



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Agenda
July 18th, 2018 at 7PM
530 West 7th Street, Plainfield, NJ

CALL TO ORDER

Mr. Colson called to order the regular meeting of the Cresthaven Academy Charter School Board of Trustees at approximately 7:05 pm on July 18th, 2018 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
Steven Colson	x	
Toni Gamble	X (arrived late)	
Sandra Harrison	x	
Steven Hockaday	x	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

RESOLVED: APPROVAL OF June 20th, 2018 Minutes

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

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

RESOLVED: APPROVAL OF EXECUTIVE SESSION June 20th, 2018 Minutes

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

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

STATE OF THE SCHOOL REPORT



Board Meeting - July 18, 2018

Principal's Update

STUDENT TRANSFERS FOR 2017-18

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	1	1	0	0	0	0	1	1	0	0	4
1st Gr	0	1	0	0	0	0	0	0	0	0	1

STUDENT RE-ENROLLMENT

	# of Scholars Returning	# of Completed Enrollment & Registration Packets
CLASS OF 2025 (Rising 2nd Graders)	78/78	N/A
CLASS OF 2026 (Rising 1st Graders)	75/78	3/3 In Progress

STUDENT ENROLLMENT - CLASS OF 2027 - NEW KINDERGARTEN CLASS

New Student Enrollment & Registration	100% Completed Registration	Transfer Cards
	72	71

STUDENT ENROLLMENT

	CURRENT ENROLLMENT	WAITLIST
RISING KINDERGARTEN	72	72
RISING 1ST GRADE	75	61
RISING 2ND GRADE	78	31

FAMILY ENGAGEMENT

Home Visits Incoming K Scholars	Baselines Incoming K Scholars	Meet the Teacher Incoming K Scholars	Backpack Drive All Scholars & Siblings
70 out of 72 Completed	72 out of 72 Completed	Coming Soon... August 2018	Coming Soon... August 2018

CRESTHAVEN ACADEMY INSTRUCTIONAL TEAM

KINDERGARTEN: NYU, KEAN, and CLEMSON		
Teacher of Students w/Disabilities & General Education Teacher	Teacher of Students w/Disabilities & General Education Teacher	ESL Teacher & Teacher of Students w/Disabilities
1st GRADE: RUTGERS, FORDHAM, and YALE		
Teacher of Students w/Disabilities & General Education Teacher	Teacher of Students w/Disabilities & General Education Teacher	ESL Teacher & Teacher of Students w/Disabilities
2nd GRADE: PRINCETON, MONTCLAIR, and LSU		
Teacher of Students w/Disabilities & General Education Teacher	Teacher of Students w/Disabilities & General Education Teacher	Teacher of Students w/Disabilities & General Education Teacher
ESL Coordinator & Teacher	Resource Room Teacher of Students w/Disabilities*	Physical Education Teacher

* Pending County Approval

LEADERSHIP & SUPPORT TEAM

School Leader	Student Support Coordinator	Office Manager
School Business Administrator	School Nurse	Campus Aide

CHARTER SCHOOL RENEWAL - <https://www.nj.gov/education/chartsch/app/renewal/>

Commissioner initially approves a charter for four years and may renew a charter for a period of five years thereafter. The charter renewal process gives charter school operators an opportunity to present clear and compelling evidence of their achievements over the course of the charter term, and to demonstrate their academic, fiscal, and organizational viability. It is also an occasion for charter schools to examine their progress towards meeting their missions, goals, and objectives; to assess their strengths and needs; and to plan their courses for the future.

- Renewal Application: August 2017
- On-Site Renewal Visit: October 2017
- Renewal Determination: January 2018



CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US

- Backpack Drive (all families)- Saturday, August 4, 2018
- First day of Summer Institute (all staff) - Monday, August 6, 2018 (7:30 - 8:30 AM)
- Meet the Teacher (K families and staff) - Tuesday, August 21, 2018 (3-5 PM)

BOARD PRESIDENT'S REPORT

- Toni Gamble - Welcome to the Board of Trustees
- Next meeting - August 21st, 2018 - Tuesday

- Check calendars now to see if anyone has any conflicts for next meeting
- We are moving into a mature phase of our school
- Read Mission, Vision, and Core Values each Board Meeting
 - As we go forward, and as we come to renewal, but Board members will be interviewed and will expect you to know the
 - Whole Child. Whole Future.
 - DOE will be tapped into what makes us different
- Meet the Teachers - Steve wants to have a dinner for everyone on the 21st. Teachers could spend extra half hour and Board members could stay and meet each

SBA REPORT

Financial

Cresthaven Academy Charter School, Inc.

m****y@cresthavenacademy.org | [Update Profile](#) | [Security Center](#)



Business accounts^a

Agency - 6538 Quick View	\$1,444.85
Food Program - 6525 Quick View	\$35,525.33
General Operating Fund - 6509 Quick View	\$210,285.50
Payroll - 6512 Quick View	\$65,802.48
Business Advantage Sav - 4508 Quick View	\$0.00

HR

- Fully hired
- All staff have been on-boarded - process will continue in summer

Operations

- Re-painting building
- Re-tiling basement and 1 classroom on first floor
- School schedule - arrival, dismissal, lunch

Items Requiring Board of Trustees Votes

FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-01

Bill list

The Board of Trustees of Cresthaven Academy Charter School approves the prior and future payments of the following:

Paid	
R&L*	508.88
Atlantic Tomorrow (Copiers)*	3972.98
Education is Power Consulting*	5000.00
NJ American Water*	428.73
TOTAL	9,910.59

* These items were on the a previous board packet, but amounts were adjusted due to shipping, taxes, or co-op pricing adjustments

** These items were not on the last board packet, but are expenses in the budget

To-Be Paid	
Horizon Medical premium	11557.69
Ameritas Dental premium	493.12
UnitedHealth Vision premium	128.99
Unum (Short and Long Term Disability) (estimated)	900.00
CA Foundation - Rent payments	28,244.16
Atlantic Tomorrow Copiers (machine rental)	934.18
Verizon	477.28
Sotel	146.86
Kaleidoscope - Child Study Team	1275.00
R and L (estimated)	500.00
OCA Benefit Services (FSA Administration)	50.00

American Water (estimated)	430.00
PSE&G (estimated)	2000.00
Leaving The Village	150.00
Johnston Law Firm, LLC	302.50
Alliance Pest Services	35.00
Karson Foods	8192.04
Hunterdon County ESC	1200.00
Heinemann	9559.19
Singapore Math	17857.60
Kickboard	2870.00
Learning A-Z	589.70
NJ SBA	2500.00
NJASBO (Annual Membership)	954.81
NJASBO (Annual Conference)	275.00
NJ School Jobs	50.00
Pearson	130.00
Wilson Language Training Corporation	2601.00
CDW-G	9883.26
Meghan Pipchick (U-Haul rental)	110.66
Educational Services Commission of NJ	588.00
Courier News	15.48
WB Mason	1380.20
School Specialty	2408.26
Lakeshore	3994.31
Food Service Solutions	995.00
NJ Dept of Labor and Workforce Development	40.50

East Brunswick Board of Education (Cafeteria tables)	3000.00
Dr. Kia Grundy (School Physician)	3000.00
Tools of the Mind	1500.00
NJ Dept of Labor	5729.75
Switch Technologies (E-Rate funding)	10729.25
Switch Technologies (Anti-virus software)	1228.50
Plainfield Board of Education (Final Enrollment Count)	9293.00
TOTAL	148,300.29

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for June/July/August 2018. Prior pay periods reflect actual expenses. Future pay periods reflect estimated expenses.

06/30/2018 = \$76,931.52 (Gross Wages) + \$6,086.63 (Employer Taxes) + \$61.11 (DCRP Expense)

07/15/2018 = \$18,481.99 (Gross Wages) + \$1,411.39 (Employer Taxes)

07/20/2018 = \$64,706.88 (Summer Savings Pay)

07/31/2018 = \$20,000 (Estimated)

08/15/2018 = \$40,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-03

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Report for June 2018. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-04

Treasurer's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for June 2018. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-05

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Budget Adjustments for June 2018. See Appendix C.

CONSENT RESOLUTION: FINANCE

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

ACADEMIC

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-06

Professional Development Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Professional Development Plan for 2018-2019 in accordance with New Jersey Administrative Code (N.J.A.C. 6A: 9C-4.2(b)6). See Appendix D.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-07

District Mentoring Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the District Mentoring Plan for 2018-2019 in accordance with New Jersey Administrative Code (N.J.A.C. 6A:9B-8.9; N.J.A.C. 6A: 9C-4.2(b)6; N.J.A.C. 6A: 9C-5.3). See Appendix E.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-08

Comprehensive Equity Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the three-year Comprehensive Equity Plan in accordance with New Jersey Administrative Code (N.J.A.C. 6A:7). See Appendix F.

All school districts, charter schools and renaissance school projects are required to develop a three-year Comprehensive Equity Plan (CEP) and submit it for annual review and approval to their county office of education.

RESOLVED: CONSENT RESOLUTION: ACADEMIC

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

POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-09

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 in Appendix G.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2018-07-10

Staff Handbook 2018-2019

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Staff Handbook for the 2018-2019 school year. See Appendix H.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-11

Integrated Pest Management Policy

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Integrated Pest Management Policy for 2018-2019. See Appendix I.

CONSENT RESOLUTION: POLICIES, MANUALS, REGULATIONS, AND BYLAWS

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick					x
Rashleigh Bruce					x
Steven Colson		x			
Toni Gamble	1	x			

Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	2	x			

HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-12

New Hires

The Board of Trustees of Crethaven Academy Charter School resolves to approve the following new hire for the 2018-2019 school year. See resume in Appendix J.

Employee	Position	Contractual Salary	10 or 12 month	Start Date
Daniel Croson	Dean of Students	\$70,000 (prorated for start date of 9/1/18)	12	9/1/2018

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-13

Employee Resignation

The Board of Trustees of Crethaven Academy Charter School resolves to approve the following employee resignation, effective 7/12/2018.

Employee	Position
Katherine Worden	Social Worker

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-14

2018-2019 Title I Staff

The Board of Trustees of Crethaven Academy Charter School resolves to approve the following Title I staff members for the 2018-2019 school year.

CONSENT RESOLUTION: HUMAN RESOURCES

Employee	Position	Title I Budget Line	Title I Program
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Megan Gerity	Teacher	Instructional Salaries (100-100)	Extended School Year - Summer School
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Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick					x
Rashleigh Bruce					x
Steven Colson		x			
Toni Gamble	2	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-07-15

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 K.

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

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 8:05 pm.