



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
April 22nd, 2020 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 7:03 pm on April 22nd, 2020 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 March 25th, 2020 Minutes

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

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

STATE OF THE SCHOOL REPORT



Board Meeting - April 22, 2020

| SCHOOL LEADER UPDATES | |
|---|--|
| EXECUTIVE DIRECTOR | PRINCIPAL |
| <ul style="list-style-type: none"> • Student enrollment post-lottery to enroll new kindergarten class • Staff recruiting for 2020-21 • CoVID19 - Preparation & distance learning execution <ul style="list-style-type: none"> ○ Communication with NJDOE | <ul style="list-style-type: none"> • CoVID19 - Preparation & distance learning execution <ul style="list-style-type: none"> ○ Distance Learning ○ Food Distribution ○ Operations of the School ○ Communication with Families |

STUDENT ENROLLMENT

| | Transfer Card for Next Year's Kindergarten | Fully Enrolled Kindergarten Students | Fully Enrolled 1st Grade Students | Fully Enrolled 2nd Grade Students | Fully Enrolled 3rd Grade Students |
|-----------------|--|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 100% Enrollment | 53 out of 78 | 77 | 75 | 78 | 77 |

STUDENT TRANSFERS

| | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|--|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|
| K | 0 | 0 | 0 | 0 | 0 | 0 | 1 | N/A | N/A | N/A | 1 |
| 1st | 1 | 0 | 0 | 1 | 0 | 1 | 0 | N/A | N/A | N/A | 3 |
| 2nd | 0 | 0 | 0 | 0 | 0 | 0 | 0 | N/A | N/A | N/A | 0 |
| 3rd | 0 | 0 | 0 | 0 | 1 | 0 | 0 | N/A | N/A | N/A | 1 |
| Total # of Transferred Scholars in 2019-20 | | | | | | | | | | | 5 |

COVID-19

| Meals Served | Gloves Distributed | Bottles of Hand Sanitizer | Chromebooks | Hotspots | Tablets | Literacy Tablets |
|--------------|--------------------|---------------------------|-------------|----------|---------|------------------|
| 6000+ | 1000 pairs | 300 | 100+ | 30 | 20 | 20 |

1. **Packet Distribution** - We have the capacity to send things out via email, if needed.
 - a. **Round 1: March 13th (2 weeks of instruction - Weeks of 3/16 and 3/23)**
 - b. **Round 2: March 21st (2 weeks of instruction - Weeks of 3/30 and 4/6)**
 - i. Prior to stay-at-home instructions
 - c. **Round 3: April 4th (2 weeks of instruction - Weeks of 4/20 and 4/27)**
 - d. **Round 4: May 2nd (4 weeks of instruction - Weeks of 5/4 and 5/11)**

2. **Technology Access**
 - a. Many of our families do not have consistent and reliable internet access.
 - b. Gave out 100 chromebooks, priority to 2nd and 3rd graders
 - c. 20 tablets coming - Kindle fires
 - d. 30 devices coming that have wifi built in to them (given out on a temporary basis)
 - e. ESL: 20 launch pads

3. **Google Classroom** - Officially started 4/20
 - a. Can be accessed on phone, tablet, and computer
 - b. Can be accessed with WiFi as well as 4G, 5G, LTE (on phones through apps)
 - c. Intentionally slow roll out so we could get parents on Remind first, and then train teachers about Google Classroom.

4. About Packets and Google Classroom

- a. Packet includes Math, Reading, Writing, Phonics/Spelling, Science, Social Studies, Art, SEL, Speech, and OT
- b. 2nd and 3rd grade are beginning to phase out packets. It is a slow roll out while we have families learn how to access Google Classroom.
- c. K and 1st will continue using packets because it is DAP and we can not assume young scholars know how to use technology without being explicitly taught
 - i. Baggies have included crayons, pencils, markers, coloring books, toys, etc. Developing the whole child.

5. Student Support

- a. SWDs - 28 currently classified. 7 in the referral process. 3, 504s. 20 receive speech. 5 receive OT.
- b. 14 mandated, 12 non-mandated counseling. 26 total mandated and non-mandated -- counseling.
- c. ESL and SWDs are being called everyday to continue 1:1 support.
- d. Bilingual platforms and staff to communicate equitably

6. Grading

- i. Merged quarter 3 and 4
- ii. We are deciding between P/F and grading based on how Google Classroom goes.
 1. We want to see how things are coming in and what level of completion
 2. Listening to webinars on how to grade
 3. Always thinking of access and equity

BOARD PRESIDENT

- Commissioner has been holding workshops with parents
- Concerned with the mental health of students. Hoping for guidance from DOE
- Strategic Planning with Gwen Thornton - September 22nd, 2020
- Stay healthy!

