



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
August 25th, 2021 at 7PM  
530 West 7th Street, Plainfield, NJ

CALL TO ORDER

Steve Hockaday called to order the regular meeting of the Cresthaven Academy Charter School Board of Trustees at approximately 7:02 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:

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 July 28th, 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		x			
Toni Gamble	2	x			
Sandra Harrison					x
Steven Hockaday		x			
Barbara Sellinger	1	x			

**RESOLVED: APPROVAL August 12th, 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			

STATE OF THE SCHOOL REPORT

## SBA REPORT

### **Financial**



#### Business accounts <sup>a</sup>

<a href="#">Agency - 6538</a>	<b>\$5,235.10</b>
<a href="#">Quick View</a>	
<a href="#">Food Program - 6525</a>	<b>\$87,341.51</b>
<a href="#">Quick View</a>	
<a href="#">General Operating Fund - 6509</a>	<b>\$1,763,240.19</b>
<a href="#">Quick View</a>	Your business card offer!
<a href="#">Payroll - 6512</a>	<b>\$5,321.56</b>
<a href="#">Quick View</a>	
<a href="#">Business Advantage Sav - 4508</a>	<b>\$3.53</b>
<a href="#">Quick View</a>	

### **Operations**

- Second facility is almost ready
- Furniture has been delivered - waiting on additional furniture including student desks and chairs
- Smart boards have been installed
- WiFi, Access Points, Cabling is almost complete
- Security system being installed this week
- Printer has been delivered
- New keys made
- Construction in progress - Art Room sink, Prep kitchen sink, Main Office window
- Floors are stripped and waxed
- Parking permits have been secured
- Teachers visited for the first time today
- New ticketing system - Incident IQ for Tech and Facility issues
- Current facility is looking great and getting ready

### **Human Resources**

- On-boarding 25+ new staff members - payroll, pension, health benefits
- Still hiring

## Items Requiring Board of Trustees Votes

**A. FINANCE**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-01**

**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	\$166,721.14
Fund 20	\$209,418.32
Fund 60	\$6,698.85
<b>TOTAL</b>	<b>\$382,838.31</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for July/August/September 2021.

- 07/31/2021 = \$42,232.20 (Gross Earnings) + \$3,337.94 (Employer Taxes)
- 08/15/2021 = \$36,712.20 (Gross Earnings) + \$2,867.66 (Employer Taxes)
- 08/31/2021 = \$172,000 (Estimated)
- 09/15/2021 = \$172,000 (Estimated)
- 09/30/2021 = \$172,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-03**

**American Rescue Plan - ESSER Grant**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the American Rescue Plan - ESSER Grant for \$778,613. ARP ESSER provides a total of nearly \$122 billion to States and school districts to help safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-04**

**Donation**

The Board of Trustees of Cresthaven Academy Charter School resolves to accept a \$2500 donation from Ms. Phyllis Mincini.

**CONSENT RESOLUTION: FINANCE**

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

***B. CONTRACT AND AGREEMENTS***

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-05**

**NJ School Boards Association**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contract with NJ School Boards Association for Focus Group/Process Facilitation services for up to \$1000. See Appendix B.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-06**

**JMH Landscaping**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contract with JMH Landscaping for lawn care, weed control, spring clean ups, and fall cleanups for the 2021-22 school year. See Appendix B.

**RESOLVED: CONTRACTS AND AGREEMENTS**

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

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-07**

**Family/Scholar Handbook**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the draft Family/Scholar Handbook for 2021-2022. See Appendix C.

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

**Fiscal Standard Operating Procedures and Internal Controls**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Fiscal Standard Operating Procedures and Internal Controls 2021-2022. See Appendix C.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-09**

**Integrated Pest Management Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Integrated Pest Management Plan 2021-2022. See Appendix C.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-10**

**School Safety Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the School Safety Plan 2021-2022. See Appendix C.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-10**

**Staff Handbook**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the changes in the Staff Handbook.

- Mandated masks
- Mandated vaccines or testing
- Non-exempt employees - Cannot work overtime unless approved. Custodians, Office Managers, Operations Support, Instructional Aide

**CONSENT RESOLUTION: POLICIES, MANUALS, REGULATIONS, AND BYLAWS**

<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	1	x			
Toni Gamble	2	x			

Sandra Harrison					x
Steven Hockaday		x			
Barbara Sellinger		x			

*D. HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-8-11**

**Employee Resignations**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following resignations effective 8/17/2021:

Employee	Position	Effective Date
Gina Mazurkiewicz	Special Education Teacher	8/17/2021
Christina Munoz	Special Education Teacher	9/30/2021

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-8-12**

**2021-2022 New Hires**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires for the 2021-2022 school year. See resumes in Appendix D.

Employee	Position	Contractual Salary	10 or 12 month	Start Date
Charles Tolentino	General Education Teacher		10	9/1/21
Phyllis Merant	Instructional Aide		10	9/1/21
Nicolasa Calles	Cafeteria Assistant		10	9/1/21

**CONSENT RESOLUTION: HUMAN RESOURCES**

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			

*E. ACADEMIC*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-13**

**Art Curriculum**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Art of Education University - FLEX Curriculum as the Art Curriculum for 2021-2022.

The modern, flexible curriculum platform art teachers want with the vetted, standards-aligned curriculum materials school districts need.

<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			

*F. OTHER*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-14**

**Comprehensive Equity Plan - Statement of Assurance**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Comprehensive Equity Plan - Statement of Assurance for 2021-2022. See Appendix F for Comprehensive Equity Plan (approved two years ago) and Statement of Assurance.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-08-15**

**School Calendar**



The Board of Trustees of Cresthaven Academy Charter School resolves to approve the updated School Calendar for 2021-22. See Appendix F.

**CONSENT RESOLUTION: OTHER**

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

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

EXECUTIVE SESSION

**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 7:39 pm.