



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Agenda**  
July 31st, 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 7:05 pm on July 31st, 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 (arrived late) | x      |
| Barbara Sellinger |                  | x      |

Also noted present:

Monica Villafuerte - Executive Director  
Meghan Pipchick - School Business Administrator

NEW BOARD MEMBER ELECTION: Kimberly Dortch

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

READING OF MISSION STATEMENT

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL OF June 26th, 2019 Minutes**

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

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

**RESOLVED: APPROVAL OF EXECUTIVE SESSION June 26th, 2019 Minutes**

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

STATE OF THE SCHOOL REPORT



Board Meeting - July 31, 2019

| SCHOOL LEADER UPDATES   |   |
|---|---|
| EXECUTIVE DIRECTOR  | PRINCIPAL   |
| <ul style="list-style-type: none"> <li>• New Hires and Offers</li> <li>• On-boarding Director of Curriculum and Instruction (DCI)</li> <li>• Summer Institute for Staff (on-site professional development)</li> <li>• Professional development (off-site trainings and workshops)</li> <li>• Reviewing Staff Handbook for 2019-20</li> <li>• Annual Report 2019-20</li> <li>• Charter Renewal Application (Draft)</li> <li>• Incoming Student Records from Plainfield Board of Education</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership Conferences</li> <li>• RULER Institute</li> <li>• Master Schedule for Year 4 and Classroom Assignments</li> <li>• Finalizing Class Lists for Year 4</li> <li>• Summer Academy for Scholars</li> <li>• Revising K-2 Curriculum</li> <li>• Writing/Obtaining K-3 Curriculum                             <ul style="list-style-type: none"> <li>○ Writing Workshop K-3</li> <li>○ Reading Workshop 1-3</li> <li>○ Singapore Math K-3</li> <li>○ FOSS Science</li> <li>○ Social Studies Weekly</li> </ul> </li> </ul> |

**STUDENT TRANSFERS**

|   | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July* | Total |
|---|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|-------|
| K   | 0    | 0   | 0   | 0   | 0   | 0   | 1   | 0   | 0   | 0    | 2     | 3     |
| 1st   | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 2     | 2     |
| 2nd   | 0    | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0    | 0     | 1     |
| TOTAL TRANSFERS FOR THE 2018-19 SCHOOL YEAR |      |     |     |     |     |     |     |     |     |      |       | 6     |

**RETURNING STUDENTS**

| CONFIRMED ENROLLMENT FOR 2019-20 SCHOOL YEAR | RISING 1ST   | RISING 2ND   | RISING 3RD   |
|--|--------------|--------------|--------------|
|  | 74 out of 76 | 76 out of 78 | 78 out of 78 |

**WAITLISTS**

| 2019-20 SCHOOL YEAR | K  | 1ST | 2ND | 3RD |
|---------------------|----|-----|-----|-----|
|                     | 92 | 19  | 56  | 36  |

## FAMILY ENGAGEMENT

| Home Visits<br>Incoming K Scholars | Baselines<br>Incoming K Scholars | Meet the Teacher<br>Incoming K Scholars | B2SN<br>Parents/Guardians        |
|------------------------------------|----------------------------------|---|----------------------------------|
| 69<br>Completed                    | 71<br>Completed                  | Coming Soon...<br>August 2019           | Coming Soon...<br>September 2019 |

## CRESTHAVEN ACADEMY INSTRUCTIONAL TEAM

| KINDERGARTEN: NYU, KEAN, and CLEMSON                                       |   |   |
|--|---|---|
| Teacher of Students w/Disabilities<br>& General Education Teacher          | Teacher of Students w/Disabilities<br>& General Education Teacher | Teacher of Students w/Disabilities<br>& General Education Teacher |
| 1st GRADE: RUTGERS, FORDHAM, and YALE                                      |   |   |
| General Education Teacher<br>& General Education Teacher                   | Teacher of Students w/Disabilities<br>& General Education Teacher | Teacher of Students w/Disabilities<br>& General Education Teacher |
| 2nd GRADE: PRINCETON, MONTCLAIR, and LSU                                   |   |   |
| Teacher of Students w/Disabilities<br>& General Education Teacher          | Teacher of Students w/Disabilities<br>& General Education Teacher | Teacher of Students w/Disabilities<br>& General Education Teacher |
| 3rd GRADE: LEHIGH, TCNJ, and HARVARD                                       |   |   |
| Teacher of Students w/Disabilities<br>& Teacher of Students w/Disabilities | Teacher of Students w/Disabilities<br>& General Education Teacher | Teacher of Students w/Disabilities<br>& General Education Teacher |

|   |                                 |   |                               |                            |
|---|---------------------------------|---|-------------------------------|----------------------------|
| ESL Coordinator<br>& Teacher<br>(Full-Time) | Resource Room<br>Teacher (SWDs) | Pull-Out Program<br>(SWDs)*<br><small>* County Approval</small> | Physical Education<br>Teacher | Music Education<br>Teacher |
|---|---------------------------------|---|-------------------------------|----------------------------|

