

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 – 7:10 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 Rodriguez	Principal	X		
Brian Falkowski	SBA/Board Secretary	X		

Also present: Michael Lubbens, Gibbons Law
Patrick Terbog, TD Plus Partners

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT - NONE**
- 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 March 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 – Reminded the Board about the Ethics Disclosures and introduced Patrick and Michael. Also, Sandra expressed her excitement about the new school project.

X. BUSINESS ADMINISTRATOR’S REPORT – Brian Falkowski

XI. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION – Personnel and Contracts - 7:35 PM

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

1. Discussion on personnel renewals for SY24.

XII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION – 7:53 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner		X			
Kimberly Dortch	2	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 March 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 March 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 April 26, 2023:

April 26, 2023 Bills	
Fund	Bills List Amount
11	\$352,686.48
20	\$27,775.50
60	\$44,755.65
61	\$ 64,383.44
Total	\$489,601.07

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - March 31, 2023 - \$ 221,783.73
 - April 14, 2023 - \$ 215,231.81
- d. **Safety Grant:** RESOLVED, that the Board of Trustees approve the submission of the grant application for the 2023 Safety Grant program, in the amount of \$1,201.

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. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approve the following contracts, as attached:

Vendor	Scope	Term	Fee
Access Self Storage	Long Term Storage Units	FY24	\$3,336
E-Rate	Reimbursement Filing Services	FY24	\$2,000
Frontline	Absence & Substitute Management Software	FY24	\$7,472.48
Homecare Therapies	Healthcare Staffing: Substitute Nurse	FY24	\$65-80 / Hour
Medimerge	Drug Screenings	FY24	\$44-66/ Screening
Mini Mobile	Short Term Storage Units	May-August	\$2,414.26
QuaverEd	Music	FY24	\$1,200.00
SchoolMint	Enrollment; SIS	FY24	\$9,400.00
School Mint	Grow; Classroom Observation & Teacher Feedback Platform	FY24	\$6,855.04

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approve the following After School Contracts, transferred over from the Foundation:

Vendor	Scope	Effective	Fee
Procare	Child Care Management Software	May 15, 2023	\$79/ Month
Tuition Express	Billing & Payment Software	May 15, 2023	\$500-600/ Month

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approve the following field trips:

Field Trip Destination	Grade	Date	Venue Fee	Transportation Fee
All Seasons Sports Academy	K-3	6/14/23	\$900	\$6,000
All Seasons Sports Academy	4-6	6/15/23	\$900	\$4,500
Liberty Science Center	K	5/17/23	\$1,389	\$1,900
Liberty Science Center	1 ST	5/9/23	\$1,389 Approved 3/22	\$1,900
Liberty Science Center	2 ND	5/12/23	\$1,389	\$1,900
Liberty Science Center	3 RD	5/10/23	\$1,389	\$1,900
Liberty Science Center	4 TH	5/23/23	\$1,869 Approved 3/22	\$1,900
Liberty Science Center	5 TH	5/24/23	\$1,869 Approved 3/22	\$1,900
Liberty Science Center	6 TH	5/25/23	\$1,869 Approved 3/22	\$1,900

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

3. Policies, Manuals, Regulations, and Bylaws

4. Human Resources

- a. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following **Leave of Absence Return** as presented and attached”:
- Approve the maternity leave return of Michelle Feliciano, Operations Support Assistant, effective April 17, 2023.
 - Approve the leave of absence return of Maxine Yurowitz, General Education Teacher, effective, May 1, 2023.
- b. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following **Appointment Rescission**”:
- Approve the **Appointment Rescission** to Jenette Minnella, as an Interventionist for the 2022-2023 school year.
- c. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following 2022-2023 Non-salaried/stipend **Staff Appointments**”:

2022 - 2023 Non-Salaried / Stipend Positions

First Name	Last Name	Title	Amount	Effective Date
Nicole	Stokes	Grade Team Lead	\$375	Effective April 27, 2023. To be paid out June 15, 2023
Darcel	Torres-Diaz	Grade Team Lead	\$750.00	Effective April 27, 2023. To be paid out June 15, 2023
Corry	Fields	Homework & Activity Coordinator	\$35 per hour	April 27, 2023
Corry	Fields	Leave Replacement	\$60 per day	Effective April 19, 2023- June 30th until vacancy is fulfilled
Justin	Rodas	Family Leader	\$14.25 per hour	Effective April 27, 2023
Erin	Devine	General Education Teacher	\$275 Per Diem	Effective April 27, 2023

- d. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following 2023-2024 **New Hires**”:

