



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
December 15th, 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	
Barbara Sellinger	X	

Also noted present:

Meghan Pipchick - School Business Administrator

Monica Villafuerte - Executive Director

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 November 17th, 2021 Special Meeting 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	1	x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday		x			
Barbara Sellinger	2	x			

STATE OF THE SCHOOL REPORT



Board Meeting - December 15, 2021

**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	1	0	0	0	0	0	0	0	0	2
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												9

**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	76	76	75
Waitlist #s	94 (In-District)	77 (In-District)	81 (In-District)	66 (In-District)	39 (In-District)	20 (In-District)

**SCHOOL GOALS 2021-2022 from Board Retreat**

1. Ensure all scholars complete individual student assessments.
  - At least 50% will achieve typical growth in ELA and Math from Diagnostic 1 to Diagnostic 2.
  - At least 50% will achieve typical growth in ELA/Math from Diagnostic 2 to Diagnostic 3.
2. To define and identify the facility needed to support the academic program now and, in the future, as we expand grade levels.
3. To recruit and retain high quality staff.

<b>PREPARING FOR 6TH GRADE (2022-23)</b>				
CURRICULUM DEVELOPMENT	FACILITY (short & long term)	STAFFING (retain & recruit)	PURCHASING	OPERATIONS

- The board discussed the Acting School Leader role

**BOARD PRESIDENT'S REPORT**

- I had an opportunity to visit the after school program at both sites
- See in action the different programs that the scholars

- Lower School
  - Martial Arts
  - Arts and Crafts
  - Typing
  - Homework
  - Games
- Upper School
  - Chess Club
  - Arts Club
  - STEAM Club - doing coding
- CAF asked if the Board has any ideas to spend CAF funds. CAF should consider creating a Math Club and hire a math teacher.
- Recommend to tighten up the schedule. Time is wasted in the beginning of the afternoon.
- December 28th, 2021 is cutoff date to view NJSBA presentations

**SBA REPORT**

**Financial**



Business accounts <sup>a</sup>

Agency - 6538 Quick View	<b>\$14,604.75</b>
Food Program - 6525 Quick View	<b>\$17,145.96</b>
General Operating Fund - 6509 Quick View	<b>\$1,949,558.04</b>
Your business card offer!	
Payroll - 6512 Quick View	<b>\$4,871.09</b>
Business Advantage Sav - 4508 Quick View	<b>\$62,917.41</b>

- Budget increased by about \$200,000

**Facilities**

- Met with Yvette to tour ground floor store front attached to 7-9 building
- Building Hope
  - Meeting scheduled for Monday to tour 3 possible sites
  - Evaluate if we can retrofit the existing building or knock it down and start from scratch
  - After meeting with an architect, Building Hope will find a contractor
  - We will then complete an analysis of what is possible on the existing site

- I will look into the budget to see if we have any flexibility in our operating model (I will double check all the assumptions made by Building Hope)

**Human Resources**

- Still trying to fill vacancies
- Approve job descriptions

**Items Requiring Board of Trustees Votes**

**A. FINANCE**

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-01**

**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	\$142,215.42
Fund 20	\$39,500.75
Fund 60	\$27,955.08
<b>TOTAL</b>	<b>\$209,671.25</b>

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-02**

**Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for November 2021/December 2021/January 2022.

11/30/2021 = \$166,914.77 (Gross Earnings) + \$12,723.47 (Employer Taxes)

12/15/2021 = \$265,756.35 (Gross Earnings) + \$20,565.53 (Employer Taxes)

12/31/2021 = \$180,000 (Estimated)

01/15/2022 = \$180,000 (Estimated)

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-03**

**Board Secretary's Reports**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the unaudited Board Secretary's Reports for September, October, November. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-04**

**Budget Adjustments**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for July - November. See Appendix A.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-05**

**Treasurer’s Reports**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Treasurer's Reports for September, October, and November. See Appendix A.

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

**Recruitment Bonus**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$1500 sign on bonus for new hires. Money will be returned to the school if the new hire resigns before the end of the school year. This will be paid using ARP-ESSER III money.

<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. POLICIES, MANUALS, REGULATIONS, AND BYLAWS*

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

**English Language Learner Three Year Plan**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the ELL 3 Year Plan. See draft in Appendix B.

