



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
January 22nd, 2020 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 7:02 pm on January 22nd, 2020 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	
Kimberly Dortch	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

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.

APPROVAL OF MINUTES FROM PRIOR MONTH

RESOLVED: APPROVAL December 11th, 2019 Minutes

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

RESOLVED: APPROVAL December 11th, 2019 EXECUTIVE SESSION Minutes

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

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

STATE OF THE SCHOOL REPORT

- Thank you to the Board for serving the school. This is the month we recognize our Board.



Board Meeting - January 22, 2020

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> ● Recruiting and interviewing to fill vacancies <ul style="list-style-type: none"> ○ General Education/ Special Education ○ Technology ● Recruiting teachers & staff (2020-21) ● Student enrollment & preparation for the lottery <ul style="list-style-type: none"> ○ Open house events for new families ● Preparing the facility for 2020-21 ● Legal special education matters 	<ul style="list-style-type: none"> ● Incorporating student technology ● Teachers' professional goals & mid-year conversations ● Collaborating with QCA ● Parent Engagement: <ul style="list-style-type: none"> ○ Book Fair ● Community Engagement: <ul style="list-style-type: none"> ○ Plainfield Public Library

STUDENT ENROLLMENT

	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students
100% Enrollment	78	76	78	78

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
1st	1	0	0	1	N/A	N/A	N/A	N/A	N/A	N/A	2
2nd	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
3rd	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0
Total # of Transferred Scholars in 2019-20											3

STUDENT APPLICATIONS TO DATE

	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar	Apr	May	June
Year 1: Grade 3 (WL)	31	33	33	34	46					
Year 2: Grade 2 (WL)	55	56	57	57	64					
Year 3: Grade 1 (WL)	53	57	59	59	78					
Year 4: Grade K	91	91	93	93	154					
Year 5: Rising K	59	63	82	105	148					
Totals	289	300	320	348	490					

FAMILY ENGAGEMENT

PARENT-TEACHER CONFERENCES		
Round 1 100% Participation	Round 2 February 2020	Round 3 April 2020

CRESTHAVEN ACADEMY CHARTER SCHOOL EVENTS - PLEASE JOIN US

- **Saturday, January 25, 2020** - Plainfield Public Library 10 AM - 12 PM
- **Tuesday, February 4, 2020** - The 100th Day of School
- **Wednesday, February 5, 2020** - Open House #4
- **Friday, February 7, 2020** - Lottery

BOARD PRESIDENT

- Congratulations to the children and parents who helped put together the Book Fair
- Thank you Monica and parents for gifts for the Board
- February 26th - visit from Gwen Thornton from NJSBA - overview of strategic planning - then the Board will decide how to proceed
- Project Excelsior - visit with Monica in February too
- February 20th, 2020
 - Celebratory dinner for Board
 - Seasons 52 in Edison at 7:00 pm
- Workshop - using the term emotionally disturbed - we don't use that term anymore in NJ
 - Format was helpful for keeping folks on task - share with Sandra
- Facilities - toured the building last meeting
 - Found space in our existing building for 4th graders
 - We do not need a new facility

SBA REPORT

Financial

Cresthaven Academy Charter School, Inc.

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



Business accounts ^a

Business Advantage 360		
Get a comprehensive look at your day-to-day business with this powerful tool.		
Agency - 6538		\$7,846.84
Quick View		
Food Program - 6525		\$37,933.20
Quick View		
General Operating Fund - 6509		\$958,598.92
Quick View	Your business card offer!	
Payroll - 6512		\$0.00
Quick View	Low balance	
Business Advantage Sav - 4508		\$49,591.34
Quick View		

- Treasurer - Completed reconciliation for November and December, so we are caught up
- New budget numbers as of October 15th submissions

	ORIGINAL	DECEMBER	DIFFERENCE
Equalization/Lcl Lvy Aid-Local	\$595,966.00	\$622,870.00	\$26,904.00
Equalization/Lcl Lvy Aid-State	\$2,717,531.00	\$2,751,012.00	\$33,481.00
Categorical Aid - Spec Ed	\$163,297.00	\$134,658.00	-\$28,639.00
Categorical Security Aid	\$144,452.00	\$155,978.00	\$11,526.00
State Adjustment Aid	\$158,100.00	\$158,100.00	\$0.00
			\$43,272.00

Miscellaneous

- Personal/Relative and Financial Disclosure Statements
- Due 4/30/2020

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-01-01

Bills list

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

Bills List	Total by Fund
Fund 11	96,388.23
Fund 20	4,557.05
Fund 60	16,471.40
TOTAL	117,416.68

- One bill was added after Bills List was attached
- Johnston Law Firm - \$982

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-01-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for December 2019/January 2020/February 2020.

12/31/2019 = \$91,852.12 (Gross Pay) + 6,989.68 (Employer Taxes) + 67.33 (DCRP)

01/15/2020 = \$101,562.62 (Gross Pay) + 8,268.86 (Employer Taxes) + 96.19 (DCRP)

01/31/2020 = \$110,000 (Estimated)

02/15/2020 = \$110,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-01-03

Board Secretary's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-01-04

Treasurer's Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-01-05
Revised Budget 19-20

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the revised budget for 2019-2020. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-01-06
Private Donations

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

- \$1500 - Dr. James Choi
- \$1000 - Frank and Kathleen Hayn
- \$1000 - The Dolecki Foundation
- \$1000 - Kevin and Meghan Pipchick

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

B. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2020-01-07
New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires. See resumes in Appendix B:

Name	Title	Salary	10/12 month
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Ashley Gil	Instructional Aide	\$35,000-\$40,000	10 month
Amira Padilla	Elementary Teacher	\$50,000-\$53,000	10 month

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

C. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2020-01-08
School Building Checklist and SOA

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the School Building Checklist and Statement of Assurance for 2019-2020. See Appendix C.

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

PUBLIC PORTION

- Steve Colson - Cresthaven had a great Christmas celebration. Thank you.

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 7:47 pm.