



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
January 23, 2019 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 7:03 pm on January 23, 2019 at Cresthaven Academy Charter School.

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	
Toni Gamble	x	
Sandra Harrison	x	
Steven Hockaday	x	
Barbara Sellinger	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

Donna Alonso - Interim School Business Administrator

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.

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL OF December 19th, 2018 Minutes**

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		x			
Rashleigh Bruce		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.

STATE OF THE SCHOOL REPORT

Board Meeting - January 23, 2019

Principal's Update

STUDENT ENROLLMENT	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students
100% Enrollment Packet w/ Proofs of Residency	77	78	78

**STUDENT TRANSFERS**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
K	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A
1st	0	0	0	0	0	N/A	N/A	N/A	N/A	N/A
2nd	0	1	0	0	0	N/A	N/A	N/A	N/A	N/A

IN-DISTRICT STUDENT APPLICATIONS	Aug	Sept	Oct	Nov	Dec	Jan '19	OUT-OF-DISTRICT STUDENT APPLICATIONS	Jan '19	TOTAL
<b>Year 1: Grade 2 (WL)</b>	31	37	37	37	37*	35	<b>Year 1: Grade 2 (WL)</b>	2	37

<b>Year 2: Grade 1 (WL)</b>	72	66	70	72	72*	47	<b>Year 2: Grade 1 (WL)</b>	11	58
<b>Year 3: Grade K (WL)</b>	49	53	54	60	60*	59	<b>Year 3: Grade K (WL)</b>	8	67
<b>Year 4: Rising K</b>	54	72	88	117	123	178	<b>Year 4: Rising K</b>	20	198

<b>TOTAL INCOMING KINDERGARTEN APPLICATIONS AS OF THE DAY OF THE LOTTERY</b>		
<b>2018-19</b> In-District Applications 178	<b>2017-18</b> In-District Application 151	<b>2016-17</b> In-District Applications 98
<b>SEATS AVAILABLE</b> 78 - 10 (siblings) - 68	<b>SEATS AVAILABLE</b> 78 - 14 (siblings) - 64	<b>SEATS AVAILABLE = 78</b>

<b>PERFECT ATTENDANCE AWARDS</b>			
	<b>Kindergarten</b>	<b>First Grade</b>	<b>Second Grade</b>
November	56/77	54/78	63/78
December	58/77	43/78	45/78

**FAMILY ENGAGEMENT**

<b>Lottery Day: Parents called new families</b>	<b>Parent-Teacher Conferences February 6, 2019</b>
5	TBD

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



- Parent-Teacher Conferences - 2/6/19 (1:30 - 6 PM)
- New Family Orientation - 3/23/19 TBD

BOARD PRESIDENT'S REPORT

- Very impressed that the support team is involved in getting scholars to improve in literacy. All staff is activated even our Nurse is putting sight words up in her office to reinforce learning
- We are doing fine at Cresthaven, it was a good month for Cresthaven with 178 applications.
- Things feel settled. Meghan didn't have her baby and she has been able to transition
- Officially welcoming Donna to the school

SBA REPORT

Donna

- Meghan and I have been transitioning the past three weeks
- I performed my 1st payroll, 1st Board agenda, 1st bills list, etc
- Treasurer's report was made more user friendly and reconciling items were cleaned up
- Meghan was able to get caught up on various things. Both Donna and Meghan are comfortable moving forward.

Meghan

- Grateful that Donna and I have been able to work together. I've never worked so closely with an SBA who has so much experience
- I am learning a lot from her and hopefully I am teaching her some things too
- I am more confident now in what the business office is doing than I've was before
- I look forward to coming back in June and learning more from one another so we continue to improve the SBA function at Cresthaven

Items Requiring Board of Trustees Votes

*FINANCE*

**BOARD OF TRUSTEES RESOLUTION # 2019-01-01**

**Bill list**

The Board of Trustees of Cresthaven Academy Charter School approves the attached bills list dated 1/17/19:

<b>January Bills List</b>	<b>Total by Fund</b>
Fund 10	84,879.27
Fund 20	9,535.78

Fund 60	14,080.37
<b>TOTAL</b>	108,498.42

**BOARD OF TRUSTEES RESOLUTION # 2019-01-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for November/December 2018 and January 2019. Prior pay periods reflect actual expenses. Future pay periods reflect estimated expenses.

