



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
June 24th, 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 June 24th, 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

NEW TERM ELECTIONS

Rashleigh Bruce - 3 year term

Steve Hockaday - 3 year term

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

ANNUAL ELECTIONS FOR PRESIDENT AND VICE PRESIDENT

Nominations - Sandra Harrison

Vote by the Board of Trustees - Steven Hockaday

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			

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 May 27th, 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		x			
Barbara Sellinger	2	x			

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

STATE OF THE SCHOOL REPORT



Board Meeting - June 24, 2020

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> • Closing the 2019020 remote learning school year (technology) • Summative Evaluations • New Hires and Offers • Summer Institute for Staff (on-site professional development) • Annual Report 2019-20 	<ul style="list-style-type: none"> • Child Study Team Meetings - Annual Reviews Completed • Kindergarten Celebration & Summer Packet Distribution • Master Schedule for Year 4 • Creating Class Lists for Year 4 • Preparing classrooms for summer cleaning • Preparing for Summer Academy for Scholars • Evaluating K-3 Curriculum • Revising K-3 Curriculum • Developing 4th Grade Curriculum

STUDENT ENROLLMENT - BASED ON RE-ENROLLMENT FORMS	Transfer Card for Next Year's Kindergarten	Rising 1st Grade Students	Rising 2nd Grade Students	Rising 3rd Grade Students	Fully Enrolled Rising 4th Grade Students
100% Enrollment Packet w/ Proofs of Residency	53 out of 73	72/76	67/73	75/78	74/77

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	0	0	0	0	0	0	1	0	0	1	2
1st	1	0	0	1	0	1	0	0	0	0	3
2nd	0	0	0	0	0	0	0	0	0	0	0
3rd	0	0	0	0	1	0	0	0	0	0	1
Total # of Transferred Scholars in 2019-20											6

NEW HIRES

LEADERSHIP & SUPPORT	GENERAL EDUCATION	SPECIAL EDUCATION	SPECIALS TEACHERS	OFFERS DID NOT PAN OUT
0	2	1	1	7

CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US



- August 10, 2020: First day of PD.

BOARD PRESIDENT

- I wish you success as you continue to recruit teachers
- Teacher appreciation week - notes sent by scholars brighten my day
- Sandra needs to hear from Board members about Monica's evaluation
- Nearly all summer packet have been distributed
- Parents have mixed feelings about remote learning - some don't want to send children and other parents can't wait for school to start. All parents are extremely appreciative of the school and the teachers, relationships have gotten stronger. Parents are now seeing concerns that we've seen before. Parents have a new perspective.
- We have not asked teachers directly about returning to school in the fall

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	\$9,303.47
Food Program - 6525 Quick View	\$87,510.33
General Operating Fund - 6509 Quick View	\$1,462,978.65 Your business card offer!
Payroll - 6512 Quick View	\$0.00 Low balance
Business Advantage Sav - 4508 Quick View	\$104,919.67

- Health Benefits Contributions
- Food Program
 - Outstanding breakfast/lunch money = \$1,183
 - Total Food Program Budget = \$240,000
 - Outstanding breakfast/lunch money is .5% of overall food budget

Operations

- Teachers in the building two days last week to clean out classrooms
- Teachers and scholars came two days last week to return technology, make payments, and collect summer homework packets
- Lead testing conducted this week
- Summer Food Service Program

Purchasing

- On-going purchasing for this year and next
- Furniture arrived
- PPE ordered

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-01

Bills list

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

Bills List	Total by Fund
Fund 10	\$198,462.60
Fund 20	\$6,038.15
Fund 60	\$27,202.50
TOTAL	\$231,703.25

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-02

Payroll Expenses

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

05/30/2020 = \$100,005.12 (Gross Earnings) + \$8,003.95 (Employer Taxes) + \$120.59 (DCRP)

06/15/2020 = \$101,667.62 (Gross Earnings) + \$8,094.89 (Employer Taxes) + \$187.92 (DCRP)

06/30/2020 = \$108,000 (Estimated)

07/15/2020 = \$30,000 (Estimated)

07/30/2020 = \$30,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-03

Board Secretary's Report

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

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

Treasurer's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-05

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to certify that no major budget lines have been over expended and that the appropriate budget line transfers for the month of May 2020 are attached. See Appendix A.

