



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Agenda**  
August 28th, 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 August 28th, 2019 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.

ROLL CALL

Upon individual roll call, the following Board Members were noted present:

Board Member	Present	Absent
Marcy Bostwick		x
Rashleigh Bruce	X (arrived late)	
Toni Gamble		x
Sandra Harrison	x	
Steven Hockaday	x	
Barbara Sellinger	x	
Kimerly Dortch	x	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

PLEDGE OF ALLEGIANCE

CODE OF ETHICS FOR SCHOOL BOARD MEMBER

Reading of Code of Ethics by Sandra Harrison

Agreement of Code by Kimberly Dortch

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL OF July 31st, 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
Kimberly Dortch		x			
Toni Gamble					x
Sandra Harrison	1	x			
Steven Hockaday		x			
Barbara Sellinger	2	x			

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

**EXECUTIVE SESSION MINUTES**

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

READING OF MISSION STATEMENT

Cresthaven Academy Charter School exists to provide a comprehensive education to our scholars that develops the whole child through academic excellence, physical wellness, emotional health, and character enrichment.

STATE OF THE SCHOOL REPORT



Board Meeting - August 28, 2019  
 School Leader Update

<b>SCHOOL LEADER UPDATES</b>	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> <li>● On-boarding all new staff</li> <li>● Summer Institute for Staff (on-site professional development)</li> <li>● Staff Schedules</li> <li>● Special Education and ESL Schedules</li> <li>● Charter Renewal Application (Draft)</li> <li>● Incoming Student Records from Plainfield Board of Education</li> <li>● Professional Development Plan</li> <li>● Back to School Night - Grades 2 and 3</li> <li>● Back to School Night - Grades K and 1</li> </ul>	<ul style="list-style-type: none"> <li>● Master Schedule for Year 4 and Classroom Assignments</li> <li>● Finalizing Class Lists for Year 4 (all grades)</li> <li>● Rolling Out K-3 Curriculum               <ul style="list-style-type: none"> <li>○ Writing Workshop K-3</li> <li>○ Reading Workshop 1-3</li> <li>○ Singapore Math K-3</li> <li>○ FOSS Science</li> <li>○ Social Studies Weekly</li> </ul> </li> <li>● Finalizing “Operations” tasks (Arrival, dismissal, lunch, recess)</li> <li>● Welcoming new scholars and opening the school with 312 students</li> <li>● Meet the Teacher (Kindergarten only)</li> </ul>

**STUDENT TRANSFERS**

18-19	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July*	Aug*	Total
K	0	0	0	0	0	0	1	0	0	0	2	2	5
1st	0	0	0	0	0	0	0	0	0	0	2	3	5
2nd	0	1	0	0	0	0	0	0	0	0	0	1	2
<b>TOTAL TRANSFERS FOR THE 2018-19 SCHOOL YEAR</b>													12

**WAITLISTS**

2019-20 SCHOOL YEAR	K	1ST	2ND	3RD
	88	44	49	29

**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 had completed 77/78 home visits	In 2019-20: By August 25, 2019 we had completed 73/78 home visits

<b>BACKPACK DRIVE EVANGEL CHURCH</b>			<b>KINDERGARTEN MEET THE TEACHER</b>		
In 2017-18: 156 backpacks distributed	In 2018-19: 234 backpacks distributed	In 2019-20: 75 backpacks & supplies for 312 students	In 2017-18: 62 scholars and families attended 79%	In 2018-19: 63 scholars and families attended 81%	In 2019-20: 69 scholars and families attended 88%



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

- **Board Retreat:** September 28, 2019 8:30 AM - 3 PM

- Challenging getting records from Plainfield
- Working with another organization to try to get information

**BOARD PRESIDENT**

- Welcome Ms. Dortch
- Looking to update Board Member's bios on school's website. No longer than 7 sentences
- Please send to Sandra
- Annual Report - Read the entire report and still referring to it.
- This allows me to answer questions about the school appropriately and accurately
- Learned that more shared reading was needed to become a better reader
- MV: This is an opportunity to expose children to grade level material even if they are not on that level. Libraries are leveled to make reading more robust and aligned
- Pull out program - Moved from one model to another to another
- MV:
  - Year 1 - Inclusion classroom
  - Year 3 - Resource Room
  - Year 4 - Pull out
  - Master schedule leverages every human resource and financial resource
  - Pushing teachers to learn small group instruction techniques
- Challenges listed in Annual Report
- Thank you to the Foundation for taking more scholars in the After School Program
- Hoping everyone can be present for the Board Training

