



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes
June 23rd, 2021 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 7:04 pm on June 23rd, 2021 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 (arrived late)	
Barbara Sellinger	X	

Also noted present:

Monica Villafuerte - Executive Director

Meghan Pipchick - School Business Administrator

NEW TERM ELECTION

Marcy Bostwick and Barbara Sellinger are up for new 3 year terms. The Governance Committee recommends the two trustees.

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

NOMINATIONS FOR PRESIDENT

Sandra Harrison by Governance Committee

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

NOMINATIONS FOR VICE PRESIDENT

Steven Hockaday by Sandra Harrison

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

Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger		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.

APPROVAL OF MINUTES FROM PRIOR MONTH

RESOLVED: APPROVAL May 26th, 2021 Minutes

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

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

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 - June 23, 2021

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> ● Staff recruitment efforts - interviewing candidates for 21-22 <ul style="list-style-type: none"> ○ Instructional Staff <ul style="list-style-type: none"> ■ General Education Teachers ■ Special Education Teachers ■ Instructional Aides ■ Art Teacher ■ Health & PE Teacher ○ Leadership & Support <ul style="list-style-type: none"> ■ School Nurse ■ Director of Operations ■ Technology Director ■ Office Managers ● Working with Facilities Committee and counsel to secure second location and finalize lease ● Working with Leadership Team to begin to prepare for outfitting 2nd facility ● Participating in county meetings & with Plainfield charter school leaders and NJPCSA 	<ul style="list-style-type: none"> ● Reopening the school using hybrid model <ul style="list-style-type: none"> ○ Health screenings ● ACCESS testing for English Language Learners ● Working with Leadership Team to prepare for Summer Academy for scholars <ul style="list-style-type: none"> ○ Dates: (5 weeks - Tuesday, Wednesday, Thursday) <ul style="list-style-type: none"> ■ June 29, June 30, July 1 ■ July 6, July 7, July 8 ■ July 13, July 14, July 15 ■ July 20, July 21, July 22, ■ July 27, July 28, July 29 ● Planning for end-of-year special activities & events <ul style="list-style-type: none"> ○ Summer Packet distribution ○ Field Day ○ Kindergarten Celebration kits

STUDENT ENROLLMENT

100% Registration Packet for Next Year's Kindergarten		Fully Enrolled K Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students	Fully Enrolled 4th Grade Students
100% Enrollment	77	76	77	77	77	77

STUDENT TRANSFERS

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
K	1	0	0	0	0	0	1	0	0	1	3
1st	0	0	0	0	0	0	0	0	0	1	1
2nd	0	0	0	0	0	1	1	0	0	0	2
3rd	0	0	0	0	0	0	0	0	0	1	1
4th	0	0	0	0	0	0	0	0	0	1	1
Total # of Transferred Scholars in 2020-21											8

STUDENT APPLICATIONS TO DATE

	Sept	Oct	Nov	Dec	Jan '20	Feb	Mar/Apr	May	June
INCOMING K	23	41	76	96	136	155	169	172	
KINDERGARTEN	67	67	70	71	81	87	92	95	
1ST GRADE	72	72	74	75	80	85	94	95	
2ND GRADE	41	41	43	49	53	63	68	69	
3RD GRADE	42	42	42	37*	41	46	49	51	
4TH GRADE	18	18	19	22	25	26	26	26	
TOTALS	263	281	324	350	416	463	498	508	


BOARD PRESIDENT UPDATE

- Board Retreat - September 25th, 2021
- NJ School Boards Association - we should attend as a team
 - Up to 25 people can attend
 - October 26th - 28th
 - Virtual
 - Up to 30 days to view content after the workshop
- Thank you Toni for your assistance on the Teacher Appreciation luncheon

SBA REPORT

Financial

 Business accounts^a

Agency - 6538 Quick View	\$11,219.08
Food Program - 6525 Quick View	\$87,341.51
General Operating Fund - 6509 Quick View	\$2,212,838.26
Your business card offer!	
Payroll - 6512 Quick View	\$0.00
 Low balance	
Business Advantage Sav - 4508 Quick View	\$136,045.18

Operations

- Wrapped up another school year
- Hiring new Operations team and defining roles and responsibilities
- Still looking for Director of Operations

Human Resources

- Actively recruiting and hiring staff

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-01

Bills list

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

Bills List	Total by Fund
Fund 10	126,027.37
Fund 20	17,736.29
Fund 60	0
TOTAL	143,763.66

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for May/June/July 2021.

