



**CRESTHAVEN
ACADEMY**
CHARTER SCHOOL

Board of Trustees Meeting Minutes

October 27th, 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 7:01 pm 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

Jazmin Gooding - Assistant Principal

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 September 22nd, 2021 Minutes

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

RESOLVED: APPROVAL October 13th, 2021 Special Meeting Minutes

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

STATE OF THE SCHOOL REPORT



Board Meeting - October 27, 2021

SCHOOL LEADER UPDATES		
Joint Committee on the Public Schools (Tuesday, 10/19/21): Testimony about teacher burnout, lack of staffing, and transportation challenges		
<p style="text-align: center;">STAFF BURNOUT</p> <p>Additional Teacher Responsibilities:</p> <ul style="list-style-type: none"> ● Breakfast in classroom ● Dismissal ● Lunch in classroom ● Recess in classroom ● Specials (coverage) ● Cleaning ● Attendance (parent communication) ● Wearing a mask while teaching <p>Teachers in a new grade: 15 Teachers in the same grade: 17</p> <p>Additional Staff Responsibilities:</p> <ul style="list-style-type: none"> ● Arrival ● Dismissal ● Distributing breakfast & throwing out garbage ● Distributing lunch & throwing out garbage ● Bathroom duty ● Hallway duty ● Office coverage ● Nurse coverage ● Translating ● Security ● On-boarding new staff 	<p style="text-align: center;">LACK OF STAFFING</p> <p>Vacancies:</p> <ul style="list-style-type: none"> ● 1st Grade (resignation) ● 1st Grade (resignation) ● 2nd Grade (resignation) ● 4th Grade (vacancy) ● Vacancy (Dec) ● Maternity leave (Jan) ● Maternity leave (Mar) <p>Instructional Aides:</p> <ul style="list-style-type: none"> ● 1st Grade ● 2nd Grade ● 3rd Grade ● Floater <p>PTOs from 8/30/21-10/29/21:</p> <p style="padding-left: 20px;"><i>Teachers & IAs:</i></p> <ul style="list-style-type: none"> ○ 125 <p style="padding-left: 20px;"><i>Leadership & Support:</i></p> <ul style="list-style-type: none"> ○ 47 <p>On-boarding new staff:</p> <ul style="list-style-type: none"> ● Sept - Present: 4 ● November: 3-4 	<p style="text-align: center;">CHALLENGES</p> <p>Facilities:</p> <ul style="list-style-type: none"> ● Arrival & Dismissal at 7-9 Watchung Ave ● Technology infrastructure <p>Covid-19 Related:</p> <ul style="list-style-type: none"> ● Parents sending sick children to school ● Families not able to pick up sick children ● Quarantining classrooms overnight ● Tracking clearance notes ● Unvaccinated staff <p>Student Absences:</p> <ul style="list-style-type: none"> ● Sick ● Quarantine ● Isolate after travel <p>Student Behaviors:</p> <ul style="list-style-type: none"> ● Bathroom accidents ● Work avoidance ● Disruptive ● Unsafe

<p>Next Steps:</p> <ol style="list-style-type: none"> 1. Anonymous staff survey sent to collect feedback "How can CACS help?" 2. Looking for ways to give staff back time wherever we can 3. Compensating for extra work when possible 	<p>Next Steps:</p> <ol style="list-style-type: none"> 1. Working with consultants to build pipeline & fast track applicants 2. Trying to on-board new staff on the same day, if possible 	<p>Next Steps:</p> <ol style="list-style-type: none"> 1. Covid testing onsite for staff is available 2. Joining efforts to support novice teachers and improve school culture & morale 3. Rotating staff for additional responsibilities to minimize burnout
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STUDENT TRANSFERS IN 2021-22