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 Quick View | \$8,543.59 |
| Food Program - 6525 Quick View | \$18,974.65 |
| General Operating Fund - 6509 Quick View | \$1,231,334.42 Your business card offer! |
| Payroll - 6512 Quick View | \$0.00 Low balance |
| Business Advantage Sav - 4508 Quick View | \$82,786.17 |

- Financial Impact of COVID-19 on schools
 - All money has been collected to date
 - Expectation that we will get our money through June 2020 (FY 19-20)
 - State's budget now goes until September 30th, 2020
 - Unclear what money we will get in July, August, September
 - Guidance indicating that we may see 10% budget reduction based on numbers given in March 2020
 - Cash flow issues may arise
- Paycheck Protection Program
 - Consulted with 2 other BAs of Charter Schools
 - Hoboken Charter School - The SBA Brothers
 - Franklin Public Schools/Charter SBA Consultant - Chris Lessard
 - Queen City Charter School
 - Lawyer gave guidance/warning, not a black and white decision
 - Talked to Steve's pro bono lawyer who said no, we don't qualify because of the impact statement
 - Check a box saying that your organization has faced financial distress from this outbreak. As of today, the answer is no.
 - Reduced headcount and decrease in revenue
 - You can face fines/imprisonment if you lie about this
 - Not applying at this time
- Long Term Financial Plan
 - Focus was going to be on facility improvements for 4th grade and a second facility

- Now the focus is on preserving cash
- Payment to Employees and Contractors
 - Will continue to pay employees and contractors

Human Resources

- Beginning hiring for 2020-2021
- Virtual open house/tour on Friday, 4/24

Operations

- Remote learning
- Technology support - staff, families, scholars
- Food distribution during school closure

Miscellaneous

- Personal/Relative and Financial Disclosure Statements
- Due 4/30/2020

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-01

Bills list

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

| | |
|--------------|------------------|
| Fund 10 | 71,236.70 |
| Fund 20 | 3,619.11 |
| Fund 60 | 22,576.60 |
| TOTAL | 97,432.41 |

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-02

Payroll Expenses

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

03/31/2020 = \$102,514.62 (Gross Pay) + \$8,348.11 (Employer Taxes) + \$185.29 (DCRP)

04/15/2020 = \$99,507.62 (Gross Pay) + \$7,966.76 (Employer Taxes) + \$100.45 (DCRP)

04/30/2020 = \$108,000 (Estimated)

05/15/2020 = \$108,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-03

Board Secretary's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-04

Treasurer's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-05

Budget Adjustments

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-06

Donation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$500 donation made by the Knights of Columbus for the purchase of 10 Kindle Fire devices to be given out to scholars.

CONSENT RESOLUTION: FINANCE

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

B. CONTRACTS AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-07

McKinney-Vento Education of Homeless Children and Youth Program

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an intent to collaborate with the McKinney-Vento Education of Homeless Children and Youth Program. See Appendix B.

Background

The Essex Regional Educational Services Commission is in the process of applying for the Stewart B. McKinney Grant for the Education of Homeless Children & Youth. The New Jersey Department of Education will award funds to assist partnerships of educational agencies and social services in New Jersey to provide services for homeless children and youth residing in the partnerships project area. The New Jersey Department of Education requires that all districts sign a collaborative agreement with the McKinney Vento Project in the grant region.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-08
Public Consulting Group, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Public Consulting Group, Inc. for 2020-2021 for software to plan, communicate, and monitor requirements for students with disabilities. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-09
Alliance Commercial Pest Control, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Alliance Commercial Pest Control, Inc. for 2020-2021 for pest management services. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-10
Karson Food Service, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to renew a contract with Karson Food Service, Inc. for 2020-2021 for breakfast, lunch, and snacks. See Appendix B.

CONSENT RESOLUTION: CONTRACTS

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

C. POLICIES, MANUALS, AND HANDBOOKS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-11

Section 504 Parent Guide

The Board of Trustees of Crethaven Academy Charter School resolves to approve the Section 504 Parent Guide for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-12

Special Education (SPED) Manual

The Board of Trustees of Crethaven Academy Charter School resolves to approve the SPED Manual for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-13

Intervention and Referral Services (I&RS) Resource Manual

The Board of Trustees of Crethaven Academy Charter School resolves to approve the I&RS Resource Manual for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-14

Staff Handbook Update

The Board of Trustees of Crethaven Academy Charter School resolves to approve an update to the Staff Handbook for 2019-2020. See Appendix C.

