



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**

July 28th, 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 7:02 pm on July 28th, 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 (arrived late)	
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

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.

NEW TERM ELECTION

Governance Committee nominates: Toni Gamble to another 3 year term

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

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL June 23rd, 2021 Minutes**

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick					x
Rashleigh Bruce		x			
Kimberly Dortch	2	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.

STATE OF THE SCHOOL REPORT



Board Meeting - July 28, 2021

SCHOOL LEADER UPDATES	
EXECUTIVE DIRECTOR/PRINCIPAL	ASSISTANT PRINCIPAL
<ul style="list-style-type: none"> <li>Working with Facilities Committee to secure 2nd facility</li> <li>Collaborating with team to on-board new staff (Director of Technology, Assistant Principal, Office Managers)</li> <li>Reviewing and revising operations systems and procedures</li> <li>Recruiting new staff to fill vacancies</li> <li>Finalizing classroom assignments</li> <li>Overseeing student enrollment (K-5)</li> <li>Annual Report 2020-21</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating demonstration lessons for prospective teachers</li> <li>Master Schedule for year 6 (2 facilities)</li> <li>Finalizing class lists (grades K-5)</li> <li>Supporting Summer Academy for Scholars (5 weeks)</li> <li>On-boarding Office Managers</li> <li>Reviewing Handbooks</li> <li>Student Records for transferred scholars</li> <li>Working with SBA to finalize furniture orders</li> <li>Working with Facilities Director and DCI to organize incoming supplies &amp; materials</li> </ul>

**STUDENT TRANSFERS IN 2020-21 (INCLUDING JULY)**

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Total
K	1	0	0	0	0	0	1	0	0	1	0	3
1st	0	0	0	0	0	0	0	0	0	1	2	3
2nd	0	0	0	0	0	1	1	0	0	0	0	2
3rd	0	0	0	0	0	0	0	0	0	1	0	1
4th	0	0	0	0	0	0	0	0	0	1	0	1
Total # of Transferred Scholars in 2020-21												10

**STUDENT ENROLLMENT**

100% Enrollment & Registration Packet	Fully Enrolled Kindergarten Students	Fully Enrolled 1st Grade Students	Fully Enrolled 2nd Grade Students	Fully Enrolled 3rd Grade Students	Fully Enrolled 4th Grade Students	Fully Enrolled 5th Grade
2021-22	78	78	75	77	77	77
Current Waitlist (In-district)	32	52	59	46	31	19

CRESTHAVEN ACADEMY CLASSROOMS		
LOWER ELEMENTARY SCHOOL AT 530 WEST 7TH STREET		
KINDERGARTEN		
New York University (NYU)	Kean University	Clemson University
1ST GRADE		
Rutgers University	Fordham University	Yale University
2ND GRADE		
Princeton University	Montclair State University	Louisiana State University (LSU)
3RD GRADE		
Lehigh University	The College of NJ (TCNJ)	Howard University

UPPER ELEMENTARY SCHOOL AT 7-9 WATCHUNG AVENUE		
4TH GRADE		
Morgan State University	Seton Hall University	Stanford University
5TH GRADE		
Howard University	NJ Institute of Technology (NJIT)	Wake Forest University

**LEADERSHIP & SUPPORT TEAM**

Executive Director/Principal	Assistant Principal	Director of Operations	Office Manager	Custodian
School Business Administrator	Director of Technology	Facilities Director	Office Manager	Operation Support Assistant

Director of Curriculum & Instruction	Instructional Coach	Dean of School Culture	School Social Worker	School Psychologist	School Nurse
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**NEW HIRES**

LEADERSHIP & SUPPORT	GENERAL EDUCATION	SPECIAL EDUCATION	SPECIALS TEACHERS	INSTRUCTIONAL AIDE	OFFERS DID NOT PAN OUT
6	5	8	1	1	8

