



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
May 26th, 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 7:09 pm on May 26th, 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	
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

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL April 28th, 2021 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.

APPROVAL OF EXECUTIVE SESSION MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL April 28th, 2021 Minutes**

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			

- 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 - May 26, 2021  
CSP GRANT APPLICATION PROCESS

### *meet our team* PILLARS OF LEADERSHIP



Monica Villafuerte  
EXECUTIVE DIRECTOR  
& PRINCIPAL

Meghan Pipchick  
SCHOOL BUSINESS  
ADMINISTRATOR

Stephanie Avallone  
SCHOOL  
PSYCHOLOGIST

Megan Gerity  
DIRECTOR OF  
CURRICULUM &  
INSTRUCTION

Kaye Campanile  
DEAN OF  
SCHOOL CULTURE

Savannah  
Nesmith  
DIRECTOR OF  
SPECIAL PROJECTS

Steve Hockaday  
CACs BOARD TRUSTEE



### *goals & objectives* CSP FUNDING WILL SUPPORT:



- 1 Expand Cresthaven Academy from a K-5 to a K-8 school.**

Increase enrollment by 75 scholars per year to 675 scholars in the 2024-25 school year.

Attract, develop and retain high quality staff to meet the needs of an expanding population.

Acquire supplies, equipment, technology, and educational materials and make minor renovations to a new facility to accommodate expansion.
- 2 Increase percentage of scholars performing on or above grade level in ELA and Math by meeting the following benchmarks:**

Average use of i-Ready across all scholars of at least 30 minutes per week per subject area.

Average of i-Ready lessons passed within individualized learning platforms of at least 70%.

At least 90% of scholars will complete the i-Ready diagnostic 3 times per year.

At least 50% of scholars will achieve their typical growth in ELA and Math from diagnostic 1 to diagnostic 2, and from diagnostic 2 to diagnostic 3.
- 3 Sustain high benchmarks for school culture and parent engagement throughout Cresthaven Academy's expansion to a K-8 school.**

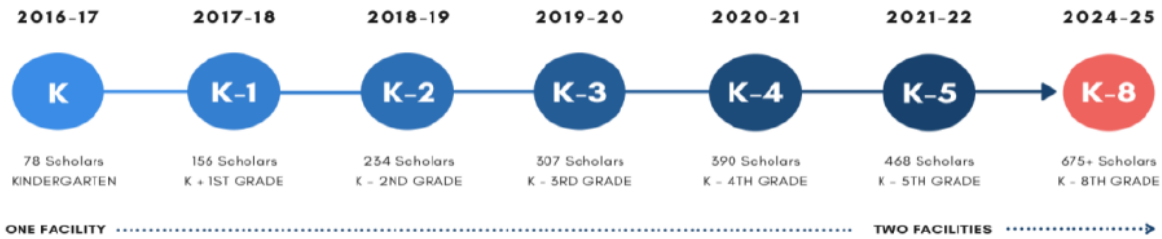
Achieve student attendance rates of at least 90% each academic year.

Achieve parent satisfaction of at least 90% of biannual surveys each academic year.

Maintain 100% attendance at every parent-teacher conference held 2-3 times per year, which has been achieved in the previous 5 years.



# our history TIMELINE OF CRESTHAVEN



	# of Scholars	# of Teachers	# of Staff
2016-17	78	8	13
2017-18	156	15	22
2018-19	234	23	32
2019-20	312	30	42
2020-21	390	36	48
2021-22	468	46	

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> <li>Staff recruitment efforts - interviewing candidates for 21-22                             <ul style="list-style-type: none"> <li>Instructional Staff</li> <li>Leadership &amp; Support                                     <ul style="list-style-type: none"> <li>School Nurse</li> <li>Director of Operations</li> <li>Technology Coordinator</li> <li>Office Manager</li> </ul> </li> </ul> </li> <li>Working with Facilities Committee and counsel to secure second location and finalize lease</li> <li>Working with Leadership Team to begin to prepare for outfitting 2nd facility</li> <li>Participating in county meetings &amp; with Plainfield charter school leaders and NJPCSA</li> </ul>	<ul style="list-style-type: none"> <li>Reopening the school using hybrid model                             <ul style="list-style-type: none"> <li>Scholar schedules</li> <li>Arrival/Dismissal procedures</li> <li>Health screenings</li> </ul> </li> <li>ACCESS testing for English Language Learners</li> <li>Working with Leadership Team to prepare for Summer Academy for scholars</li> <li>Planning for end-of-year special activities &amp; events                             <ul style="list-style-type: none"> <li>Talent Show</li> <li>Summer Packet distribution</li> <li>Field Day</li> <li>Kindergarten Celebration kits</li> </ul> </li> </ul>

**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	<b>78</b>	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	2
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	0
Total # of Transferred Scholars in 2020-21											4