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

IDEA Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the IDEA Grant funding for 2020-21 School Year.

2020-2021 Grant Allocation:

Basic: \$ 67,629
 Preschool: \$ 1,223

Background

IDEA funds may only be used for the excess cost of providing special education and related services to students with disabilities. Funds shall be used for the following:

- To provide a free and appropriate education (FAPE) for students with disabilities ages 3-21 and
- To initiate, expand or supplement special education and related services including vocational education services for students with disabilities currently receiving educational services.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-07

ESEA Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the ESEA Grant funding for 2020-21. We will join a consortium with Berkeley Heights, Scotch Plains-Fanwood, and Kenilworth to reach the threshold of \$10,000 required to spend the Title III funds.

Title I-A	\$118,389
Title I Reallocated	\$8,156
Title II, Part A	\$15,621
Title III	\$4,715
Title IV	\$10,000
TOTAL ALLOCATION	\$156,881

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2020-06-08

Authorize Petty Cash

The Board of Trustees of Cresthaven Academy Charter School resolves to establish a petty cash fund for 2020-2021, with a maximum of \$200 to be available. The Board approves that the School Business

Administrator will maintain petty cash within a locked space on school premises. All receipts will be kept. At any given time, the petty cash fund must contain a combination of cash and receipts that sums to \$200.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2020-06-09

Authority to sign checks

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Sandra Harrison, Board President and Meghan Pipchick, School Business Administrator/Board Secretary as official check signers for 2020-2021.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2020-06-10

Official Bank Depositories

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Bank of America as the official bank depository for 2020-2021.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-11

Substitute Teacher Rate

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Substitute Teacher rate of \$120/day for 2020-2021.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-12

Substitute School Nurse Rate

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Substitute School Nurse rate of \$160/day for 2020-2021.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-13

Class Coverage Stipend

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a stipend rate of \$24/class when covering a class and losing a prep.

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2020-06-14

Teacher Stipend

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Teacher Stipend to support additional needs of the school, which are considered outside of the scope of the employee's annual contract. Some items include, but are not limited to:

- Develop Professional Development with School Principal
- Develop Curriculum for K-5th Grade
- Attend in-person Professional Development trainings
- Complete online Professional Development outside of school hours
- Complete any other tasks deemed necessary by the School Leader

The Executive Director will ask the teacher to complete these tasks and will be paid a rate of \$35/hour, paid semi-monthly in accordance with the school's normal payroll practices.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-15

School Breakfast and Lunch Prices

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following prices for school breakfast and lunch for 2020-2021.

	Standard Price
Breakfast	\$1.59
Lunch	\$3.00

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-16

Private Donation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$2,500 donation from the Eileen and Leslie Quick Charitable Fund.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-17

Provisional Teacher Program Stipends

The Board of Trustees of Cresthaven Academy Charter School resolves to approve payment of the following stipends for the Provisional Teacher Program.

Teacher	Mentor	CE/CEAS	Rate
Lynh Nguyen	Kaye Campanile	CEAS	\$550
Brianna Norcross	Danielle Casciano	CEAS	\$550
Larissa De Carvalho	Jazmin Gooding	CEAS	\$550
Ashley Ramirez	Danielle Casciano	CEAS	\$550
Johnny Vega	Jazmin Gooding	CEAS	\$550
Vanessa Smith	Kaye Campanile	CEAS	\$550
Amanda DeBrito	Danielle Casciano	CEAS	\$550
Leanna Caswell	Kaye Campanile	CEAS	\$550
Naomi Joseph	Jazmin Gooding	CEAS	\$550

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	1	x			
Barbara Sellinger					x

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-18

Capital Reserve

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Capital Reserve and appropriate up to \$250,000 for the 2020-2021 school year.

