

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		

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT**

- a. Julienne Cherry – Had two questions, 2nd location of the school update?, and also inquired about the PD for the Staff and the issues with parental aftercare.
- b. Ms. Rodriguez responded to Ms. Cherry on both questions.
- c. K. Francis – Inquired about two teachers for 26 students. Wants to know the plans for 4, 5, and 6th grades class size and the staffing model. Also inquired about the Lumen Group strategic plan.
- d. Ms. Rodriguez responded to both of Ms. Francis’ inquiries.

- VII. BOARD BUSINESS**

- a. Sandra Harris asked the board to be prepared to discuss the potential new facility in Executive Session.

- VIII. ADOPTION OF THE MINUTES**

1. **RESOLVED**, that the Board of Trustees move to approve the regular and executive session (if necessary) minutes from the meetings held on January 25, 2023 & February 15, 2023.

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	2	X				Beverley Blenman					X
Steven Hockaday		X									

IX. STATE OF THE SCHOOL REPORT – Ms. Rodriquez presented a slide show.

X. PRESIDENT’S REPORT – Sandra Harrison inquired about the ethics disclosures.

XI. BUSINESS ADMINISTRATOR’S REPORT – Brian Falkowski updated the Board on the Finance Committee and the motions for approval on this evenings agenda.

XII. ADJOURN REGULAR SESSION AND OPEN EXECUTIVE SESSION – 7:33 PM

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

1. **DISCUSSION**

- a. Facility Contracts – Updated by Sandra Harrison.

XIII. ADJOURN EXECUTIVE SESSION AND OPEN REGULAR SESSION – 7:38 PM

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

XIV. MOTIONS FOR APPROVAL

1. **Finance**

- a. **RESOLVED**, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for January 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 January 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 February 22, 2023:

February 22, 2023 Bills	
Fund	Bills List Amount
11	\$181,260.77
20	\$37,369.60

60	\$35,947.05
61	\$64,100.00
Total	\$318,677.42

c. Payroll: RESOLVED, that the Board of Trustees certify the payrolls for the following dates:

January 31, 2023 \$ 216,363.39
February 15, 2023 \$ 199,176.38

d. Amended Budget: To approve the FY23 Amended Budget and its submission to the NJDOE.

e. SEMI Waiver:

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a charter school may request a waiver of compliance with respect to the school's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2023-2024 school year; and

WHEREAS, the **Cresthaven Academy Charter School** Board of Trustees desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students in the 2023-2024 school year, and

NOW THEREFORE BE IT RESOLVED, that **Cresthaven Academy Charter School** Board of Trustees hereby authorizes the School Leader to submit to the Executive County Superintendent of Schools in the County of Union an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2023-2024 school year.

Voting Members	Motion	YeXs	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									

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
Lavinia Group	Close Reading for Meaning - addendum	FY23	\$3,900
Renaissance	Onboarding	3/1/2023 – 2/29/2024	\$13,400

b. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following field trips:

Vendor	Session	Grade	Date	Fee
Yogi Berra Museum	Poetry & Spoken Word- Virtual	3 rd	4/5/2023	\$664
Medieval Times Dinner & Tournament	Medieval Tournament	K	5/16/2023	\$3,890.25

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	2	X				Beverley Blenman					X
Steven Hockaday		X									

3. Policies, Manuals, Regulations, and Bylaws

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
Paola Gerardi	Secretary	12	\$47,000	2/23/2023
Keyona Latimer	Administrative Assistant	12	\$56,000	2/23/2023
Jonathan Oluremi	Physical Education Teacher Fellow	10	\$58,000	2/23/2023
Stephanie Long	Instructional Aide	10	\$43,000	2/23/2023
Dajanee Green	General Education Teacher	10	\$75,000	2/23/2023
Olivia Morales	World Language Teacher	10	\$60,000	2/6/2023

- b. The Board of Trustees of Cresthaven Academy Charter School resolves to approve a \$5,000 signing bonus to Dajanee Green, to be paid by the Cresthaven Academy Foundation.
- c. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the resignation of the following:

Employee Name	Position	Effective Date
Tiffany Frazier	Instructional Aide	3/3/2023
Angelina Reyes	School Secretary	2/8/2023

- d. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the effective return to work date of 2/14/23 for Evelyn Vazquez-Guzman.
- e. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the increase in pay for Afterschool staff, Nicholas Baksh, Dismissal Coordinator, to \$25/hr. effective 2/23/23.
- f. The Board of Trustees of Cresthaven Academy Charter School resolves to ratify the leave of absence of Maxine Yurowitz, effective 1/30/23, tentative return date TBD.
- g. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the increase in offered hourly rate for newly hired Family Leaders, \$25-30/hr. effective immediately.
- h. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Stipends for Test Prep Curriculum work, in the amount of \$2,000 not to exceed \$14,000:
- Danielle DeGraca
 - Pooja Hiremath
 - Danielle Buck
 - Larissa Junker
 - Nicole Stokes
 - Katelyn Irenski
 - Sondra McNicolas
- i. The Board of Trustees of Cresthaven Academy Charter School resolves to approve retroactive pay to Tiffany Frazier, for maternity leave coverage from October 25th to November 15th, \$60/day.

- j. The Board of Trustees of Cresthaven Academy Charter School resolves to approve retroactive pay to Tiffany Frazier, for PTC coverage on February 6th & 7th, \$60/day.
- k. The Board of Trustees of Cresthaven Academy Charter School resolves to approve Mily Salgado for leave of absence coverage, \$60/day.
- l. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following staff, for leave of absence coverage, \$25/per class.
 - Mily Salgado
 - Adestinee Nazaire
 - Tania Duran Garcia
- m. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the William Paterson Career Fair, on March 9th, at a cost of \$125, as attached.
- n. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the College of New Jersey Career Fair, on March 24th, at a cost of \$100, as attached.
- o. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Afterschool staff, effective 2/23/23:

Employee Name	Position	Hourly Rate
Marie Brutus	Homework Help/ Dismissal Coordinator	\$30/hr
Olivia Morales	Latin Club Advisor/ Dismissal Coordinator	\$30/hr

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

5. Academic

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following proposal with Lavinia Group for the Rise Summer Program Curriculum for FY24, cost -minimum \$10,000 (\$55/student) Self-Paced Pathway; minimum \$11,000 (\$65/student) Self Learning Community Pathway (staff can be trained as well).

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	2	X				Beverley Blenman					X
Steven Hockaday		X									

XV. OLD BUSINESS - NONE

XVI. NEW BUSINESS - NONE

XVII. ADJOURNMENT – 7:59 PM

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