



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
February 26th, 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 7:02 pm on February 26th, 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
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 January 22nd, 2020 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	2	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 - February 26, 2020

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> • Student enrollment post-lottery to enroll new kindergarten class • All staff mid-year conversations • Staff recruiting for 2020-21 • Developing professional development schedules for summer '20 • CAF Fundraiser 	<ul style="list-style-type: none"> • End of marking period 2 and Parent-Teacher Conferences (PTC) • Saturday Academy & student technology • Preparing school for NJSLA • Parent Engagement <ul style="list-style-type: none"> ○ Health & Wellness • Community Engagement: <ul style="list-style-type: none"> ○ McCovic Foundation

STUDENT ENROLLMENT

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students
100% Enrollment	78	75	78	77

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A	0
1st	1	0	0	1	0	1	N/A	N/A	N/A	N/A	3
2nd	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A	0
3rd	0	0	0	0	1	N/A	N/A	N/A	N/A	N/A	1
Total # of Transferred Scholars in 2019-20											4

FAMILY ENGAGEMENT

PARENT-TEACHER CONFERENCES		
Round 1 100% Participation	Round 2 February 2020 Currently at 97.4%	Round 3 April 2020

PUBLIC LIBRARY CARD CHALLENGE

Kindergarten	First Grade	Second Grade	Third Grade	Total
31/77 or 40.2%	60/76 or 78.9%	66/78 or 84.6%	58/77 or 75.3%	215/308 or 69.8%

CRESTHAVEN ACADEMY FOUNDATION

- Board + Leadership Dinner on February 20, 2020
- Save the Date: Fundraiser on May 15, 2020



CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US

- Tuesday, 3/3/20 or Thursday, 3/5/20 from 8:15-8:30 AM - Sign up to be a guest reader
- Friday, May 15, 2020 - CAF Fundraiser

BOARD PRESIDENT

- Sandra and Toni would like to meet with Monica for a mid-year conference
- Thank you Steve Colson for the Leadership + Board dinner. It was nice to reminisce and celebrate. We need someone designated as a historian to track and archive the history of Cresthaven.
- NJSBA Charter School Conference on March 6th, 2020
- Strategic planning will be deferred to another meeting when more board members are present

SBA REPORT

Financial

Cresthaven Academy Charter School, Inc.

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



Business accounts^a

Business Advantage 360 Get a comprehensive look at your day-to-day business with this powerful tool.	
Agency - 6538 Quick View	\$44,993.86
Food Program - 6525 Quick View	\$37,526.09
General Operating Fund - 6509 Quick View	\$952,628.46 Your business card offer!
Payroll - 6512 Quick View	\$64,965.52
Business Advantage Sav - 4508	\$66,186.20

Human Resources

- Beginning hiring for 2020-2021

Operations

- NJSLA training and preparation
- Summer Food Service Program

Miscellaneous

- Personal/Relative and Financial Disclosure Statements
- Due 4/30/2020

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-02-01

Bills list

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

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

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for January/February/March 2020.

01/31/2020 = \$101,348.62 (Gross Pay) + \$8,251.00 (Employer Taxes) + \$134.67 (DCRP)
 02/15/2020 = \$101,180.12 (Gross Pay) + \$8,236.84 (Employer Taxes) + \$125.05 (DCRP)
 02/28/2020 = \$110,000 (Estimated)
 03/15/2020 = \$110,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-02-03

Board Secretary's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-02-04

Treasurer's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for January 2020. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-02-05

Budget Adjustments

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-02-06

SEMI waiver

The Board of Trustees of Cresthaven Academy Charter School resolves to request a waiver from participation in the Special Education Medicaid Initiative (SEMI) program for the 2020-2021 school year.

The purpose of the SEMI program is to recover a portion of costs for certain health-related services considered medically necessary in the student's Individualized Education Program (IEP). The Department of Education has provided guidance indicating that due to the complicated record keeping and accounting procedures necessary to implement the program, schools with fewer than 40 students will not maximize the benefits and can request a waiver from the participation requirement.

We have only **15** students eligible and a total reimbursement requirement of **\$6,075.54**. Therefore, the cost to administer the program outweighs the benefit, so we are requesting a waiver from participation in the SEMI program.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-02-07

IDEA Base Allocation Amendment

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the amended IDEA Base Allocation, which was granted because we are an expanding charter school.

	Original	Amended	Difference

IDEA Base Allocation	\$45,740	\$48,746	\$3,006
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RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-02-08

Private Donations

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

\$300 for Book Fair - Christine and Joseph Herman

RESOLVED: CONSENT RESOLUTION - FINANCE

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

B. CONTRACTS AND AGREEMENTS

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

Saturday Academy

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contracts to support Saturday Academy. See Appendix B for contracts. Title I money will be used to fund this initiative.

Saturday Academy is a 14 week program run on Saturdays from 8:30 am - 1:00 pm designed to prepare our 3rd grade scholars for the NJSLA. Teachers and Support Staff will be compensated \$120/day and Administrators will be compensated \$200/day.

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	1	x			
Barbara Sellinger					x

C. PROFESSIONAL DEVELOPMENT

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-02-10

National Charter School Conference (NCSC)

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending 10 staff members to the National Charter School Conference in Orlando, Florida from June 21st-24th, 2020.

NCSC is the largest national gathering of current and aspiring charter school leaders shaping the future of public education. NCSC provides thought leadership on the most critical questions on the minds of school leaders, engages national experts for solutions-driven expertise, and considers what's next in public education.

NCSC offers the best professional development in the field for school leaders, board members, teacher leaders, and advocates. The sessions provide hands-on learning experiences, and innovative strategies to advance academic achievement. More than 85% of attendees say what they learn at NCSC applies directly to their jobs and will lead to implementation or positive changes at their schools and organizations.

The rate is \$450/administrator and \$375/teacher with the 5th participant free after four registrations. The total cost for the conference is \$3150.00. The hotel and airfare will be secured at a later date.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-02-11

New Jersey Association of School Business Officials (NJASBO) Conference

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Meghan Pipchick to attend the NJASBO Conference in Atlantic City, NJ on June 3rd-4th, 2020. This includes a \$275 conference fee and a \$124.58 one night stay at the Borgata Hotel.

RESOLVED: CONSENT RESOLUTION - PROFESSIONAL DEVELOPMENT

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	1	x			
Barbara Sellinger					x

D. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2020-02-12
Memorandum of Agreement with Plainfield Police Department

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Memorandum of Agreement with the Plainfield Police Department. See Appendix D.

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

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

- Department of Education Renewal Decision
- Plainfield Board of Education

PUBLIC PORTION

- Steve Colson - Great school. Great after school program. Great leaders. We're a young school and I can't wait to see where it goes.

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	1	x			
Steven Hockaday		x			
Barbara Sellinger					x

Meeting was adjourned at 8:08 pm.