



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
February 27, 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 February 27, 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

Ms. Barbara Sellinger was absent due to emergency surgery.

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 January 23, 2019 Minutes**

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

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

STATE OF THE SCHOOL REPORT

Board Meeting - February 27, 2019

Principal's Update

<b>STUDENT ENROLLMENT</b>	<b>Fully Enrolled Kindergarten Students</b>	<b>Fully Enrolled 1st Grade Students</b>	<b>Fully Enrolled 2nd Grade Students</b>
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	0	N/A	N/A	N/A	N/A
1st	0	0	0	0	0	0	N/A	N/A	N/A	N/A
2nd	0	1	0	0	0	0	N/A	N/A	N/A	N/A

**STUDENT ENROLLMENT - CLASS OF 2028 - NEW KINDERGARTEN CLASS**

<b>Enrollment &amp; Registration Packet</b>	<b>100% Completed Registration Packets</b>	<b>Declined Seat</b>	<b>Missed Deadline</b>	<b>Enrollment Not Initiated</b>	<b>Waitlist</b>
	<b>66</b>	<b>3</b>	<b>7</b>	<b>14</b>	<b>109</b>

**FAMILY ENGAGEMENT: PARENT-TEACHER CONFERENCES**

<b>November 7, 2018</b>	<b>February 6, 2019</b>	<b>April 17, 2019</b>
100% Participation	100% Participation	TBD

**AFTER SCHOOL PROGRAM: Enrichment Programming Highlights:**

**-ON SITE:** Challenge Island is a vendor the Foundation partners with for half-day programming that specializes in hands-on STEAM based learning activities in which scholars work collaboratively in "tribes" to problem solve using creativity and critical thinking. On January 29th the challenge was bridge building. Using toothpicks, gumdrops, and a little grit K, 1, & 2 scholars successfully constructed bridges that suspended across desks and chairs.

**-OFF SITE:** Continuing our partnership with the Fanwood-Scotch Plains YMCA, a new cohort of 12 first and second grade scholars began weekly swim instruction on Feb. 4th. An additional 8 returning/advanced scholars continue to develop their swim skills with weekly sessions at F-SPY. Although CAF transportation had to be suspended mid-year, our families have shown dedication to the swim program by assuming transportation responsibility to/from swim each week. We are proud of the commitment our families have demonstrated and the priority they've placed on their scholar's exposure to extra-curricular activities to enhance their learning.

**CACS Support:**

**SPEECH** - Beginning in January, CAF provided support to the CACS by accommodating speech therapy services on a temporary basis during after school hours while the school continued its search for a school-day therapist.

Attendance Data:  
**JANUARY 2019 SCHOLAR ATTENDANCE**

TOTAL # OF SCHOLARS UTILIZING AFTER SCHOOL PROGRAM SERVICES	AVERAGE # OF TOTAL MONTHLY DAYS SPENT IN AFTER SCHOOL PER SCHOLAR	AVERAGE # OF TOTAL MONTHLY HOURS SPENT IN AFTER SCHOOL PER SCHOLAR
165 scholars*	16.61 days	26.68 hours

Total # of Programming Days in January: 20

\*This number includes actively enrolled scholars who regularly participate in after school programming as well as those who participated in after school strictly for speech therapy services, and those sent by CACS at 4pm due to late parent pick-up from school.

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



- New Family Orientation - 3/23/19 TBD

BOARD PRESIDENT'S REPORT

- The Board President commented on on-going improvements being made and The Board President also requested an update on the Charter School Renewal Process.

SBA REPORT

- Ms Alonso reported on the results from Cresthaven's Erate open bidding process.
- Ms. Alonso also discussed several non-routine items on the agenda for approval.
- Ms. Alonso also reported that the 2019-20 budget would be on next month's agenda for approval.

Items Requiring Board of Trustees Votes

*FINANCE*

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

Bill list

The Board of Trustees of Cresthaven Academy Charter School approves the attached bills list dated 2/27/19:

<b>January Bills List</b>	<b>Total by Fund</b>
Fund 10	\$ 85,413.43
Fund 20	\$ 6,134.00
Fund 60	\$54,404.11
<b>TOTAL</b>	<b>\$145,951.54</b>

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

**Payroll Expenses**

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

01/31/2019 = \$82,302.34 (Gross Wages) + \$6,738.13 (Employer Taxes) + \$46.95 (DCRP Expense)

02/15/2019 = \$90,860.11 (Gross Wages) + \$6,878.84 (Employer Taxes) + 0.0 (DCRP Expense)

02/28/2019 = \$90,000 (Estimated)

03/15/2019 = \$90,000 (Estimated)

**BOARD OF TRUSTEES RESOLUTION # 2018-02-03**

**Board Secretary's Report**

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

**BOARD OF TRUSTEES RESOLUTION # 2018-02-04**

**Treasurer's Report**

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

**BOARD OF TRUSTEES RESOLUTION # 2018-02-05**

**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 January 2019 are attached. See Appendix D.

**BOARD OF TRUSTEES RESOLUTION # 2019-02-06**

**Revised 2018-19 Budget**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the updated revenue projections and budget line expenditures for the 2018-19 school year, which is based upon updated School Aid projections. (Appendix E).

