



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Agenda
September 26th, 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 7:03 pm on September 26th, 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	
Steven Hockaday	X (arrived late)	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

RESOLVED: APPROVAL OF August 21st, 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	77	78	78

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
K	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1st	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2nd	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

STUDENT APPLICATIONS TO DATE

	August	September	October	November	December	January '19
Year 1: Grade 2 (WL)	31	37				
Year 2: Grade 1 (WL)	72	66				
Year 3: Grade K (WL)	49	53				
Year 4: Rising K	54	72				

FAMILY ENGAGEMENT

BACK TO SCHOOL NIGHT 9/5/2018 & 9/6/2018			COFFEE WITH THE PRINCIPAL* 9/20/2018		
K 56 or 73%	1st 56 or 72%	2nd 56 or 72%	K 23	1st 10	2nd 21

UPCOMING EVENTS

- Field trips to Von Thun's Farm for grades K-2



CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US

- NJCSA Conference - October 11, 2018 (register at <https://www.njcharters.org/>)
- Board Retreat Saturday, October 20, 2018
- Fall Festival (scholars, families, and staff) - October 27, 2018 (12-4 PM)

BOARD PRESIDENT'S REPORT

- Thank all the Board members - 100% attendance
- October 20th - Board retreat at Cresthaven Academy
 - Regroup, focus on the school
 - Renewal information
 - 8:00 am - 12:00 pm
 - Full breakfast
- November 28th - In-person Board meeting → Monica will be giving first update on scholar academic results
- Renewal is coming up next year
- Read Vision Statement, Mission, Choral Response, and Motto

SBA REPORT

Financial

Cresthaven Academy Charter School, Inc.

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



Business accounts^a

Agency - 6538 Quick View	\$23,322.96
Food Program - 6525 Quick View	\$25,471.13
General Operating Fund - 6509 Quick View	\$174,071.95
Payroll - 6512 Quick View	\$55,911.58
Business Advantage Sav - 4508 Quick View	\$8,831.01

HR

- All employees on-boarded

Operations

- Received 100% of lunch applications
- Arrival/dismissal running smoothly
- Breakfast/lunch running smoothly

Items Requiring Board of Trustees Votes

FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-01

Bill list

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

Paid	
R&L*	374.00
WB Mason*	5404.04
TOTAL	374.00

* 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	18965.94
Ameritas Dental premium	563.56
UnitedHealth Vision premium	121.57
Unum (Short and Long Term Disability)	657.79
CA Foundation - Rent payments	28244.16
Atlantic Tomorrow Copiers (machine rental)	3514.59
Verizon	216.19
Sotel	143.36
R and L (estimated)	500.00
OCA Benefit Services (FSA Administration)	50.00
American Water	754.93
PSE&G	1890.61
Alliance Pest Services	35.00
Karson Food Service	5774.47
Johnston Law Firm, LLC	2230.50
Kaleidoscope	1218.05
Language Learning Network	1620.00
Education is Power Consulting	5000.00

Learning A-Z	54.95
Gerald Longo (Auditor)	10000.00
NJ Advance Media	144.25
Sycamore Education	3088.80
School Health	514.67
Heinemann	717.00
Gannett NJ	47.04
Samantha Brida (reimbursement for supplies)	143.30
Meghan Pipchick (New Jersey Association for the Education of Young Children registration)	285.00
The Reading and Writing Project	7000.00
SafeCard ID	21.09
Robert Brown (Treasurer)	875.00
Von Thun's Farms (estimated)	3780.00
First Student Charter	2943.00
Union County Administrators of Special Education	50.00
MGL Printing	125.00
William Jackson	1750.00
WB Mason	2683.46
TOTAL	105,723.28

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-02

Payroll Expenses

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

08/31/2018 = \$60,037.26 (Gross Wages) + \$4,814.33 (Employer Taxes) + \$139.43 (DCRP Expense)

09/15/2018 = \$79,015.58 (Gross Wages) + \$6,236.41 (Employer Taxes) + \$84.54 (DCRP Expense)

09/30/2018 = \$85,000 (Estimated)

10/15/2018 = \$85,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-03

Board Secretary's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-04

Treasurer's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-05

Budget Adjustments

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-06

Private Donation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$1,000 donation from Ms. Phyllis Mincieli.