## LEADERSHIP & SUPPORT TEAM

|                                  |   |                                |   |
|----------------------------------|---|--------------------------------|---|
| Executive<br>Director/Principal  | Director of Curriculum<br>& Instruction | Student Support<br>Coordinator | Office Manager                          |
| School Business<br>Administrator | Director of Operations                  | School Nurse                   | Campus Aide &<br>Operation Support Asst |

## NEW HIRES

| LEADERSHIP &<br>SUPPORT | GENERAL<br>EDUCATION | SPECIAL<br>EDUCATION | SPECIALS<br>TEACHERS | OFFERS DID<br>NOT PAN OUT |
|-------------------------|----------------------|----------------------|----------------------|---------------------------|
| 1                       | 6                    | 5                    | 1                    | 3                         |

## CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US



- First day of Summer Institute (all staff) - Monday, August 5, 2019 (7:30 - 8:15 AM)
- Meet the Teacher (K families and staff) - Tuesday, August 20, 2019 (3-4 PM)

## BOARD PRESIDENT'S REPORT

- Self-evaluation must be completed. Some members still need the link
- Thank the Board members for the business we conducted during Executive Session. Monica received a copy of her completed 2017-2018 evaluation
- Monica thanks Board for the feedback and evaluation. She appreciates the feedback and wants to move the school forward. The Board is part of the team.
- Toni thanks Monica for her dual roles and ability to balance

## SBA REPORT

### **Financial**

#### **Cresthaven Academy Charter School, Inc.**

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

#### Business accounts<sup>3</sup>

|  |  |
|--|--|
| <b>Business Advantage 360</b><br>Get a comprehensive look at your day-to-day business with this powerful tool. |  |
| Agency - 6538<br>Quick View  | <b>\$1,000.00</b>                                |
| Food Program - 6525<br>Quick View  | <b>\$44,419.91</b>                               |
| General Operating Fund - 6509<br>Quick View  | <b>\$595,130.74</b><br>Your business card offer! |
| Payroll - 6512<br>Quick View   | <b>\$9,930.46</b>                                |
| Business Advantage Sav - 4508<br>Quick View  | <b>\$0.00</b>                                    |

### **HR**

- Nearly fully hired
- Shannon has been a good addition

### **Operations**

- Getting ready for Summer Institute
- Technology, supplies, buildings and grounds
- Volunteers from Boys and Girls Club

## Items Requiring Board of Trustees Votes

### **FINANCE**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-07-01**

**Bill list**

The Board of Trustees of Cresthaven Academy Charter School approves the bills list. See Appendix: A. FINANCE - Bills List July1 and Bills List July2:

| <b>Bills List</b> | <b>Total by Fund</b> |
|-------------------|----------------------|
| Fund 11           | \$199,050.28         |
| Fund 20           | \$33,072.87          |
| Fund 60           | \$2,033.19           |
| <b>TOTAL</b>      | <b>234,156.37</b>    |

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-07-02**

**Payroll Expenses**

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

07/15/2019 = \$22,122.37 (Gross Wages) + \$1,721.16 (Employer Taxes)

07/31/2019 = \$22,262.37 (Gross Wages) + \$1,727.56 (Employer Taxes)

08/15/2019 = \$40,000 (Estimated)

08/31/2019 = \$40,000 (Estimated)

**CONSENT RESOLUTION**

| <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     | 2             | x          |           |                |               |
| Barbara Sellinger   |               |            |           |                | x             |

***CONTRACT AND AGREEMENTS***

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-07-03**

**Open Systems Intercom System**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an agreement with Open Systems to install a video intercom system for the Main Office for \$3,106.32. Master station will be installed in the Main Office and the door station will be installed at the main door interior entrance. Two safety grants were previously secured for \$700 and \$2000 to install the system. See Appendix: B. CONTRACTS - Open Systems.

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

*POLICIES, MANUALS, REGULATIONS, AND BYLAWS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-07-04**

**Integrated Pest Management Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Integrated Pest Management Plan for 2019-2020. See Appendix: C. POLICIES - Integrated Pest Management Plan.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-07-05**

**School Safety Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Cresthaven Academy School Safety Plan as required by New Jersey Administrative Code 6A:16-5.1 School Safety and Security Plans which requires each school district to have a school safety and security plan that meets the minimum state requirements. See Appendix: C. POLICIES - School Safety Plan.

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

**Fiscal Standard Operating Procedures and Internal Controls**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Fiscal Standard Operating Procedures and Internal Controls in See Appendix: C. POLICIES - Fiscal SOP.

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

## Staff Handbook

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Staff Handbook for 2019-2020. See Appendix: C. POLICIES - Staff Handbook - 19-20.

### **CONSENT RESOLUTION**

| <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          |           |                |               |
| Toni Gamble         |               | x          |           |                |               |
| Sandra Harrison     |               | x          |           |                |               |
| Steven Hockaday     | 1             | x          |           |                |               |
| Barbara Sellinger   |               |            |           |                | x             |

## ACADEMIC

### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-07-08**

#### **Social Studies Curriculum**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Studies Weekly as the school's Social Studies Curriculum for 2019-2020.