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

B. ANNUAL APPOINTMENTS AND RESPONSIBILITIES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-19

Appointment of Brokers

The Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services" without competitive bids be adopted;

The Board of Trustees of Cresthaven Academy Charter School resolves to accept Giovanni Mancini of the Treadstone Risk Management as broker of record for all lines of property and casualty insurance for the 2020-2021 school year.

The Board of Trustees of Cresthaven Academy Charter School resolves to accept Centric Benefits Consulting as broker of record for all health insurance and short term disability for the 2020-2021 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-20

Appointment of Auditor

The Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of “Professional Services”: without competitive bids be adopted;

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Gerald Longo, CPA for audit services for 2020-2021.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-21

Appointment of Board Attorney

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Johnston Law Firm LLC as the Board Attorney for 2020-2021 for a rate of \$275 per hour for principals, \$245 per hour for associates, and \$115 per hour for paralegal time.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-22

Appointment of Treasurer

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Karen Johnson as the school’s Treasurer for 2020-2021 for an annual fee of \$4,500. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-23

Appointment of School Physician

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Dr. Kia Grundy as the School Physician for an annual fee of \$3,000. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-24

General Appointments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the appointments of the following positions/individuals for 2020-2021:

Stephanie Avallone	HIB Coordinator
Stephanie Avallone	Homeless Liaison Coordinator
Stephanie Avallone	Truancy Officer

Meghan Pipchick	Asbestos Hazard Emergency Response Act Contact
Meghan Pipchick	Board Secretary
Meghan Pipchick	Compliance Officer Right to Know
Meghan Pipchick	Custodian of Public Records
Meghan Pipchick	Indoor Air Quality Officer
Meghan Pipchick	Integrated Pest Management Coordinator
Meghan Pipchick	Lead Purchasing Agent
Meghan Pipchick	Public Agency Compliance Officer
Monica Villafuerte	Affirmative Action Officer
Monica Villafuerte	Health & Safety Officer
Monica Villafuerte	Section 504 Officer
Monica Villafuerte	Title IX Coordinator

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-25

Food Program Appointments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the appointments of the following positions/individuals related to the Food Program for 2020-2021:

Employee Name	Titles/Positions			
Meghan Pipchick	Certifier	Determining Official	School Admin Responsible for Program	Evaluator of Wellness Policy
Monica Villafuerte	Alternate Certifier	Hearing Official		
LeShannon Wright	Submitter		Food Service Director	
Michelle Feliciano	Alternate Submitter			
Enrique Silva	Other User			
Janet Adekola				Wellness Committee Coordinator

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-26
School Business Administrator/Board Secretary Appointment

The Board of Trustees of Cresthaven Academy Charter School resolves to appoint Meghan Pipchick as the School Business Administrator/Board Secretary for 2020-2021. She currently holds a Standard Certificate as a NJ School Business Administrator.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-27
School Business Administrator - Payment of Bills

The Board of Trustees of Cresthaven Academy Charter School resolves that the School Business Administrator may pay normal operating expenses that fall within the CACS approved budget and fall below the limit of \$2,500 in aggregate with a particular vendor in advance of Board approval in 2020-2021.

The Board of Trustees recognizes that there is an advantage to paying their obligations in a timely manner and that some billings become due before an official Board meeting. Therefore, the Board of Trustees resolves to designate the Board President to review and approve early payment of certain bills with official approval by the full Board at the first official meeting following said approval.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-28
School Business Administrator - Award Contracts

The Board of Trustees of Cresthaven Academy Charter School resolves to authorize the Purchasing Agent, Meghan Pipchick, to award contracts up to the bid threshold of \$44,000 and set the quote threshold at 15% of the bid threshold for the 2020-2021 school year. Meghan Pipchick holds a Qualified Purchasing Agent certification.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-29
Board Secretary - Bid Authorization

The Board of Trustees of Cresthaven Academy Charter School resolves to authorize the Board Secretary, Meghan Pipchick, to receive, open and tabulate all bids and quotations July 1, 2020 through June 30, 2021.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-30
School Safety Specialist

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Meghan Pipchick as the School Safety Specialist for the 2020-2021 school year.

