



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Agenda**  
August 21st, 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 7:01 pm on August 21st, 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	
Sandra Harrison	x (arrived late)	
Steven Hockaday	x (arrived late)	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

**RESOLVED: APPROVAL OF July 18th, 2018 Minutes**

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			

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

**STATE OF THE SCHOOL REPORT**



Board Meeting - August 21, 2018  
Principal's Update

**STUDENT ENROLLMENT**

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students
100% Enrollment Packet with Proofs of Residency	78	77	78
Transfer Cards from Plainfield BOE	78	1 pending	78

**STUDENT APPLICATIONS TO DATE**

	August	September	October	November	December	January '19
<b>Year 1: Grade 2 (WL)</b>	31					
<b>Year 2: Grade 1 (WL)</b>	72					
<b>Year 3: Grade K (WL)</b>	49					
<b>Year 4: Rising K</b>	54					

**FAMILY ENGAGEMENT**

<b>HOME VISITS FOR INCOMING SCHOLARS</b>	
In 2017-18: By August 22, 2017 we had completed 56/78 home visits	In 2018-19: By August 21, 2018 we have completed 77/78 home visits

<b>BACKPACK DRIVE EVANGEL CHURCH &amp; IGLESIA EMANUEL</b>		<b>KINDERGARTEN MEET THE TEACHER</b>	
In 2017-18: 156 backpacks distributed	In 2018-19: 234 backpacks distributed	In 2017-18: 62 scholars and families attended 79%	In 2018-19: 63 scholars and families attended 81%

**SUMMER INSTITUTE**

<b>WEEK AT A GLANCE (Week 1)</b>						
Mon. 8/6	Welcome (Board of Trustees)	History of Cresthaven Academy	Mission, Vision, Core Values & Whole Child Approach	Growth Mindset & School Culture	Guidelines for Room Set-Up	Big Reveal!
Tues. 8/7	What are charter schools?	Operations: School-Wide Systems	TLAC: Building Behavior & Culture		TLAC: Clear What To Do	Team Activity: Sensei Holland
Wed. 8/8	Co-Teaching Model	Literacy Training w/Kanika				CPR Class 4-6 PM
Thurs. 8/9	Life maps in departments	Units of Study - Teachers College: Writing (K-2)				Room Set-Up
Fri. 8/10	Developmentally Appropriate Practice	Tools of the Mind (Kindergarten Curriculum) & Units of Study - Teachers College: Reading (gr. 1-2)				Health Benefits Rep & Room Set-Up

WEEK AT A GLANCE (Week 2)					
Mon. 8/13	Operations: Pension, Payroll & Supplies	Literacy Training w/Kanika - Day 2			Room Set-Up
Tues. 8/14	Special Education, I&RS & HIB	Literacy Training w/Kanika - Day 3			Team Activity: Relay Races
Wed. 8/15	Social-Emotional & Cloud9 (Suicide Prevention)	Literacy Training w/Kanika - Day 4			Room Set-Up
Thurs. 8/16	Difficult Conversations Room Set-Up	TLAC: Strong Systems & Procedures	TLAC: Strong Voice	TLAC: Do It Again	Room Set-Up
Fri. 8/17	Room Set-Up	Singapore Math - (Pedagogy)			HW Room Set-Up

WEEK AT A GLANCE (Week 3)					
Mon. 8/20	Staff Handbook	Singapore Math			Room Set-Up
Tues. 8/21	Writing and Practicing Lesson Plans		1st Day Prep	Meet the Teacher 3-5 PM Kindergarten & New Students (All staff event)	
Wed. 8/22	School Nurse	Practice Day 1 Lessons (all)	Sheltered English Instruction	Room Set-Up	
Thurs. 8/23	FIRST DAY OF SCHOOL: KINDERGARTEN				
Fri. 8/24	FIRST DAY OF SCHOOL: KINDERGARTEN				



**CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US**

- **First Full Day of School** (grades K-2) - Monday, August 27, 2018 from 7:30 - 8 AM
  - Opening car doors to get scholars out of cars
- **NJCSA Conference** - October 11, 2018 (register at <https://www.njcharters.org/>)
- **Fall Festival** (scholars, families, and staff) - October 27, 2018 (12-4 PM)