05/32/2021 = \$124,251.59 (Gross Earnings) + \$9,917.55 (Employer Taxes)

06/15/2021 = \$124,671.59 (Gross Earnings) + \$9,901.81 (Employer Taxes)

06/30/2021 = \$140,000 (Estimated)

07/15/2021 = \$40,000 (Estimated)

07/31/2021 = \$40,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-03

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Board Secretary's Report for May 2021. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-04

Treasurer's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Report for May 2021. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-05

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 May 2021 are attached. See Appendix A.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-06

IDEA Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the IDEA Grant funding for 2021-22 School Year.

2021-2022 Grant Allocation:

Basic: \$ 78,052
Preschool: \$ 1,383

Background

IDEA funds may only be used for the excess cost of providing special education and related services to students with disabilities. Funds shall be used for the following:

- To provide a free and appropriate education (FAPE) for students with disabilities ages 3-21 and
- To initiate, expand or supplement special education and related services including vocational education services for students with disabilities currently receiving educational services.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-07

ESEA Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to accept the ESEA Grant funding for 2021-22.

Title I-A	\$150,984
Title II, Part A	\$21,098
Title III	\$10,196
Title IV	\$10,000

TOTAL ALLOCATION	\$192,278
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RESOLVED: BOARD OF TRUSTEES RESOLUTION #2021-06-08

Authorize Petty Cash

The Board of Trustees of Cresthaven Academy Charter School resolves to establish a petty cash fund for 2021-2022, with a maximum of \$200 to be available. The Board approves that the School Business Administrator will maintain petty cash within a locked space on school premises. All receipts will be kept. At any given time, the petty cash fund must contain a combination of cash and receipts that sums to \$200.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2021-06-09

Authority to sign checks

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Sandra Harrison, Board President and Meghan Pipchick, School Business Administrator/Board Secretary as official check signers for 2021-2022.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2021-06-10

Official Bank Depositories

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Bank of America as the official bank depository for 2021-2022.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-11

Substitute Teacher Rate

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Substitute Teacher rate of \$150/day for 2021-2022.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-12

Substitute School Nurse Rate

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Substitute Teacher rate of \$250/day for 2021-2022.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-13

Class Coverage Stipend

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a stipend rate of \$40/hour when covering a class and losing a prep.

RESOLVED: BOARD OF TRUSTEES RESOLUTIONS # 2021-06-14

Teacher Stipend

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Teacher Stipend to support additional needs of the school, which are considered outside of the scope of the employee's annual contract. Some items include, but are not limited to:

- Develop Professional Development with School Principal
- Develop Curriculum for K-5th Grade
- Attend in-person Professional Development trainings
- Complete online Professional Development outside of school hours
- Complete any other tasks deemed necessary by the School Leader.

The Executive Director will ask the teacher to complete these tasks and will be paid a rate of \$40/hour, paid semi-monthly in accordance with the school's normal payroll practices.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-15

School Breakfast and Lunch Prices

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following prices for school breakfast and lunch for 2021-2022.

	Standard Price
Breakfast	\$1.60
Lunch	\$3.00

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-16

Provisional Teacher Program Stipends

The Board of Trustees of Cresthaven Academy Charter School resolves to approve payment of the following stipends for the Provisional Teacher Program. These will be paid in the 6/30 pay cycle.

Teacher	Mentor	CE/CEAS	Rate
Sarah Speckhart	Danielle Casiano	CE	\$1000
Katheryn Larkin	Jazmin Gooding	CEAS	\$550
Megan Brower	Jazmin Gooding	CEAS	\$550
Diana Okon	Jessica Saunders	CE	\$1000
Cristina Benedicto	Jessica Saunders	CEAS	\$550
Hope Bera	Christina Munoz	CEAS	\$550
Cassandra Capozzi-Smith	Christina Munoz	CEAS	\$550

Tuli Roy-Kirwan	Christina Munoz	CE (½ year)	\$500
Margaret Biedenkapp	Alexe Rumble	CE (½ year)	\$500
Holly D'Agostino	Kaye Campanile	CEAS	\$550
Erin Devlin	Ana Maria Cubero	CE	\$1000

CONSENT RESOLUTION: FINANCE

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			

B. ANNUAL APPOINTMENTS AND RESPONSIBILITIES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-17

Appointment of Brokers

The Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of “Professional Services” without competitive bids be adopted;

The Board of Trustees of Cresthaven Academy Charter School resolves to accept Giovanni Mancini of the Treadstone Risk Management as broker of record for all lines of property and casualty insurance for the 2021-2022 school year.

