



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
November 20th, 2019 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 7:04 pm on November 20th, 2019 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 (arrived late)	
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 October 23rd, 2019 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		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.

**RESOLVED: APPROVAL October 23rd, 2019 EXECUTIVE SESSION 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			

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

STATE OF THE SCHOOL REPORT



Board Meeting - November 20th, 2019

<b>SCHOOL LEADER UPDATES</b>	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> <li>● Working with Leadership Team and Consultant on Charter Renewal Visit</li> <li>● Reviewing Charter Renewal Feedback</li> <li>● Assessments (Round 1): Literacy &amp; Mathematics               <ul style="list-style-type: none"> <li>○ Data Analysis</li> <li>○ Professional Development Sessions</li> </ul> </li> <li>● Setting Student Growth Objectives (SGOs) with teachers across all grades</li> <li>● Recruiting and interviewing to fill vacancies</li> <li>● Legal special education matters</li> </ul>	<ul style="list-style-type: none"> <li>● Classroom Observations &amp; Teacher Support</li> <li>● Preparing for Parent-Teacher Conferences</li> <li>● Parent Engagement:               <ul style="list-style-type: none"> <li>○ Student Enrollment - Open House #1</li> </ul> </li> <li>● Community Engagement:               <ul style="list-style-type: none"> <li>○ Evangel Church - Thanksgiving Dinners</li> <li>○ Evangel Church - Christmas Blessings</li> <li>○ CAF - Holiday Gifts for Scholars</li> </ul> </li> </ul>

<b><u>LEADERSHIP TEAM UPDATES</u></b>		
DIRECTOR OF CURRICULUM & INSTRUCTION	STUDENT SUPPORT COORDINATOR	DIRECTOR OF OPERATIONS
<ul style="list-style-type: none"> <li>● Assessments (Training, Administering, &amp; Reviewing)               <ul style="list-style-type: none"> <li>○ STEP</li> <li>○ Math Interim</li> <li>○ High Frequency Word</li> </ul> </li> <li>● Data Analysis (Training &amp; Action Plans)</li> <li>● Curriculum planning meetings with teachers</li> <li>● Classroom Observations w/ feedback</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluating SWDs for reevaluations and initial evaluations</li> <li>● Writing IEPs and Eligibility Reports</li> <li>● Case Managing 6 CST meetings in October and 4 CST meetings in November</li> <li>● Tracking the IEP goals &amp; objectives for all of SWDs</li> <li>● Collecting initial paperwork for new referrals</li> <li>● Case Managing I&amp;RS meetings</li> <li>● Mandated and non-mandated counseling</li> </ul>	<ul style="list-style-type: none"> <li>● Technology in 3rd grade classes</li> <li>● Tracking Attendance &amp; Creating Awards</li> <li>● Tracking Behavior Management System</li> <li>● Parent-Teacher Conferences               <ul style="list-style-type: none"> <li>○ Schedule for Staff</li> <li>○ Schedule for Parents</li> <li>○ Report Cards</li> <li>○ Set-Up</li> </ul> </li> </ul>

**STUDENT ENROLLMENT**

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students
100% Enrollment	78	77	78	78

**STUDENT TRANSFERS**

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

**STUDENT APPLICATIONS TO DATE**

	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar	Apr	May	June
Year 1: Grade 3 (WL)	31	33	33							
Year 2: Grade 2 (WL)	55	56	57							
Year 3: Grade 1 (WL)	53	57	59							
Year 4: Grade K	91	91	93							
Year 5: Rising K	59	63	82							
<b>Totals</b>	289	300	320							

**FAMILY ENGAGEMENT**

<b>PARENT-TEACHER CONFERENCES</b>					
NYU	KEAN	CLEMSON	RUTGERS	FORDHAM	YALE
100%	100%	100%	24/26	22/26	23/25
LSU	PRINCETON	MONTCLAIR	LEHIGH	HARVARD	TCNJ
25/27	18/25	24/25	100%	25/26	100%

**CAF AFTER SCHOOL PROGRAM**

**AFTER SCHOOL ENROLLMENT**

	<b>KINDERGARTEN</b>	<b>1ST GRADE</b>	<b>2ND GRADE</b>	<b>3RD GRADE</b>	<b>TOTAL</b>
ENROLLED	38	36	36	36	146†
SCHOLARSHIP ENROLLED	2	6	5	5	18
WAITLIST	0	3	2	2	7

**OCTOBER 2019 AFTER SCHOOL SCHOLAR ATTENDANCE**

TOTAL # OF SCHOLARS UTILIZING CAF AFTER SCHOOL PROGRAM SERVICES	AVERAGE # OF MONTHLY DAYS SPENT IN AFTER SCHOOL PER SCHOLAR	AVERAGE # OF MONTHLY HOURS SPENT IN AFTER SCHOOL PER SCHOLAR
172 scholars*	19 days	28 hours

TOTAL # OF PROGRAMMING DAYS IN OCTOBER: 22 days

\*Number includes actively enrolled scholars who regularly attend the after school program, as well as those scholars not enrolled but sent by CACS at 4pm (or 2pm on Wednesdays) due to late parent pick-up from school.