## BOARD PRESIDENT UPDATE

- Thank you to Monica and Jazmin for all the work that you do
- Mandating training is now complete. Thank you
- Facility update 7-9 Watchung Avenue
  - Grades 4&5
  - Secured two floors, very spacious
  - We have more than we need and we have room to grow
  - July 22nd, 2021 - Inspection did not pass
  - July 28th, 2021 - Inspection passed
  - Should receive CO on Monday
  - Fire department is also inspecting
  - Team effort and we are just about done - Thank you to everyone
- Welcome Nick to the team
- September 25th, 2021 - 9 am - Board Retreat
  - Gwen Thornton will lead the meeting
  - Need to discuss Strategic Plan. We need to sit down with people in the community to get our next direction. Waiting on COVID restrictions
  - We have a lot of work to do as a K-8 school
- Teacher shortage - people all across the state are in need
  - Need to advertise and recruit
  - Serious problem - need to see if the state comes through with options for school (emergency certifications)

## CRESTHAVEN ACADEMY FOUNDATION

- Nick Mederos - Director of Development
- Started 2 months ago
- Structure annual giving
- Legitimize the way CAF fundraisers
- Team has been very supportive and encouraging - very welcome change coming from corporate America
- CAF Fundraiser - 10/16/2021 - Embassy Suites in Berkeley Heights
  - Casino theme
  - Dinner
  - Live music
  - Tickets are available now if you would like to purchase tickets
  - [nmederos@cresthavenacademy.org](mailto:nmederos@cresthavenacademy.org)

## SBA REPORT

### ***Financial***

 Business accounts<sup>a</sup>

Agency - 6538 Quick View	<b>\$16,383.46</b>
Food Program - 6525 Quick View	<b>\$87,341.51</b>
General Operating Fund - 6509 Quick View	<b>\$1,775,324.94</b>
Your business card offer!	
Payroll - 6512 Quick View	<b>\$37,874.25</b>
Business Advantage Sav - 4508 Quick View	<b>\$0.00</b>

- Summer Food Program Audit - Monday
- Financial Audit - Tuesday and Wednesday

**Operations**

- Getting ready for new school year - technology, furniture, supplies, etc
- Making progress on 7-9 Watchung - obtained CO today
- Nurse is catching up on health screenings

**Human Resources**

- Hiring Director of Operations!
- Still have many teaching positions to fill (SPED, ESL)

**Items Requiring Board of Trustees Votes**

**A. FINANCE**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-01**

**Bills list**

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

<b>Bills List</b>	<b>Total by Fund</b>
Fund 10	\$108,825.25
Fund 20	\$63,503.80
Fund 60	0.00

<b>TOTAL</b>	<b>\$172,329.05</b>
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**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-02**

**Payroll Expenses**

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

- 06/30/2021 = \$141,086.57 (Gross Earnings) + \$11,143.24 (Employer Taxes)
- 07/15/2021 = \$43,909.70 (Gross Earnings) + \$3,492.47 (Employer Taxes)
- 07/22/2021 = \$143,352.98 (Summer Savings Disbursement)
- 07/31/2021 = \$45,000 (Estimated)
- 08/15/2021 = \$140,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-03**

**Board Secretary’s Report**

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-04**

**Grade Team Lead Stipend**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$1500 stipend for each Grade Team Lead and Specials Lead for the additional responsibilities that come with the role.

**CONSENT RESOLUTION: FINANCE**

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

*B. CONTRACT AND AGREEMENTS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-05**

**Yale University**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contract 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 # 2021-07-06**  
**Educational Services Commission of New Jersey**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with the Educational Services Commission of New Jersey to provide collaborative educational services. See Appendix B.

**CONSENT RESOLUTION: CONTRACTS AND AGREEMENTS**

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

*C. POLICIES, MANUALS, REGULATIONS, AND BYLAWS*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-07**  
**Staff Handbook**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the draft Staff Handbook for 2021-2022. See Appendix C.

