

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 – 7:05 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. BOARD BUSINESS**
- 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 December 20, 2022.

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

- VIII. STATE OF THE SCHOOL REPORT** - Presented by Delines Rodriquez, demonstration of new school website
- IX. PRESIDENT’S REPORT** – Ms. Harrison reminded everyone to complete Ethics disclosure by April 30th. Updated the Board on Facilities, a meeting will occur to review the rendering.
- X. BUSINESS ADMINISTRATOR’S REPORT**
- XI. MOTIONS FOR APPROVAL**

1. Finance

- a. **RESOLVED**, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for December 2022 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 December 2022, 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 January 25, 2023:

January 25, 2023 Bills	
Fund	Bills List Amount
10	\$ 68,187.00
11	\$ 350,018.95
20	\$ 38,007.03
60	\$ 26,776.70
61	\$ 64,100.00
Total	\$ 547,089.68

- c. **RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
 - December 30, 2022 - \$ 192,929.33
 - January 15, 2023 - \$ 216,204.94

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 st	X			
Sandra Harrison		X				Beverley Blenman		X			
Steven Hockaday	2 nd	X									

2. Contracts and Agreements

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

Vendor	Scope	Term	Fee
Dr. Lynette Tannis	Education Consultant	SY23	\$531,000
Patricia A. Charles	Reading Lab Assistant	SY23	\$30,150
Yanivis Y. Hage	Reading Lab Coach	SY23	\$15,750

NOTE: Dr. Lynette Tannis contract was tabled for discussion in Executive Session.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2 nd	X				Debra Lightner		X			
Kimberly Dortch		X				Barbara Sellinger	1 st	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 *Enrollment Policy*, as attached.

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

4. Human Resources

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the resignation of LaDonna Damon, Office Manager, effective 1/27/23.
- b. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the leave of absence of Daniel Bento, effective 2/5/23, tentative return date TBD.
- c. The Board of Trustees of Cresthaven Academy Charter School resolves to approve Carla Bell-Gayle as the HIB coordinator.
- d. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the reimbursement of Cristofer Orellana for Docusign, at a cost of \$240.
- e. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Professional Development:
 - 1. Darcel Diaz- *Phonics, Spelling, & Word Study w/ Fountas and Pinnell*, on 2/15, 2/22, 3/01, 3/08; at a cost of \$159.
 - 2. Theresa Chianese- *AENJ Breakfast and Art Workshop*, on 1/21, at a cost of \$40.
 - 3. Victoria Marcheski- *Handle with Care De-escalation and proper Restraint training*, on 2/27-3/1, at a cost of \$1,525
- f. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the Professional Development of *LearnCPR*, on 2/7, at a cost of \$80 per staff for the following:
 - Shaquana Brutus
 - Michelle Blazquez
 - Ana Maria Cubero
 - Andreali Dharampaul-bajnath
 - Erica Forrester
 - Kelly Gayle
 - Araliza Lopez
 - Victoria Marcheski
 - Delines Rodriguez
 - Jessica Saunders
- g. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires:

Employee Name	Position	Term/Mth	Salary	Effective Date
Olivia Morales	World Language Teacher Fellow	10	\$60,000	1/26/2023
Angelina Reyes	School Secretary	12	\$47,000	1/25/2023

- h. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Afterschool staff, effective 1/25/23:

Employee Name	Position	Hourly Rate
Adestinee Nazaire	Dismissal Coordinator/Homework Help	\$30/hr
Luke Thony	Family Leader	\$14.25/hr

Maxine Yurowitz	Math Tutoring Advisor	\$30/hr
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Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	1 st	X				Debra Lightner		X			
Kimberly Dortch		X				Barbara Sellinger	2 nd	X			
Sandra Harrison		X				Beverley Blenman		X			
Steven Hockaday		X									

5. **Academic**

XII. OLD BUSINESS

XIII. NEW BUSINESS

1. **New Business**

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve Lucia Gage and Nicolasa Calles to provide maintenance support at a rate of \$19.23/hr, not to exceed a total of 18 hours each.
- b. The Board of Trustees of Cresthaven Academy Charter School resolves to approve Shianna Rodas to provide school/lunch support at an hourly rate of \$30/hr, not to exceed a total of 25 hours per week.
- c. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the temporary suspension of Evelyn Vasquez-Guzman effective January 25, 2023.
- d. The Board of Trustees of Cresthaven Academy Charter School resolves to approve Josephine Iellimo – at a rate of \$24/hr. and Reina Castro Calles – at a rate of \$22/hr. for additional custodial services, not to exceed 3 hours per day.

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 nd	X			
Sandra Harrison		X				Beverley Blenman	1 st	X			
Steven Hockaday		X									

XIV. PUBLIC COMMENT – NONE

XV. ADJOURN PUPLIC SESSION AND OPEN EXECUTIVE SESSION – 7:44 pm

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

Board adjourns to executive session to discuss a grievance and a professional service contract matter.

The Board discussed the grievance and unanimously agreed with the decision of Principal Rodriquez.

The Board unanimously wants a statement from the Foundation regarding a previous contract for the reading lab for the afterschool program.

XVI. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION – 8:21 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	2 nd	X			
Sandra Harrison		X				Beverley Blenman		X			
Steven Hockaday	1 st	X									

XVII. ADJOURNMENT – 8:22 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	2 nd	X			
Sandra Harrison		X				Beverley Blenman		X			
Steven Hockaday	1 st	X									