Responsibilities of the School Safety Specialist include supervising and providing oversight for all school safety and security personnel; ensuring safety and security policies and procedures are in compliance with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school safety and security. The School Safety Specialist will also serve as the

district's liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security.

CONSENT RESOLUTION: ANNUAL APPOINTMENTS AND RESPONSIBILITIES

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

C. CONTRACT AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-31

Authorize SBA on contracts

The Board resolves that the School Business Administrator is authorized to do and perform any and all such acts, including execution of any and all contracts, policies, documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of all board approved resolutions for the 2020-2021 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-32

Purchasing Co-Ops

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the purchasing agent to make purchases under the following regional pricing cooperatives.

- ESCNJ - Educational Services Commission of New Jersey
- HCESC - Hunterdon County Education Service Commission
- Educational Data Services Inc.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2020-06-33

State Contracts

Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property.

Cresthaven Academy Charter School has the need, on a timely basis, to procure goods and services utilizing state contracts. The Cresthaven Academy Charter School Board of Trustees authorizes the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property for the 2020-2021 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-34

Calais School and Plainfield BOE

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with The Calais School and Plainfield BOE for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-35

Kaleidoscope Education Solutions

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Kaleidoscope Education Solutions for 2020-2021 for Special Education services. Specifically, we are seeking a Speech Language Pathologist, Occupational Therapist, and Physical Therapist. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-36

Summer School Teacher Contract

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract for Summer School Teachers for summer 2020. The salaries will be paid using 20-21 Title I funds. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-37

School Psychologist Summer Contract

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract for our School Psychologist for summer 2020. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-38

Memorandum of Understanding (MOU) with Cresthaven Academy Foundation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Memorandum of Understanding with Cresthaven Academy Foundation regarding the after school program, in accordance with the terms therein, and subject to final approval by Board President. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-39

Summer Food Service Program

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the school's participation as a Sponsor in the Summer Food Service Program, which is a federally-funded, state-administered program. SFSP reimburses program operators who serve free healthy meals and snacks to children and teens in low-income areas. The school is required to participate in this program since more than 50% of our scholars are eligible for free or reduced price meals.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-40
Karson Food Services, Inc. (Summer Meals)

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an emergency contract with Karson Food Services, Inc to support the Summer Food Service Program. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-41
Air Group LLC

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an agreement with Air Group LLC for HVAC services for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-42
Rental Agreement - CACS and CAF

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an agreement with Cresthaven Academy Foundation to rent the facility at 526 and 530 West 7th Street, Plainfield, NJ 07060 for the purposes of running a charter school from July 1st, 2020 - June 30th, 2025. Please see Appendix C.

CONSENT RESOLUTION: CONTRACT AND AGREEMENTS

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

D. POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-43
Internet Safety Policy

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an Internet Safety Policy for 2020-2021. See Appendix D.

Schools and libraries receiving universal service discounts (through E-Rate) are required to adopt and enforce an Internet safety policy that includes a technology protection measure that protects against

access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17.

The Internet safety policy must address all of the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2020-06-44

Insurance Policies: 2020-2021

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the recommended Insurance Policies with Selective Insurance for Worker's Compensation and for all policies related to General Liability, Directors and Officers Insurance, Property Coverage, Professional Liability, Employer Practices, Student Accident, Financial Bonds, and other policies mandated by law and NJ regulation for the 2020-2021 School Year. See Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-45

Foodservice Biosecurity Management Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Foodservice Biosecurity Management Plan. See Appendix D.

