actively participate in scientific practices through their own investigations and analyses. The FOSS Program was created specifically to provide students and teachers with meaningful experiences through engaging with this active participation in scientific practices.

RESOLVED: CONSENT RESOLUTION ACADEMIC

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

OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-60

HIB Safety Data System (SSDS) Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Student Safety Data System (SSDS) data report. See Appendix: G. OTHER - SSDS Report.

Cresthaven Academy Charter School has 0 incidents and 0 investigations between 1/1/2019 - 6/30/2019.

REPORT PERIOD	DATA COLLECTION DATES	Submission Deadline to NJDOE
1	September 1, 2018 to December 31, 2018	January 30, 2019
2	January 1, 2019 to June 30, 2019	July 16, 2019

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-61

HIB School Self Assessment

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following HIB School Self Assessment. See Appendix: G. OTHER - 2018-2019 HIB Self-Assessment.

The Commissioner of the New Jersey Department of Education (NJDOE) is required by state law to grade each public school and school district's efforts to implement the Anti-Bullying Bill of Rights Act (ABR) (N.J.S.A.18A:17-46).

Each school, through its SS/SCT, is required to evaluate its implementation of the ABR from July 1, 2018 through June 30, 2019 by using the Self-Assessment. The Self-Assessment tool includes eight core elements that address all of the ABR requirements for schools.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-62

2019-2020 Board of Trustees Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following schedule for Board of Trustee meetings for 2019-2020.

- July 31st, 2019
- August 28th, 2019
- September 25th, 2019
- October 23rd, 2019
- November 20th, 2019
- December 18th, 2019
- January 22nd, 2020
- February 26th, 2020
- March 25th, 2020
- April 22nd, 2020
- May 27th, 2020
- June 24th, 2020

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-63
2019-2020 School Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following School Calendar for 2019-2020. See Appendix: G. OTHER - 2019-20 Calendar.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-64
Adoption of Official School Newspapers

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the newspapers for the 2019-2020 school year.

- Courier News
- Star Ledger

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-65
Bilingual Waiver

The Board of Trustees of Cresthaven Academy Charter School resolves to waive participation in a Bilingual Program for the 2019-2020 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-66
Affirmative Action Team

The Board of Trustees of Cresthaven Academy Charter School resolves to authorize the Affirmative Action Team to conduct a Needs Assessment and develop a Comprehensive Equity Plan. The Affirmative Action Team is made up of the following members:

Monica Villafuerte - Affirmative Action Officer
Meghan Pipchick - Member
Stephanie Avallone - Member

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-67
Comprehensive Equity Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Comprehensive Equity Plan. See Appendix: G. OTHER - Comprehensive Equity Plan.

In January 2017, the State Board of Education re-adopted N.J.A.C. 6A:7, Managing for Equality and Equity in Education, which outlines responsibilities for achieving and maintaining compliance with all state and federal laws governing equity in educational programs. As a result, all school districts, including charter schools and renaissance school projects are mandated to develop a three-year Comprehensive Equity Plan (CEP). The responsibility of each board of education and board of trustees of every public school district, charter school and renaissance school project in New Jersey is to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting its schools. The role of the New Jersey Department of Education (NJDOE) is to ensure that each district, charter school and renaissance school project complies with equality and equity requirements, and to provide guidelines to accomplish that result.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-68

Toilet Room Facilities for Early Intervention

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Toilet Room Facilities for Early Intervention form due to the Union County Department of Education. See Appendix: G. OTHER - Toilet_Waiver_2019_20.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-69

Grievance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the formation of a Grievance Committee for 2019-2020 in accordance with the school's bylaws and 18A:36A-15. *Complaints to board of trustees.*

Any individual or group may bring a complaint to the board of trustees of a charter school alleging a violation of the provisions of this act. If, after presenting the complaint to the board of trustees, the individual or group determines that the board of trustees has not adequately addressed the complaint, they may present that complaint to the commissioner who shall investigate and respond to the complaint. The board shall establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make nonbinding recommendations to the board concerning the disposition of a complaint.

The Grievance Committee will be made up of the following members:

- Jill Randolph (Parent)
- Ryan Moore (Parent)
- Bianca Sehgal (Teacher)
- Jazmin Gooding (Teacher)
- Jessica Saunders (Teacher)

The Grievance Committee will have a liaison from the Board to the Committee: Toni Gamble.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-70

Governance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the formation of a Governance Committee for 2019-2020 in accordance with the school's bylaws:

There shall be a standing committee, known as the Governance Committee. This committee shall be composed of persons recommended by the Chairman of the Board and designated by the Board of Trustees. The duties of the Governance Committee shall be (a) to solicit nominations and study the qualifications of candidates for the vacant Trustee positions on the Board, (b) to solicit nominations and present the qualifications of nominees for officers to the Board for election at the annual meeting, (c) to recommend candidates to the Board to fill vacancies that arise outside the regular nominating process. (d) to provide ongoing orientation to Trustees. (e) to ensure Board policies are being observed. and (f) to oversee a Trustee assessment process to ensure optimum performance. During any of the aforementioned nomination processes, the Governance Committee will always present all nominated candidates to the Board of Trustees for a final vote. While it is expected that the Governance Committee

will provide recommendations for all nominations, the Governance Committee itself will not prevent nominated candidates from receiving a vote before the full Board of Trustees.

The Governance Committee will be made up of the following members:

- Sandra Harrison (Board President)
- Barbara Sellinger (Trustee) - Chair
- Monica Villafuerte (Executive Director)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-06-71

Facilities Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the formation of a Facilities Committee for 2019-2020. This committee will assist the school in securing the facility space necessary to grow. Members include the following:

- Sandra Harrison (Board President) - Chair
- Steve Hockaday (Trustee)
- Marcy Bostwick (Trustee)
- Monica Villafuerte (Executive Director)
- Meghan Pipchick (School Business Administrator)

RESOLVED: CONSENT RESOLUTION OTHER

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			

ANNUAL EVALUATION - EXECUTIVE SESSION

OLD BUSINESS

- Marcy and Rashleigh need to finish Governance training
- Toni Gamble completed her training
- Board Self Evaluation

NEW BUSINESS

PUBLIC PORTION

RESOLVED: MOTION TO ADJOURN

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			

Meeting was adjourned at 9:19

Next BOT Meeting July 31st, 2019