



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
December 11th, 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 7:02 pm on December 11th, 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
Kimberly Dortch	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

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 November 20th, 2019 Minutes

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

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

RESOLVED: APPROVAL November 20th, 2019 EXECUTIVE SESSION Minutes

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce					x
Kimberly Dortch		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 11, 2019

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> ● Finalizing Student Growth Objectives (SGOs) with teachers across all grades ● Recruiting and interviewing to fill vacancies <ul style="list-style-type: none"> ○ School Social Worker ○ Resource Room (Maternity Leave) ○ General Education ● Legal special education matters 	<ul style="list-style-type: none"> ● Formal Observations & Teacher Support ● Parent Engagement: <ul style="list-style-type: none"> ○ Student Enrollment - Open House #3 ○ Weekend Volunteer Opportunity ● Community Engagement: <ul style="list-style-type: none"> ○ Evangel Church - Christmas Blessings ○ CAF - Holiday Gifts for Scholars

<u>LEADERSHIP TEAM UPDATES</u>		
DIRECTOR OF CURRICULUM & INSTRUCTION	STUDENT SUPPORT COORDINATOR	DIRECTOR OF OPERATIONS
<ul style="list-style-type: none"> ● Formal observations and meetings with 26 teachers ● Curriculum monitoring ● Supporting I&RS meetings 	<ul style="list-style-type: none"> ● Case managing Child Study Team meetings ● Writing IEPs and Eligibility Reports ● Case Managing I&RS meetings ● Mandated and non-mandated counseling 	<ul style="list-style-type: none"> ● Technology in 2nd and 3rd grade classes ● New student enrollment <ul style="list-style-type: none"> ○ Applications ○ Open Houses

STUDENT ENROLLMENT

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students
100% Enrollment	78	76	78	78

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
1st	1	0	0	1	N/A	N/A	N/A	N/A	N/A	N/A	2
2nd	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
3rd	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
Total # of Transferred Scholars in 2019-20											3

STUDENT APPLICATIONS TO DATE

	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar	Apr	May	June
Year 1: Grade 3 (WL)	31	33	33	34						
Year 2: Grade 2 (WL)	55	56	57	57						
Year 3: Grade 1 (WL)	53	57	59	59						
Year 4: Grade K	91	91	93	93						
Year 5: Rising K	59	63	82	105						
Totals	289	300	320	348						

FAMILY ENGAGEMENT

PARENT-TEACHER CONFERENCES					
NYU	KEAN	CLEMSON	RUTGERS	FORDHAM	YALE
100%	100%	100%	100%	25/26	100%
LSU	PRINCETON	MONTCLAIR	LEHIGH	HARVARD	TCNJ
26/27	24/25	100%	100%	25/26	100%

HOLIDAY GIFT WRAPPING VOLUNTEERS	
Parent Volunteers on Saturday (9AM - 12 PM)	Parent Volunteers on Sunday (11AM - 4 PM)
Kindergarten: 5 First Grade: 8 Second Grade: 3 Third Grade: 1 Family Leaders (CAF): 7 Total: 24	Kindergarten: 3 First Grade: 6 Second Grade: 2 Third Grade: 2 Staff: 3 Total: 16

CRESTHAVEN ACADEMY FOUNDATION

- Holiday gifts for every scholar



CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US

- **Gift Wrapping** - Saturday, 12/14 from 9 AM - 12 PM and Sunday, 12/15 from 11 AM - 4 PM
- **Polar Express Day** - December 20, 2019
- **Scholastic Book Fair** - Week of January 13-17

BOARD PRESIDENT

- Sandra reached out to Gwen Thornton to speak to us about Strategic Planning.

- She will attend the February meeting to walk us through that process
- It is a long process, but helpful to bring together multiple ideas to build out our road map
- There will be additional meeting, but much of the work will be done in small committees
- Please try to attend on February 26th, 2020
- Board celebration in February to celebrate the work we've done. The meeting will be
- January is Board appreciation month

SBA REPORT

Financial

Cresthaven Academy Charter School, Inc.

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



Business accounts ^a

Business Advantage 360	
Get a comprehensive look at your day-to-day business with this powerful tool.	
Agency - 6538	\$35,381.70
Quick View	
Food Program - 6525	\$32,047.91
Quick View	
General Operating Fund - 6509	\$435,769.99
Quick View	Your business card offer!
Payroll - 6512	\$60,946.19
Quick View	
Business Advantage Sav - 4508	\$38,789.00
Quick View	

- Treasurer - Completed reconciliation for October

HR

- Hiring 3 new people this board meeting

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-12-01

Bills list

The Board of Trustees of Cresthaven Academy Charter School approves the bills list. See Appendix A.

Bills List	Total by Fund
Fund 11	83,399.89
Fund 20	7,048.50
Fund 60	19,300.77
TOTAL	\$109,749.16

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-12-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for November 2019/December 2019/January 2020.

11/30/2019 = \$97,729.12 (Gross Earnings) + \$7,473.41 (Employer Taxes) + \$115.43 (DCRP)

12/15/2019 = \$95,473.12 (Gross Earnings) + \$7,285.08 (Employer Taxes) + \$125.05 (DCRP)

12/31/2019 = \$110,000 (Estimated)

01/15/2020 = \$110,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-12-03

Board Secretary's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-12-04

Treasurer's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-12-05

Annual Fiscal Checklist

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Annual Fiscal Checklist for 2019-2020. See Appendix A.

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

B. HUMAN RESOURCES

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

New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires. Shianna Rodas will be hired as a Title I Paraprofessional and paid using Title I funds. See resumes in Appendix B.

NAME	POSITION	SALARY	10/12 MONTH
Danielle Malysa	Social Worker	\$55,000	10 month
Christina Munoz	Special Education Teacher	\$64,000	10 month
Shianna Rodas	Paraprofessional	\$15/hour (Title I)	10 month

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

Employee Resignation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee resignation:

Bianca Sehgal - Effective 12/22/19

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			

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

C. CONTRACTS

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-12-08

Educational Data Services, Inc

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Educational Data Services, Inc for \$850 for procurement services including cooperative purchasing and bids.

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

D. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-12-09

School Safety Data System Reports

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the HIB Training Report and HIB Programs Report. See Appendix D.

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

PUBLIC PORTION

- Steve Colson
 - Merry Christmas. Keep doing the work you are doing. God Bless you all

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

- Project Excelsior
 - Non-profit in Plainfield focused on grades 4-8
 - Provide STEM and STEAM courses/programs for honors and AP students
 - Want to have a conversation about this and we may be able to incorporate in After School program
 - Want to partner with Plainfield schools
 - We should talk further at a later date

RESOLVED: MOTION TO ADJOURN

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

Barbara Sellinger	2	x			
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Meeting was adjourned at 8:03 pm.