



**CRESTHAVEN  
ACADEMY**  
CHARTER SCHOOL

**Board of Trustees Meeting Minutes**

October 28th, 2020 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 7:04 pm on October 28th, 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.

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:

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.

APPROVAL OF MINUTES FROM PRIOR MONTH

**RESOLVED: APPROVAL September 23rd, 2020 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		x			
Toni Gamble		x			
Sandra Harrison		x			
Steven Hockaday	2	x			
Barbara Sellinger	1	x			

- Upon majority affirmative vote of the full membership present, the motion passed.

STATE OF THE SCHOOL REPORT



Board Meeting - October 28, 2020  
School Leader Update

<b>SCHOOL LEADER UPDATES</b>	
EXECUTIVE DIRECTOR	PRINCIPAL
<ul style="list-style-type: none"> <li>● Working with Leadership Team to prepare CACS for reopening                             <ul style="list-style-type: none"> <li>○ Plainfield School Leader Check-Ins</li> <li>○ Union County Superintendent Roundtables</li> <li>○ NJPCSA Forums</li> </ul> </li> <li>● On-boarding new staff or staff in new roles</li> <li>● Recruiting and interviewing to fill vacancies and maternity leave</li> <li>● Overseeing efforts to ensure we are supporting the whole child (food distribution, mental health and wellness support, technology office hours, office hours for related services)</li> <li>● Working closely with School Nurse and Operations team to ensure that we are following all CDC guidelines and maintaining a safe school environment</li> </ul>	<ul style="list-style-type: none"> <li>● Ensuring we achieved 100% on 2nd Family Commitment Form</li> <li>● Scheduling scholars for hybrid instruction</li> <li>● Working with Operations team to develop school-wide systems and procedures for reopening (arrival, dismissal, meals, bathrooms, breaks)</li> <li>● Checking in on teammates and designing plan to uplift staff morale</li> <li>● Supporting student recruitment efforts                             <ul style="list-style-type: none"> <li>○ Thank you baskets delivered to preschools and child care centers</li> <li>○ Included student applications</li> </ul> </li> <li>● Parent Engagement:                             <ul style="list-style-type: none"> <li>○ 4 Virtual Town Halls</li> <li>○ Monthly Packet Distribution Days</li> <li>○ Upcoming Virtual Parent-Teacher Conferences</li> </ul> </li> <li>● Community Engagement: CAF (preparing holiday gift bags for 390 scholars)</li> </ul>

<b>LEADERSHIP TEAM UPDATES</b>			
DIRECTOR OF CURRICULUM & INSTRUCTION (Megan Gerity)	STUDENT SUPPORT COORDINATOR (Stephanie Avallone)	DIRECTOR OF OPERATIONS (LeShannon Wright)	DIRECTOR OF SPECIAL PROJECTS (Savannah Nesmith)
<ul style="list-style-type: none"> <li>● Classroom observations and teacher coaching</li> <li>● Formal evaluations; observations, write-up of portfolios, and debriefs (K-4, SPED, Co-Curricular, ESL)</li> <li>● Assessments: Coaching, norming,</li> </ul>	<ul style="list-style-type: none"> <li>● CST meetings &amp; writing IEPs - From September 15 to October 28 there have been 16 CST meetings (ranging from 30 day review meetings, eligibility determination meetings, and</li> </ul>	<p><b>TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>● On-going setup of technology (staff/student chromebooks hotspots)</li> <li>● Technology office hours, M-F, 2x daily &amp; staff support</li> <li>● Ensure that the</li> </ul>	<ul style="list-style-type: none"> <li>● Designing and scheduling all social media graphics (Virtual Town Hall, Virtual Open House, Parent-Teacher Conferences, Packet Distribution Days, Parent Nights, etc.)</li> <li>● Designing flyers / graphics for special</li> </ul>

