



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes

April 28th, 2021 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 April 28th, 2021 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 (arrived late)	
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday		x
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

APPROVAL OF MINUTES FROM PRIOR MONTH

RESOLVED: APPROVAL March 24th, 2021 Minutes

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			

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

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.

STATE OF THE SCHOOL REPORT



Board Meeting - April 28, 2021

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> ● Staff recruitment efforts - interviewing candidates for 21-22 <ul style="list-style-type: none"> ○ Instructional Staff ○ Leadership & Support ○ **School Nurse** ● Working with Facilities Committee and counsel to secure second location and finalize lease ● Working with Leadership Team to begin to prepare for outfitting 2nd facility ● Working with grant writer and Leadership Team to prepare for the CSP Grants Interview ● Participating in county meetings & with Plainfield charter school leaders and NJPCSA ● Processing incoming kindergarten class enrollment & registrations ● Receiving returning student re-enrollment forms ● Working with DCI to prepare Summer Institute for staff 	<ul style="list-style-type: none"> ● Finishing spring check-ins with staff members ● Working with Director of Curriculum & Instruction (DCI) to finalize summative evaluations (32 teachers, 2 instructional aides) ● Working with DCI to update curricula for 21-22 ● Working with SBA to prepare contracts for 21-22 ● Working with Director of Operations to roll out Genesis (Student Information System) ● Updating re-opening plans & schedules ● Working with Dean of School Culture - Parent-Teacher Conferences ● Working with Leadership Team to prepare for Summer Academy for scholars ● Planning for end-of-year special activities & events

STUDENT ENROLLMENT

100% Registration Packet for Next Year's Kindergarten		Fully Enrolled K Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students	Fully Enrolled 4th Grade Students
100% Enrollment	74 (out of 78)	77	78	77	78	78

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	1	0	0	0	0	0	1	N/A	N/A	N/A	2
1st	0	0	0	0	0	0	0	N/A	N/A	N/A	0
2nd	0	0	0	0	0	1	1	N/A	N/A	N/A	1
3rd	0	0	0	0	0	0	0	N/A	N/A	N/A	0
4th	0	0	0	0	0	0	0	N/A	N/A	N/A	3
Total # of Transferred Scholars in 2020-21											2

STUDENT APPLICATIONS TO DATE

	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar/Apr	May	June
INCOMING K	23	41	76	96	136	155	169		
KINDERGARTEN	67	67	70	71	81	87	92		
1ST GRADE	72	72	74	75	80	85	94		
2ND GRADE	41	41	43	49	53	63	68		
3RD GRADE	42	42	42	37*	41	46	49		
4TH GRADE	18	18	19	22	25	26	26		
TOTALS	263	281	324	350	416	463	498		

CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS




- Staff Appreciation Week - May 3rd through 7th - Please donate if you can!
- Talent Show - May 24th - 6pm
- Kindergarten Graduation - TBD
- Moving Up Ceremonies - TBD

BOARD PRESIDENT UPDATE

- Meeting with Gwen Thornton - delay the Strategic Plan until September 2021 when we can have more in person meetings
- CSP Grant Interview - May 13th and 14th - Sandra will be out of the country, so she will try to participate. MV and SH will discuss offline
- Second facility - two documents that we need to submit to the city. SH secured documents and will submit when we are closer to signing the lease
 - Application for Development permit
 - Certificate of Compliance for rental application
- SH knows how stressful the nursing position has been. It has been terribly tough to fill this spot.

SBA REPORT

Financial

 Business accounts^a

Agency - 6538 Quick View	\$56,150.21
Food Program - 6525 Quick View	\$67,547.80
General Operating Fund - 6509 Quick View	\$2,076,108.46
Payroll - 6512 Quick View	\$79,570.08
Business Advantage Sav - 4508 Quick View	\$114,128.87

Grants

Operations

- Facilities, Food Program, Technology, Cleaning → running smoothly

Human Resources

- Actively looking for School Nurse
- Expanded recruitment efforts for next year

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-01

Bills list

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

Fund 10	\$78,303.75
Fund 20	\$18,998.53
Fund 60	\$21,642.30
TOTAL	\$118,944.58

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for March/April/May 2021.