The Board of Trustees of Cresthaven Academy Charter School resolves to accept Centric Benefits Consulting as broker of record for all health insurance and short term disability for the 2021-2022 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-18

Appointment of Auditor

The Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of “Professional Services”: without competitive bids be adopted;

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Gerald Longo, CPA for audit services for 2021-2022.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-19

Appointment of Board Attorney

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Johnston Law Firm LLC as the Board Attorney for 2021-2022 for a rate of \$275 per hour for principals, \$245 per hour for associates, and \$115 per hour for paralegal time.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-20

Appointment of Treasurer

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Karen Johnson as the school's Treasurer for 2021-2022 for an annual fee of \$4,560. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-21

Appointment of School Physician

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Dr. Kia Grundy as the School Physician for an annual fee of \$3,000. See Appendix B.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-22

General Appointments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the appointments of the following positions/individuals for 2021-2022:

Stephanie Avallone	HIB Coordinator
Stephanie Avallone	Homeless Liaison Coordinator
Stephanie Avallone	Truancy Officer
Meghan Pipchick	Asbestos Hazard Emergency Response Act Contact
Meghan Pipchick	Compliance Officer Right to Know
Meghan Pipchick	Custodian of Public Records
Meghan Pipchick	Indoor Air Quality Officer
Meghan Pipchick	Integrated Pest Management Coordinator
Meghan Pipchick	Lead Purchasing Agent
Meghan Pipchick	Public Agency Compliance Officer

Monica Villafuerte	Affirmative Action Officer
Monica Villafuerte	Health & Safety Officer
Monica Villafuerte	Section 504 Officer
Monica Villafuerte	Title IX Coordinator

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-23

Food Program Appointments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the appointments of the following positions/individuals related to the Food Program for 2021-2022:

Employee Name	Titles/Positions			
Meghan Pipchick	Certifier	Determining Official	School Admin Responsible for Program	Evaluator of Wellness Policy
Monica Villafuerte	Alternate Certifier	Hearing Official		
Michelle Feliciano	Submitter		Food Service Director	
LaDonna Damon	Alternate Submitter			
Enrique Silva	Other User			
Natalie Cresitello				Wellness Committee Coordinator

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-24

School Business Administrator/Board Secretary Appointment

The Board of Trustees of Cresthaven Academy Charter School resolves to appoint Meghan Pipchick as the School Business Administrator/Board Secretary for 2021-2022. She currently holds a Standard Certificate as a NJ School Business Administrator.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-25

School Business Administrator - Payment of Bills

The Board of Trustees of Cresthaven Academy Charter School resolves that the School Business Administrator may pay normal operating expenses that fall within the CACS approved budget and fall below the limit of \$2,500 in aggregate with a particular vendor in advance of Board approval in 2021-2022.

The Board of Trustees recognizes that there is an advantage to paying their obligations in a timely manner and that some billings become due before an official Board meeting. Therefore, the Board of Trustees resolves to designate the Board President to review and approve early payment of certain bills with official approval by the full Board at the first official meeting following said approval.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-26
School Business Administrator - Award Contracts

The Board of Trustees of Cresthaven Academy Charter School resolves to authorize the Purchasing Agent, Meghan Pipchick, to award contracts up to the bid threshold of \$44,000 and set the quote threshold at 15% of the bid threshold for the 2021-2022 school year. Meghan Pipchick holds a Qualified Purchasing Agent certification.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-27
Board Secretary - Bid Authorization

The Board of Trustees of Cresthaven Academy Charter School resolves to authorize the Board Secretary, Meghan Pipchick, to receive, open and tabulate all bids and quotations July 1, 2021 through June 30, 2022.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-28
School Safety Specialist

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Meghan Pipchick as the School Safety Specialist for the 2021-2022 school year.

Responsibilities of the School Safety Specialist include supervising and providing oversight for all school safety and security personnel; ensuring safety and security policies and procedures are in compliance with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school safety and security. The School Safety Specialist will also serve as the district's liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security.

