



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
November 17th, 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 7:01 pm 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:

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 October 27th, 2021 Minutes**

<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	2	x			
Toni Gamble					x
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

**RESOLVED: APPROVAL November 10th, 2021 Special Meeting Minutes**

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

**STATE OF THE SCHOOL REPORT**

Board Meeting - November 17, 2021

**STUDENT TRANSFERS IN 2021-22**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July/Aug	Total
K	2	0	0	0	0	0	0	0	0	0	0	2
1st	1	0	0	0	0	0	0	0	0	0	0	1
2nd	0	0	0	0	0	0	0	0	0	0	0	0
3rd	1	0	1	0	0	0	0	0	0	0	0	2
4th	1	1	0	0	0	0	0	0	0	0	0	2
5th	2	0	0	0	0	0	0	0	0	0	0	2
Total # of Transferred Scholars in 2021-22												9

**STUDENT ENROLLMENT**

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students	Fully Enrolled 4th Grade Students	Fully Enrolled 5th Grade Students
100% Enrollment	76	77	78	77	76	75
Waitlist #s	89 (In-District)	73 (In-District)	79 (In-District)	65 (In-District)	39 (In-District)	19 (In-District)


PREPARING FOR GRADE 6		WHOLE CHILD APPROACH	COMMUNITY & FAMILY ENGAGEMENT
Curriculum Development	Facilities & COs	Gr. 4 & 5 Health Education	Covid Vaccination Clinic (ages 5+)
Staff Retention	Job Descriptions & Hiring	Gr. K-5 Child Assault Prevention (CAP) Program	CACS 12/6/21 & 1/10/22

**BOARD PRESIDENT'S REPORT**

- You have until 12/28 to join the NJSBA workshop
- Enhance your development as a board member

**SBA REPORT**

**Financial**

 Business accounts <sup>a</sup>

<a href="#">Agency - 6538</a> Quick View	<b>\$56,620.00</b>
<a href="#">Food Program - 6525</a> Quick View	<b>\$51,362.69</b>
<a href="#">General Operating Fund - 6509</a> Quick View	<b>\$1,853,991.66</b> Your business card offer!
<a href="#">Payroll - 6512</a> Quick View	<b>\$4,099.16</b>
<a href="#">Business Advantage Sav - 4508</a> Quick View	<b>\$34,641.14</b>

**Operations**

**Facilities**

- Spoke to City of Plainfield to review CO
- CO for 526-530 West 7th Street = 917 people

**Human Resources**

- Still trying to fill vacancies

Items Requiring Board of Trustees Votes

A. *FINANCE*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-11-01B**

**Bills list**

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

<b>Bills List</b>	<b>Total by Fund</b>
Fund 10	144,458.12
Fund 20	48,615.74

Fund 60	31,222.95
<b>TOTAL</b>	<b>224,296.81</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-11-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for October/November/December 2021.

10/31/2021 = \$167,087.62 (Gross Pay) + \$12,757.76 (Employer Taxes)

11/15/2021 = \$164,492.29 (Gross Pay) + \$12,553.62 (Employer Taxes)

11/30/2021 = \$180,000 (Estimated)

12/15/2021 = \$180,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-11-03**

**Board Secretary's Reports**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Board Secretary's Reports for July and August. See Appendix A.

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

**Treasurer's Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Treasurer's Reports for July and August. See Appendix A.

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			

*B. POLICIES, MANUALS, REGULATIONS, AND BYLAWS*

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

**Gifted and Talented Policy**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Gifted and Talented policy. See Appendix B.

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			

*C. HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-11-06**

**Employee Resignation**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following resignation:

Employee	Position	Effective Date
Meghan Pirri	General Education Teacher	11/01/2021

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-11-07**

**Employee Leave of Absence**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following FMLA leave of absence:

Employee	Position	Effective Dates
Esmeralda Alcazar	Special Education Teacher	11/01/2021 - 01/24/2021

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-11-08**

### **Employee Separation**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee separation.

<b>Employee</b>	<b>Position</b>	<b>Effective Date</b>
Neha Punjani	General Education Teacher	12/31/2021

### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-11-09**

#### **New Hires**

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

<b>Employee</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
Natalie Lopez	General Education Teacher	\$52,000 - \$56,000	11/15/2021
Megan Conneely	General Education Teacher	\$52,000 -	12/1/2021

### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-11-10**

#### **Hourly Contract**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following hourly contract for work completed above and beyond contractual assignments. All eligible hours will be pre-approved by the Executive Director.

<b>Employee</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
Danielle Malysa	Social Worker	\$40/hour	10/1/2021

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

#### **Employee Stipend**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$1500 stipend for each employee due to the extra work needed to operate a school during the COVID pandemic. Examples include: overseeing breakfast, lunch, and recess in classrooms, contact tracing, communicating with families, coordinating COVID testing for staff, and updating systems and routines based on CDC

guidelines. Additionally, this stipend serves as a retention strategy to keep staff employed. This will be paid using ARP ESSER funds.

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: RESOLVED:BOARD OF TRUSTEES RESOLUTION # 2021-11-12  
Plan for Virtual or Remote Instruction**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Plan for Virtual or Remote Instruction. See Appendix D.

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			

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION



- Steve Colson
  - Foundation is doing fundraising
  - Board has grown and opened up contacts
  - Money flowing into CAF
  - Foundation exists to support school needs, families, and students
  - If Board has ideas for spending money, please let us know
  - Accepting money for Christmas gifts this year
  - \$250,000 in cash
  - Like to spend all the money
  - Foundation is here to help

EXECUTIVE SESSION

**RESOLVED: MOTION TO ADJOURN**

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			

Meeting was adjourned at 7:36 pm.