**STUDENT APPLICATIONS TO DATE**

	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar/Apr	May	June
<b>INCOMING K</b>	23	41	76	96	136	155	169	<b>172</b>	
<b>KINDERGARTEN</b>	67	67	70	71	81	87	92	<b>95</b>	
<b>1ST GRADE</b>	72	72	74	75	80	85	94	<b>95</b>	
<b>2ND GRADE</b>	41	41	43	49	53	63	68	<b>69</b>	
<b>3RD GRADE</b>	42	42	42	37*	41	46	49	<b>51</b>	
<b>4TH GRADE</b>	18	18	19	22	25	26	26	<b>26</b>	
<b>TOTALS</b>	263	281	324	350	416	463	498	<b>508</b>	

**CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS**



- Kindergarten Graduation - TBD
- Moving Up Ceremonies - TBD

## BOARD PRESIDENT UPDATE

- Knew you were going to get the grant because I have confidence in the team
- We earned the grant
- Congratulations again
- Strategic planning in September
- Board retreat on the calendar
- Certificate of Occupancy is in progress

## SBA REPORT

### **Financial**



#### Business accounts<sup>a</sup>

<a href="#">Agency - 6538</a> Quick View	\$10,522.04
<a href="#">Food Program - 6525</a> Quick View	\$82,660.86
<a href="#">General Operating Fund - 6509</a> Quick View	\$2,220,991.80 Your business card offer!
<a href="#">Payroll - 6512</a> Quick View	\$0.00 Low balance
<a href="#">Business Advantage Sav - 4508</a> Quick View	\$121,435.47

### Grants

#### CSP Grant

#### American Rescue Plan ESSER III -

- Total: \$778,613
- First Installment: 519,076
- Second Installment: 259,537

### **Operations**

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

### **Human Resources**

- School Nurse started through agency
- Receiving a lot of applications
- Consultants are screening candidates and passing them through to Monica
- DOO and I have conducted several interviews this week

## Items Requiring Board of Trustees Votes

### A. FINANCE

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-01**

##### **Bills list**

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

Fund 10	\$163,311.14
Fund 20	\$44,771.31
Fund 60	\$9,382.50
<b>TOTAL</b>	<b>\$217,464.95</b>

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-02**

##### **Payroll Expenses**

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

04/30/2021 = \$126,220.34 (Gross Pay) + \$10,087.33 (Employer Taxes)

05/15/2021 = \$124,251.59 (Gross Pay) + \$9,931.74 (Employer Taxes)

05/31/2021 = \$135,000 (Estimated)

06/15/2021 = \$135,000 (Estimated)

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-03**

##### **Board Secretary's Report**

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

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

##### **Budget Adjustments**

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

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

##### **Treasurer's Reports**

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

**CONSENT RESOLUTION: FINANCE**

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			

*B. HUMAN RESOURCES***RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-06****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
Rebekah Coleman	General Education Teacher	10 Month		8/18/2021
<del>Ashlee Coleman</del>	<del>Special Education Teacher</del>	<del>10 Month</del>		<del>8/18/2021</del>
Lauren DiSabato	ESL Teacher	10 Month		8/18/2021
Sydney Harris	Physical Education and Health Teacher	10 Month		8/18/2021
LaDonna Damon	Office Manager/Operations Support Executive Coordinator	12 Month		7/1/2021
Cristofer Orellana	Technology Director	12 Month		7/1/2021
Lynn Ferrante	School Nurse	10 Month		8/18/2021
Christopher Flores	Director of Operations	12 Month		7/1/21



Samantha Bahna	Technology Coordinator	12 Month		7/1/21
Carmen Estrada	Operations Support Assistant	12 Month		7/1/21

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-07**

**Hourly Contracts**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following current employees for hourly employment above and beyond the scope of their contract.

<b>Name</b>	<b>Position</b>	<b>10/12 Month</b>	<b>2021-22 Salary</b>	<b>Start Date</b>
Angela Pereira	Office Support (currently Instructional Aide)	Summer months		6/21/21
Ayleen Noriega	Classroom and Office Support (will be Summer Academy and SWD teacher in 21-22)	12 month		5/17/2021
Jessica Bovino*	Summer Academy Supervisor (currently Kindergarten GTL)	Summer months		6/21/2021
Jazmin Gooding*	Summer Academy Supervisor (currently 4th grade GTL)	Summer months		6/21/2021
Stephanie Avallone**	School Psychologist/Student Support Coordinator	Summer months		6/21/2021
Megan Gerity*	Director of Curriculum and Instruction	Summer months		6/21/2021
Kaye Campanile*	Dean of School Culture	Summer months		6/21/2021
Monica Villafuerte	Executive Director/Principal	If needed beyond work weeks		7/1/2021
Meghan Pipchick	School Business Administrator	If needed beyond work weeks		7/1/2021

\*Paid using Title I funds  
 \*\*Paid using IDEA funds

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-08**  
**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 of new hires. All other teachers are current CACS teachers.

