



Board of Trustees Meeting Minutes
 Wednesday, March 24th, 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 7:06 pm on March 24th, 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.

- II. Pledge of Allegiance
- III. Roll Call

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

Board Member	Present	Absent
Marcy Bostwick	X	
Rashleigh Bruce	LA – 7:25 PM	
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
- Steve Colson – Founder and Member of the Public
- Jazmine Gooding – Cresthaven Academy C.S. Employee

- IV. Reading of Mission Statement – read aloud by the Board of Trustees
- V. Approval of the Minutes for February 24th, 2021 BOT meeting
 - A. Correction – from “student” enrollment to “staff” enrollment.

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		X			
Rashleigh Bruce					X

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

VI. State of the School Report - Monica Villafuerte Presented the State of the School Report

- A. Vacancies
- B. CSP Grant
- C. Preparation to Reopen
- D. Staff Training
- E. Family Communication
- F. Vaccination Encouragement
- G. Enrollment

VII. President's Report - Sandra D. Harrison

- A. Thank you Steve Colson for his continual help.
- B. Strategic Planning – Preplanning meeting will commence on March 25, 2021.
- C. Facilities – Visit to 7-9 Watchung Avenue, Plainfield, NJ

VIII. Interim Business Administrator's Report – Brian Falkowski

IX. Items Requiring Board of Trustees Votes

A. FINANCE

- 1. 2021-3-01: Bill List
- 2. 2021-3-02: Payroll expenses for February/March/April
- 3. 2021-3-03: Board Secretary's Report
- 4. 2021-3-04: Budget Adjustments
- 5. 2021-3-05: FY22 Budget
- 6. 2021-3-06: E-Rate Funding Report 7-27

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

B. ACADEMIC

- 1. 2021-3-07: CSP Grant

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

C. HUMAN RESOURCES

1. 2021-3-08: Employee End Date Acceptance
2. 2021-3-09: New Hires

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

D. CONTRACTS AND AGREEMENTS

1. 2021-3-13: E-Rate Online Contract

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

E. OTHER

1. 2021-3-10: SY22 School Calendar
2. 2021-3-11: Policy 5145.7 - Gender Identity and Expression – 2nd Reading
3. 2021-3-12: Policy 4111.2/4211.2 – Domestic Violence – 2nd Reading

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

- X. Old Business - none
- XI. New Business - none
- XII. Public Portion – Steven Colson – Small history on the facility – 5 years ago today, the first school was purchased by Cresthaven.

Toni Gamble asked if we could consider a hiring help in Staff Recruitment.

- XIII. Motion to Adjourn – 7:43 PM

Board Member	Motion	Yes	No	Abstain	Absent
Marcy Bostwick		X			
Rashleigh Bruce	2	X			

Kimberly Dortch		X			
Toni Gamble	1	X			
Sandra Harrison		X			
Steven Hockaday		X			
Barbara Sellinger					X

Items Requiring Board of Trustees Votes

A. FINANCE

BOARD OF TRUSTEES RESOLUTION # 2021-3-01

Bills list

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

Fund 10	94,819.16
Fund 20	8,437.50
Fund 60	20,469.30
TOTAL	123,725.96

BOARD OF TRUSTEES RESOLUTION # 2021-3-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for February 2021/March 2021/April 2021.

2/26/2021 = \$119,690.12 (Gross Pay) + \$9,607.12 (Employer Taxes)

3/15/2021 = \$119,050.13 (Gross Pay) + \$9,559.37 (Employer Taxes)

3/30/2021 = \$135,000 (Estimated)

4/15/2021 = \$135,000 (Estimated)

BOARD OF TRUSTEES RESOLUTION # 2021-3-03

Board Secretary's Report

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Board Secretary's Report for February 2021.

BOARD OF TRUSTEES RESOLUTION # 2021-3-04

Budget Adjustments

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for February 2021.

BOARD OF TRUSTEES RESOLUTION # 2021-3-05

FY22 Annual Budget

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the FY22 Annual Budget and its submission to the NJDOE.

3/24/2021

BOARD OF TRUSTEES RESOLUTION # 2021-3-06
2021 E-Rate Funding Report

The Board of Trustees of Cresthaven Academy Charter School resolves to acknowledge the 2021 E-Rate Funding Report.

B. ACADEMIC

BOARD OF TRUSTEES RESOLUTION # 2021-3-07
CSP Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to authorize the Board President and Executive Director to apply for the CSP sub grant to the NJ Charter School Association and authorizing the President to sign the statement of assurance.

C. HUMAN RESOURCES

BOARD OF TRUSTEES RESOLUTION # 2021-3-08
Employment End Date Acceptance

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following employee's employment end date of 2/26/2021: Margaret Biedenkapp

BOARD OF TRUSTEES RESOLUTION # 2021-3-09
New Hires

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

Name	Position	10/12 Month	20-21 Salary	Effective
Margaret Kane	School Nurse	10 Month		4/1/2021
Angela Pereira	Instructional Aide	10 Month		4/1/2021

D. CONTRACTS AND AGREEMENTS

BOARD OF TRUSTEES RESOLUTION # 2021-3-13
E-Rate Online Contract

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the renewal of the E-Rate Online contract with the following terms: Term - April 1, 2021 to March 31, 2022, Payments - \$2,000/Annually + 7% of Category 1 and/or 2 Services when funding received for any program year exceeds \$10,000.00.

E. OTHER

BOARD OF TRUSTEES RESOLUTION # 2021-3-10
SY22 Academic Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the SY22 Academic Calendar.

BOARD OF TRUSTEES RESOLUTION # 2021-3-11

Policy 5145.7 - Gender Identity and Expression – 2nd Reading

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2nd reading of Policy 5145.7 – Gender Identity and Expression.

BOARD OF TRUSTEES RESOLUTION # 2021-3-12

Policy 4111.2/4211.2 – Domestic Violence – 2nd Reading

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2nd reading of Policy 4111.2/4211.2 – Domestic Violence.

**Next BOT Meeting Wednesday, April 28th, 2021
Please use the Google Meet link**