



# CRESTHAVEN ACADEMY

CHARTER SCHOOL

## Board of Trustees Meeting Minutes

September 22nd, 2021 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 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 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			

**RESOLVED: APPROVAL August 25th, 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		x			
Sandra Harrison		x			
Steven Hockaday	2	x			
Barbara Sellinger	1	x			

STATE OF THE SCHOOL REPORT



Board Meeting - September 22, 2021

<b>SCHOOL LEADER UPDATES</b>
SPECIAL PRESENTATION - 2ND FACILITY AT 7-9 WATCHUNG AVENUE

**STUDENT TRANSFERS IN 2020-21 (INCLUDING JULY & AUGUST)**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	JULY/AUG	Total
K	1	0	0	0	0	0	1	0	0	1	0	3
1st	0	0	0	0	0	0	0	0	0	1	3	4
2nd	0	0	0	0	0	1	0	0	0	0	2	3
3rd	0	0	0	0	0	0	0	0	0	1	3	4
4th	0	0	0	0	0	0	0	0	0	1	3	4
Total # of Transferred Scholars in 2020-21												18

**STUDENT TRANSFERS IN 2021-22**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	JULY/AUG	Total
K	2	0	0	0	0	0	0	0	0	0	0	2
1st	1	0	0	0	0	0	0	0	0	0	0	1
2nd	0	0	0	0	0	0	0	0	0	0	0	0
3rd	1	0	0	0	0	0	0	0	0	0	0	1
4th	1	0	0	0	0	0	0	0	0	0	0	1
5th	2	0	0	0	0	0	0	0	0	0	0	2
Total # of Transferred Scholars in 2021-22												7

**FAMILY ENGAGEMENT**

<b>BACK TO SCHOOL NIGHT FOR PARENTS (VIRTUAL)</b>					
KINDER	1ST	2ND	3RD	4TH	5TH

**BOARD PRESIDENT'S REPORT**

- We have a lot of work to do
- We need to figure out a new facility with a sense of urgency
- Bring thoughts to retreat on Saturday
- Want to restore our culture
- Choice of virtual or in person
- We have a facilitator and an agenda - SH will email it out
- Focus on heavily on facility issue
- Review Bylaws, set goals

## SBA REPORT

### **Financial**



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

Agency - 6538 Quick View	\$26,109.76
Food Program - 6525 Quick View	\$104,408.12
General Operating Fund - 6509 Quick View	\$1,545,841.72 Your business card offer!
Payroll - 6512 Quick View	\$6,762.73
Business Advantage Sav - 4508 Quick View	\$3.53

### **Operations**

- School opened!
- Arrival and dismissal - fine tuning process
- Lunch and recess - running smoothly

### **Human Resources**

- 3 teacher vacancies

## Items Requiring Board of Trustees Votes

### A. FINANCE

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-09-01**

##### **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	192,780.04
Fund 20	70,750.76
Fund 60	13,333.85
<b>TOTAL</b>	<b>\$276,864.65</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-09-02**

**Payroll Expenses**

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

08/31/2021 = \$179,018.81 (Gross Earnings) + \$14,352.76 (Employer Taxes)

09/15/2021 = \$171,282.61 (Gross Earnings) + \$13,207.08 (Employer Taxes)

09/30/2021 = \$185,000 (Estimated)

10/15/2021 = \$185,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-09-03**

**Board Secretary's Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Board Secretary's Report for June 2021. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-09-04**

**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 June 2021 are attached. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-09-05**

**Stipends**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following stipends for staff members who worked overtime in summer 2021 to prepare the Upper Elementary school for opening. This will be paid on 9/30/2021 using CSP funds.

<b>Employee Name</b>	<b>Amount</b>	<b>Responsibilities</b>
Enrique Silva (Facilities Director)	\$5000	<ul style="list-style-type: none"> <li>● Coordinated construction needed to pass building inspections</li> <li>● Coordinated building inspections</li> <li>● Received deliveries of furniture, supplies,</li> </ul>

		<ul style="list-style-type: none"> <li>materials</li> <li>Prepared the facility for opening - cleaned, stripped/waxed floors, prepared bathrooms, distributed supplies</li> </ul>
Meghan Pipchick (School Business Administrator)	\$8000	<ul style="list-style-type: none"> <li>Worked with landlord and lawyer on lease agreement</li> <li>Purchased additional furniture, supplies, materials</li> <li>Hired and trained staff to support new building</li> <li>Worked with landlord on building security, construction projects, inspections</li> </ul>

**CONSENT RESOLUTION: FINANCE**

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

***B. CONTRACT AND AGREEMENTS***

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-09-06**

**Arreaza Landscaping**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contract with Arreaza Landscaping for snow plow and exterior cleanup services for the 2021-22 school year. See Appendix B.