Pursuant to the regulatory requirements for Bilingual Education in New Jersey’s Bilingual Education Code (N.J.A.C. 6A:15-1.6), every three years school districts must submit a plan describing their district’s program for English language learners (ELLs). The plan is an opportunity for educators to review the academic needs of their ELLs and the type of language assistance program and academic environment that would best address those needs. ELLs are held to the same rigorous, standards-based curricula and high-stake assessments as their English proficient peers as they are acquiring the English language and

becoming acculturated to American schools. In developing the program plan, school districts are encouraged to keep in mind the challenges students face with cultural changes and acquiring a new language, and design programs that provide the language, foundational and grade-level skills that students need to make a successful transition to classes with their English-proficient peers.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-08**

**Facilities Checklist**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Facilities Checklist for 2021-22. The purpose of this evaluation is for the health and safety of students and staff even in the absence of a specific statute or code. See Appendix B.

<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			

*C. HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-09**

**Employee Leave of Absence**

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

<b>Employee</b>	<b>Position</b>	<b>Effective Date</b>
Monica Villafuerte	School Leader/Executive Director	12/20/2021

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-11**

**Maternity Leave**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following maternity leaves.

Employee	Position	Approximate Dates
Ana Maria Cubero	General Education Teacher (Grade Team Lead)	2/1/2022 - 5/1/2022
Michelle Blazquez	General Education Teacher (Grade Team Lead)	3/31/2022 - 6/30/2022

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

**Contract Modifications**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contract modifications to existing employment contracts.

Employee	Position	Salary	Effective Date	Change
Megan Conneely	Instructional Aide	\$40,000	12/6/2021	Position and Salary
Michelle Feliciano	Operations Support Assistant	\$42,000	12/15/2021	Salary

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-13**

**Job Descriptions**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following job descriptions. See Appendix C.

- Data Coordinator
- Middle School ELA Teacher
- Middle School Math Teacher
- Middle School Science Teacher
- Middle School All Subjects Teacher
- ESL Coordinator

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2021-12-14**

**New Hires**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires. See Appendix C for resumes.



Employee	Position	Salary	Effective Date
Shianna Rodas	Cafeteria Assistant	\$25/hour	January 4th, 2022
Brianna McNeil	Dean of School Culture	\$75,000 - \$80,000	January 17th, 2022
Brezhnev Ibeh	Dean of School Culture	\$75,000 - \$80,000	January 17th, 2022
John Griffith	Special Education Teacher Middle School Science Teacher	\$62,000 - \$68,000	ASAP

**CONSENT RESOLUTION (All but #10)**

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			

**EXECUTIVE SESSION**

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

**Appointment of Acting Executive Director and Acting Principal**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following acting co-leading model:

Employee	Position	Salary	Effective Date
Meghan Pipchick	Acting Executive Director	\$400 per diem in addition to full time SBA salary (\$121,726.68)	12/20/2021

Jazmin Gooding	Acting Principal	\$400 per diem in addition to regular salary	12/20/2021
----------------	------------------	--	------------

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. CONTRACTS AND AGREEMENTS***

**BOARD OF TRUSTEES RESOLUTION # 2021-12-15**

**Building Hope**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Building Hope to facilitate the building and purchase of a new facility to house K-8 scholars. See Appendix D.

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

E. OTHER

**BOARD OF TRUSTEES RESOLUTION # 2021-12-16**

**Student Safety Data System (SSDS) Report**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the SSDS Report. The SSDS collects incidents of violence, vandalism, weapons, substance use, and harassment, intimidation and bullying (HIB), as well as HIB trainings and programs conducted to support anti-bullying efforts. The report Period 1 Submission due date is January 31, 2022. See Appendix D.

<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			

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

- Steve Colson
  - Personally signed for this building
  - Leadership Team and CAF are not in agreement
  - Is there consideration for CAF when it comes to moving out of this building?
  - Don't want to be left hanging with the building
  - On record, a lot of sweat equity went into this building. Please give consideration personally to me and CAF as you move to something else
  - Thank you for coming by the after school program
  - Appreciate the board's input to spend the funds
  - Wants the Board to talk to Steve directly so CAF can get recognition and be appreciative
  - 460 bags of gifts to be given out to the kids. No one mentioned it
  - Frustrated that I am not getting culture of gratitude
  - No staff member thanked him for the staff party
  - Every child will leave with a bag of Christmas gifts
- Sellinger
  - Thank the Foundation and you for everything you've done

- Off the charts amazing
- Everything is amazing
- Without you and without the Foundation, we wouldn't have been able to get off to this start
- Dortch
  - Sorry and we appreciate the CAF
  - Moving forward, it will no longer be an oversight
- Sandra
  - CAF to send updates that will be included in the Board President's update each month
  - Sandra is coming to the Polar Express

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

Meeting was adjourned at 10:08 pm.