The Studies Weekly standards-based curriculum applies a Balanced Literacy approach to education. The combination of printed weekly units and web-based primary source media, audio reader and other features create a high level of Student Engagement. Teacher-created lesson plans include rigorous and relevant assessments, word study, writing prompts, reading strategies (modeled, shared, guided, and independent), and much more. Our products foster Critical Thinking Skills that help develop a new generation of Responsible Decision Makers.

### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-07-09**

#### **District Mentoring Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the District Mentoring Plan for 2018-2019 in accordance with New Jersey Administrative Code (N.J.A.C. 6A:9B-8.9; N.J.A.C. 6A: 9C-4.2(b)6; N.J.A.C. 6A: 9C-5.3). See Appendix: D. ACADEMIC - District Mentoring Plan.

### **CONSENT RESOLUTION**

| <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   | 1 | x |  |  |   |
| Barbara Sellinger |   |   |  |  | x |

*HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-07-10**

**New Hires**

The Board of Trustees of Crethaven Academy Charter School resolves to approve the following new hires for the 2019-2020 school year pending verification of certification, satisfactory professional reference checks and background checks, and evidence of eligibility to work in the U.S. See Appendix: E. HUMAN RESOURCES - Resume.

| Name                | Position                  | Contractual Salary | 10 or 12 month | Start Date |
|---------------------|---------------------------|--------------------|----------------|------------|
| Larissa De Carvalho | General Education Teacher | \$xxx              | 10             | 8/5/2019   |
| Ashley Ramirez      | Special Education Teacher | \$xxx              | 10             | 8/5/2019   |
| Alexe Rumble        | General Education Teacher | \$xxx              | 10             | 8/5/2019   |

| 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      |

## *OTHER*

### **RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-07-11**

#### **Professional Development - RULER**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending an additional staff member (4 total) to the RULER Institute for a total of \$7500. Scope of work includes customized trainings from RULER Institute: Creating Emotionally Intelligent Schools, RULER Implementation Coaching for Quality Assurance, and RULER Online Resources. Training for 4 staff members took place at Yale University on July 23-24, 2019.

### **RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-07-12**

#### **Professional Development - Creative Leadership Summit**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Monica Villafuerte to attend the Creative Leadership Summit in Newark, NJ for \$499.

Vision: The Newark Teaching, Learning, and Leadership Institute is different from any other professional development opportunity. Educational leaders, practitioners, and policymakers will meet in Newark to ask this question: "What are the best schools in the world doing to stay at the top in educational achievement?" We will have evidence from public, charter, independent, and international schools. Some of these schools are economically advantaged, but many have significant numbers of students from low-income families.

Our latest research on effective practices focuses on high-performing high poverty schools - the 90 90 90 schools. Come and learn, share, and plan with evidence-based practitioners, passionate leaders, and results-driven educators.

Content: Content will include general sessions, breakouts, and panel discussions from world-class leaders, educators, and researchers with a wealth of specific professional practices designed to help improve your school and system. This institute will also provide "team time", allowing teams from the same school or system to collaborate to leave with a clear plan of action

### **RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-07-13**

#### **Annual Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Annual Report for 2018-2019. The annual report was established as a requirement for all New Jersey charter schools in the Charter School Program Act of 1995 as a way to facilitate the Commissioner's annual review of charter schools. The annual report is aligned to the NJDOE Office of Charter and Renaissance School's Performance Framework and allows the NJDOE to evaluate the charter school's performance based on the criteria set forth in the Performance Framework.

### **RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-07-14**

#### **Performance Evaluation Rubrics**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Performance Evaluation Rubrics. See Appendix: F- OTHER - Performance Evaluation Rubrics.

- Kim Marshall for Teachers
- Kim Marshall for the Principal
- NJ School Boards Association for Superintendent

**CONSENT RESOLUTION**

| <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     | 2             | x          |           |                |               |
| Barbara Sellinger   |               |            |           |                | x             |

**OLD BUSINESS**

- Visit on 7th and Park Avenue
- The Facilities Committee took a look at this site twice
- Available for leasing
- We decided that it is not a facility that we can use
- Non compliance
  - Bathrooms
  - Hallways
  - Heating - We would need to retrofit the whole system

**NEW BUSINESS**

**PUBLIC PORTION**

- Bianca Seghal - first grade teacher at Cresthaven Academy

**EXECUTIVE SESSION**

**RESOLVED: MOTION TO ADJOURN**

| <b>Board Member</b> | <b>Motion</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
|---------------------|---------------|------------|-----------|----------------|---------------|
| Marcy Bostwick      |               | x          |           |                |               |
| Rashleigh Bruce     |               | x          |           |                |               |

|                   |   |   |  |  |   |
|-------------------|---|---|--|--|---|
| Toni Gamble       | 2 | x |  |  |   |
| Sandra Harrison   |   | x |  |  |   |
| Steven Hockaday   | 1 | x |  |  |   |
| Barbara Sellinger |   | x |  |  | x |

Meeting was adjourned at 8:20 pm