"Food Biosecurity" is the protection of food from bioterrorism or any intentional use of biological and chemical agents for the purpose of causing harm. Our "Food Biosecurity Management Plan" is our District's way to prepare for the threat of bioterrorism or a crisis emergency to our foodservice operation. This "Food Biosecurity Management Plan" contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community.

Our plan includes strategies for preventing threats and incidents of product tampering and food contamination. It also contains step by step actions to implement if a biosecurity or crisis incident occurs. This manual has been developed as an emergency readiness plan to help protect the lives and health of the children and adults in our school environment.

This plan is in compliance with N.J. A.C. 2:36-1.13 and the USDA's "Biosecurity Checklist for School Foodservice Programs"

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-46

New Bid Threshold

WHEREAS, Meghan Pipchick, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent , from \$40,000 to **\$44,000**, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Cresthaven Academy Charter School, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **\$44,000** for the Board of Education, and further authorizes Meghan Pipchick, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

CONSENT RESOLUTION: POLICIES, MANUALS, REGULATIONS, AND BYLAWS

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

E. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-47

2020-2021 Contract Renewals

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following raises for contract renewals for the 2020-2021 school year.

Name	Position	Department		Proposed 20-21 Salary
Jessica Bovino	Special Education Teacher	Instructional	10 months	
Alexe Rumble	General Education Teacher	Instructional	10 months	

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-48

2020-2021 New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires for the 2020-2021 school year. See resumes in Appendix E.

Employee	Position	Contractual Salary	10 or 12 month	Start Date
Hope Bera	Special Education Teacher		10 month	8/10/2020
Diana Okon	General Education Teacher		10 month	8/10/2020
Erin Devlin	Special Education Teacher		10 month	8/10/2020
Allison Valentin	Special Education Teacher		10 month	8/10/2020
Felicia Tauriello	General Education Teacher		10 month	8/10/2020
Sarah Speckhart	General Education Teacher		10 month	8/10/2020

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-49
2020-2021 Employee Resignation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the resignation of Leanna Caswell, Special Education Teacher, effective 6/22/2020.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-50
2020-2021 Summer Academy - Title I Staff

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Title I staff members for 2020-2021 Summer Academy. All are current staff members at Cresthaven Academy Charter School.

Employee	Position	Title I Budget Line	Title I Program
Lucy Parker	Special Education Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School
Brianna Norcross	Special Education Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School
Victoria Hayes	Special Education Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School
Lynh Nyguen	Special Education Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School

Jessica Bovino	Special Education Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School
Megan Gerity	Director of Curriculum and Instruction	Non-Instructional Salaries (200-100)	Professional Development and Curriculum

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-51

Medical Benefits

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of the school’s medical benefits:

- Medical - Horizon Blue Cross Blue Shield
 - Omnia Gold
 - Omnia Silver HSA
- Dental - Ameritas
- Vision - UnitedHealthCare
- Flexible Spending Account - O.C.A. Benefits

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-52

Employee Contributions to Medical Benefits

The Board of Trustees of Cresthaven Academy Charter School resolves to renew the following Employee Contributions to Health Benefits:

- Medical - Horizon Blue Cross Blue Shield
 - *Singles and parent/child(ren) - Phase 4 of Chapter 78*
 - *Spouses - Employee covers 60%; Cresthaven Academy covers 40%*
- Dental - Ameritas -
 - *Singles, parent/child(ren), husband/wife, families - Phase 4 of Chapter 78*
- Vision - UnitedHealthCare
 - *Singles, parent/child(ren), husband/wife, families - Phase 4 of Chapter 78*

CONSENT RESOLUTION: HUMAN RESOURCES

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
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F. ACADEMIC

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-53

Kindergarten Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Tools of the Mind as our Kindergarten curriculum for 2020-2021.

Tools of the Mind is a research-based early childhood model combining teacher professional development with a comprehensive innovative curriculum that helps young children to develop the cognitive, social-emotional, self-regulatory, and foundational academic skills they need to succeed in school and beyond.

