



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
March 23rd, 2022 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 7:00 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	
Sandra Harrison	X	
Steven Hockaday	X	
Debra Lightner	X	
Barbara Sellinger	X	

Also noted present:

Meghan Pipchick - School Business Administrator

Jazmin Gooding - Assistant Principal

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 February 23rd, 2022 Meeting Minutes**

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

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL March 1st, 2022 Special Meeting Minutes**

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

STATE OF THE SCHOOL REPORT

**SCHOOL GOALS 2021-2022 from Board Retreat**

1. Ensure all scholars complete individual student assessments.
  - At least 50% will achieve typical growth in ELA and Math from Diagnostic 1 to Diagnostic 2.
  - At least 50% will achieve typical growth in ELA/Math from Diagnostic 2 to Diagnostic 3.
2. To define and identify the facility needed to support the academic program now and, in the future, as we expand grade levels.
3. To recruit and retain high quality staff.

<u>STATE OF THE SCHOOL REPORT</u>
<ul style="list-style-type: none"> <li>• Student/ Staff Culture</li> <li>• NJIT Steam Competition</li> </ul>

**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	1	0	0	0	0	0	1
3rd	1	0	1	1	0	0	1	0	0	0	0	4
4th	1	1	0	0	0	0	1	0	0	0	0	3
5th	2	0	0	1	1	0	0	0	0	0	0	4
Total # of Transferred Scholars in 2021-22												15

**STUDENT ENROLLMENT**

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students	Fully Enrolled 4th Grade Students	Fully Enrolled 5th Grade Students
100% Enrollment	76	77	77	75	75	74
Waitlist #s	74 (In-District)	83	96	60	48	17

**BOARD PRESIDENT'S REPORT**

- Welcome Debra Lightner
- Debra gave a brief introduction of herself
- Building Hope - we haven't heard anything more from them. They will follow up on
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**SBA REPORT**

***Financial***

 Business accounts <sup>a</sup>

Agency - 6538 Quick View	<b>\$14,997.93</b>
Food Program - 6525 Quick View	<b>\$111,550.26</b>
General Operating Fund - 6509 Quick View	<b>\$2,594,478.71</b>
Your business card offer!	
Payroll - 6512 Quick View	<b>\$4,629.59</b>
Business Advantage Sav - 4508 Quick View	<b>\$116,386.47</b>

Budget Update

**Operations**

- Lumen Impact Group on site tomorrow, March 24th, 2022

SWEARING IN NEW BOARD MEMBER

Sandra Harrison swear in of new board member, Debra Lightner

Items Requiring Board of Trustees Votes

A. *FINANCE*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-01**

**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	185,454.55
Fund 20	80,397.51
Fund 60	2,995.52

<b>TOTAL</b>	<b>268,847.58</b>
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**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-02**  
**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for February 2022/March 2022/April 2022.

02/28/2022 = \$175,090.88 (Gross Earnings) + \$13,929.44 (Employer Taxes) + \$99.90 (DCRP)  
03/15/2022 = \$182,192.33 (Gross Earnings) + \$14,448.81 (Employer Taxes) + \$110.62 (DCRP)  
03/31/2022 = \$196,000 (Estimated)  
04/15/2022 = \$196,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-03**  
**Board Secretary's Reports**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Reports for February 2022. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-04**  
**Budget Adjustments**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for February 2022. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-05**  
**Treasurer's Reports**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for February 2022. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-06**  
**2020-2021 Audit**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2020-2021 Audit. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-07**  
**2022-2023 Budget**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2022-2023 Budget. See Appendix A.

**CONSENT RESOLUTION: FINANCE**

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

*B. HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-08**

**New Hires**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires. See Appendix B for resumes.

<b>Employee</b>	<b>Position</b>	<b>Salary</b>	<b>Start Date</b>
Shanequa Myers	Instructional Aide	\$43,000	ASAP
Charee Bertram	General Education Teacher	\$55,000-\$60,000	August 2022
Audrune Charles-Pierre	General Education Teacher	\$55,000-\$60,00	August 2022
Teaneka Connell	General Education Teacher	\$55,000-\$60,00	August 2022
Bianca Rouse	Instructional Coach	\$75,000-\$80,000	August 2022

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-09**

**Contract Modifications**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contract modifications for our Instructional Aides. This is to match the salary of new hire Instructional Aides. These salaries are being paid using Title I and ESSER II funds.

Employee	Salary Update	Effective Date
Mily Salgado-Cardenas	\$43,000	3/15/2022
Marvin Orellana	\$43,000	3/15/2022
Andrea Zarrouk	\$43,000	3/15/2022

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-10**

**Employee Stipends**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following stipends for our Social Worker who will be taking on additional responsibilities due to the resignation of our School Psychologist/Student Support Coordinator.

Employee	Per Diem Rate	Effective Date
Danielle Malysa	\$60/day (in addition to salary)	3/31/2022

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-11**

**Staff Resignations**

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

Employee	Position	Effective Date
Stephanie Avallone	School Psychologist/Student Support Coordinator	03/30/2022

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-12**

**Job Description**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the job description for a Summer Academy Instructional Aide. See Appendix B.

**CONSENT RESOLUTION: HUMAN RESOURCES**

Board Member	Motion	Yes	No	Abstain	Absent

Marcy Bostwick		x			
Rashleigh Bruce	2	x			
Kimberly Dortch		x			
Sandra Harrison		x			
Steven Hockaday		x			
Debra Lightner		x			
Barbara Sellinger	1	x			

*C. APPOINTMENTS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-13**

**McKinney-Vento Liaison**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Danielle Malysa as our McKinney-Vento Liaison.

<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			
Sandra Harrison		x			
Steven Hockaday		x			
Debra Lightner		x			
Barbara Sellinger	2	x			

*D. CONTRACTS AND AGREEMENTS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-14**

**E-Rate Online, LLC**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with E-Rate Online, LLC for USF Organization & Account Setup, Data Collection & Application Assembly, Form Submittal, Reimbursement and Funding Year Closeout, and E-Rate Filing Services and Fees for \$2000. See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-15**  
**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 D.

**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.

**CONSENT RESOLUTION: 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		x			
Sandra Harrison		x			
Steven Hockaday	1	x			
Debra Lightner		x			
Barbara Sellinger	2	x			

*E. OTHER*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-16**  
**2022-2023 School Calendar**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2022-2023 School Calendar. See Appendix E.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2022-03-17**  
**2021-2022 School Calendar Updates**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following updates to the 2021-2022 School Calendar.

**Last Day for Scholars**

June 21st, 2022 (previously June 23rd, 2022)

Last Day for Staff

June 22nd, 2022 (previously June 24th, 2022)

**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	2	x			
Kimberly Dortch	1	x			
Sandra Harrison		x			
Steven Hockaday		x			
Debra Lightner		x			
Barbara Sellinger	1	x			

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

Steve Colson

- Ms. Irenski is doing tremendous work with math in the after school program
  - Tutoring two groups, two days a week
  - STEAM leader
  - Koinonia Academy teachers are coming to help teach math
  - Ms. Irenski will oversee this program
- Welcome Debra Lightner
- Literacy program
  - Scholars enjoying Reading Lab
  - Celebration of the results - individual incentives, families get money when scholars move up
- 5 years ago CAF purchased the synagogue
- Presentation tonight from the team was great

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			
Sandra Harrison		x			
Steven Hockaday		x			
Debra Lightner		x			
Barbara Sellinger	1	x			

Meeting was adjourned at 8:08 pm.