



Board of Trustees Meeting Agenda

May 27th, 2020 at 7PM

530 West 7th Street, Plainfield, NJ

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.

- I. Call Meeting to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Reading of Mission Statement
- V. Approval of the Minutes for April 22nd, 2020 BOT meeting
- VI. State of the School Report - Monica Villafuerte
- VII. President's Report - Sandra D. Harrison
- VIII. Business Administrator's Report - Meghan Pipchick
- IX. Items Requiring Board of Trustees Votes
 - A. FINANCE
 1. 2020-05-01: Bills list
 2. 2020-05-02: Payroll expenses for April/May/June
 3. 2020-05-03: Board Secretary's Report
 4. 2020-05-04: Treasurer's Report
 5. 2020-05-05: Budget Adjustments
 6. 2020-05-06: NJSIG Safety Grant
 7. 2020-05-07: CARES Emergency Relief Grant
 - B. CONTRACTS AND AGREEMENTS
 1. 2020-05-08: 2020-2021 Contract Renewals
 2. 2020-05-09: Johnston Law Firm, LLC
 3. 2020-05-10: Hunterdon County Educational Services Commission
 4. 2020-05-11: R&L Datacenters, Inc.
 - C. HUMAN RESOURCES
 1. 2020-05-14: New Hires
 - D. OTHER
 1. 2020-05-15: COVID-19 Preparedness Plan
- X. Executive Session
- XI. Old Business
- XII. New Business
- XIII. Public Portion
- XIV. Motion to Adjourn

Items Requiring Board of Trustees Votes

A. FINANCE

BOARD OF TRUSTEES RESOLUTION # 2020-05-01

Bills list

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

| | |
|--------------|---------------------|
| Fund 10 | \$95,071.42 |
| Fund 20 | \$9,912.77 |
| Fund 60 | \$24,127.50 |
| TOTAL | \$129,111.69 |

BOARD OF TRUSTEES RESOLUTION # 2020-05-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for April/May/June 2020.

04/30/2020 = \$100,242.62 (Gross Pay) + \$8,023.68 (Employer Taxes) + \$130.21 (DCRP)

05/15/2020 = \$100,242.62 (Gross Pay) + \$8,023.55 (Employer Taxes) + \$130.21 (DCRP)

05/30/2020 = \$108,000 (Estimated)

06/15/2020 = \$108,000 (Estimated)

BOARD OF TRUSTEES RESOLUTION # 2020-05-03

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Report for April 2020. See Appendix A.

BOARD OF TRUSTEES RESOLUTION # 2020-05-04

Treasurer's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for April 2020. See Appendix A.

BOARD OF TRUSTEES RESOLUTION # 2020-05-05

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for April 2020. See Appendix A.

BOARD OF TRUSTEES RESOLUTION # 2020-05-06

NJSIG Safety Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the NJSIG Safety Grant for \$2000. We plan to spend the funds on roller shades to provide privacy and protection during lockdowns for all first floor windows.

BOARD OF TRUSTEES RESOLUTION # 2020-05-07

CARES Emergency Relief Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the CARES Emergency Relief Grant for \$75,454. This grant will be used to purchase materials necessary to support our mission during the pandemic.

On March 27, 2020, President Trump signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Among its many provisions, the Act includes specific funding sources for Local Education Agencies. Specifically, Section 18003 of the CARES Act establishes the Elementary Secondary School Emergency Relief Fund (ESSERF).

The core purpose of the Elementary and Secondary school Emergency Relief Fund is to provide direct money to school districts and provide funding to support areas impacted by the disruption and closure of schools from COVID-19.