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Marcy Bostwick		x			
Rashleigh Bruce	2	x			
Kimberly Dortch	1	x			
Toni Gamble		x			



Sandra Harrison		x			
Steven Hockaday					x
Barbara Sellinger		x			

*D. HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-08**  
**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 D.

<b>Employee</b>	<b>Position</b>	<b>Contractual Salary</b>	<b>10 or 12 month</b>	<b>Start Date</b>
Kenyett Olds	General Education Teacher		10	8/18/2021
Shakira Jackson	Special Education Teacher		10	8/18/2021
Elena Kim	Special Education Teacher		10	8/18/2021
Caroline Reilly	Special Education Teacher		10	8/18/21
Sani Anekwe	Special Education Teacher		10	8/18/21
Nadine Decius	ESL Teacher		10	8/18/21
Erica Forrester	Director of Operations		12	8/1/2021
Christina Sullivan	Instructional Aide		10	8/18/21
Cassandra Depina-Veiga	Per Diem School Nurse		12	8/1/2021

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-09**

**Job Description**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following job description for a Director of Systems and Routines. See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-10**

**Employee Resignations**

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

<b>Employee</b>	<b>Position</b>
Brianna Norcross	Special Education Teacher
Sargon Nissan	ESL Teacher

**CONSENT RESOLUTION: HUMAN RESOURCES**

<b>Board Member</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
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 # 2021-07-11**

**Social Emotional Curriculum**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve RULER (K-5) and Cloud 9 World (K-2) as the Social Emotional Curriculum for 2021-2022.

RULER is a systemic approach to SEL developed at the Center for Emotional Intelligence. RULER aims to infuse the principles of emotional intelligence into the immune system of preK to 12 schools, informing how leaders lead, teachers teach, students learn, and families support students.

Cloud9World is a unique and innovative social and emotional learning program that integrates literacy as the vehicle for teaching character strengths. Our program utilizes the acquisition and strengthening of emotions management strategies and character to develop greater personal mental health and the capacity to make wise choices for a well-rounded life and a thriving society.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-12**

**Music Curriculum**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Quaver Music (Grades K-3) and SoundTrap (Grades 4-5) as the Music Curriculum for 2021-2022.

QuaverMusic is a world leader in online curriculum development for grades Pre-K to 8. Their approach to online curriculum development combines engaging digital resources, ongoing professional development, world-class customer service. They are committed to maintaining ongoing, relevant, and helpful communications with our teachers, which we consider part of the Quaver family.

Soundtrap for Education is a revolutionary new, user-friendly platform for music making that disrupts how music is taught and learnt in schools across the world. Make music online by using loops and software instrument and by recording vocals, guitars and more. Invite friends to collaborate. It's free and no download is required.

**CONSENT RESOLUTION: ACADEMIC**

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

*F. OTHER*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-13**

**District Mentoring Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the District Mentoring Plan for 2021-2022. See Appendix F.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-07-14**

**Annual Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Annual Report for 2021-2022. See Appendix F.

**CONSENT RESOLUTION: OTHER**

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			

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC PORTION**

- Steve Colson
  - Proud to be here
  - Congratulations Toni on another term
  - Congratulations to Jazmin, we are thrilled for you in your new role
  - CAF - growing and changing
    - Added board members
    - Want to bring in more money
    - Bring in Director of Development - Nick Mederos - to help raise money. He is the perfect candidate for the job
    - Fundraising for the Foundation, not the school
    - CAF has its own website ([www.cafnj.org](http://www.cafnj.org))
    - Only support CACS scholars and families
    - We are trying to make this the best after school program
    - CACS can use CAF when school has red tape
    - Will provide food to CACS at Board Retreat
    - CAF will help with facilities expansion if we go to K-12
- Nick Mederos
  - Thank you for everything you do
  - Thank you for doing the work you do

**EXECUTIVE SESSION**

**RESOLVED: MOTION TO ADJOURN**

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

Meeting was adjourned at 8:41 pm.