2023- 2024 Salaried Positions: New Hires

First Name	Last Name	Title	Salary	Term	FT/PT	Start Date
Jessica	Gonzalez	General Education Teacher	\$65,000	10 Month	FT	August 14, 2023
Allyson	Harris	Associate Teacher	\$58,000	10 Month	FT	August 14, 2023
Rebekah	Scicolone	General Education Teacher	\$75,000	10 Month	FT	August 14, 2023
Jenette	Minnella	Interventionist	\$70,000	10 Month	FT	August 14, 2023
Kelly	Clark	Instructional Aide	\$43,000	10 Month	FT	August 14, 2023
Damion	Frye	School Business Administrator	\$125,000	12 Month	FT	July 1, 2023

- e. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following Agenda Changes/Corrections”:
- Adjust the name change from Cory Fields to Corry Fields, Instructional Aide, effective March 23, 2023.

- Adjust the title of Olivia Morales from World Language Teacher to World Language Teacher Fellow effective March 23, 2023.
 - Adjust the stipend amount of Larissa Junker as a Grade Team Lead from \$1,500 to \$1,125, effective April 27, 2023 with \$375 to be paid out May 15, 2023.
 - Adjust the stipend amount of Michelle Blazquez as a Grade Team Lead from \$1,500 to \$750, effective April 27, 2023.
 - Adjust the title of Keyona Pomare from Administrative Assistant to Administrative Assistant and School Support, effective February 22, 2023.
- f. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following **Stipend Revisions** to be paid out May 31, 2023”:
- Adjust the stipend title and stipend amount of Pooja Hiremath from Test Prep Curriculum Work and \$2,000 to Test Preparation Curriculum Writing - Grade 4 & Grade 5, and \$2,000 per grade level; not to exceed \$4,000 effective February 22, 2023.
 - Adjust the stipend title and stipend amount of Katelyn Irenski from Test Prep Curriculum Work and \$2,000 to Test Preparation Curriculum Writing - Grade 4 & Grade 5, and \$2,000 per grade level; not to exceed \$4,000 effective February 22, 2023.
 - Adjust the stipend title and stipend amount of Danielle Buck from Test Prep Curriculum Work and \$2,000 to Test Preparation Curriculum Writing - Grade 4 & Grade 5, and \$2,000 per grade level; not to exceed \$4,000 effective February 22, 2023.
 - Adjust the stipend title of Nicole Stokes from Test Prep Curriculum Work to Test Preparation Curriculum Writing - Grade 3, effective February 22, 2023.
 - Adjust the stipend title of Sondra McNicholas from Test Prep Curriculum Work to Test Preparation Curriculum Writing - Grade 6, effective February 22, 2023.
 - Adjust the stipend title of Larissa Junker from Test Prep Curriculum Work to Test Preparation Curriculum Writing - Grade 3, effective February 22, 2023.
- g. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following abolishment of position”:
- Abolish the Family Leader position for the 2023-2024 school year
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approve Corry Fields’ reimbursement for obtaining a substitute certification, at a cost of \$128.38.
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approve Stephanie Long’s reimbursement for obtaining a substitute certification, at a cost of \$128.38.
- j. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approve Tania Duran’s reimbursement for obtaining a substitute certification, at a cost of \$128.38.
- k. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approve the following training:

First Name	Last Name	Training Vendor	Course	Amount	Date
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Michelle	Blazquez	Responsive Classroom	Elementary Advanced Course	\$859	July 11-14
Araliza	Lopez	Responsive Classroom	Middle School Advanced Course	\$859	July 11-14

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									

5. Academic - None

XIV. OLD BUSINESS -

XV. NEW BUSINESS

1. Personal

a. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following **Termination or Non-Renewals** as presented and attached”:

- Accept the termination/non-renewal of Nadine Decius, as an ESL Teacher, effective June 30, 2023.
- Accept the termination/non-renewal of Fatima Garcia, as an Instructional Aide, effective June 30, 2023.
- Accept the termination/non-renewal of Sydney Harris, as a Physical Education and Health Teacher, effective June 30, 2023.
- Accept the termination/non-renewal of Olivia Morales, as a World Language Fellow, effective June 30, 2023.
- Accept the termination/non-renewal of Patricia Perez, as an Instructional Aide, effective June 30, 2023.
- Accept the termination/non-renewal of Melissa Wright, as a General Education Teacher, effective June 30, 2023.

b. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees, upon the recommendation of the School Principal, approves the following **Staff Appointments for FY24** as attached.”

2. Buildings & Grounds

a. BE IT RESOLVED: “that the Cresthaven Academy Charter School Board of Trustees approves Patrick Terborg as the developer of the New Facility Project, subject to attorney review.”

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

XVI. PUBLIC COMMENT - none

XVII. ADJOURNMENT – 8:15 PM

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