**BOARD PRESIDENT'S REPORT**

- I want to recognize the work happening to open the school. There is a lot of work behind the scenes
- Read Mission Statement, Vision Statement, Choral Response, and Motto

**SBA REPORT**

***Financial***

# Cresthaven Academy Charter School, Inc.

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

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

Agency - 6538 <a href="#">Quick View</a>	<b>\$1,000.00</b>
Food Program - 6525 <a href="#">Quick View</a>	<b>\$23,282.81</b>
General Operating Fund - 6509 <a href="#">Quick View</a>	<b>\$103,312.09</b>
Payroll - 6512 <a href="#">Quick View</a>	<b>\$3,661.35</b>
Business Advantage Sav - 4508 <a href="#">Quick View</a>	<b>\$1.51</b>

- Auditors were on-site last Friday
  - So far, so good. Didn't get a lot of feedback, but I've been able to provide them with everything they've asked for

### **HR**

- Fully hired and on-boarded

### **Operations**

- Facilities are ready to go
- Technology is ready - Laptops, Smart Boards, etc
- Supplies and curriculum are in classrooms and ready to go
- Lunch applications are coming in → finalizing student eligibility will continue through the first week of school

## Items Requiring Board of Trustees Votes

### **FINANCE**

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-08-01**

#### **Bill list**

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

<b>Paid</b>	
R&L*	561.00
PMUA**	2337.17
NJ American Water*	669.04
<b>TOTAL</b>	<b>3567.21</b>

\* 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

<b>To-Be Paid</b>	
Horizon Medical premium	8632.75
Ameritas Dental premium	693.92
UnitedHealth Vision premium	104.50
Unum (Short and Long Term Disability)	665.05
CA Foundation - Rent payments	28244.16
Atlantic Tomorrow Copiers (machine rental)	934.18
Verizon	331.89
Sotel	146.86
R and L (estimated)	500.00
OCA Benefit Services (FSA Administration)	50.00
American Water (estimated)	553.93
PSE&G	1785.60
Johnston Law Firm, LLC	907.50
Kaleidoscope	400.00
NJ Charter School Association	2700.00

UChicago Impact	1920.00
Cloud 9 World	2073.57
William Jackson (Singapore Math PD)	3500.00
Barnes and Noble	119.80
Grainger	514.40
Meghan Pipchick (Supply.com reimbursement - toilet lid)	57.51
Meghan Pipchick (Banner Buzz - window shades)	605.29
Meghan Pipchick (Home Depot purchase)	138.84
NJ Printing and Embroidery	675.00
Staples	281.36
Intrallogic Solutions	2505.00
Education is Power Consulting	3000.00
Safe ID Cards	106.09
NJ Schools Insurance Group	30853.71
Elevation Communications	804.62
Courier News	47.04
WB Mason	5702.47
Crisis Prevention Institute	283.00
School Specialty	294.72
Food Service Solutions	2605.00
Hunterdon County ESC (CDK application hosting)	1650.00
Hunterdon County ESC (CST evaluation)	450.00
NJ Advance Media	27.90
Social Thinking	101.65
School Health	130.57
School Nurse Supply, Inc	462.03

Jazmin Gooding (Travel reimbursement)	19.50
Ana Maria Diaz (Travel reimbursement)	19.50
Samantha Brida (Travel reimbursement)	24.50
Grove Lock	221.75
Triangle Communications	95.00
<b>TOTAL</b>	<b>105,940.16</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-08-02**

**Payroll Expenses**

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

07/31/2018 = \$20,616.99 (Gross Wages) + 1,590.91 (Employer Taxes)

08/15/2018 = \$37,224.45 (Gross Wages) + \$2,948.82 (Employer Taxes) + \$42.73 (DCRP Expense)

08/31/2018 = \$65,000 (Estimated)