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					x
Barbara Sellinger	2	x			

CONTRACTS AND AGREEMENTS

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

McKinney-Vento Education of Homeless Children and Youth Program Agreement

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the McKinney-Vento Education of Homeless Children and Youth Program Agreement with the Essex Regional Educational Services Commission (ERESC). See Appendix D.

The ERESO is applying to participate in the McKinney-Vento Education of Homeless Children and Youth Program and is seeking districts to collaborate, if awarded the grant.

Background

The ERESO McKinney Vento Homeless Education Program is established to serve as a resource to help school officials, parents and local community organizations and to facilitate the effective enrollment of displaced (homeless) children and youth and to facilitate the effective delivery of necessary services to homeless children and youth.

Program Goals

To help school districts with the identification and enrollment of homeless children and youth. To ensure that homeless students continue to attend school by reducing the stigma of homelessness to the student, facilitating parent education, training, and integrating homeless children with non-homeless students. To coordinate educational services that will enable homeless students to meet the same high quality content and performance standards that all children in New Jersey public schools are expected to meet.

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

POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-08
Restraint and Seclusion Policy for Students with Disabilities

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Restraint and Seclusion Policy for Students with Disabilities. See Appendix E.

In January 2018, Public Law 2017, Chapter 291 was signed into law, establishing certain requirements for the use of restraint and seclusion with students with disabilities in school districts. This policy addresses the new requirements.

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			

HUMAN RESOURCES

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

SBA Rubric

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following rubrics for the School Business Administrator. See Appendix F.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-10

Job Description

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following job description for the 2018-2019 school year. See Appendix G.

- Director of Operations (Full-Time - Starting 1/1)

CONSENT RESOLUTION: HUMAN RESOURCES

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 # 2018-09-11

Field Trips

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Field Trips for the 2018-2019 school year.

DATE	GRADE	LOCATION
October 2	1st Grade	Von Thun's Farms
October 4	2nd Grade	Von Thun's Farms
October 17	Kindergarten	Von Thun's Farms
December 4	1st Grade	Liberty Science Center
December 6	2nd Grade	Liberty Science Center + Planetarium
December 12	Kindergarten	Liberty Science Center
April TBD	Kindergarten	Kean University
April TBD	2nd Grade	Princeton University
April TBD	1st Grade	Rutgers University
May 15	Kindergarten	Rizzo's Wildlife
May TBD	1st Grade	Field Station Dinosaurs
May 23	2nd Grade	Turtleback Zoo

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-12

Grievance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Grievance Committee in accordance with the school's bylaws and 18A:36A-15. *Complaints to board of trustees.*

Any individual or group may bring a complaint to the board of trustees of a charter school alleging a violation of the provisions of this act. If, after presenting the complaint to the board of trustees, the individual or group determines that the board of trustees has not adequately addressed the complaint, they may present that complaint to the commissioner who shall investigate and respond to the complaint. The board shall establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make nonbinding recommendations to the board concerning the disposition of a complaint.

The Grievance Committee will be made up of the following members:

- Jill Randolph (Parent)
- Ryan Moore (Parent)
- Jessica Saunders (Teacher)
- Jazmin Gooding (Teacher)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2018-09-13

Governance Committee

The Board of Trustees of Crethaven Academy Charter School resolves to approve the Governance Committee in accordance with the school’s bylaws:

There shall be a standing committee, known as the Governance Committee. This committee shall be composed of persons recommended by the Chairman of the Board and designated by the Board of Trustees. The duties of the Governance Committee shall be (a) to solicit nominations and study the qualifications of candidates for the vacant Trustee positions on the Board, (b) to solicit nominations and present the qualifications of nominees for officers to the Board for election at the annual meeting, (c) to recommend candidates to the Board to fill vacancies that arise outside the regular nominating process. (d) to provide ongoing orientation to Trustees. (e) to ensure Board policies are being observed. and (f) to oversee a Trustee assessment process to ensure optimum performance. During any of the aforementioned nomination processes, the Governance Committee will always present all nominated candidates to the Board of Trustees for a final vote. While it is expected that the Governance Committee will provide recommendations for all nominations, the Governance Committee itself will not prevent nominated candidates from receiving a vote before the full Board of Trustees.

The Governance Committee will be made up of the following members:

- Steve Colson (Board President)
- Barbara Sellinger (Trustee)

CONSENT RESOLUTION: OTHER

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			

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		x			
Barbara Sellinger	1	x			

Meeting was adjourned at 7:50 pm