03/31/2021 = \$118,412.22 (Gross Pay) + \$9,514.36 (Employer Taxes)

04/15/2021 = \$124,251.59 (Gross Pay) + \$9,954.90 (Employer Taxes)

04/30/2021 = \$135,000 (Estimated)

05/15/2021 = \$135,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-03

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Reports for March 2021. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-04

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for January - March 2021. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-05

ESSER II Funds

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following grant money awarded to Cresthaven Academy Charter School. The grant runs from 3/13/2020 - 9/30/2023.

ESSER II	\$346,688.00
Learning Acceleration	\$25,000.00
Mental Health	\$45,000.00
TOTAL	\$416,688.00

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-06

NJSIG Safety Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the New Jersey Schools Insurance Group Safety Grant for \$2,065. The grant runs from 7/1/2021 - 6/30/2022.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-07

Staff Referral Program

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a staff referral program that will pay any staff member \$500 for referring a candidate who then goes on to be hired.

CONSENT RESOLUTION: FINANCE

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			

B. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-08

New Hires

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

Name	Position	10/12 Month	2021-22 Salary	Start Date
Ayleen Noreiga	Teacher of Students with Disabilities	10 Month	\$53,500	8/18/2021
Andrea Zarrouk	Instructional Aide	10 month	\$40,000	8/18/2021

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-09 (DISCUSSED IN EXECUTIVE SESSION)

Contract Renewals

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contract renewals for 2021-2022.

First Name	Last Name	Position	10/12 Month	2021-2022 Salary	Start Date
Stephanie	Avallone*	School Psychologist	10		8/18/2021
Cristina	Benedicto	General Education Teacher	10		8/18/2021
Daniel	Bento	Physical Education Teacher	10		8/18/2021
Hope	Bera	Special Education Teacher	10		8/18/2021
Jessica	Bovino*	Special Education Teacher	10		8/18/2021
Danielle	Buck	General Education Teacher	10		8/18/2021
Kaye	Campanile	Dean of School Culture	10		8/18/2021
Cassandra	Capozzi-Smith	General Education Teacher	10		8/18/2021
Danielle	Casciano*	Special Education Teacher	10		8/18/2021
Ana Maria	Cubero*	General Education Teacher	10		8/18/2021
Holly	D'Agostino	General Education Teacher	10		8/18/2021
Amanda	DeBrito	General Education Teacher	10		8/18/2021
Erin	Devlin	Special Education Teacher	10		8/18/2021
Michelle	Ehrenkranz	General Education Teacher	10		8/18/2021
Jessica	Farraye	General Education Teacher	10		8/18/2021
Michelle	Feliciano	Operations Support Assistant	12		7/1/2021

Megan	Gerity	Director of Curriculum & Instruction	10		8/18/2021
Jazmin	Gooding*	General Education Teacher	10		8/18/2021
Victoria	Hayes	Special Education Teacher	10		8/18/2021
Pooja	Hiremath	General Education Teacher	10		8/18/2021
Katelyn	Basile (Irenski)	Special Education Teacher	10		8/18/2021
Larissa	DeCarvalho (Junker)	General Education Teacher	10		8/18/2021
Katheryn	Larkin	Special Education Teacher	10		8/18/2021
Thao	Le	General Education Teacher	10		8/18/2021
Danielle	Malysa	School Social Worker	10		8/18/2021
Farhanah	Mohamad	Special Education Teacher	10		8/18/2021
Christina	Munoz	Special Education Teacher	10		8/18/2021
Lynh	Nguyen	Special Education Teacher	10		8/18/2021
Brianna	Norcross	Special Education Teacher	10		8/18/2021
Angela	Pereira	Instructional Aide	10		8/18/2021
Meghan	Pipchick*	School Business Administrator	12		7/1/2021
Guadalupe	Reynoso	Operations Support Assistant	12		7/1/2021
Wanda	Rodriguez*	Office Manager	12		7/1/2021
Enrique	Silva	Facilities Manager	12		7/1/2021
Johnny	Vega	General Education Teacher	10		8/18/2021
Monica	Villafuerte*	Executive Director/Principal	12		7/1/2021
Rebecca	Witt	Music Teacher	10		8/18/2021