09/15/2018 = \$82,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-08-03**

**Budget Adjustments**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-08-04**

**Private Donation**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$50,000 donation from Steven Colson.

<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
Steven Colson		x			
Toni Gamble		x			
Sandra Harrison					x



Steven Hockaday	2	x			
Barbara Sellinger	1	x			

## CONTRACTS AND AGREEMENTS

### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-08-05**

#### **Karson Food Service, Inc.**

Cresthaven Academy Charter School solicited Requests for Proposal for Vended Meals which yielded the following for consideration assuming 225 children/meals and 190 calendar days:

Contractor	Breakfast	Lunch	After School Snack	Total Bid
Karson Food Service, Inc	1.36	2.67	0.64	<b>\$199,642.50</b>
Genuine Foods	1.69	2.69	0.67	<b>\$215,887.50</b>

#### **Evaluation Criteria**

	EVALUATION CRITERION	WEIGHTED FACTOR	Karson Foods	Genuine Foods	Karson Foods %	Genuine Foods %
1	Price	20%	10	8	2	1.6
2	Commercial vendor's ability to accurately calculate and complete food service production records and provide documentation for an administrative review conducted by the state agency or upon request of the SFA, state agency or USDA. To include daily delivery tickets, recipes, nutrition fact labels, Child Nutrition (CN) labels and/or product formulation statements.	15%	10	10	1.5	1.5
3	The commercial vendor's demonstration of having a complete understanding of the SFA's School Food Service Program and its service requirements.	10%	10	5	1	0.5

4	Evidence of corporate capability and experience as measured by performance record, years in the industry, relevant experience, and number of SFAs served, client retention and references and the commercial vendor's organizational chart.	10%	10	8	1	0.8
5	Supplied sample menus for each Child Nutrition Program that the SFA participates in. Menus submitted indicate compliance with USDA regulations and meal patterns. All meals must be eligible for state and federal reimbursement.	10%	10	10	1	1
6	Evidence of successful communications systems for ordering meals, delivery schedule, and menu modification based on student/parent preference and SFA's local wellness policy. i.e. soliciting input, responsiveness to feedback, participation in program evaluation and selection of menus.	10%	7	2	0.7	0.2
7	Evidence of a comprehensive food handling, housekeeping and sanitation program.	10%	10	10	1	1
8	Transparency of proposal to avoid hidden costs.	5%	10	10	0.5	0.5
9	The accuracy of data submitted to support the Bid Specification. Submission of all required forms.	5%	10	7	0.5	0.35
10	Commercial vendor's commitment to provide healthy food options.	5%	10	10	0.5	0.5
				<b>TOTAL</b>	<b>9.7</b>	<b>7.95</b>

In accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

The Board of Trustees of Cresthaven Academy Charter resolves to award the contract for the Vended Meals to Karon Food Services, Inc in the total contract lump sum of \$199,642.50 as follows:

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

1. A contract with Karson Food Service, Inc. for the 2018-2019. See Appendix B.
2. The School hereby authorizes the School Business Administrator to do and perform any and all such acts, including execution of any and all contracts, documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolution.

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

*POLICIES, MANUALS, REGULATIONS, AND BYLAWS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-08-06**  
**Integrated Pest Management Plan**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION #2018-08-07**  
**Family Handbook 2018-2019**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-08-08**  
**School Safety Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Cresthaven Academy School Safety Plan as required by New Jersey Administrative Code 6A:16-5.1 School Safety and Security Plans which requires each school district to have a school safety and security plan that meets the minimum state requirements. See Appendix E.

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

*HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-08-09**

**New Hires**

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

<b>Employee</b>	<b>Position</b>	<b>Contractual Salary</b>	<b>10 or 12 month</b>	<b>Start Date</b>
Michelle Feliciano	Operations Support Assistant	\$15/hour	12	9/1/2018

<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
Steven Colson		x			
Toni Gamble	1	x			
Sandra Harrison		x			
Steven Hockaday		x			

Barbara Sellinger	2	x			
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OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

**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
Steven Colson		x			
Toni Gamble	1	x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	2	x			

Meeting was adjourned at 7:30 pm