B. CONTRACTS AND AGREEMENTS

BOARD OF TRUSTEES RESOLUTION # 2020-05-08

2020-2021 Contract Renewals

The Board of Trustees of Cresthaven Academy Charter School resolves to renew, award, or expire the following contracts for the 2020-2021 school year.

| Vendor | Services or Goods | 2020-2021 |
|---------------------------------------|------------------------------|------------------|
| Alliance Pest Management | Pest Management | Renew |
| Anzell K Nelms | Independent Consultant | Renew |
| Brain Pop Jr. | K-1 online curriculum | Renew |
| CAF Memorandum of Understanding | MOU for After School Program | Renew |
| Calais and Plainfield BOE | Tuition Contract | Renew |
| CDK Systems | Accounting Software | Renew |
| Centric Benefits (Brian Reilly) | Health Insurance Broker | Renew |
| Cloud 9 | Social Emotional Curriculum | Renew |
| Cresthaven Academy Foundation | Rental of Property | Renew |
| DeLage Laden Financial Services | Copy machine rentals | Renew |
| Dr. Kia Grundy | Physician | Renew |
| E-Rate Online, LLC | E-Rate Consultant | Renew |
| Educational Services Commission of NJ | Educational Services | Renew |
| Educational-Data Services, Inc. | Purchasing software | Renew |
| Food Service Solutions | Food Service POS | Renew |

| | | |
|--|---------------------------------------|---------------------|
| Gerald Longo, CPA | Auditor | Renew |
| Hunterdon County Ed. Services Comm. | Child Study Team | Renew |
| iStation | Online self guided ELA/Math program | Expire |
| Johnston Law Firm, LLC | Board Counsel | Renew |
| Karen Johnson | Treasurer | Renew |
| Karson Food Service, Inc | Vended Meals | Renew |
| KES Group (Kaleidoscope) | Special Education Services | Renew |
| Learning A-Z (Reading A-Z) | Literacy Curriculum | Renew |
| Lori Morea | SBA Consulting | Renew |
| NJ Dept. of Education | Charter Agreement | 4 year contract |
| NJ Neurology | Evaluation Services | Renew |
| NJ School Boards Association | School Policies | Renew |
| NJ Schools Insurance Group | Insurance | Renew |
| Plainfield Municipal Utilities Authority | Waste Management | Renew |
| Public Consulting Group | EasyIEP | Renew |
| R&L Datacenters, Inc. | Payroll Software | Renew |
| Robert Brown | Treasurer | Expire |
| RULER | Social Emotional Curriculum | Renew |
| Singapore Primary Math Digital | Online math curriculum | Renew |
| Swing Education | Substitute Teacher Service | Renew |
| Switch Technologies | Network Maintenance | Renew |
| Sycamore Ed | Student information system | Renew |
| TalentEd | HR Software | Renew |
| Tomorrows Atlantic | Copy machines useage | Multi Year Contract |
| Tools of the Mind | Professional Development/K Curriculum | Renew |
| Treadstone Risk Mgmt (Giovanni Mancini) | Insurance Broker | Renew |
| Typsey | Typing Program | Renew |
| UChicago (STEP) | Literacy Curriculum | Renew |
| Union County Ed. Services Comm. | Educational Services | Renew |

BOARD OF TRUSTEES RESOLUTION # 2020-05-09

Johnston Law Firm, LLC

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Johnston Law Firm, LLC for legal services for the 2020-2021 school year. See Appendix B.

5/27/2020

BOARD OF TRUSTEES RESOLUTION # 2020-05-10
Hunterdon County Educational Services Commission

The Board of Trustees of Cresthaven Academy Charter School resolves to renew a contract with Hunterdon County Educational Services Commission for Child Study Team Services for the 2020-2021 school year. Appendix B.

BOARD OF TRUSTEES RESOLUTION # 2020-05-11
R&L Datacenters, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to renew a contract with R&L Datacenters, Inc. for payroll and tax services for the 2020-2021 school year. Appendix B.

C. HUMAN RESOURCES

BOARD OF TRUSTEES RESOLUTION # 2020-05-13
New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires for 2020-2021. See Appendix C for resumes.

| Name | Position | 10/12 Month | Proposed 20-21 Salary |
|-------------------------|---------------------------|--------------------|------------------------------|
| Cassandra Capozzi-Smith | General Education Teacher | 10 months | |
| Megan Brower | Teacher of SWDs | 10 months | |
| Akshita Alaigh | General Education Teacher | 10 months | |

D. OTHER

BOARD OF TRUSTEES RESOLUTION # 2020-05-14
COVID-19 Preparedness Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the updated COVID-19 Preparedness Plan. See Appendix D for Plan and Checklist.

Next BOT Meeting June 24th, 2020
Phone Number: (605) 313-6032
Access Code: 723186