Tools of the Mind gives teachers the tools to ensure every child becomes a successful learner, developing the underlying cognitive, social and emotional skills needed to reach his or her highest potential. Melding Vygotskian theory with cutting edge neuroscience research, Tools is a unique approach to teaching and learning with research demonstrated outcomes for children and teachers.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-54

Math Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Singapore Math as the Math Curriculum for 2020-2021 for all grades.

Primary Mathematics series of elementary math textbooks and workbooks is meant to be part of a system of learning in which adult supervision and independent practice go hand in hand. Students are provided with the necessary learning experiences beginning with the concrete and pictorial stages, followed by the abstract stage to enable them to learn mathematics meaningfully. This approach encourages active thinking process, communication of mathematical ideas and problem solving, which helps develop the foundation students will need for more advanced mathematics.

Practice exercises are designed to provide the students with further practice after they have done the relevant workbook exercises. Review exercises are provided for cumulative reviews of concepts and skills. All the practice exercises and review exercises are optional exercises.

The teacher's guides are designed to help teachers understand the course material and prepare for the day's lessons. The lessons have been developed according to the approach and methodology central to the series. Detailed, step-by-step lesson plans and introductory content are provided to assist teachers in using the Primary Mathematics programs.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-55

Phonics Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Foundations as the Phonics Curriculum for the 2020-2021 school year for grades K-3.

Wilson Foundations provides research-based materials and strategies essential to a comprehensive reading, spelling, and handwriting program.

Wilson Foundations makes learning to read fun while laying the groundwork for life-long literacy. Students in grades K-3 receive a systematic program in critical foundational skills, emphasizing:

- Phonemic awareness
- Phonics/ word study
- High frequency word study
- Reading fluency
- Vocabulary
- Comprehension strategies
- Handwriting
- Spelling

The instruction aligns with states' rigorous college- and career-ready standards.

Although Foundations includes comprehension strategies, it must be combined with a core/literature-based language arts program for an integrated and comprehensive approach to reading and spelling.

Foundations serves as a prevention program to help reduce reading and spelling failure. It is integral to a Multi-tiered System of Supports (MTSS) or Response to Intervention (RTI) framework, providing research-based instruction in Tier 1 as well as early intervention (Tier 2) for students at risk for reading difficulties. To support the implementation of an MTSS or RTI framework, progress monitoring is built into Foundations. This allows students requiring a more intensive program to be identified early before undergoing years of struggle.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-56

Word Voyage

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Word Voyage as the integrated Vocabulary, Grammar, and Sentence Writing Program for the 2020-2021 school year for grade 4.

- Focuses on word roots and root families - specifically learning about Latin and Greek roots.
- High priority literature-based words that describe characters, scenes, and moods in 4th grade literature.
- Standards-aligned grammar scope and sequence.
- Blended learning model
 - 1:1 technology - students will engage with the program completely online
 - Begin with a whole group lesson from the teacher, then 1:1 conferences as scholars work through lessons on the computer.
- Other programs considered (not rigorous, integrative, or aligned enough)
 - Flocabulary, VocabularySpellingCity, and Sadlier Connect.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-57

English Language Arts Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Units of Study by Lucy Calkins as the English Language Arts (Reading) Curriculum for the 2020-2021 school year for grades 1-4.

“This series builds on decades of teaching and research—in literally tens of thousands of schools. In states across the country, this curriculum has already given young people extraordinary power, not only as readers, but also as thinkers. When young people are explicitly taught the skills and strategies of proficient reading and are invited to live as richly literate people do, carrying books everywhere, bringing reading into every nook and corner of their lives, the results are dramatic.”

