



## Board of Trustees Meeting Minutes

April 16, 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 7:00 pm on April 16, 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

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.

State of the School Report - Monica Villafuerte

President's Report - Sandra Harrison - Ms. Harrison discussed Disclosure Forms and Mandated Training with the Board. She also thanked Ms Villafuerte and teachers for the presentation given on "Progress Toward Academic Goals". She is happy for the data that is being collected and to learn how the children are progressing, as well as, how the renewal process is advancing. She also reminded everyone that the next meeting is Wednesday, May 22, 2019.

SBA Report - Donna Alonso - Ms Alonso - the Board Secretaries report with the Board and commented on Cresthaven's current Budget underrun of \$435,358 in Fund 10. She also discussed the current cash balance which is hovering around \$500,000. Cresthaven is in very good shape for its expansion to 3rd grade next year.

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL OF March 28, 2019 Minutes**

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

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

Marcy Bostwick joined the meeting at 7:07 pm.

*FINANCE*

**BOARD OF TRUSTEES RESOLUTION # 2019-04-01**

**Bill list**

The Board of Trustees of Cresthaven Academy Charter School approves the attached bills list dated 4/15/2019. See Appendix A.

April Bills List	Total by Fund
Fund 10	\$ 55,608.67
Fund 20	\$ 11,408.87
Fund 60	\$ 0
<b>TOTAL</b>	<b>\$ 67,017.54</b>

**BOARD OF TRUSTEES RESOLUTION # 2019-04-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for March 2019 and estimates for April 2019. Prior pay periods reflect actual expenses. Future pay periods reflect estimated expenses.

03/15/2019 = \$86,104.79 (Gross Wages)  
 03/31/2019 = \$86,037.94 (Gross Wages)  
 04/15/2019 = \$85,755.87 (Gross Wages)  
 04/30/2019 = \$86,000 (Estimated)

**BOARD OF TRUSTEES RESOLUTION # 2019-04-03**

**Board Secretary's Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Report for March 2019. See Appendix B.

**BOARD OF TRUSTEES RESOLUTION # 2019-04-04**

**Treasurer's Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for March 2019. See Appendix C.

**BOARD OF TRUSTEES RESOLUTION # 2019-04-05**

**Budget Adjustments**

The Board of Trustees of Cresthaven Academy Charter School resolves to certify that no major budget lines have been over expended and that the appropriate budget line transfers for the month of March 2019 are attached. See Appendix D.

**BOARD OF TRUSTEES RESOLUTION # 2019-04-06**

**Bill Payment**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Donna Alonso to pay bill in advance of the next BOT meeting due to an early meeting date in April and a late meeting date in May. Bills will include but not be limited to Karson Food Services, Education Services Commission of NJ, Johnson Law Firm, LLC, and School Specialty.

**CONSENT RESOLUTION: FINANCE**

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick	Motioned	x			
Rashleigh Bruce		x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday	Seconded	x			

Barbara Sellinger					x
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Upon majority affirmative vote of the full membership present, the motion passed.

*PERSONNEL*

**BOARD OF TRUSTEES RESOLUTION # 2019-04-07**

**Job Descriptions**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the attached job descriptions for the 2019-2020 School Year. Appendix E **TABLED UNTIL MAY 22, 2019 MEETING**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-04-08**

**School Safety Specialist**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Meghan Pipchick as the School Safety Specialist for 2019-2020 school year.

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

*POLICY*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-04-09**

**Critical Policy: Missing, Abused and Neglected Children, Policy # 5141.4**

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

**EXECUTIVE SESSION**

**MOTION TO ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION TO DISCUSS PERSONNEL ITEMS:**

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

**MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO PUBLIC SESSION TO VOTE ON PERSONNEL ITEMS:**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-04-10**

**Contract Renewals**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contract renewals for the 2019-2020 school year.

<b>Employee</b>	<b>Position</b>	<b>Contractual Salary</b>	<b>10 or 12 month</b>	<b>Start Date</b>
Jazmin Gooding	Elementary Teacher/2nd Grade Team Lead		10	8/5/2019

Ana Maria Diaz	Elementary Teacher/1st Grade Team Lead		10	8/5/2019
Danielle Casciano	Special Education Teacher		10	8/5/2019
Jessica Saunders	Special Education Teacher		10	8/5/2019
Pooja Hiremath	Elementary Teacher		10	8/5/2019
Samantha Brida	Special Education Teacher		10	8/5/2019
Chelsea Boverly	Special Education Teacher		10	8/5/2019
Bianca Sehgal	Special Education Teacher		10	8/5/2019
Michelle Ehrenkranz	Elementary Teacher		10	8/5/2019
Meghan Pipchick	School Business Administrator		12	7/1/2019
Wanda Rodriguez	Office Manager		12	7/1/2019
Stephanie Avallone	School Psychologist/ Student Support Coordinator		10	8/5/2019
Janet Adekola	School Nurse		10	8/5/2019
Enrique Silva	Campus Aide		12	7/1/2019

Diana Churchill	ESL Teacher/ ESL Coordinator (Part-Time)		10	8/5/2019
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**CONSENT RESOLUTION: FOR RENEWALS**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-04-09**

**New Hires**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires for the 2019-2020 school year. See resumes in Appendix M.

Name	Position	Contractual Salary	10 or 12 month	Start Date
Lynh Nguyen	Special Education Teacher		10	8/5/2019
Thao Le	General Education Teacher		10	8/5/2019
Shianne Chasidee	General Education Teacher		10	8/5/2019
LeShannon Wright	Director of Operations		12	7/1/2019

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**CONSENT RESOLUTION: NEW HIRERS**

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

**OLD BUSINESS - NONE**

**NEW BUSINESS** - Trustee Bostwick suggested that the Board of Trustees begin to form a committee that can focus on identifying locations for expansion that are in close proximity to Cresthaven’s current location. The Board discussed the possibility of adding a new trustee to the Board someone with a Real Estate leasing background. The Board President committed to getting the ball rolling by reaching out to some of her relevant contacts. She will report on this at the next meeting.

**PUBLIC PORTION - NONE**

**ADJOURNMENT - 8:53 pm**

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