**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	2	x			
Sandra Harrison		x			
Steven Hockaday	1	x			
Barbara Sellinger					x

**CONTRACTS**

**BOARD OF TRUSTEES RESOLUTION # 2019-02-07**

**E-rate awards for 2019-2020 School Year**

The Board of Trustees of Cresthaven Academy Charter School resolves to enter into an agreement with Verizon On-line for the purchase of 150MB of internet services at a rate of \$1,488 per month (before 90% discount) and RelComm Technologies for the purchase of 12 wireless access points inclusive of cabling in the amount of \$9,328 (before 85% discount) for the 2019-20 School Year. Both purchases will be substantially reduced based upon the terms negotiated by the State of New Jersey e-rate agreement. See Appendix F.

**BOARD OF TRUSTEES RESOLUTION # 2019-02-08**

**SEMI waiver**

The Board of Trustees of Cresthaven Academy Charter School resolves to request a waiver from participation in the Special Education Medicaid Initiative (SEMI) program for the 2019-2020 school year.

The purpose of the SEMI program is to recover a portion of costs for certain health-related services considered medically necessary in the student's Individualized Education Program (IEP). The Department of Education has provided guidance indicating that due to the complicated record keeping

and accounting procedures necessary to implement the program, schools with fewer than 40 students will not maximize the benefits and can request a waiver from the participation requirement. We have only 7 students eligible and a total reimbursement requirement of \$2,889.94. Therefore, the cost to administer the program outweighs the benefit, so we are requesting a waiver from participation in the SEMI program.

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

*HUMAN RESOURCES*

**BOARD OF TRUSTEES RESOLUTION # 2019-02-09**

**Military Leave of Absence**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a military leave of absence for Trustee Rashleigh Bruce from February 28, 2019 thru December 31, 2019.

**BOARD OF TRUSTEES RESOLUTION # 2019-02-10**

**Stipends**

The Board of Trustees of Cresthaven Academy Charter School approves the following five teachers to receive an hourly stipend at a rate of \$35 per hour not to exceed \$1050 for Curriculum Development and Charter School Renewal.

- Chelsea Boverly
- Jazmin Gooding
- Meghan Gerity
- Ana Marie Diaz
- Jessica Saunders

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

*OTHER*

**BOARD OF TRUSTEES RESOLUTION # 2019-02-11**  
**ESY**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the request to Establish a Special Education Program (ESY) for the 2019-20 School Year.

This service is being required in 3 students IEP's for next year. This will need to be incorporated into next year's budget.

**BOARD OF TRUSTEES RESOLUTION # 2018-02-12**  
**Professional Development**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending three teachers to the Professional Development training by NJTESOL/NJBE in May 2019.

The workshops will reinforce teaching methods available to professionals in the field of Bilingual Education and will be paid out of Title III money.

**BOARD OF TRUSTEES RESOLUTION # 2018-02-13**  
**Professional Development**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending eight teachers to the Wisconsin Center for Education training in June 2019 in the amount of 2019.

The workshops will reinforce teaching methods available to professionals in the field of Bilingual Education and will be paid out of Title III money.

**BOARD OF TRUSTEES RESOLUTION # 2018-02-14**  
**Professional Development**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Monica Villafuerte's attendance at a series of four webinars hosted by Heinmann, addressing Literacy, at a cost of \$199 for all four.

Mr. Rasleigh Bruce arrived via phone at 7:25pm



**CONSENT RESOLUTION: OTHER**

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

The Board of Trustees then participated in a video conference presentation from Rick Pressler on the Charter School Renewal process. The presentation began at approximately 7:25 and ended around 8:15 pm.

OLD BUSINESS none

NEW BUSINESS Monica Villafuerte discussed the need for Guidance on Cresthaven's upcoming Superintendent's evaluation, as well as, a comprehensive Board evaluation with Mr. Rick Pressler. Mr Pressler promised to get in touch with Cresthaven's School Board Field Representative.

The Board President requested that dates for future Board of Trustee Meetings be reviewed at our next meeting which is scheduled for Wednesday, March 27, 2019, as well as, every meeting from there on.

PUBLIC PORTION none

<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	1	x			
Barbara Sellinger					x

Meeting was adjourned at 8:24 pm