



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
April 22nd, 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 7:03 pm on April 22nd, 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

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 March 25th, 2020 Minutes

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

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

STATE OF THE SCHOOL REPORT



Board Meeting - April 22, 2020

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> • Student enrollment post-lottery to enroll new kindergarten class • Staff recruiting for 2020-21 • CoVID19 - Preparation & distance learning execution <ul style="list-style-type: none"> ○ Communication with NJDOE 	<ul style="list-style-type: none"> • CoVID19 - Preparation & distance learning execution <ul style="list-style-type: none"> ○ Distance Learning ○ Food Distribution ○ Operations of the School ○ Communication with Families

STUDENT ENROLLMENT

	Transfer Card for Next Year's Kindergarten	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students
100% Enrollment	53 out of 78	77	75	78	77

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	0	0	0	0	0	0	1	N/A	N/A	N/A	1
1st	1	0	0	1	0	1	0	N/A	N/A	N/A	3
2nd	0	0	0	0	0	0	0	N/A	N/A	N/A	0
3rd	0	0	0	0	1	0	0	N/A	N/A	N/A	1
Total # of Transferred Scholars in 2019-20											5

COVID-19

Meals Served	Gloves Distributed	Bottles of Hand Sanitizer	Chromebooks	Hotspots	Tablets	Literacy Tablets
6000+	1000 pairs	300	100+	30	20	20

1. **Packet Distribution** - We have the capacity to send things out via email, if needed.
 - a. **Round 1: March 13th (2 weeks of instruction - Weeks of 3/16 and 3/23)**
 - b. **Round 2: March 21st (2 weeks of instruction - Weeks of 3/30 and 4/6)**
 - i. Prior to stay-at-home instructions
 - c. **Round 3: April 4th (2 weeks of instruction - Weeks of 4/20 and 4/27)**
 - d. **Round 4: May 2nd (4 weeks of instruction - Weeks of 5/4 and 5/11)**

2. **Technology Access**
 - a. Many of our families do not have consistent and reliable internet access.
 - b. Gave out 100 chromebooks, priority to 2nd and 3rd graders
 - c. 20 tablets coming - Kindle fires
 - d. 30 devices coming that have wifi built in to them (given out on a temporary basis)
 - e. ESL: 20 launch pads

3. **Google Classroom** - Officially started 4/20
 - a. Can be accessed on phone, tablet, and computer
 - b. Can be accessed with WiFi as well as 4G, 5G, LTE (on phones through apps)
 - c. Intentionally slow roll out so we could get parents on Remind first, and then train teachers about Google Classroom.

4. About Packets and Google Classroom

- a. Packet includes Math, Reading, Writing, Phonics/Spelling, Science, Social Studies, Art, SEL, Speech, and OT
- b. 2nd and 3rd grade are beginning to phase out packets. It is a slow roll out while we have families learn how to access Google Classroom.
- c. K and 1st will continue using packets because it is DAP and we can not assume young scholars know how to use technology without being explicitly taught
 - i. Baggies have included crayons, pencils, markers, coloring books, toys, etc. Developing the whole child.

5. Student Support

- a. SWDs - 28 currently classified. 7 in the referral process. 3, 504s. 20 receive speech. 5 receive OT.
- b. 14 mandated, 12 non-mandated counseling. 26 total mandated and non-mandated -- counseling.
- c. ESL and SWDs are being called everyday to continue 1:1 support.
- d. Bilingual platforms and staff to communicate equitably

6. Grading

- i. Merged quarter 3 and 4
- ii. We are deciding between P/F and grading based on how Google Classroom goes.
 1. We want to see how things are coming in and what level of completion
 2. Listening to webinars on how to grade
 3. Always thinking of access and equity

BOARD PRESIDENT

- Commissioner has been holding workshops with parents
- Concerned with the mental health of students. Hoping for guidance from DOE
- Strategic Planning with Gwen Thornton - September 22nd, 2020
- Stay healthy!