<ul style="list-style-type: none"> <li>and trackers</li> <li>Lesson plan review and feedback</li> <li>Curriculum: Plan and revise scope/sequence based on data</li> <li>Planning and support meetings</li> <li>Professional development for instructional staff; planning and delivery</li> <li>Coordinated and met with the STEP consultant about future professional development and virtual progress monitoring roll out.</li> <li>Observe and support grade-level content meetings.</li> <li>Support and check-in with Grade Team Leads.</li> <li>K-4 instructional planning and scheduling for hybrid reopening.</li> <li>Report cards: writing, overseeing, and reviewing K-4 report cards and report card rubrics.</li> <li>Monitor and oversee Google Classroom instruction to ensure consistency across classrooms/grades</li> <li>Pull data from Google</li> </ul>	<p>reevaluation planning meetings)</p> <ul style="list-style-type: none"> <li>Evaluations in progress for 9 scholars</li> <li>Overseeing special education supports for K-4 and ensuring all IEP goals are tracked each quarter</li> <li>Social-Emotional support for staff and scholars.</li> <li>Monitoring and responding to all Beacon Alerts (suicide prevention tool) and GoGuardian alerts for explicit searches</li> <li>Social-Emotional Learning google classroom teacher with social worker (Cloud 9 K-2, RULER K-4, Mindfulness videos K-4)</li> <li>Mandated and non-mandated counseling (virtual)</li> <li>Established speech and OT office hours to provide additional related service support</li> <li>McKinney Vento data consistently monitored</li> <li>Real-time attendance calls to</li> </ul>	<p>network is secure and connectivity is efficient (updating bandwidth to support remote instruction)</p> <ul style="list-style-type: none"> <li>Instructional Technology support</li> </ul> <p><u>Systems &amp; Platforms</u></p> <ul style="list-style-type: none"> <li>GoGuardian deployed, teacher training provided, and safety alerts monitored</li> <li>Uploaded report card templates</li> <li>Update website and platforms as needed</li> <li>Monitor &amp; support Google classroom platform and all Google Apps for Education</li> <li>Preparing to launch Google Enterprise to add needed features for live instruction</li> <li>Maintain security system, camera system and alarms</li> </ul> <p>OPERATIONS</p> <ul style="list-style-type: none"> <li>Designed schoolwide systems &amp; routines with Operations Team and School Nurse</li> <li>Support food distribution program as needed</li> <li>Support communication with parents via technology</li> <li>Oversee student enrollment,</li> </ul>	<p>events to maintain open lines of communication with families</p> <ul style="list-style-type: none"> <li>Designing COVID-related safety signage for the school building (indoor and outdoor signage)</li> <li>Designing safety dismissal tags</li> <li>Aligning safety measures between CACS and CAF</li> <li>Creating 3rd Grade Parent Newsletter content weekly</li> <li>Facilitating distribution of 50+ Thanksgiving Boxes for Cresthaven families (partnership with Evangel Church)</li> <li>Facilitating and compiling scholar Wishlist data for Holiday gift collection</li> <li>Drafting Holiday Gift Collection Donor Request Letter and accompanying Social Media Graphics</li> <li>Collaboratively coordinating Holiday Gift Shopping, Wrapping, Distribution</li> <li>Supporting CACS transition to live instruction through the purchase of 50 additional student chromebooks (CAF)</li> <li>Overseeing CAF</li> </ul>
<p>Classrooms to target and inform coaching/specific instructional needs/PD/resources needed.</p>	<p>ensure more scholars are attending Google Meets</p>	<p>applications, recruitment efforts, and virtual Open Houses</p> <ul style="list-style-type: none"> <li>Maintain the efficiency of copy machines, phone system, fax, and updating of access points</li> <li>Support &amp; check-in with Ops Team</li> </ul>	<p>scholar enrollment</p> <ul style="list-style-type: none"> <li>Preparing ASP for reopening (CAF)</li> <li>Designing Systems &amp; Routines for the ASP program (CAF)</li> <li>Coordinating various Grant Applications via CAF Grant Writer (CAF)</li> <li>CACS/CAF liaison</li> </ul>

**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
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100% Enrollment	78	78	78	78	78
Waitlist #s	67 (In-District only)	72 (In-District only)	41 (In-District only)	42 (In-District only)	18 (In-District only)

The Board discussed the hybrid re-opening date.

