



Board of Trustees Meeting Agenda
 Wednesday, January 27th, 2021 at 7PM
 530 West 7th Street
 Plainfield, NJ 07060

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.

I. Call Meeting 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 December January 27th, 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.

- II. Pledge of Allegiance
- III. Roll Call

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

Board Member	Present	Absent
Marcy Bostwick	Late Arrival – 7:08 PM	X
Rashleigh Bruce		X
Kimberly Dortch	X	
Toni Gamble		X
Sandra Harrison - President	X	
Steven Hockaday	X	
Barbara Sellinger	X	

Also noted present:

Monica Villafuerte - Executive Director
 Brian Falkowski – Interim School Business Administrator

- IV. Reading of Mission Statement – read aloud by the Board of Trustees
- V. Approval of the Minutes for December 16th, 2020 BOT meeting

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			

- VI. State of the School Report - Monica Villafuerte (Marcy arrived at 7:08 PM) Paste presentation in the minutes
- VII. President's Report - Sandra D. Harrison
 - A. Greeted the Board.
 - B. Congratulated the entire CACS team for television piece.
 - C. Asked the Board what they would like to see and where they would like to be with CACS and reopening:
 - 1. Barbara Sellinger - COVID-19 Vaccinations – looking forward to, but would like to wait to open the school until all staff are vaccinated.
 - 2. Kimberly Dortch – Mixed feelings, but would like to see a hybrid schedule. As a parent, though would like to hold off a little longer.
 - 3. Steven Hockaday – Prefer to remain cautious.
 - 4. Marcy Bostwick and Sandra Harrison – Concurred with the previous members' comments.
 - D. Facilities Location Committee met last week and determined that they need to find a space for potentially two grades as soon as possible. For the long run, need to determine what to do/needs for the future in regards to a facility. The strategic plan can be the road map.
- VIII. Interim Business Administrator's Report – Brian Falkowski
- IX. Items Requiring Board of Trustees Votes
 - A. FINANCE
 - 1. 2021-1-01: Bills list
 - 2. 2021-1-02: Payroll expenses for December/January/February
 - 3. 2021-1-03: Board Secretary's Report
 - 4. 2021-1-04: Budget Adjustments
 - 5. 2021-1-05: Bank of America Donation

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			

- ~~6. 2021-1-06: Walmart Grant~~
- 7. 2021-1-07: Digital Divide Grant - NJ Pandemic Relief Fund
- 8. 2021-1-08: Amended FY21 Budget

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			

B. ACADEMIC

1. 2021-1-09: NJTESOL Conference
2. 2021-1-10: NJECC Annual Statewide Technology Conference
3. 2021-1-11: Remote Learning with TLAC
4. 2021-1-12: Addressing Student Learning Loss Grant

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			

C. HUMAN RESOURCES

1. 2021-1-13: Job Description
2. 2021-1-14: Employee Resignations

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

D. CONTRACTS AND AGREEMENTS

E. OTHER

1. 2021-1-15: Health and Safety Evaluation of School Buildings Checklist and SOA

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			

- X. Old Business - None
- XI. New Business - None
- XII. Public Portion - Steven (inaudible - founder) – congratulated the school on its exceptionalism, excited about the possible expansion.
- XIII. Motion to Adjourn – 8:07 PM

Board Member	Motion	Yes	No	Abstain	Absent
--------------	--------	-----	----	---------	--------

Marcy Bostwick		X			
Rashleigh Bruce					X
Kimberly Dortch		X			
Toni Gamble					X
Sandra Harrison	2	X			
Steven Hockaday		X			
Barbara Sellinger	1	X			

Items Requiring Board of Trustees Votes

A. FINANCE

BOARD OF TRUSTEES RESOLUTION # 2021-1-01

Bills list

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

Fund 10	149,447.30
Fund 20	10,622.87
Fund 60	8,798.25
TOTAL	168,868.42

BOARD OF TRUSTEES RESOLUTION # 2021-1-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for December 2020/January 2021/February 2021.

12/31/2020 = \$124,951.60 (Gross Pay) + \$9,512.15 (Employer Taxes) + \$5.96 (DCRP)

1/15/2021 = \$121,382.77 (Gross Pay) + \$9,746.77 (Employer Taxes) + \$7.88 (DCRP)

1/30/2021 = \$135,000 (Estimated)

2/15/2021 = \$135,000 (Estimated)

BOARD OF TRUSTEES RESOLUTION # 2021-1-03

Board Secretary's Report

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

BOARD OF TRUSTEES RESOLUTION # 2021-1-04

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for December 2020.

