



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
September 23rd, 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 7:01 pm on September 23rd, 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 (arrived late)	
Rashleigh Bruce	x	
Kimberly Dortch	x	
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday	x	
Barbara Sellinger	X (left early)	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

Megan Gerity - Director of Curriculum and Instruction

Gwen Thornton

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.

OVERVIEW OF STRATEGIC PLANNING

Gwen Thornton presented to the Board on Strategic Planning.

APPROVAL OF MINUTES FROM PRIOR MONTH

RESOLVED: APPROVAL August 25th, 2020 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 - September 23, 2020
 School Leader Update

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> Supporting Director of Operations and operations of an "all remote" model Monitoring health and safety of all staff with School Nurse Student enrollment Working with CACS Coordinators to obtain special education documents and determine English proficiency for new scholars Staff recruitment Amendment submission Building relationships with Plainfield Charter School Leaders 	<ul style="list-style-type: none"> Onboarding Dean of School Culture Meet the Teachers (in-person) event & technology distribution Virtual Back-to-School Nights Working with DOSC and DCI to design and roll out Parent Academy sessions Working with CACS Coordinators to resume testing, including standardized ESL testing Completing NJDOE end-of-year and beginning-of-year submissions Assigning mentors for novice teachers Staff check-ins

STUDENT ENROLLMENT - BASED ON RE-ENROLLMENT FORMS	Transfer Card for Next Year's Kindergarten	Rising 1st Grade Students	Rising 2nd Grade Students	Rising 3rd Grade Students	Rising 4th Grade Students
100% Enrollment Packet w/ Proofs of Residency	77 out of 78 (1 in process)	77 out of 78 (1 in process)	76/78 (2 in process)	78/78	78/78

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July/ Aug	Total
K	0	0	0	0	0	0	1	0	0	1	3	5
1st	1	0	0	1	0	1	0	0	0	0	1	4
2nd	0	0	0	0	0	0	0	0	0	0	2	2
3rd	0	0	0	0	1	0	0	0	0	0	0	1
Total # of Transferred Scholars in 2019-20 and before 2020-21 begins												13

REMOTE INSTRUCTION AT CACS

Megan Gerity - (Director of Curriculum and Instruction) provided an update on remote instruction

Synchronous or "Live Instruction"	Asynchronous or "Recorded Instruction"	Office Hours	Small Group or 1:1 Instruction	Monday "Flex" Days
Scholars attend Google Meet sessions to participate in live instruction with teachers and peers.	Scholars watch videos before completing the assignment. The instructional video will teach content, explain the assignment, and how to turn it in.	Teachers are available to answer questions live Tuesdays - Fridays.	Teachers have regularly scheduled meetings to offer additional support	Participation in co-curriculars is mandatory, and it's an opportunity to "catch up" on work if needed.

Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade
Math Google Meet Literacy Google Meet Office Hours	Math Google Meet Literacy Google Meet Office Hours	Math Google Meet Literacy Google Meet Office Hours	Math Google Meet Literacy Google Meet Office Hours	Math Google Meet Reading Google Meet Writing Google Meet Office Hours
Scholars receive work packets and manipulatives and resources to use in combination with technology.		Scholars receive manipulatives and physical resources, however, they rely more heavily on technology. Assignments may be completed in workbooks, notebooks, binders, or online.		

Physical Education	Music Education	Social - Emotional Learning	Morning Meetings	Related Services
1 weekly mandatory assignment and optional assignments T-F	1 weekly mandatory assignment and optional assignments T-F	1 weekly mandatory assignment and optional assignments T-F	3 times/week - videos with activities to maintain a positive and joyful school culture	Asynchronous speech and occupational therapy videos and assignments (as per IEPs)

As per NJDOE guidance, CACS is aiming for 4 hours of instruction per day (watching instructional videos, attending Google Meets, asking questions in Office Hours, and completing assignments.