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	\$8,543.59
Food Program - 6525 Quick View	\$18,974.65
General Operating Fund - 6509 Quick View	\$1,231,334.42 Your business card offer!
Payroll - 6512 Quick View	\$0.00 Low balance
Business Advantage Sav - 4508 Quick View	\$82,786.17

- Financial Impact of COVID-19 on schools
 - All money has been collected to date
 - Expectation that we will get our money through June 2020 (FY 19-20)
 - State's budget now goes until September 30th, 2020
 - Unclear what money we will get in July, August, September
 - Guidance indicating that we may see 10% budget reduction based on numbers given in March 2020
 - Cash flow issues may arise
- Paycheck Protection Program
 - Consulted with 2 other BAs of Charter Schools
 - Hoboken Charter School - The SBA Brothers
 - Franklin Public Schools/Charter SBA Consultant - Chris Lessard
 - Queen City Charter School
 - Lawyer gave guidance/warning, not a black and white decision
 - Talked to Steve's pro bono lawyer who said no, we don't qualify because of the impact statement
 - Check a box saying that your organization has faced financial distress from this outbreak. As of today, the answer is no.
 - Reduced headcount and decrease in revenue
 - You can face fines/imprisonment if you lie about this
 - Not applying at this time
- Long Term Financial Plan
 - Focus was going to be on facility improvements for 4th grade and a second facility

- Now the focus is on preserving cash
- Payment to Employees and Contractors
 - Will continue to pay employees and contractors

Human Resources

- Beginning hiring for 2020-2021
- Virtual open house/tour on Friday, 4/24

Operations

- Remote learning
- Technology support - staff, families, scholars
- Food distribution during school closure

Miscellaneous

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

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-01

Bills list

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

Fund 10	71,236.70
Fund 20	3,619.11
Fund 60	22,576.60
TOTAL	97,432.41

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

Payroll Expenses

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

03/31/2020 = \$102,514.62 (Gross Pay) + \$8,348.11 (Employer Taxes) + \$185.29 (DCRP)

04/15/2020 = \$99,507.62 (Gross Pay) + \$7,966.76 (Employer Taxes) + \$100.45 (DCRP)

04/30/2020 = \$108,000 (Estimated)

05/15/2020 = \$108,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-03

Board Secretary's Report

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

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

Treasurer's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-05

Budget Adjustments

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-06

Donation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$500 donation made by the Knights of Columbus for the purchase of 10 Kindle Fire devices to be given out to scholars.

CONSENT RESOLUTION: FINANCE

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	2	x			
Barbara Sellinger		x			

B. CONTRACTS AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-07

McKinney-Vento Education of Homeless Children and Youth Program

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an intent to collaborate with the McKinney-Vento Education of Homeless Children and Youth Program. See Appendix B.

Background

The Essex Regional Educational Services Commission is in the process of applying for the Stewart B. McKinney Grant for the Education of Homeless Children & Youth. The New Jersey Department of Education will award funds to assist partnerships of educational agencies and social services in New Jersey to provide services for homeless children and youth residing in the partnerships project area. The New Jersey Department of Education requires that all districts sign a collaborative agreement with the McKinney Vento Project in the grant region.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-08
Public Consulting Group, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Public Consulting Group, Inc. for 2020-2021 for software to plan, communicate, and monitor requirements for students with disabilities. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-09
Alliance Commercial Pest Control, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Alliance Commercial Pest Control, Inc. for 2020-2021 for pest management services. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-10
Karson Food Service, Inc.

The Board of Trustees of Cresthaven Academy Charter School resolves to renew a contract with Karson Food Service, Inc. for 2020-2021 for breakfast, lunch, and snacks. See Appendix B.

CONSENT RESOLUTION: CONTRACTS

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			

C. POLICIES, MANUALS, AND HANDBOOKS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-11

Section 504 Parent Guide

The Board of Trustees of Crethaven Academy Charter School resolves to approve the Section 504 Parent Guide for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-12

Special Education (SPED) Manual

The Board of Trustees of Crethaven Academy Charter School resolves to approve the SPED Manual for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-13

Intervention and Referral Services (I&RS) Resource Manual

The Board of Trustees of Crethaven Academy Charter School resolves to approve the I&RS Resource Manual for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-14

Staff Handbook Update

The Board of Trustees of Crethaven Academy Charter School resolves to approve an update to the Staff Handbook for 2019-2020. See Appendix C.

