

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 TO ORDER – 7:01 PM**
- II. PUBLIC NOTICE OF MEETING/NJ SUNSHINE LAW**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Board of Trustees has caused notice of this meeting to be given, by having the date, time and place mailed to the Clerk of the Municipality; advertised in The Star Ledger and Courier News; mailed to the County Superintendent of Schools; and posted in the faculty lounge and on the school’s website.

- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**

| Voting Members | Role | Term Ends | Present | Absent |
|----------------------|---------------------|-----------|---------|--------|
| 1. Rashleigh Bruce | Trustee | | X | |
| 2. Kimberly Dortch | Trustee | | X | |
| 3. Sandra Harrison | President | | X | |
| 4. Steven Hockaday | Vice President | | X | |
| 5. Debra Lightner | Trustee | | X | |
| 6. Barbara Sellinger | Trustee | | X | |
| 7. Beverley Blenman | Trustee | July 2025 | | X |
| Other Officials | Role | Present | | Absent |
| Delines Rodriquez | Principal | X | | |
| Brian Falkowski | SBA/Board Secretary | X | | |

Steven Colson, Founder, was also present.

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT** – Steven Colson said hello and he is happy to be here.
- VII. ADOPTION OF THE MINUTES**

- 1. **RESOLVED**, that the Board of Trustees move to approve the regular and executive session (if necessary) minutes from the meeting held on February 22, 2023.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Rashleigh Bruce | 2 | X | | | | Debra Lightner | | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | 1 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | | X | | | | | | | | | |

- VIII. STATE OF THE SCHOOL REPORT** – Presented by Delines Rodriquez.
- IX. PRESIDENT’S REPORT** – Updated the Board and Public on the potential New Building news.
- X. BUSINESS ADMINISTRATOR’S REPORT** – Brian Falkowski presented the SBA Report.

XI. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION – 7:21 PM

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Rashleigh Bruce | | X | | | | Debra Lightner | 2 | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | 1 | X | | | | | | | | | |

1. Legal discussion ensued regarding a developer contract.

XII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION – 9:05 PM

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Rashleigh Bruce | | X | | | | Debra Lightner | 2 | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | 1 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | | X | | | | | | | | | |

XIII. MOTIONS FOR APPROVAL

1. Finance

- a. **RESOLVED**, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for February 2023 as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the Cresthaven Academy Charter School Board of Trustees acknowledges receipt of the secretary’s certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of February 2023, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year.
- b. **RESOLVED**, that the Board of Trustees approves the bills list through March 22, 2023:

| March 22, 2023 Bills | |
|----------------------|---------------------|
| Fund | Bills List Amount |
| 11 | \$221,981.72 |
| 20 | \$43,683.00 |
| 60 | \$34,575.75 |
| 61 | \$64,100.00 |
| Total | \$364,340.47 |

- c. **RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
 - February 28, 2023 - \$ 196,501.57
 - March 15, 2023 - \$ 214,373.63
- d. **FY24 Budget:** To approve the FY24 Budget and its submission to the NJDOE.
- e. **FY22 ACFR and AMR:** To accept the FY22 ACFR and AMR and ratify its submission to the NJDOE.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Rashleigh Bruce | | X | | | | Debra Lightner | 2 | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | 1 | X | | | |

| | | | | | | | | | | | |
|-----------------|--|---|--|--|--|------------------|--|--|--|--|---|
| Sandra Harrison | | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | | X | | | | | | | | | |

2. Contracts and Agreements

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contracts, as attached:

| Vendor | Scope | Term | Fee |
|-----------|--|------------------|---------|
| Air Group | Heating, Cooling, Plumbing, Electrical | Biannual Renewal | \$1,275 |

- b. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following field trips, transportation cost TBD:

| Field Trip Destination | Grade | Date | Ticket Fees | Transportation Fee |
|------------------------------|-----------------|---------|-------------|--------------------|
| Essex County Turtle Back Zoo | K | 4/25/23 | \$960 | \$1,700 |
| Essex County Turtle Back Zoo | 1 st | 4/26/23 | \$960 | \$1,700 |
| Essex County Turtle Back Zoo | 2 nd | 4/21/23 | \$960 | \$1,700 |
| Essex County Turtle Back Zoo | 4 th | 4/24/23 | \$960 | \$1,700 |
| Essex County Turtle Back Zoo | 5 th | 4/25/23 | \$960 | \$1,700 |
| Essex County Turtle Back Zoo | 6 th | 4/26/23 | \$960 | \$1,700 |
| Liberty Science Center | K | 5/17/23 | TBD | TBD |
| Liberty Science Center | 1 ST | 5/9/23 | \$1,389 | TBD |
| Liberty Science Center | 2 ND | 5/12/23 | TBD | TBD |
| Liberty Science Center | 3 RD | 5/10/23 | TBD | TBD |
| Liberty Science Center | 4 TH | 5/23/23 | \$1,869 | TBD |
| Liberty Science Center | 5 TH | 5/24/23 | \$1,869 | TBD |
| Liberty Science Center | 6 TH | 5/25/23 | \$1,869 | TBD |

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Rashleigh Bruce | | X | | | | Debra Lightner | 1 | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | 2 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | | X | | | | | | | | | |

3. Policies, Manuals, Regulations, and Bylaws

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2023-2024 School Calendar, as attached.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Rashleigh Bruce | | X | | | | Debra Lightner | 1 | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | 2 | X | | | | | | | | | |

4. Human Resources

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

| Employee Name | Position | Term/Mth | Salary | Effective Date |
|---------------|----------|----------|--------|----------------|
|---------------|----------|----------|--------|----------------|

| | | | | |
|------------------|--------------------|----|----------|-----|
| Cory Fields | Instructional Aide | 10 | \$47,000 | TBD |
| Jenette Minnella | Interventionist | 10 | \$75,000 | TBD |

- b. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the maternity leave of Larissa Junker, tentative last day April 27th.
- c. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the College of New Jersey Career Fair, on April 21st, at a cost of \$100, as attached.
- d. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Rutgers University Career Fair, on April 28th, at a cost of \$465, as attached.
- e. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new contract templates as attached:
 - Non-certificated 10-month staff contract
 - Non-exempt 10/12-month staff contract
 - Teacher certified 10-month staff contract
- f. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the change/revision to the staff handbook regarding the section on “Performance Review & Evaluation”, as attached.
- g. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Non-Instructional Performance Review & Evaluation Template, as attached.
- h. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the new hourly rate for Summer School teaching position to \$50/hour.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Rashleigh Bruce | | X | | | | Debra Lightner | | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | | X | | | |
| Sandra Harrison | 2 | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | 1 | X | | | | | | | | | |

5. Academic

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following proposal with Great Minds for the Wit & Wisdom English Language Arts Curriculum for FY24, at a cost of \$150,904.40.
- b. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following proposal with Great Minds for the Eureka Math Curriculum for FY24, at a cost of \$54,196.81.
- c. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the proposal for an after-school dance class.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Rashleigh Bruce | | X | | | | Debra Lightner | | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | 2 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | 1 | X | | | | | | | | | |

XIV. OLD BUSINESS

XV. NEW BUSINESS

XVI. PUBLIC COMMENT

XVII. ADJOURNMENT – 9:17 PM

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-----------------------|---------------|------------|-----------|----------------|---------------|-----------------------|---------------|------------|-----------|----------------|---------------|
| Rashleigh Bruce | | X | | | | Debra Lightner | | X | | | |
| Kimberly Dortch | | X | | | | Barbara Sellinger | 1 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | | | | X |
| Steven Hockaday | 2 | X | | | | | | | | | |