September 8,2020 - Governor Murphy's Office

- This week, the majority of our public-school children will begin the new academic year, one unlike any we've ever seen. The DOE has continued to make sure that our districts, charter schools, and special services schools were all properly prepared for this week.
- 732 finalized reopening plans for school:
 - 388 hybrid in-person and remote learning
 - 69 all in-person learning
 - 238 all remote learning
 - 28 with a combination of all of the above

September 4, 2020 - Governor Murphy's Office

- The department has issued covid-19 recommendations for schools with steps to take to respond to cases and outbreaks in schools, much of which is based on what the local public health investigation finds.
 - If there is one confirmed case in school, the school can remain open. Any student or staff in close contact with that case should be excluded from the school for 14 days.
 - If there are 2 or more cases in the same classroom or what we would say is an outbreak linked to one cohort, the school can remain open and any staff or students in close contact with that case should be excluded from the school for 14 days. The local health officials would make recommendations based on their investigation as to whether the rest of the classroom was exposed.
 - If there are 2 or more cases within 14 days linked to an exposure outside of the school setting, the school can remain open, and any close contacts to the case should be excluded from the school for 14 days.
 - If there are 2 or more cases within 14 days linked together by a school activity, but in different classrooms, that would be considered an outbreak including multiple cohorts. Local health officials would make recommendations on whether to close the school based on that investigation.
 - If a significant community outbreak is impacting multiple staff, students and families served by the school, closure of the school for 14 days should be considered.
 - If there are 2 or more cases in a 14-day period that occur in multiple classrooms and a clear connection between those cases cannot be easily identified, it is recommended to close the school for 14 days.
 - If a school falls in a region that is very high risk on our map, according to the department's activity level report, the school should be closed until the transmission decreases.
- School closures are a local decision.

SBA REPORT

Financial

Cresthaven Academy Charter School, Inc.

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

Business accounts^a

Cash Flow Monitor	
Get a comprehensive look at your day-to-day business with this powerful tool.	
Agency - 6538	\$10,097.55
Quick View	
Food Program - 6525	\$74,785.41
Quick View	
General Operating Fund - 6509	\$1,216,546.58
Quick View	Your business card offer!
Payroll - 6512	\$684.89
Quick View	
Business Advantage Sav - 4508	\$7,223.36
Quick View	

Budget Update

Original Budget (February):	\$4,794,537
New Budget (September):	\$4,794,260
Difference:	\$(277)

Operations

- Food distribution
 - CAF has taken lead - Andreali Dharampaul and Steven Colson
 - CACS hired Shianna Rodas and Jonae Wyatt to assist
 - Food distribution on Mondays only. Distribute food for entire week
 - All meals are FREE and can be distributed to any child 18 and younger in the community (scholars, siblings, neighbors). This will continue through 12/31/2020
- Technology
 - Troubleshooting, organizing, distributing technology
 - Establishing Technology Office Hours for staff and scholars
 - 157 New Chromebooks
 - 81 In building
 - 3 damaged
 - 12 staff using
 - 61 students using
 - 125 Old Chromebooks
 - 35 in building
 - 81 students using
 - 5 Staff

- 4 damaged
 - 20 Tablets
 - 9 students using
 - 9 in building
 - 2 broken
 - 90 Hotspots/tablets
 - 40 students using
 - 47 in building
 - 3 broken
 - 14 Launchpads
 - 2 students using
 - Warranties - looking into adding protection to devices
 - GoGuardian purchased - software that helps schools easily manage their devices, better understand their students, and keep them safer online
- Purchasing
 - Still waiting on final PPE to arrive
 - Purchasing new Chromebooks using Digital Divide grant
- Facilities
 - Being used daily by all staff
 - Cleaning/disinfecting - being done by two employees with staggered work hours
 - UVC light used as needed. We are working on developing an on-going schedule

Human Resources

- One teacher resignation
- Employee illness - navigating the complicated world of working from home, paid time off days, returning to work. Monica and the nurse have taken lead on this.

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-01

Bills list

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

Fund 10	153,446.66
Fund 20	16,686.12
Fund 60	17,001.28
TOTAL	187,134.06

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for August/September/October 2020.

