



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
August 25th, 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 7:03 pm on July 29th, 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 (arrived late)	
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 July 29th, 2020 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.

STATE OF THE SCHOOL REPORT



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board Meeting - August 25, 2020
School Leader Update

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> ● On-boarding all new staff ● Summer Institute for Staff (on-site professional development) ● Reopening Plan & Family Commitment Forms ● Monitoring health and safety of all staff with School Nurse ● Working with CAF on after-school programming options 	<ul style="list-style-type: none"> ● Master Schedule: Remote and Hybrid ● Finalizing Class Lists for Year 5 (all grades) ● Special Education and ESL Schedules ● Meet the Teachers - Grades 2,3, and 4 ● Meet the Teachers - Grades K and 1

STUDENT ENROLLMENT - BASED ON RE-ENROLLMENT FORMS	Transfer Card for Next Year's Kindergarten	Rising 1st Grade Students	Rising 2nd Grade Students	Rising 3rd Grade Students	Rising 4th Grade Students
100% Enrollment Packet w/ Proofs of Residency	77 out of 78	74/76	76/78	78/78	78/78

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July/ Aug	Total
K	0	0	0	0	0	0	1	0	0	1	3	5
1st	1	0	0	1	0	1	0	0	0	0	1	4
2nd	0	0	0	0	0	0	0	0	0	0	2	2
3rd	0	0	0	0	1	0	0	0	0	0	0	1
Total # of Transferred Scholars in 2019-20 and before 2020-21 begins											12	

WAITLISTS

	K	1ST	2ND	3RD	4TH
2020-21 SCHOOL YEAR	78	89	49	37	20

CRESTHAVEN ACADEMY FOUNDATION - SCHOLAR AND FAMILY SUPPORT

- Produce Boxes (Evangel)
- School Supplies (Evangel)
- Uniforms / Vouchers
- Meet The Teachers
- ASP - Hybrid Format
- ASP Scholarships
- Weekly Food Distribution
- Translation Support
- K-Grad/EOY Event
- Remote Work Packet Support
- Family Outreach
- Technology Support
- Thanksgiving Boxes (Evangel)
- Christmas Blessings (Evangel)
- Easter Blessings (Evangel)
- Holiday Gift Distribution
- Response to Family Crisis
- Grant Applications
- NJ Community Food Bank

Savannah Nesmith provided an update on Cresthaven Academy Foundation and how the organization has supported our school, families, and scholars.

The Board of Trustees discussed the Reopening Plan for the 2020-2021 school year.

SBA REPORT

Financial

 Business accounts^a

Cash Flow Monitor Get a comprehensive look at your day-to-day business with this powerful tool.	
Agency - 6538 Quick View	\$5,659.12
Food Program - 6525 Quick View	\$69,645.24
General Operating Fund - 6509 Quick View	\$1,059,201.66
Payroll - 6512 Quick View	\$684.89
Business Advantage Sav - 4508 Quick View	\$2.90

Budget Update

Original Budget (February):	\$4,794,537
New Budget (August):	\$4,455,260
Difference:	\$339,277 (7% budget cut)

Operations

- Continuing to distribute food twice a week
- New procedures for all school operations (arrival through separate doors, reporting of symptoms, hygiene, sanitation, UV lights, etc)
- Planning for hybrid learning
- Organizing and preparing technology for distribution
- Purchasing - nearly complete - nationwide shortage of Chromebooks

Human Resources

- One resignation and one more pending
- Looking to hire additional staff

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-01

Bills list

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

Fund 10	\$87,999.80
Fund 20	\$16,862.01

Fund 60	\$18,040.00
TOTAL	\$122,901.81

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for August/September 2020.

08/15/2020 = \$57,804.42 (Gross Pay) + \$4,576.68 (Employer Taxes)

08/31/2020 = \$100,000 (Estimated)

09/15/2020 = \$133,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-03

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Board Secretary's Report for July 2020. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-04

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for June and July 2020. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-05

Digital Divide

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the Digital Divide Grant application for \$109,791 to close the digital divide and provide 1:1 devices and WiFi for all students. The school intends to purchase Chromebooks, tablets, and tablet/hotspots.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-06

Donation

The Board of Trustees of Cresthaven Academy Charter School resolves to accept a \$2000 donation from Ms. Phyllis Mincini.