SHock - Spike of cases in our state; black and brown community is hit harder; death rates are lower, which is good

BSell - I believe we are not ready. Not willing to take a risk that someone will get this and we won't be able to protect them

MBoSt - What is Plainfield doing? They are planning to re-open 11/9

SHarr - Too risky to open now. Hope to delay that opening until January

KDor - Err on the side of caution. Delay the opening of schools. After the holiday season

Proposed Hybrid Reopening Date: 2/2/2021

BOARD PRESIDENT UPDATE

- Congratulations on keeping 95% attendance rate
- 100% on parent survey responses
- Follow up with Board trainings with individual board members
- Private placement - family chose remote learning in September, but switched to in-person. He is getting transportation provided by Plainfield BOE
- Delaying the strategic planning effort until the spring

SBA REPORT

**Financial**



Business accounts<sup>a</sup>

<b>Cash Flow Monitor</b>	
Get a comprehensive look at your day-to-day business with this powerful tool.	
Agency - 6538 Quick View	<b>\$10,781.83</b>
Food Program - 6525 Quick View	<b>\$56,891.61</b>
General Operating Fund - 6509 Quick View	<b>\$1,313,585.13</b>
Your business card offer!	
Payroll - 6512 Quick View	<b>\$0.00</b>
<b>Low balance</b>	
Business Advantage Sav - 4508 Quick View	<b>\$22,151.39</b>

## COVID-19 Related Funding

<b>Federal/State Grant</b>	<b>Amount</b>	<b>Deadline to Encumber or Spend Funds</b>
CARES Act	\$75,454	9/30/2022
Digital Divide	\$109,791	10/31/2020
Coronavirus Relief Fund	\$40,755	12/31/2020
<b>TOTAL</b>	<b>\$226,000</b>	

### ***Operations***

- Food distribution
  - Process running smoothly on Mondays
- Technology
  - Waiting on approximately 300 Chromebooks
  - Device Insurance - set up device insurance that must be purchased by families. It costs \$21 to insure each device. The school will consider insuring remaining devices
- PPE
  - Waiting on: Student desk shields, N95 masks, gowns, privacy screens
- Cleaning
  - Ordered our own floor scrubber
  - Two spray guns for disinfecting
  - Air purifiers in every classroom/office
  - UVC lights
- Facilities
  - Preparing for re-opening

### ***Human Resources***

- Interim BA update
  - Job is posted on our website
  - Reached out to my former mentor and another BA to see if they knew anyone interested
  - Two leads, one formally applied, and I interviewed him earlier this week
  - Call scheduled tomorrow with the School Business Office (SBA consulting)

### ***Miscellaneous***

- Chapter 44 - SBA discussed impact of Chapter 44 law

## Items Requiring Board of Trustees Votes

### A. FINANCE

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-01**

##### **Bills list**

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

Fund 10	74,674.54
Fund 20	44,112.92
Fund 60	33,572.97
<b>TOTAL</b>	<b>152,360.43</b>

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-02**

##### **Payroll Expenses**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the payroll expenses for September/October/November 2020.

09/30/2020 = \$126,493.61 (Gross Pay) + \$9,670.47 (Employer Taxes)

10/15/2020 = \$126,814.06 (Gross Pay) + \$9,659.63 (Employer Taxes)

10/31/2020 = \$137,000 (Estimated)

11/15/2020 = \$137,000 (Estimated)

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-03**

##### **Board Secretary's Report**

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

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-04**

##### **Budget Adjustments**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the budget adjustments for September 2020. See Appendix A.