CONSENT RESOLUTION: ANNUAL APPOINTMENTS AND RESPONSIBILITIES

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. CONTRACT AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-29

Authorize SBA on contracts

The Board resolves that the School Business Administrator is authorized to do and perform any and all such acts, including execution of any and all contracts, policies, documents and certificates, as such officers shall deem necessary or advisable, to carry out the purposes and intent of all board approved resolutions for the 2021-2022 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-30

Purchasing Co-Ops

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the purchasing agent to make purchases under the following regional pricing cooperatives.

- ESCNJ - Educational Services Commission of New Jersey
- HCESC - Hunterdon County Education Service Commission
- Educational Data Services Inc.

RESOLVED: BOARD OF TRUSTEES RESOLUTION #2021-06-31

State Contracts

Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property.

Cresthaven Academy Charter School has the need, on a timely basis, to procure goods and services utilizing state contracts. The Cresthaven Academy Charter School Board of Trustees authorizes the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property for the 2021-2022 school year.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-32

2021-2022 Contract Renewals

The Board of Trustees of Cresthaven Academy Charter School resolves to renew, award, or expire the following contracts for the 2021-2022 school year.

Vendor	Comments/Description	
Aaliyah Rainey	Talent recruitment services	Renew
Air Group	Annual Commercial HVAC Agreement	Renew

Alliance Pest Services	Pest Management	Renew
Ameritas Life Insurance Corp	Dental benefits	Renew
Amplified IT	G Suite Enterprise for Education - Upgrade	Renew
Arreaza Landscaping	Snow removal services	Renew
Atarah Software, Inc.	Website security and consultation	Renew
Atlantic Tomorrows Office	Copy machine usage	Renew
Bryan W. Fennelly, MD	Child Study Team - Evaluation	Renew
CDK Systems Inc.	CDK Accounting System	Renew
Center for Responsive Schools, Inc	Introduction to Responsive Classroom	Award
Christine Pipchick	Health Services	Renew
City Fire	Fire alarm services	Renew
Cresthaven Academy Foundation	Rent - 526 and 530 West 7th Street	Renew
DeLage Landen Leasing	Copy Machine Rentals	Renew
Dr. Kia Grundy	School Physician	Renew
East Coast Elevator, LLC	Elevator Maintenance	Renew
Educational Data Services, Inc	Cooperative Bid Maintenance Program	Renew
Educational Services Commission of NJ	Child Study Team salaries	Renew
E-RATE Online, LLC	USF Program Filing Services	Renew
Food Service Solutions, Inc.	Food Service Solutions - Admin, FORMS, POS	Renew
Genesis Educational Services	Genesis Student Information System	Award
Gerald D. Longo	Final Billing: Audit File 6/3/20 Services Rendered	Renew
Homecare Therapies, LLC	Nursing	Renew
Horizon Blue Cross Blue Shield of New Jersey	Medical benefits	Renew
Hunterdon County ESC	Child Study Team	Renew
Intrallogic Solutions	Panic button monitoring	Renew

JMH Landscaping LLC	Landscaping	Renew
Johnston Law Firm LLC	Legal services	Renew
Kaleidoscope Family Solutions, Inc	Related Services (OT, Speech)	Renew
Karen C. Johnson	Treasurer	Renew
Karson Food Service Inc.	Vended Meals	Renew
LinkedIn	Talent recruitment services	Renew
NJ Neurology, Inc.	CST - Neuro evaluations	Renew
NJ School Boards Association	Policies	Renew
NJ Schools Insurance Group	Property & Casualty Insurance	Renew
O.C.A. Benefit Services, LLC	FSA Administration	Renew
Pearson	Child Study Team - Score Reports	Renew
Phoenix Fire & Security Solutions, LLC	Elevator controller	Renew
Plainfield M.U.A. Sewage & Solid Waste	Sewer & Solid Waste	Renew
PowerSchool Group LLC	Recruiting & HR Services	Renew
Public Consulting Group	Child Study Team - Score Reports	Renew
R&L DataCenters, Inc.	Payroll services	Renew
Remind	Communication/Texting Services	Renew
School Business Office LLC	Consulting and Accounts Payable	Expire
Switch Technologies	Main Office phone replacement	Renew
Sycamore Education	Student Information System	Expire
T-Mobile	Monthly Charge	Renew
Treadstone Risk Management LLC	Property & Casualty Insurance	Renew
UChicago Impact LLC	STEP Data Management & Licenses	Renew
UnitedHealthCare	Dental benefits	Renew
Unum Life Insurance Company of America	Short and Long Term Disability	Renew
Verizon	Internet and phone line	Renew

Yale Child Study Center-Yale Center for Intelligence	RULER subscription	Renew
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RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-33

The Calais School and Plainfield BOE

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with The Calais School and Plainfield BOE for 2021-2022. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-34

Kaleidoscope Education Solutions

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Kaleidoscope Education Solutions for 2021-2022 for Special Education services. Specifically, we are seeking a Speech Language Pathologist, Occupational Therapist, and Physical Therapist. See Appendix C for the rate sheet.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-35

UChicago STEP

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with University of Chicago STEP for 2021-2022 for the following services. See Appendix C.