*Tenured staff

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			

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-10

Contracted Health Services

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contractor to provide health services on an hourly basis. See Appendix B for resume.

Name	Position	Salary	Start Date
Christine Pipchick	Physician Assistant	\$50/hour	5/1/2021

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-11

Contracted Recruitment Services

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contractor to provide recruitment services on an hourly basis.

Name	Position	Salary	Start Date
Aaliyah Rainey	Recruiter	\$75/hour	ASAP

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-12

Title I Staff

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following existing hire as a Title I Paraprofessional (Instructional Aide). She will be paid using 2020-2021 Title I funds (Account Number: 20-231-200-100).

Name	Position	10/12 Month	20-21 Salary	Start Date
Angela Pereira	Instructional Aide	10 Month		4/1/2021

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-13

403(b) Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a 403(b) plan for the benefit of its eligible employees effective July 1st, 2021. The Board has the right to amend the plan at any time.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-14

Job Descriptions

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following job descriptions. See Appendix B.

- Technology Coordinator
- Summer Academy Coordinator

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-15

Summer Academy Teachers

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following teachers for Summer Academy at a rate of \$40/hour. Summer Academy will run for 5 weeks (listed below) from 8 AM - 11:30 AM for scholars and 8 AM - 12 PM for teachers. Summer Academy teachers will be paid using Title I and ESSER II funds. See Appendix B for resumes.

June 29, June 30, July 1
 July 6, July 7, July 8
 July 13, July 14, July 15
 July 20, July 21, July 22
 July 27, July 28, July 29

Name	Position	Salary
Erin Devlin	Summer Academy Elementary Teacher	\$40/hour
Thao Le	Summer Academy Elementary Teacher	\$40/hour
Bryanta' Crawford	Summer Academy Elementary Teacher	\$40/hour
Chanae Clark	Summer Academy Elementary Teacher	\$40/hour
Victoria Hayes	Summer Academy Elementary Teacher	\$40/hour

CONSENT RESOLUTION (Excluding Contract Renewal)

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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C. CONTRACTS AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-16

Home Care Therapies LLC

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Home Care Therapies LLC for a full range of staffing services including Registered Nurses, Licensed Practical Nurses, Certified Nurse Assistants, Health Aides, and other Clinical professionals from April 1st, 2021 - June 30th, 2021. Please see Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-17

Educational Services Commission of New Jersey

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with the Educational Services Commission of New Jersey for Collaborative Educational Services for the 2021-2022 school year. Please see Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-18

Cloud9 World

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an agreement with Cloud9 World for access to all 30 character traits on the eLearning platform for \$4500. Please see Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-19

Karson Foods Services Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Karson Foods Services Inc. for commercial vended meals for the 2021-2022 school year. The price adjustment for breakfast, lunch, and snack is consistent with the current Index Rate posted on the Division of Community Affairs website as of this date. Please see Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-20

Alliance Pest Management

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Alliance Pest Management for integrated pest management services for the 21-22 school year. Please see Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-04-21

Hunterdon County Educational Services Commission

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with the Hunterdon County Educational Services Commission for Collaborative Educational Services for the 2021-2022 school year. Please see Appendix C.

CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS

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

PUBLIC PORTION

- Steve Colson - Very happy to have Meghan back

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 8:24 pm.