CONSENT RESOLUTION: POLICIES, MANUALS, AND HANDBOOKS

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

D. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-15**Contract Renewals**

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

| Name | Position | Department | | Proposed 20-21 Salary |
|---------------------|--|-------------------|-----------|----------------------------------|
| Monica Villafuerte | Executive Director | Administration | 12 months | |
| Meghan Pipchick | School Business Administrator | Administration | 12 months | |
| Megan Gerity | Director of Curriculum and Instruction | Administration | 10 months | |
| Stephanie Avallone | School Psychologist | Support Services | 10 months | |
| LeShannon Wright | Director of Operations | Support Services | 12 months | |
| Wanda Rodriguez | Office Manager | Other Admin | 12 months | |
| Enrique Silva | Facilities Manager | Other Admin | 12 months | |
| Michelle Feliciano | Operations Support Assistant | Other Admin | 12 months | |
| Janet Adekola | Nurse | Support Services | 10 months | |
| Danielle Malysa | Social Worker | Support Services | 10 months | |
| Jessica Bovino | Special Education Teacher | Instructional | 10 months | |
| Amanda DeBrito | General Education Teacher | Instructional | 10 months | |
| Pooja Hiremath | General Education Teacher | Instructional | 10 months | |
| Brianna Norcross | Special Education Teacher | Instructional | 10 months | |
| Michelle Ehrenkranz | General Education Teacher | Instructional | 10 months | |
| Lucy Parker | Special Education Teacher | Instructional | 10 months | |
| Courtney Richard | General Education Teacher | Instructional | 10 months | |
| Victoria Hayes | Special Education Teacher | Instructional | 10 months | |
| Thao Le | General Education Teacher | Instructional | 10 months | |
| Ana Maria Cubero | General Education Teacher | Instructional | 10 months | |
| Vanessa Smith | Special Education Teacher | Instructional | 10 months | |
| Jazmin Gooding | General Education Teacher | Instructional | 10 months | |
| Lynh Nguyen | Special Education Teacher | Instructional | 10 months | |
| Johnny Vega | General Education Teacher | Instructional | 10 months | |

| | | | | |
|--------------------|----------------------------|---------------|-----------|--|
| Kaye Campanile | General Education Teacher | Instructional | 10 months | |
| Leanna Caswell | Special Education Teacher | Instructional | 10 months | |
| Katelyn Basile | Special Education Teacher | Instructional | 10 months | |
| Naomi Joseph | General Education Teacher | Instructional | 10 months | |
| Alexe Rumble | General Education Teacher | Instructional | 10 months | |
| Danielle Casciano | Special Education Teacher | Instructional | 10 months | |
| Chelsea Goldstein | Special Education Teacher | Instructional | 10 months | |
| Larissa DeCarvalho | General Education Teacher | Instructional | 10 months | |
| Christina Munoz | Special Education Teacher | Instructional | 10 months | |
| Farhanah Mohamad | Special Education Teacher | Instructional | 10 months | |
| Daniel Bento | Physical Education Teacher | Instructional | 10 months | |
| Shianna Rodas | Paraprofessional | Instructional | 10 months | |
| Diana Churchill | ESL Coordinator | Instructional | 10 months | |

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-16

New Hires

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

| Name | Position | | Proposed 20-21 Salary |
|--------------------|---------------------------------|-----------|------------------------------|
| Ashley Gil | General Education Teacher | 10 months | |
| Cori Haider | General Education Teacher & ESL | 10 months | |
| Cristina Benedicto | General Education Teacher | 10 months | |
| Gabrielle Titone | Teacher of SWDs | 10 months | |
| Bryanta Crawford | Teacher of SWDs | 10 months | |
| Lea Caroscio | Teacher of SWDs | 10 months | |
| Rebecca Witt | Teacher of Music | 10 months | |
| Yineisi Gonzalez | General Education Teacher | 10 months | |
| Megan Krieg | Teacher of Art, K-5 & SWDs | 10 months | |

| | | | |
|--------------|---------------------------|-----------|--|
| Lauren James | General Education Teacher | 10 months | |
|--------------|---------------------------|-----------|--|

CONSENT RESOLUTION: HUMAN RESOURCES

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

E. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-17
COVID-19 Preparedness Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the COVID-19 Preparedness Plan. See Appendix E.

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

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

- SH it's April and we decided that we would prepare our School Leader Summative Evaluation
- MV will provide narrative to the Board

PUBLIC PORTION

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 8:28 pm.