CONSENT RESOLUTION: POLICIES, MANUALS, AND HANDBOOKS

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

D. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-15**Contract Renewals**

The Board of Trustees of Cresthaven Academy Charter School resolves to renew the following contracts for the 2020-2021 school year.

Name	Position	Department		Proposed 20-21 Salary
Monica Villafuerte	Executive Director	Administration	12 months	
Meghan Pipchick	School Business Administrator	Administration	12 months	
Megan Gerity	Director of Curriculum and Instruction	Administration	10 months	
Stephanie Avallone	School Psychologist	Support Services	10 months	
LeShannon Wright	Director of Operations	Support Services	12 months	
Wanda Rodriguez	Office Manager	Other Admin	12 months	
Enrique Silva	Facilities Manager	Other Admin	12 months	
Michelle Feliciano	Operations Support Assistant	Other Admin	12 months	
Janet Adekola	Nurse	Support Services	10 months	
Danielle Malysa	Social Worker	Support Services	10 months	
Jessica Bovino	Special Education Teacher	Instructional	10 months	
Amanda DeBrito	General Education Teacher	Instructional	10 months	
Pooja Hiremath	General Education Teacher	Instructional	10 months	
Brianna Norcross	Special Education Teacher	Instructional	10 months	
Michelle Ehrenkranz	General Education Teacher	Instructional	10 months	
Lucy Parker	Special Education Teacher	Instructional	10 months	
Courtney Richard	General Education Teacher	Instructional	10 months	
Victoria Hayes	Special Education Teacher	Instructional	10 months	
Thao Le	General Education Teacher	Instructional	10 months	
Ana Maria Cubero	General Education Teacher	Instructional	10 months	
Vanessa Smith	Special Education Teacher	Instructional	10 months	
Jazmin Gooding	General Education Teacher	Instructional	10 months	
Lynh Nguyen	Special Education Teacher	Instructional	10 months	
Johnny Vega	General Education Teacher	Instructional	10 months	

Kaye Campanile	General Education Teacher	Instructional	10 months	
Leanna Caswell	Special Education Teacher	Instructional	10 months	
Katelyn Basile	Special Education Teacher	Instructional	10 months	
Naomi Joseph	General Education Teacher	Instructional	10 months	
Alexe Rumble	General Education Teacher	Instructional	10 months	
Danielle Casciano	Special Education Teacher	Instructional	10 months	
Chelsea Goldstein	Special Education Teacher	Instructional	10 months	
Larissa DeCarvalho	General Education Teacher	Instructional	10 months	
Christina Munoz	Special Education Teacher	Instructional	10 months	
Farhanah Mohamad	Special Education Teacher	Instructional	10 months	
Daniel Bento	Physical Education Teacher	Instructional	10 months	
Shianna Rodas	Paraprofessional	Instructional	10 months	
Diana Churchill	ESL Coordinator	Instructional	10 months	

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-16

New Hires

The Board of Trustees of Crethaven Academy Charter School resolves to approve the following new hires for 2020-2021. See Appendix D for resumes.

Name	Position		Proposed 20-21 Salary
Ashley Gil	General Education Teacher	10 months	
Cori Haider	General Education Teacher & ESL	10 months	
Cristina Benedicto	General Education Teacher	10 months	
Gabrielle Titone	Teacher of SWDs	10 months	
Bryanta Crawford	Teacher of SWDs	10 months	
Lea Caroscio	Teacher of SWDs	10 months	
Rebecca Witt	Teacher of Music	10 months	
Yineisi Gonzalez	General Education Teacher	10 months	
Megan Krieg	Teacher of Art, K-5 & SWDs	10 months	

Lauren James	General Education Teacher	10 months	
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CONSENT RESOLUTION: HUMAN RESOURCES

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			

E. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-04-17
COVID-19 Preparedness Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the COVID-19 Preparedness Plan. See Appendix E.

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	2	x			
Barbara Sellinger		x			

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

- SH it's April and we decided that we would prepare our School Leader Summative Evaluation
- MV will provide narrative to the Board

PUBLIC PORTION

RESOLVED: MOTION TO ADJOURN

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			

Meeting was adjourned at 8:28 pm.