**BOARD PRESIDENT**

- NJ Schools Board Association Training
  - Attended Dos and Don'ts of Public segment of Board Meeting
    - Written policy about what our public portion looks like
    - Board and public understands the expectations
  - Commissioner Reppollet
    - Equity - what equity looks like in education
    - Moving video of students lined up for race and they ask students questions
- Renewal visit
  - We answered the questions as best as we can
  - Do we have a strategic plan? - Answer was no, but we need assistance with that
  - Do we have 2 and 5 year goal setting? - Answer was no
  - She wanted us to sell us on renewing with no test data and not the strongest STEP scores
  - We felt ok leaving the interview
  - We emphasized over enrollment, waitlist, social-emotional, parent engagement
  - DOE very focused on data
- Strategic Plan - must be done - we requested a K-8 without a strategic plan
  - Invited Gwen Thornton to January meeting to walk us through the process
- Attended NJ Schools Board - New Board Member dinner with Toni and Kim
  - Gave practical guidance to new board members
  - How to behave as a board member

- What your role is as a board member
- The issues that happen in traditional public schools is concerning
  - Parents asking board members for favors
  - Board members thinking they have priority
  - Social media affecting school boards → We may want a social media policy for board members

SBA REPORT

**Financial**

**Cresthaven Academy Charter School, Inc.**

[m\\*\\*\\*\\*k@cresthavenacademy.org](mailto:m****k@cresthavenacademy.org) | [Update Profile](#) | [Security Center](#)



Business accounts <sup>a</sup>

<b>Business Advantage 360</b>	
Get a comprehensive look at your day-to-day business with this powerful tool.	
<b>Agency - 6538</b>	<b>\$8,992.53</b>
<a href="#">Quick View</a>	
<b>Food Program - 6525</b>	<b>\$30,185.84</b>
<a href="#">Quick View</a>	
<b>General Operating Fund - 6509</b>	<b>\$683,461.60</b>
<a href="#">Quick View</a>	Your business card offer!
<b>Payroll - 6512</b>	<b>\$182.80</b>
<a href="#">Quick View</a>	
<b>Business Advantage Sav - 4508</b>	<b>\$28,248.49</b>
<a href="#">Quick View</a>	

- Treasurer - Signed contract for \$375/month and will begin reconciling October
- No issues with checks this month

**HR**

- Hiring one vacant teacher position

**Operations**

- School is running smoothly

## Items Requiring Board of Trustees Votes

### *FINANCE*

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-11-01**

##### **Bills list**

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

<b>Bills List</b>	<b>Total by Fund</b>
Fund 11	73,612.43
Fund 20	8,187.63
Fund 60	27441.59
<b>TOTAL</b>	<b>109,241.65</b>

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-11-02**

##### **Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for October/November/December 2019.

10/31/2019 = \$101,744.12 (Gross Earnings) + \$7,799.17 (Employer Taxes) + \$182.76 (DCRP)

11/15/2019 = \$97,136.12 (Gross Earnings) + \$7,428.21 (Employer Taxes) + \$115.43 (DCRP)

11/30/2019 = \$110,000 (Estimated)

12/15/2019 = \$110,000 (Estimated)

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-11-03**

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

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Board Secretary's Report for October 2019. See Appendix A.

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-11-04**

##### **Budget Transfers**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget transfers for October 2019. See Appendix A.

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-11-05**

**2018-2019 Audit**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2018-2019 Audit (Draft). See Appendix A.

<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			

**CONTRACT AND AGREEMENTS**

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-11-06**

**E-Rate Online, LLC**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following agreement with E-Rate Online, LLC for \$3000. E-Rate Online provides account set up, data collection, form submittal, reimbursement closeout, and filing services related to E-Rate, which is an FCC program that makes telecommunications and information services more affordable for schools. See Appendix B.

<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	1	x			
Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger		x			

**HUMAN RESOURCES**



**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-11-07**

**Employee Resignations**

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

Eduard Manvelyan: Effective 11/29/19

Alexandra Stinsman: Effective 11/20/19 (previously on maternity leave)

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-11-08**

**Medical Leave**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee medical leave. This employee resigned effective 11/19/19.

Shianne Martinez: 10/29/2019 - 11/19/2019

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-11-09**

**New Hire**

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

NAME	POSITION	SALARY	10/12 MONTH
Thao Le	General Education Teacher	\$59,000	10 month

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

PUBLIC PORTION

EXECUTIVE SESSION

OLD BUSINESS

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

Meeting was adjourned at 8:30 pm.