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July/Aug	Total
K	2	0	0	0	0	0	0	0	0	0	0	2
1st	1	0	0	0	0	0	0	0	0	0	0	1
2nd	0	0	0	0	0	0	0	0	0	0	0	0
3rd	1	0	0	0	0	0	0	0	0	0	0	1
4th	1	1	0	0	0	0	0	0	0	0	0	2
5th	2	0	0	0	0	0	0	0	0	0	0	2
Total # of Transferred Scholars in 2021-22												8

STUDENT ENROLLMENT

	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 Students
100% Enrollment	76	77	78	77	76	75
Waitlist #s	TBD (In-District)	TBD (In-District)	TBD (In-District)	TBD (In-District)	TBD (In-District)	TBD (In-District)

BOARD PRESIDENT'S REPORT

- Board President reminded board about NJSBA Virtual Workshop
- Board President gave an update on facilities
- Board President gave feedback on Board behavior
- Board President gave a brief history of Cresthaven

- Board President spoke about her experience as a Principal
- Board discussed the pros and cons of growing into 6th grade next year

SBA REPORT

Financial



Business accounts ^a

Agency - 6538 Quick View	\$27,269.59
Food Program - 6525 Quick View	\$88,741.13
General Operating Fund - 6509 Quick View	\$1,456,072.55
Payroll - 6512 Quick View	\$5,968.53
Business Advantage Sav - 4508 Quick View	\$18,886.94

Your business card offer!

Operations

- Overall operations running smoothly
- Worked through some tweaks to our processes

Facilities

- Meeting with Building Hope, an organization that solves facility constraints with long-term affordable and sustainable facility solutions.
- Building Hope is working with 2 local brokers. One broker proposed E3rd Street, and the other broker has not gotten back to them yet. They will be looking for other prospects as well.
- Most of the conversation was asking us about our finances (historical financials and projected financials) to get to a rough determination of how much we can afford for the project. They believe we can afford an approximately \$16-20 million project.
- They broke down the costs for us to understand how their financing works. In a nutshell, they put out most of the money up front and then we buy it from them (with a 30 year loan).
- They would like to schedule another meeting later this week (date and time has not been determined).
- If we were able to identify suitable land right away and if everything were to go smoothly, they would be able to deliver a building to us in August 2023. (This was the response when I asked how quickly could they build)
- Next Steps:
 - Review school operation financial model and 5 year projections
 - Develop long term school affordability and project cost

- Continue site search
- Predevelopment Agreement

Human Resources

- Still have vacancies and resignations
- Two maternity leaves coming up

Items Requiring Board of Trustees Votes

A. FINANCE

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-01

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	271,187.22
Fund 20	108,801.89
Fund 60	35,688.36
TOTAL	\$415,767.47

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-02

Payroll Expenses

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for September/October/November 2021.

09/30/2021 = \$185,213.22 (Gross Earnings) + \$14,188.77 (Employer Taxes)

10/15/2021 = \$166,120.63 (Gross Earnings) + \$12,704.92 (Employer Taxes)

10/31/2021 = \$180,000 (Estimated)

11/15/2021 = \$180,000 (Estimated)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-03

Treasurer’s Report

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

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-04

Preschool and Charter Security Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Preschool and Charter Security Grant for \$20,000. This will be used to fund panic buttons and security cameras installed at our second facility. The Board of Trustees resolves to use local funds for any costs that exceed the grant allowance.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-05
ARP IDEA Grant

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the ARP IDEA Consolidated grant for \$21,675.

On March 11, 2021, the American Rescue Plan Act of 2021 (Public Law 117-2) was signed into law. These funds are provided to state educational agencies and lead agencies to help recover from the impact of the coronavirus pandemic and to safely reopen schools and sustain safe operations. The IDEA Part B formula grants assist states in providing a free appropriate public education in the least restrictive environment for children with disabilities ages 3 through 21

CONSENT RESOLUTION: FINANCE

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

B. CONTRACT AND AGREEMENTS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-06
E-Rate Online, LLC

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contract with E-Rate Online, LLC for \$2,000 for the following services. See Appendix B.