**SBA REPORT**

## Financial



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

<b>Business Advantage 360</b> Get a comprehensive look at your day-to-day business with this powerful tool.	
Agency - 6538 Quick View	<b>\$26,920.32</b>
Food Program - 6525 Quick View	<b>\$40,383.16</b>
General Operating Fund - 6509 Quick View	<b>\$464,526.46</b> Your business card offer!
Payroll - 6512 Quick View	<b>\$67,144.83</b>
Business Advantage Sav - 4508 Quick View	<b>\$2.71</b>

- Audit is coming up
- Summer purchasing is complete - Nearly all orders have arrived

## HR

- Fully hired
- New staff members have been paid
- All staff members are enrolled in Pension system and Health benefits

## Operations

- School is up and running - Year 4
- Technology is set up thanks to our Director of Operations
- Fine tuning some Systems and Routines (Arrival, Breakfast, Lunch, Dismissal)

## Items Requiring Board of Trustees Votes

### FINANCE

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

#### **Bill list**

The Board of Trustees of Cresthaven Academy Charter School approves the bills list. See Appendix A..

<b>Bills List</b>	<b>Total by Fund</b>
Fund 11	83,105.54
Fund 20	3,297.70
Fund 60	10,326.10
<b>TOTAL</b>	<b>\$96,638.34</b>

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

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for August/September 2019.

08/15/2019 = \$52,419.20 (Gross Earnings) + \$4,174.74 (Employer Taxes) + \$202.00 (DCRP)

08/31/2019 = \$83,029.34 (Gross Earnings) + \$6,638.39 (Employer Taxes) + 153.90 (DCRP)

09/15/2019 = \$110,000 (Estimated)

09/30/2019 = \$110,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-08-03**

**Board Secretary's Report**

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

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

**Treasurer's Report**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-08-05**

**Budget Adjustments**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited June budget adjustments. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-08-06**

**Private Donations**

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

\$1500 - Phyllis Mincieli  
 \$5000 - AT&T

**CONSENT RESOLUTION: FINANCE**

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

***CONTRACT AND AGREEMENTS***

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-08-07**  
**Rick Pressler Associates - Board Retreat Contract**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Rick Pressler Associates for \$1200 for a Board Governance Support Program necessary for the school's upcoming charter renewal. See Appendix B.

The scope of work and deliverables are as follows:

- Board Self Evaluation: RPA will utilize the board's self evaluation to help the trustees respond to questions about the board's priorities and performance. RPA will facilitate a discussion of the board's self evaluation at the retreat. This may inform the board's development of goals and objectives.
- Board Retreat: RPA will prepare for and facilitate a Board Retreat following an agenda developed collaboratively with the School. The Retreat will address specific issues identified by the School in advance.
- Additional Services: RPA may provide additional services as mutually agreed upon by the RPA and the School.

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-08-08**  
**Recess Coach Contract**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Recess Coach contract to support the school during the lunch and recess block. This will be staffed with Cresthaven Academy Foundation employees. See Appendix B.

**RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2019-08-09**

**Teacher Stipend**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Teacher Stipend contract to support additional needs of the school. See Appendix B.

**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			
Kimberly Dortch		x			
Toni Gamble					x
Sandra Harrison		x			
Steven Hockaday	2	x			
Barbara Sellinger		x			

*POLICIES, MANUALS, REGULATIONS, AND BYLAWS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-08-10**

**Family and Scholar Handbook**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Family and Scholar Handbook for 2019-2020. See Appendix: C.

<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			
Kimberly Dortch		x			
Toni Gamble					x
Sandra Harrison		x			



Steven Hockaday	2	x			
Barbara Sellinger	1	x			

**OTHER**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-08-11**

**Professional Development Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Professional Development Plan for 2019-2020 in accordance with New Jersey Administrative Code (N.J.A.C. 6A: 9C-4.2(b)6). See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2019-08-12**

**Professional Development - NJSBA Conference**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending Sandra Harrison to the NJSBA Workshop in Atlantic City on October 21-23, 2019 for \$375.

Workshop 2019 is the largest professional development event for school leaders in New Jersey. The conference offers training, networking and events for the entire district team, including school board members, school business administrators, superintendents, school technology professionals, school facilities managers and staff, and curriculum professionals.

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

**OLD BUSINESS**

- SH - Board of Trustees Calendar should be on school calendar

**NEW BUSINESS**

- Barbara, Rashleigh, Steve, Kimberly, and Sandra can all attend Board retreat

**PUBLIC PORTION**

- Steve Colson continues to be impressed with this school. He sees the long hours and hard work. Thank you.
- Rick Pressler - Thank you for having me around. It's been a pleasure getting to know you and the school
- Bianca Sehgal - Teacher in Fordham and happy to attend the Board meetings

**EXECUTIVE SESSION - N/A**

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

Meeting was adjourned at 7:58 pm