#### **RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-05**

##### **Private Donation**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a private donation from the Dolecki Foundation for \$2500.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-06**  
**Reimbursement of Cell Phone Charges**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a one-time reimbursement of cell phone charges for all salaried staff members due to excess cell phone usage during the pandemic. This will be paid out in December 2020.

\$200/salaried staff member x 44 salaried staff members = \$8,800

**CONSENT RESOLUTION: FINANCE**

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			

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

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-07**  
**Policy 5141.01 - Readmittance COVID-19**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve policy Policy 5141.01 - Readmittance COVID-19 to establish a readmittance plan for the school. See Appendix B.

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



*C. HUMAN RESOURCES*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-08**

**New Hires**

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

<b>Name</b>	<b>Position</b>	<b>10/12 Month</b>	<b>Proposed 20-21 Salary</b>	<b>Proposed Start Date</b>
Guadalupe Reynoso	Operations Support Assistant	12 month (FT)		11/15/2020 or 12/1/2020
Tuli Roy-Kirwan	Instructional Aide	10 month (FT)		ASAP
Crystal Santiago	Instructional Aide	10 month (FT)		ASAP
Bruna Duarte	Instructional Aide	10 month (PT)		ASAP
Sherika Powell	Instructional Aide	10 month (PT)		ASAP

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-09**

**School Psychologist Hourly Contract**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve an hourly rate of \$35/hour for the School Psychologist to complete Pandemic Response/Crisis related tasks outside of her normal contract hours. Tasks include monitoring scholar internet activity, communicating with families, and communicating with staff members and administrators. All hours must be approved by the Executive Director and will be paid following the normal payroll practices.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-10**

**Part-Time Consultants**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following part-time consultants to help with food distribution on a substitute basis. These are all Cresthaven Academy Foundation employees.

<b>Name</b>	<b>Position</b>	<b>10/12 Month</b>	<b>Proposed 20-21 Salary</b>
Selena Rodas	Cafeteria Support	10 month	
Ayleen Noriega	Cafeteria Support	10 month	
Kennedy Wilson	Cafeteria Support	10 month	

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-11**

**Maternity Leave**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Maternity Leave for Courtney Richard (2nd Grade General Education Teacher), effective 10/26/2020. She plans to remain on an extended leave through the school year and return in August 2021.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-12**

**Return from Maternity Leave**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve Michelle Feliciano returning to work, effective 12/17/2020 after a Maternity Leave. She will resume her role as a full-time Operations Support Assistant.

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

***D. CONTRACTS AND AGREEMENTS***

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-13**

**Uncommon Schools**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a contract with Uncommon Schools for professional development, 201: Dynamic and Engaging Synchronous Lessons.

*“In this highly interactive 90-minute webinar we’ll share powerful clips from the online classes of real teachers from across the world. Building on the foundation of our introductory webinar, we’ll dig deeper into the logistics of running an engaging and interactive online lesson.”*

Cresthaven Academy registered the following teachers: Megan Gerity, Jessica Saunders, Alexe Rumble, Ana Maria Cubero, Danielle Casciano, Jazmin Gooding, and Kaye Campanile for \$150/person plus a \$200 school license for a total of \$1250. See Appendix D.

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-14**

**Memorandum of Agreement Between Education and Law Enforcement Officials**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve a Memorandum of Agreement Between Education and Law Enforcement Officials for 2020-2021. See Appendix D.

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

*E. OTHER*

**RESOLVED: BOARD OF TRUSTEES RESOLUTION # 2020-10-15**

**School Calendar**

The Board of Trustees of Cresthaven Academy Charter School resolves to approve the updated school calendar for 2020-21. Proposed hybrid resSee Appendix E.

**CONSENT RESOLUTION: OTHER**

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

EXECUTIVE SESSION

OLD BUSINESS

NEW BUSINESS

PUBLIC PORTION

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

Meeting was adjourned at 8:30 pm.