- Review of prior USF funding year applications and awards
- Assist the Client with compiling all necessary information to file all applicable E-Rate forms
- Forms filed will cover all current and/or active Funding Years
- Responsible for Program Integrity Assurance (PIA) review process
- Reimbursement/Tracking reports and projections

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

Delta-T Group

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contract with Delta-T Group for substitute services. See Appendix B for the rate sheet.

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			

C. POLICIES, MANUALS, REGULATIONS, AND BYLAWS

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-08

Policy - 9270 Conflict of Interest

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Policy 9270 - Conflict of Interest, which is required for the CSP grant. See Appendix C.

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-09

Policy - COVID-19 Vaccination Mandate

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Policy on the COVID-19 Vaccination Mandate. See Appendix C.

CONSENT RESOLUTION: POLICIES, MANUALS

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			

D. HUMAN RESOURCES

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

Employee Resignations

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

Employee	Position	Effective Date
Ebony Connor	General Education Teacher	10/08/2021
Rebekah Coleman	General Education Teacher	10/15/2021

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-11

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.

Employee	Position	Contractual Salary	10 or 12 month	Start Date
Maisha Surgeon	General Education Teacher	\$58,000	10	11/1/2021
Karyn Wassuta	General Education Teacher	\$53,000	10	11/1/2021
Anisha Guzman	Part Time Custodian	\$20/hour	12	ASAP
Lucia Gage	Part Time Cafeteria Assistant	\$20/hour	12	ASAP
Aria Evangelista	Part Time Cafeteria Assistant	\$20/hour	12	ASAP

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-12

Contract Modifications

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following modifications of existing employees for the 2021-2022 school year.

Employee	Position	Contractual Salary
Nicolasa Calles	Cafeteria Assistant	\$25/hour

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-13

Consultants

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following consultant for part-time work. The consultant is a current Cresthaven Academy Foundation staff member.

Employee	Position	Contractual Salary	Start Date
Addy Navarrete	Consultant	\$13.50/hour	11/01/2021

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. OTHER

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-14

School Calendar

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the updated school calendar with the following updates.

Parent Teacher Conferences (½ days for scholars; full day for staff)

- 11/17/21
- 11/18/21
- 2/3/22
- 2/4/22
- 4/13/22
- 4/14/22

Professional Development Days (½ day for scholars; full day for staff)

- 12/6/21
- 1/10/22
- 4/4/22
- 5/9/22

11/24/21 - ½ day (for all)

6/17/22 - School Closed (Juneteenth)

RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-10-15

Mentoring Program

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following mentor/mentee relationships for the 2021-2022 school year.

Teacher/Mentee	Certification	Rate	Mentor
Jazmin Gooding	Principal Certification	\$3350 (2 year fee, \$850 registration fee, mentor fee at end of year 1 is \$1500, year 2 \$1000)	NJLeaders to Leaders

CONSENT RESOLUTION: OTHER

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

Steven Hockaday	1	x			
Barbara Sellinger	2	x			

TABLED: BOARD OF TRUSTEES RESOLUTION # 2021-10-16

Cresthaven Academy Charter School Enrollment Plan

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a modification of the previously approved Cresthaven Academy enrollment plan. Discussion to follow.

Enrollment Chart

	20-21	21-22	22-23	23-24	24-25
K	75	75	75	75	75
1	75	75	75	75	75
2	75	75	75	75	75
3	75	75	75	75	75
4	75	75	75	75	75
5		75	75	75	75
6			75	75	75
7				75	75
8					75
TOTAL	375	450	525	600	675

CHIEF SCHOOL ADMINISTRATOR EVALUATION

- SH gave Monica her evaluation

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

- Steven Colson
 - He expressed his feelings regarding the board's decision to grow into 6th grade or pause
 - He wants the school to continue growing

EXECUTIVE SESSION

RESOLVED: MOTION TO ADJOURN

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

Meeting was adjourned at 9:21 pm.