12/31/2018 = \$79,564.52 (Gross Wages) + \$6,202.98 (Employer Taxes) + \$76.41 (DCRP Expense)

01/15/2019 = \$82,302.34 (Gross Wages) + \$6,738.13 (Employer Taxes) + \$46.95 (DCRP Expense)

01/31/2019 = \$90,000 (Estimated)

02/15/2019 = \$90,000 (Estimated)

**BOARD OF TRUSTEES RESOLUTION # 2018-01-03**

**Board Secretary's Report**

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

**BOARD OF TRUSTEES RESOLUTION # 2018-01-04**

**Treasurer's Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for December 2018. This was generated internally and will be signed off by the Treasurer next month. See Appendix C.

**BOARD OF TRUSTEES RESOLUTION # 2018-01-05**

**Budget Adjustments**

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

**BOARD OF TRUSTEES RESOLUTION # 2019-01-06**

**Social and Emotional (SEL) Grant**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the application for a SEL grant for \$7200.

This grant funding will provide districts and schools with opportunities to incorporate SEL initiatives into programs and services to support low-income students as well as to enhance school improvement efforts. Additionally, these funds must be used for the purposes of providing "evidence-based" interventions that

will improve targeted outcomes across various priority topics in education, including but not limited to school leadership, arts integration, summer learning, and after-school programs.

**CONSENT RESOLUTION: FINANCE**

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

**CONTRACTS**

**BOARD OF TRUSTEES RESOLUTION # 2019-01-07**

**Charter school renewal services with NJCSA**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attached proposal with the NJ Charter School Association for Renewal Services: Level 1. See Appendix E for contract.

**BOARD OF TRUSTEES RESOLUTION # 2019-01-08**

**Substitute resources with Swing Education**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attached proposal with Swing Education for substitute services effective now through 6/30/19. See Appendix F.

**CONSENT RESOLUTION: CONTRACTS**

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

*HUMAN RESOURCES*

**BOARD OF TRUSTEES RESOLUTION # 2019-01-09**

**Substitute Teacher: Carlos Rodriguez**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following substitute teacher, Mr. Carlos Rodriguez, at a rate of \$120/day. See Appendix G for resume and contract.

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

*OTHER*

**BOARD OF TRUSTEES RESOLUTION # 2019-01-10**

**Memorandum of Agreement with Local Law Enforcement**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Memorandum of Agreement with the Local Law Enforcement. See Appendix H.

**BOARD OF TRUSTEES RESOLUTION # 2019-01-11**

**Summer Food Service Program Waiver Request Form**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Summer Food Service Program Waiver Request Form. See Appendix I.

**CONSENT RESOLUTION: OTHER**

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick	2	x			
Rashleigh Bruce		x			
Toni Gamble		x			

Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	1	x			

OLD BUSINESS

Question on After School Program

- Oversight of after school program has improved tremendously
- We have a calendar where one Leadership Team member stays late each night
- Dean of Students helps transition scholars from school to after school
- Programming is limited - cannot use 2nd grade wing
- Whoever is on-site circulates and then helps at front entrance at the end of the night
- Fine tuning processes to make students safer and following procedures
- Added Nurse on call to the Leadership team rotation
- Program is very stable

NEW BUSINESS

- Rashleigh Bruce (Board Member) is going away to Africa for a military deployment
- He comes back in December
- He will be in the country until March
- Sandra - We will need to approve your leave at the next meeting
- Monica - We teach our scholars about serving in our military and we will let them know about your latest deployment

PUBLIC PORTION

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

Meeting was adjourned at 7:47 pm