CONSENT RESOLUTION: FINANCE

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			

B. CONTRACTS AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-07

Uncommon Schools

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Uncommon Schools for the Professional Development, Engaging Academics, for 5 staff members (\$500/person) and the license fee (\$1000) to access materials. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-08

Yale University - RULER

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an agreement with Yale University to provide training and technical assistance services in its RULER approach to educational agencies and not-for-profit educational organizations for the purposes of promoting teacher and student social and emotional development in schools. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-09

T-Mobile

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with T-Mobile to secure 60 hotspot/tablet devices for \$14,400 to be distributed to scholars to close the Digital Divide. See Appendix B.

CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS

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			
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C. POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-10

Staff Handbook

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the revised Staff Handbook for 2020-2021. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-11

Family/Scholar Handbook

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Family/Scholar Handbook for 2020-2021. Please note, this is a draft and will be finalized in the upcoming weeks. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-12

Cleaning and Sanitizing Procedures

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the NJ Department of Health Recommendations for K-12 Schools for Cleaning and Disinfecting. See Appendix C.

CONSENT RESOLUTION: POLICIES, MANUALS, REGULATIONS, & BYLAWS

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

D. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-13

New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hire as a part-time Operations Support Assistant. See Appendix D.

Name	Position	10/12 Month	Proposed 20-21 Salary
Guadalupe Reynoso	Operations Support Assistant	12 month (part-time)	
Sara Aitken	General Education Teacher	10 month	

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-14

Contract Modifications

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following current employees with new positions and/or salaries.

Name	Position	10/12 Month	Proposed 20-21 Salary
Margaret Biedenkapp	General Education Teacher (Previous: Instructional Aide)	10 months	
Shianna Rodas	Operations Support Assistant (Previous: Instructional Aide)	10 months	

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-15

Employee Resignation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee resignation, effective 8/9/2020.

Name	Position	10/12 Month	20-21 Salary
Allison Valentin	Special Education Teacher	10 month	

CONSENT RESOLUTION: HUMAN RESOURCES

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			

E. ACADEMIC

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-16

Professional Development - Uncommon Schools

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending the following 5 teachers to the Uncommon Schools training, Engaging Academics, for \$500/person.

Jazmin Gooding
 Jessica Saunders
 Ana Maria Cubero
 Kaye Campanile
 Alexe Rumble

About Engaging Academics

Excellent instruction requires teachers to motivate and support all students in achieving mastery of rigorous academic content. Join members of the TLAC team to prepare to deliver excellent training on high-impact, high academic expectation techniques from *Teach Like a Champion 2.0*. This collection of techniques helps teachers positively engage students in rigorous academic work. Our remote PD delivery will prepare you to lead your own remote or in-person training.

YOU WILL GAIN:

- An understanding of proven teaching skills that drive student achievement
- An understanding of the importance of practicing new techniques with teachers and a framework for what makes practice effective
- Practice activities that will strengthen teachers' capacity to apply effective techniques in their classrooms
- The opportunity to plan how you will implement these techniques in your school's professional development program
- A model for PD delivery that can be done remotely or in-person

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-17

Professional Development - Teachers College Reading and Writing Project

The Board of Trustees of Cresthaven Academy Charter School resolves to approve sending the following 4 staff members to the training, State of the Art Help Teaching Your First Reading/Writing Units Online, for \$650/person.

Megan Gerity
 Jessica Saunders
 Pooja Hiremath

Ana Maria Cubero

About the State of the Art Help Teaching Your First Reading/Writing Units Online

The institute is designed to offer you not only the curriculum but also the expertise so that you can teach your first unit in a state-of-the-art distance-learning way. The TCRWP staff has worked with hundreds of schools in Spring 2020 and has had time together to sift through, combine, and deepen all that we have learned from that experience. For those first units in reading and in writing, we'll have thought through all the thorny questions. How will you handle the read aloud? We'll share options and ideas. How will you offer feedback? You'll leave this institute with the digital texts, flipped lessons, slides, handouts, tech tips, personal stories, and insider expertise that will help keep your workshops lively, personal, fun, and, most of all, highly effective for your young digital learners.

CONSENT RESOLUTION:ACADEMIC

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

F. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-18

Comprehensive Equity Plan - Statement of Assurance

The Board of Trustees of Crethaven Academy Charter School resolves to approve the Comprehensive Equity Plan - Statement of Assurance for 20-21. See Appendix F for Comprehensive Equity Plan (approved last year) and Statement of Assurance.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-08-19

Mentoring Plan

The Board of Trustees of Crethaven Academy Charter School resolves to approve the Crethaven Academy Mentoring Plan for 2020-21. See Appendix F.

CONSENT RESOLUTION: OTHER

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

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

The Board of Trustees continued to discuss the Reopening Plan for the 2020-2021 school year.

PUBLIC PORTION

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 8:51 pm.