- Assessment Kits: Construct & Stabilize/English
- Data Management System
- Assessment Student Licenses
- Online Progress Monitoring Licenses

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-36

Homecare Therapies

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an agreement with Homecare Therapies for 2021-2022 for health and nursing related services. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-37

Memorandum of Understanding (MOU) with Cresthaven Academy Foundation

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Memorandum of Understanding with Cresthaven Academy Foundation regarding the after school program, in accordance with the terms therein, and subject to final approval by Board President. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-38

Summer Food Service Program

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the school's participation as a Sponsor in the Summer Food Service Program, which is a federally-funded,

state-administered program. SFSP reimburses program operators who serve free healthy meals and snacks to children and teens in low-income areas. The school is required to participate in this program since more than 50% of our scholars are eligible for free or reduced price meals.

CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS

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			

D. POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-39

Internet Safety Policy

The Board of Trustees of Cresthaven Academy Charter School resolves to renew an Internet Safety Policy for 2021-2022. See Appendix D.

Schools and libraries receiving universal service discounts (through E-Rate) are required to adopt and enforce an Internet safety policy that includes a technology protection measure that protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17.

The Internet safety policy must address all of the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-40

Foodservice Biosecurity Management Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Foodservice Biosecurity Management Plan. See Appendix D.

“Food Biosecurity” is the protection of food from bioterrorism or any intentional use of biological and chemical agents for the purpose of causing harm. Our “Food Biosecurity Management Plan” is our District’s way to prepare for the threat of bioterrorism or a crisis emergency to our foodservice operation. This “Food Biosecurity Management Plan” contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community.

Our plan includes strategies for preventing threats and incidents of product tampering and food contamination. It also contains step by step actions to implement if a biosecurity or crisis incident occurs. This manual has been developed as an emergency readiness plan to help protect the lives and health of the children and adults in our school environment.

This plan is in compliance with N.J. A.C. 2:36-1.13 and the USDA’s “Biosecurity Checklist for School Foodservice Programs”

CONSENT RESOLUTION: POLICIES, MANUALS, REGULATIONS, AND BYLAWS

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

E. HUMAN RESOURCES

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-41

2021-2022 New Hires

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires for the 2021-2022 school year. See resumes in Appendix E.

Employee	Position	Contractual Salary	10 or 12 month	Start Date
Jazmin Gooding	Assistant Principal		12 month	7/1/2021

Jessica Saunders	Instructional Coach		10 month	8/18/2021
Maciel Rivera	Office Manager/Operations Support		12 month	7/1/2021
Katherine Gilmore	General Education Teacher		10 month	8/18/2021
Roushan Rahman	General Education Teacher		10 month	8/18/2021
Sondra McNicholas	General Education Teacher		10 month	8/18/2021
Christopher Stiles	General Education Teacher		10 month	8/18/2021
Meghan Pirri	General Education Teacher		10 month	8/18/2021
Neha Punjani	General Education Teacher		10 month	8/18/2021
Erin Reid	General Education Teacher		10 month	8/18/2021
Darcel Torres-Diaz	Teacher of Students with Disabilities		10 month	8/18/2021
Haily Badolato	Teacher of Students with Disabilities		10 month	8/18/2021
Gina Mazurkiewicz	Teacher of Students with Disabilities		10 month	8/18/2021
Esmeralda Alcazar	Teacher of Students with Disabilities		10 month	8/18/2021
Tonysha Reed	Teacher of Students with Disabilities		10 month	8/18/2021
Sargon Nissan	Bilingual ESL Teacher		10 month	8/18/2021
Sabrina Peros Williams	Art Teacher		10 month	8/18/2021

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-42
Hourly Contract

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an hourly contract for Cristofer Orellana at a rate of \$50/hour for the month of June 2021. He is hired as our Technology Director effective 7/1/2021, but has already started working and should be compensated.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-43

Medical Benefits

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of the school’s medical benefits:

- Medical - Horizon Blue Cross Blue Shield
 - Omnia Gold
 - Omnia Silver HSA
- Dental - Ameritas
- Vision - UnitedHealthCare
- Flexible Spending Account - O.C.A. Benefits

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-44

Employee Contributions to Medical Benefits

The Board of Trustees of Cresthaven Academy Charter School resolves to renew the following Employee Contributions to Health Benefits:

- Medical - Horizon Blue Cross Blue Shield
 - *Singles and parent/child(ren) - Phase 4 of Chapter 78*
 - *Spouses - Employee covers 60%; Cresthaven Academy covers 40%*
- Dental - Ameritas -
 - *Singles, parent/child(ren), husband/wife, families - Phase 4 of Chapter 78*
- Vision - UnitedHealthCare
 - *Singles, parent/child(ren), husband/wife, families - Phase 4 of Chapter 78*

CONSENT RESOLUTION: HUMAN RESOURCES

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			

F. ACADEMIC

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-45

Kindergarten Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Tools of the Mind as our Kindergarten curriculum for 2021-2022.

Tools of the Mind is a research-based early childhood model combining teacher professional development with a comprehensive innovative curriculum that helps young children to develop the cognitive, social-emotional, self-regulatory, and foundational academic skills they need to succeed in school and beyond.

Tools of the Mind gives teachers the tools to ensure every child becomes a successful learner, developing the underlying cognitive, social and emotional skills needed to reach his or her highest potential. Melding Vygotskian theory with cutting edge neuroscience research, Tools is a unique approach to teaching and learning with research demonstrated outcomes for children and teachers.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-46

Math Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Singapore Math as the Math Curriculum for 2021-2022 for all grades.

Primary Mathematics series of elementary math textbooks and workbooks is meant to be part of a system of learning in which adult supervision and independent practice go hand in hand. Students are provided with the necessary learning experiences beginning with the concrete and pictorial stages, followed by the abstract stage to enable them to learn mathematics meaningfully. This approach encourages active thinking process, communication of mathematical ideas and problem solving, which helps develop the foundation students will need for more advanced mathematics.

Practice exercises are designed to provide the students with further practice after they have done the relevant workbook exercises. Review exercises are provided for cumulative reviews of concepts and skills. All the practice exercises and review exercises are optional exercises.

The teacher's guides are designed to help teachers understand the course material and prepare for the day's lessons. The lessons have been developed according to the approach and methodology central to the series. Detailed, step-by-step lesson plans and introductory content are provided to assist teachers in using the Primary Mathematics programs.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-47

Phonics Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Foundations as the Phonics Curriculum for the 2021-2022 school year for grades K-3.

Wilson Foundations provides research-based materials and strategies essential to a comprehensive reading, spelling, and handwriting program.

Wilson Foundations makes learning to read fun while laying the groundwork for life-long literacy. Students in grades K-3 receive a systematic program in critical foundational skills, emphasizing:

- Phonemic awareness
- Phonics/ word study
- High frequency word study
- Reading fluency
- Vocabulary
- Comprehension strategies
- Handwriting
- Spelling

The instruction aligns with states' rigorous college- and career-ready standards.

Although Foundations includes comprehension strategies, it must be combined with a core/literature-based language arts program for an integrated and comprehensive approach to reading and spelling.

Foundations serves as a prevention program to help reduce reading and spelling failure. It is integral to a Multi-tiered System of Supports (MTSS) or Response to Intervention (RTI) framework, providing research-based instruction in Tier 1 as well as early intervention (Tier 2) for students at risk for reading difficulties. To support the implementation of an MTSS or RTI framework, progress monitoring is built into Foundations. This allows students requiring a more intensive program to be identified early before undergoing years of struggle.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-48

Word Voyage

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Word Voyage as the integrated Vocabulary, Grammar, and Sentence Writing Program for the 2021-2022 school year for grades 4-5.

- Focuses on word roots and root families - specifically learning about Latin and Greek roots.
- High priority literature-based words that describe characters, scenes, and moods in 4th grade literature.
- Standards-aligned grammar scope and sequence.
- Blended learning model
 - 1:1 technology - students will engage with the program completely online
 - Begin with a whole group lesson from the teacher, then 1:1 conferences as scholars work through lessons on the computer.
- Other programs considered (not rigorous, integrative, or aligned enough)
 - Flocabulary, VocabularySpellingCity, and Sadlier Connect.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-49

English Language Arts Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Units of Study by Lucy Calkins as the English Language Arts (Reading) Curriculum for the 2021-2022 school year for grades 1-5.