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
Amanda DeBrito	Summer Academy Elementary Teacher	
Danielle Buck	Summer Academy Elementary Teacher	
Katheryn Larkin	Summer Academy Elementary Teacher - TOSD	
Pooja Hiremath	Summer Academy Elementary Teacher	
Farhanah Mohamad	Summer Academy Elementary Teacher - TOSD	
Erin Devlin	Summer Academy Elementary Teacher - TOSD	
Thao Le	Summer Academy Elementary Teacher	
Victoria Hayes	Summer Academy Elementary Teacher - TOSD	
Ayleen Noreiga*	Summer Academy Elementary Teacher - TOSD	
Rebekah Coleman*	Summer Academy Elementary Teacher	

\*New hires

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-09**  
**Consulting Contract - Technology/Operations Support**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with LeShannon Wright for Operations/Technology support effective 7/1/2021 at a rate of \$40/hour for remote support and \$50/hour for on-site support.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-10**

**Job Descriptions**

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

Instructional Coach  
Assistant Principal

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-11**

**Employee Resignation**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee resignation effective June 4th, 2021: Wanda Rodriguez - Office Manager

**CONSENT RESOLUTION: HUMAN RESOURCES**

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			

*C. ACADEMIC*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-12**

**Professional Development: Tools of the Mind**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Tools of the Mind professional development. See contract in Appendix C.

3 Kindergarten Classrooms x \$3,750 = \$11,250

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-13**

**Professional Development: Responsive Classroom**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Responsive Classroom professional development for \$4,800. See contract in Appendix C.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-14**

**Professional Development: The Reading and Writing Project**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Reading and Writing Project professional development for \$75/person x 6 teachers = \$450.

*This professional development will provide teachers and administrators with everything you need to know about the brand new TCRWP Virtual Summer School Curriculum, whether you are in a virtual, hybrid, or in-person setting. This curriculum aims to build students' joy and confidence and affirm their identities, all while accelerating academic growth. If you are a seasoned workshop teacher or brand new to the Units of Study, you will walk away with a toolbox full of ways to make summer learning joyful and impactful for your students.*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-15**

**Professional Development: Wilson Reading System Introductory Course**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Wilson Reading System Introductory Course for \$625/person x 3 teachers = \$1875

*This course provides participants with an overview of the Wilson Reading System® (WRS) 4th Edition curriculum and serves as the prerequisite for WRS Level I Certification. Over three consecutive days (16.5 hours), this course examines how WRS addresses the teaching of phonemic awareness, word identification, vocabulary, fluency, and comprehension through an integrated study of phonology, morphology, and orthography with students in grade two and above with persistent phonological coding deficits.*

*Participants learn about reading research, dyslexia, appropriate student identification and placement, program implementation, progress monitoring, scheduling, and creating a successful learning environment. Principles of language structure and how to teach language with direct, multisensory methods are demonstrated and practiced during the course. Participants explore the standard 10-part Wilson Lesson Plan and practice planning and delivering a lesson while receiving modeling and feedback from a Wilson® Credentialed Trainer during the course.*

**CONSENT RESOLUTION: ACADEMIC**

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick	2	x			
Rashleigh Bruce		x			
Kimberly Dortch		x			
Toni Gamble		x			
Sandra Harrison		x			

Steven Hockaday					x
Barbara Sellinger	1	x			

*D. CONTRACTS AND AGREEMENTS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-16**

**Public Consulting Group**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Public Consulting Group for IEP tracking services for the 2021-2022 school year. See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-17**

**R&L Payroll**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with R&L for payroll services for the 2021-2022 school year. See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-18**

**Johnston Law Firm, LLC**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Johnston Law Firm, LLC for legal services for the 2021-2022 school year. See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-19**

**LinkedIn**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with LinkedIn for recruitment services for the 2021-2022 school year. See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-05-20**

**Lease at New Facility**

Motion, in furtherance of expanding to grade 8, to authorize Facilities Committee to negotiate and finalize business terms to lease at 7-9 Watchung Avenue Plainfield, NJ 07060, in consultation with counsel, and subject to Board ratification.

**CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS**

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick		x			
Rashleigh Bruce		x			
Kimberly Dortch		x			
Toni Gamble	2	x			

Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger	1	x			

**PUBLIC PORTION**

- Steve Colson - The school is a huge school. The Foundation is now small. We wanted to work on burn out, but I thought it affected teachers. It never occurred to me that administrators would burn out. We have to keep that in our mind.
- Congratulations on \$1.5 million grant
- Foundation is here to bail out the school if the school needs financial support

**EXECUTIVE SESSION**

**OLD BUSINESS**

- Check for NJSBA Governance IV training for Sandra
- All board members should complete their Governance trainings. One training per year until you complete all four trainings.

**NEW BUSINESS**

**RESOLVED: MOTION TO ADJOURN**

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

Meeting was adjourned at 8:50 pm.