BOARD OF TRUSTEES RESOLUTION # 2021-1-05

Bank of America Donation

The Board of Trustees of Cresthaven Academy Charter School resolves to accept a donation in the amount of \$1,000 from Bank of America.

BOARD OF TRUSTEES RESOLUTION # 2021-1-06

Walmart Grant

~~The Board of Trustees of Cresthaven Academy Charter School resolves to accept a grant in the amount of \$1,000 from Walmart.~~

BOARD OF TRUSTEES RESOLUTION # 2021-1-07

Digital Divide Grant - NJ Pandemic Relief Fund

The Board of Trustees of Cresthaven Academy Charter School resolves to accept a Digital Divide Grant in the amount of \$5,000 from the New Jersey Charter Schools Association NJ Pandemic Relief Fund.

BOARD OF TRUSTEES RESOLUTION # 2021-1-08

Amended FY21 Budget

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the submission of an Amended FY21 Budget to include a decrease in State revenue of \$ 12,852.00 and a decrease in appropriations of \$ 12,852.00.

B. ACADEMIC

BOARD OF TRUSTEES RESOLUTION # 2021-1-09

NJTESOL Conference

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following staff to attend the NJTESOL Conference to be held on May 25-27, 2021:

Danielle Casciano, Ana Maria Cubero, Holly D'Agostino, Farhanah Mohamad, Kaye Campanile, Diana Churchill, Jazmin Gooding, Jessica Saunders, Rebecca Witt

BOARD OF TRUSTEES RESOLUTION # 2021-1-10

NJECC Annual Statewide Technology Conference

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following staff to attend the NJECC Annual Statewide Conference to be held on March 9-10, 2021 (not to exceed \$195/pp):

Megan Gerity, Jazmin Gooding, Jessica Saunders, LeShannon Wright

BOARD OF TRUSTEES RESOLUTION # 2021-1-11

Remote Learning with TLAC

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following staff to attend the Remote Learning with TLAC professional development to be held on February 16/18, 2021 or alternatively February 4, 2021:

Facilitator Prep Cycle: Megan Gerity, Ana Maria Cubero, Jessica Saunders
201 Dynamic and Engaging Synchronous Lessons: Sarah Speckhart, Hope Bera, Katelyn Irenski, Pooj
ELA Remote Interactive Webinar: Jazmin Gooding, Danielle Casciano, Alexe Rumble

BOARD OF TRUSTEES RESOLUTION # 2021-1-12

Addressing Student Learning Loss Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the submission of the Addressing Student Learning Loss Grant to the NJDOE in the amount of \$156,425.

It is the intent of the Addressing Student Learning Loss NGO to significantly reduce students' learning loss resulting from school closures due to COVID-19 through the implementation of evidence-based interventions that scale-up and enhance existing academic and/or non-academic programs and initiatives that mitigate further learning loss and accelerate academic progress.

The New Jersey Department of Education has established a seventeen month grant program to support projects that implement evidence-based interventions or quality instructional strategies to address student learning loss through additional mathematics and/or English language arts literacy (ELA) instruction; and/or social-emotional learning (SEL) support.

C. HUMAN RESOURCES

BOARD OF TRUSTEES RESOLUTION # 2021-1-13

Facilities Director Job Description

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Facilities Director Job Description.

BOARD OF TRUSTEES RESOLUTION # 2021-1-14

Employee Resignations

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

Name	Position	10/12 Month	20-21 Salary	Effective
Shianna Rodas	Instructional Aide/Paraprofessional	10 month (PT)		1/29/2021
Joana Wyatt	Food Service Worker	10 month (PT)		1/22/2021

D. CONTRACTS AND AGREEMENTS

E. OTHER

BOARD OF TRUSTEES RESOLUTION # 2021-1-15

Health and Safety Evaluation of School Buildings Checklist and SOA

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Health and Safety Evaluation of School Buildings Checklist and Statement of Assurance for FY21.

**Next BOT Meeting Wednesday, January 24th, 2021
Please use the Google Meet link**