- Lucy Calkins

The Units of Study for Teaching Reading offer a framework for teaching that:

- Provides a comprehensive, cross-grade curriculum in which skills are introduced, developed, and deepened
- Supports explicit instruction in reading skills and strategies and offers extended time for reading
- Provides strategic performance assessments to help teachers monitor progress, provide feedback, and help students set clear goals for their reading work
- Gives teachers on-the-job guidance in powerful reading workshop teaching

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-58

Writing Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Units of Study by Lucy Calkins as the Writing Curriculum for the 2020-2021 school year for all grades.

The Guide to Writing Workshop offers a comprehensive but concise introduction to:

- The Units of Study Series
- What state standards say about writing
- What to expect from primary writers
- The necessities of writing instruction
- Provisioning a writing workshop
- Classroom management in writing workshop
- Mini-lesson basics
- Effective conferring and small-group work
- Support for English learners
- Building your own units of study

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-59

Science Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Foss Science as the science curriculum for the 2020-2021 school year for grades 1-4.

FOSS (Full Option Science System) is a research-based science curriculum for grades K-8 developed at the Lawrence Hall of Science, University of California, Berkeley. FOSS has evolved from a philosophy of teaching and learning that has guided the development of successful active-learning science curricula for

more than 40 years. The FOSS Program bridges research and practice by providing tools and strategies to engage students and teachers in enduring experiences that lead to deeper understanding of the natural and designed worlds.

The best way for students to appreciate the scientific enterprise, learn important scientific and engineering concepts, and develop the ability to think well is to actively participate in scientific practices through their own investigations and analyses. The FOSS Program was created specifically to provide students and teachers with meaningful experiences through engaging with this active participation in scientific practices.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-60

Social Studies Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Studies Weekly as the social studies curriculum for the 2020-2021 school year for grades 1-4.

Studies Weekly is a customized, standards-based curriculum founded on deep learning strategies that increase student knowledge, skills, and dispositions for well-being. Students will love the hands-on curriculum where they can highlight, take notes and complete learning strategies right on the publication. They also can cut up and incorporate their publications into multiple assignments and activities. Every student has access to our robust online platform, where they delve deeper into history through 100K+ primary source images and videos. Students also love the audio reader, highlighting tools and rewards system.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-61

Health Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to approve HealthSmart Grade 4 Set, Digital Edition as the health curriculum for the 2020-2021 school year for grade 4.

- Covers all comprehensive health standards required by NJDOE
 - Emotional & Mental Health (6 lessons)
 - Personal Health & Wellness (3 lessons)
 - Injury & Violence Prevention (6 lessons)
 - Nutrition & Physical Activity (4 Lessons)
 - Tobacco & Alcohol Prevention (5 lessons)
 - Sexual Health (4 lessons)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-62

Professional Development

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending a Special Education Teacher to the Wilson Language Training Introductory Course in Pennington, NJ from July 28th-30th, 2020 for \$700.

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

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

G. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-63

HIB Safety Data System (SSDS) Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Student Safety Data System (SSDS) data report. See Appendix G.

Cresthaven Academy Charter School has 0 incidents and 0 investigations between 1/1/2020 - 6/30/2020.

REPORT PERIOD	DATA COLLECTION DATES	Submission Deadline to NJDOE
1	September 1, 2019 to December 31, 2019	January 30, 2020
2	January 1, 2020 to June 30, 2020	July 16, 2020

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-64

HIB School Self Assessment

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following HIB School Self Assessment. See Appendix G.

The Commissioner of the New Jersey Department of Education (NJDOE) is required by state law to grade each public school and school district's efforts to implement the Anti-Bullying Bill of Rights Act (ABR) (N.J.S.A.18A:17-46).

Each school, through its SS/SCT, is required to evaluate its implementation of the ABR from July 1, 2019 through June 30, 2020 by using the Self-Assessment. The Self-Assessment tool includes eight core elements that address all of the ABR requirements for schools.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-65
2020-2021 Board of Trustees Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following schedule for Board of Trustee meetings for 2020-2021.