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	1	x			

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-09-07**

**Policy Update**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Policy 5141.10 Face Coverings for compliance with Executive Orders 251 and 253 requiring the use of face coverings in the school district by all staff, students, and visitors. See Appendix C.

<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			

*D. HUMAN RESOURCES*

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

**Employee Resignations**

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

<b>Employee</b>	<b>Position</b>	<b>Effective Date</b>
Holly D'Agostino	General Education Teacher	9/24/2021

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

**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.

<b>Employee</b>	<b>Position</b>	<b>Contractual Salary</b>	<b>10 or 12 month</b>	<b>Start Date</b>
Phyllis Merant	General Education Teacher		10	9/1/21
Amanda Jacobsen	General Education Teacher		10	10/15/21
Maxine Yurowitz	General Education Teacher		10	10/15/21
Ayesha Ahmed	Instructional Aide		10	10/1/21
Marvin Orellana	Instructional Aide		10	10/4/21
Melissa Fizzarotti	General Education Teacher		10	11/8/21
Christina Munoz	Per Diem Substitute Teacher		10	10/1/21
Michelle Blazquez (Ehrenkranz)	Kindergarten Grade Team Lead		10	9/1/21
Thao Le	First Grade Team Lead		10	9/1/21
Ana Maria Cubero	Second Grade Team Lead		10	9/1/21
Danielle Casciano	Third Grade Team Lead		10	9/1/21
Katelyn Irenski (Basile)	Fourth Grade Team Lead		10	9/1/21
Jessica Farraye	Fifth Grade Team Lead		10	9/1/21
Rebecca Witt	Specials Team Lead		10	9/1/21
Farhanah Mohamad	Special Education Team Lead		10	9/1/21



**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-09-11**

**Consultants**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following consultants for the 2021-2022 school year.

Diana Churchill was the ESL Coordinator for Cresthaven Academy Charter School from 2016-2021 and we would like to secure her as a consultant for the 2021-2022 school year.

Andreali Dharampaul-Bajnath is the Dean of Enrichment for Cresthaven Academy Foundation and supports the after school operations. CACS would like to secure her to support school wide systems and routines.

<b>Employee</b>	<b>Position</b>	<b>Contractual Salary</b>	<b>10 or 12 month</b>	<b>Start Date</b>
Diana Churchill	ESL Coordinator		12	9/1/21
Andreali Dharampaul-Bajnath	Operations Support		12	9/1/21

**CONSENT RESOLUTION: HUMAN RESOURCES**

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

*E. OTHER*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-09-12**

**Mentoring Program**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following mentor/mentee relationships for the 2021-2022 school year.

Teacher/Mentee	CE/CEAS	Rate	Mentor
Ayleen Noriega	CEAS	\$550	Amanda DeBrito
Esmeralda Alcazar	CEAS	\$550	Amanda DeBrito
Elena Kim	CEAS	\$550	Kaye Campanile
Rebekah Coleman	CE	\$1000	Kaye Campanile
Meghan Pirri	CEAS	\$550	Ana Maria Cubero
Shakira Jackson	CEAS	\$550	Ana Maria Cubero
Sondra McNicholas	CEAS	\$550	Larissa Junker
Neha Punjani	CEAS	\$550	Farhanah Mohamad
Angela Pereira	CE	\$1000	Diana Churchill
Sydney Harris	CEAS	\$550	Rebecca Witt
Theresa Chianese	CEAS	\$550	Rebecca Witt

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

**CHIEF SCHOOL ADMINISTRATOR EVALUATION**

- Sandra is still waiting for people’s comments on the School Leader Evaluation
- Sandra will add comments to the document
- Committee will meet to discuss
- Board will see final version before it is shared with School Leader

**OLD BUSINESS**

**NEW BUSINESS**

PUBLIC PORTION

- Steve Colson presented his thoughts on the future of Cresthaven Academy Charter School

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

Meeting was adjourned at 8:18 pm.