“This series builds on decades of teaching and research—in literally tens of thousands of schools. In states across the country, this curriculum has already given young people extraordinary power, not only as readers, but also as thinkers. When young people are explicitly taught the skills and strategies of proficient reading and are invited to live as richly literate people do, carrying books everywhere, bringing reading into every nook and corner of their lives, the results are dramatic.”

- Lucy Calkins

The Units of Study for Teaching Reading offer a framework for teaching that:

- Provides a comprehensive, cross-grade curriculum in which skills are introduced, developed, and deepened
- Supports explicit instruction in reading skills and strategies and offers extended time for reading
- Provides strategic performance assessments to help teachers monitor progress, provide feedback, and help students set clear goals for their reading work
- Gives teachers on-the-job guidance in powerful reading workshop teaching

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-50

Writing Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Units of Study by Lucy Calkins as the Writing Curriculum for the 2021-2022 school year for all grades.

The Guide to Writing Workshop offers a comprehensive but concise introduction to:

- The Units of Study Series
- What state standards say about writing
- What to expect from primary writers
- The necessities of writing instruction
- Provisioning a writing workshop
- Classroom management in writing workshop
- Mini-lesson basics
- Effective conferring and small-group work
- Support for English learners
- Building your own units of study

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-51

Science Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Foss Science as the science curriculum for the 2021-2022 school year for grades 1-5.

FOSS (Full Option Science System) is a research-based science curriculum for grades K-8 developed at the Lawrence Hall of Science, University of California, Berkeley. FOSS has evolved from a philosophy of teaching and learning that has guided the development of successful active-learning science curricula for more than 40 years. The FOSS Program bridges research and practice by providing tools and strategies to engage students and teachers in enduring experiences that lead to deeper understanding of the natural and designed worlds.

The best way for students to appreciate the scientific enterprise, learn important scientific and engineering concepts, and develop the ability to think well is to actively participate in scientific practices through their own investigations and analyses. The FOSS Program was created specifically to provide students and teachers with meaningful experiences through engaging with this active participation in scientific practices.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-52
Social Studies Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to renew Studies Weekly as the social studies curriculum for the 2021-2022 school year for grades 1-5.

Studies Weekly is a customized, standards-based curriculum founded on deep learning strategies that increase student knowledge, skills, and dispositions for well-being. Students will love the hands-on curriculum where they can highlight, take notes and complete learning strategies right on the publication. They also can cut up and incorporate their publications into multiple assignments and activities. Every student has access to our robust online platform, where they delve deeper into history through 100K+ primary source images and videos. Students also love the audio reader, highlighting tools and rewards system.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-53
Health Curriculum

The Board of Trustees of Cresthaven Academy Charter School resolves to approve HealthSmart as the health curriculum for the 2021-2022 school year for grades 4-5.

- Covers all comprehensive health standards required by NJDOE
 - Emotional & Mental Health (6 lessons)
 - Personal Health & Wellness (3 lessons)
 - Injury & Violence Prevention (6 lessons)
 - Nutrition & Physical Activity (4 Lessons)
 - Tobacco & Alcohol Prevention (5 lessons)
 - Sexual Health (4 lessons)

CONSENT RESOLUTION: ACADEMIC

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

Barbara Sellinger	2	x			
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G. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-54

HIB Safety Data System (SSDS) Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Student Safety Data System (SSDS) data report. See Appendix G.

REPORT PERIOD	DATA COLLECTION DATES	Submission Deadline to NJDOE
1	September 1, 2020 to December 31, 2020	January 30, 2021
2	January 1, 2021 to June 30, 2021	July 16, 2021

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-55

HIB School Self Assessment

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following HIB School Self Assessment. See Appendix G.

The Commissioner of the New Jersey Department of Education (NJDOE) is required by state law to grade each public school and school district's efforts to implement the Anti-Bullying Bill of Rights Act (ABR) (N.J.S.A.18A:17-46).

Each school, through its SS/SCT, is required to evaluate its implementation of the ABR from July 1, 2020 through June 30, 2021 by using the Self-Assessment. The Self-Assessment tool includes eight core elements that address all of the ABR requirements for schools.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-56

2021-2022 Board of Trustees Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following schedule for Board of Trustee meetings for 2021-2022.