- 08/31/2020 = \$94,323.83 (Gross Pay) + \$7,505.20 (Employer Taxes)
- 09/15/2020 = \$129,137.14 (Gross Pay) + \$9,981.46 (Employer Taxes)
- 09/30/2020 = \$140,000 (Estimated)
- 10/15/2020 = \$140,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-03

Board Secretary’s Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-04

Budget Adjustments

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-05

Digital Divide Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the Digital Divide Grant application for \$109,791 to close the digital divide and provide 1:1 devices and WiFi for all students. The school intends to purchase Chromebooks, tablets, and tablet/hotspots.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-06

Coronavirus Relief Fund Grant Allocation

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the Coronavirus Relief Fund Grant for \$40,755 to address health and safety measures necessary to support reopening for in person instruction and to support students during periods of remote learning.

CONSENT RESOLUTION: FINANCE

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			

B. POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-07

Attendance Policy

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Attendance Policy for remote instruction:

- Present Full Day - Scholar completes Google Meets AND assignments
- Tardy - Scholar completes Google Meets OR assignments
- Absent - Scholar does not complete Google Meets or assignments

Attendance is submitted by 8 am the following day to give scholars an opportunity to complete assignments from the previous day.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-08

Policy 6114 - Pandemic Response Team

The Board of Trustees of Cresthaven Academy Charter School resolves to approve policy 6114 - Pandemic Response Team to establish a school-based Pandemic Response team to centralize, expedite, and implement COVID-19 related decision making. See Appendix B.

CONSENT RESOLUTION: POLICIES, MANUALS, BYLAWS

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			

C. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-09

New Hire

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hire. See Appendix C for resume.

Name	Position	10/12 Month	Proposed 20-21 Salary
Jonae Wyatt	Operations Support Assistant	12 month (part-time)	

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-10**Employee Resignation**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee resignation, effective 9/15/2020.

Name	Position	10/12 Month	20-21 Salary
Naomi Joseph	General Education Teacher	10 month	

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-11**Nurse Hourly Contract**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an hourly rate of \$35/hour for the School Nurse to complete Pandemic Response related tasks outside of her normal contract hours. Tasks include contact tracing, communicating with the local health officials, and communicating with staff members and administrators. All hours must be approved by the Executive Director and will be paid following the normal payroll practices.

CONSENT RESOLUTION: HUMAN RESOURCES

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					x
Barbara Sellinger	2	x			

D. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-12

Professional Development Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Cresthaven Academy Professional Development Plan for 2020-21. See Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-13

Mentoring Program

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following mentor/mentee relationships for the 20-21 school year.

Teacher/Mentee	Mentor	CE/CEAS	Rate
Cristina Benedicto	Jessica Saunders	CEAS	\$550
Erin Devlin	Ana Maria Cubero	TBD (NJ DOE has not issued yet)	TBD
Margaret Biedenkapp	Alexe Rumble	TBD (NJ DOE has not issued yet)	TBD
Diana Okon	Jessica Saunders	TBD (NJ DOE has not issued yet)	TBD
Cassandra Capozz-Smith	Christina Munoz	CEAS	\$550
Hope Bera	Christina Munoz	TBD (NJ DOE has not issued yet)	TBD
Sarah Speckhart	Danielle Casciano	TBD (NJ DOE has not issued yet)	TBD
Megan Brower	Jazmin Gooding	TBD (NJ DOE has not issued yet)	TBD
Katheryn Larkin	Jazmin Gooding	CEAS	\$550
Holly D'Agostino	Kaye Campanile	CEAS	\$550

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-14

School Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the updated school calendar for 2020-21. See Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-15

2020-09-11: Professional Development: Wilson Reading System Level I Certification

The Board of Trustees of Cresthaven Academy Charter School resolves to approve training Christina Munoz (Special Education Teacher) in the Wilson Reading System Level 1 Certification Program for \$2500.

WRS Level I Certification program is designed to prepare teachers to effectively implement WRS Steps 1-6 with students who are reading and spelling below grade level, as well as those diagnosed with a language-based learning disability, such as dyslexia. It consists of two components: the WRS Intensive Instruction for the Non-Responsive Reader (Steps 1-6) online course and the web-based WRS Steps 1-6 Practicum.

CONSENT RESOLUTION: OTHER

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

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

- Steve Colson -
 - Food distribution
 - 4 meals = 40 cartons of milk
 - Very impressive listening to all that is going on
 - Congratulations Board and Monica

RESOLVED: MOTION TO ADJOURN

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			

Meeting was adjourned at 8:36 pm.