July 29th, 2020
August 25th, 2020 (Tuesday)
September 23rd, 2020
October 28th, 2020
November 18th, 2020
December 16th, 2020
January 27th, 2021
February 24th, 2021
March 24th, 2021
April 28th, 2021
May 26th, 2021
June 23rd, 2021

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-66
2020-2021 School Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the updated School Calendar for 2020-2021. See Appendix G.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-67
Adoption of Official School Newspapers

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the newspapers for the 2020-2021 school year.

- Courier News
- Star Ledger

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-68
Affirmative Action Team

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Affirmative Action Team, which is made up of the following members:

Monica Villafuerte - Affirmative Action Officer
Meghan Pipchick - Member
Stephanie Avallone - Member

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-69
Toilet Room Facilities for Early Intervention

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Toilet Room Facilities for Early Intervention form due to the Union County Department of Education. See Appendix G.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-70
Grievance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of a Grievance Committee for 2020-2021 in accordance with the school's bylaws and 18A:36A-15. *Complaints to board of trustees.*

Any individual or group may bring a complaint to the board of trustees of a charter school alleging a violation of the provisions of this act. If, after presenting the complaint to the board of trustees, the individual or group determines that the board of trustees has not adequately addressed the complaint, they may present that complaint to the commissioner who shall investigate and respond to the complaint. The board shall establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make nonbinding recommendations to the board concerning the disposition of a complaint.

The Grievance Committee will be made up of the following members:

- Jill Randolph (Parent)
- Ryan Moore (Parent)
- Jazmin Gooding (Teacher)
- Jessica Saunders (Teacher)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-71
Governance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of a Governance Committee for 2020-2021 in accordance with the school's bylaws:

There shall be a standing committee, known as the Governance Committee. This committee shall be composed of persons recommended by the Chairman of the Board and designated by the Board of Trustees. The duties of the Governance Committee shall be (a) to solicit nominations and study the qualifications of candidates for the vacant Trustee positions on the Board, (b) to solicit nominations and present the qualifications of nominees for officers to the Board for election at the annual meeting, (c) to recommend candidates to the Board to fill vacancies that arise outside the regular nominating process. (d) to provide ongoing orientation to Trustees. (e) to ensure Board policies are being observed. and (f) to oversee a Trustee assessment process to ensure optimum performance. During any of the

forementioned nomination processes, the Governance Committee will always present all nominated candidates to the Board of Trustees for a final vote. While it is expected that the Governance Committee will provide recommendations for all nominations, the Governance Committee itself will not prevent nominated candidates from receiving a vote before the full Board of Trustees.

The Governance Committee will be made up of the following members:

- Sandra Harrison (Board President)
- Barbara Sellinger (Trustee)
- Monica Villafuerte (Executive Director)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-72

Facilities Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of a Facilities Committee for 2020-2021. This committee will assist the school in securing the facility space necessary to grow. Members include the following:

- Sandra Harrison (Board President)
- Steve Hockaday (Trustee)
- Marcy Bostwick (Trustee)
- Monica Villafuerte (Executive Director)
- Meghan Pipchick (School Business Administrator)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-06-73

Finance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of a Finance Committee for 2020-2021. Members include the following:

- Rashleigh Bruce (Trustee)
- Toni Gamble (Trustee)
- Monica Villafuerte (Executive Director)
- Meghan Pipchick (School Business Administrator)

CONSENT RESOLUTION: OTHER

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

EXECUTIVE DIRECTOR - ANNUAL EVALUATION

- Work in progress
- Board of Trustees have to send feedback to Sandra

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

- S. Colson
 - Congratulations Rashleigh and Hockaday! Thank you for signing up for another 3 years.
 - Congratulations to Sandra on being President.
 - Parents are grateful for the food. You see in their eyes the importance of this school.
 - God bless you and the work that you're doing
 - Monica and Meghan - thank you for all the work that goes on behind the scenes
- SH - Thank you to the Board members. Your service is appreciated. We thank you for your time and effort

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 8:42 pm.