- July 28th, 2021
- August 25th, 2021
- September 22nd, 2021
- October 27th, 2021
- November 17th, 2021
- December 15th, 2021
- January 26th, 2022

February 23rd, 2022
March 23rd, 2022
April 27th, 2022
May 25th, 2022
June 22nd, 2022

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-57
Adoption of Official School Newspapers

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the newspapers for the 2021-2022 school year.

- Courier News
- Star Ledger

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-58
Affirmative Action Team

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Affirmative Action Team, which is made up of the following members:

Monica Villafuerte - Affirmative Action Officer
Meghan Pipchick - Member
Stephanie Avallone - Member

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-59
Toilet Room Facilities for Early Intervention

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Toilet Room Facilities for Early Intervention form due to the Union County Department of Education. See Appendix G.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-60
Grievance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of a Grievance Committee for 2021-2022 in accordance with the school's bylaws and *18A:36A-15. Complaints to board of trustees.*

Any individual or group may bring a complaint to the board of trustees of a charter school alleging a violation of the provisions of this act. If, after presenting the complaint to the board of trustees, the individual or group determines that the board of trustees has not adequately addressed the complaint, they may present that complaint to the commissioner who shall investigate and respond to the complaint. The board shall establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make nonbinding recommendations to the board concerning the disposition of a complaint.

The Grievance Committee will be made up of the following members:

- Jill Randolph (Parent)
- Ryan Moore (Parent)

- Jazmin Gooding (CACS Staff)
- Jessica Saunders (CACS Staff)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-61

Governance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of a Governance Committee for 2021-2022 in accordance with the school's bylaws:

There shall be a standing committee, known as the Governance Committee. This committee shall be composed of persons recommended by the Chairman of the Board and designated by the Board of Trustees. The duties of the Governance Committee shall be (a) to solicit nominations and study the qualifications of candidates for the vacant Trustee positions on the Board, (b) to solicit nominations and present the qualifications of nominees for officers to the Board for election at the annual meeting, (c) to recommend candidates to the Board to fill vacancies that arise outside the regular nominating process. (d) to provide ongoing orientation to Trustees. (e) to ensure Board policies are being observed. and (f) to oversee a Trustee assessment process to ensure optimum performance. During any of the aforementioned nomination processes, the Governance Committee will always present all nominated candidates to the Board of Trustees for a final vote. While it is expected that the Governance Committee will provide recommendations for all nominations, the Governance Committee itself will not prevent nominated candidates from receiving a vote before the full Board of Trustees.

The Governance Committee will be made up of the following members:

- Sandra Harrison (Board President)
- Barbara Sellinger (Trustee)
- Monica Villafuerte (Executive Director)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-62

Facilities Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of a Facilities Committee for 2021-2022. This committee will assist the school in securing the facility space necessary to grow. Members include the following:

- Sandra Harrison (Board President)
- Steve Hockaday (Trustee)
- Marcy Bostwick (Trustee)
- Monica Villafuerte (Executive Director)
- Meghan Pipchick (School Business Administrator)
- Cristofer Orellana (Technology Director)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-63

Finance Committee

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the continuation of a Finance Committee for 2021-2022. Members include the following:

- Monica Villafuerte (Executive Director)
- Meghan Pipchick (School Business Administrator)
- Toni Gamble (Trustee)

- Rashleigh Bruce (Trustee)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-06-64

LEA Plan for Safe Return to In-Person Instruction and Continuity of Service

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the LEA Plan for Safe Return to In-Person Instruction and Continuity of Service. This is a requirement for the American Rescue Plan. See Appendix G.

CONSENT RESOLUTION: OTHER

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			

ANNUAL EVALUATION

- Two weeks for Monica to provide annual evaluation
- Sandra will discuss with Steve and board

PUBLIC PORTION

- Assistant Principal is critical
- Consultants for hiring have been great investments. Let's keep this going forward.
- Congrats to Sandra and Steve for your President and Vice President
- Congrats to Marcy and Barbara on your new term
- Meet the Director of Development for the Foundation at the next meeting. His name is Nick
- Friday - Summer packet distribution. Nice to see people in person. Scholars were happy to see teachers and staff. Great stuff is happening here.
- SH - met Nick and is looking forward to working together
 - Thanks to the Board members for hanging in for a long time
 - Everyone said yes to continuing
 - Thank you
- MV - board has been flexible and nimble through the pandemic

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

Meeting was adjourned at 8:40 pm.