

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**
- 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; 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	June 2026		
2. Kimberly Dortch	Trustee	June 2026		
3. Sandra Harrison	President	June 2026		
4. Steven Hockaday	Vice President	June 2026		
5. Beverley Blenman	Trustee	July 2025		
6. Jacqueline Brathwaite West	Trustee	September 2026		
Other Officials	Role	Present	Absent	
Damion Frye	Interim School Lead			
Brian Falkowski	SBA/Board Secretary			

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT**
- VII. ACCEPTANCE OF BOARD MEMBER RESIGNATION**

1. RESOLVED, that the Board of Trustees move to accept the resignation of **Debra Lightner** as a Board of Trustee member, effective immediately.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Jacqueline Brathwaite West					
Kimberly Dortch						Steven Hockaday					
Sandra Harrison						Beverley Blenman					

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 meeting held on July 25, 2024.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Jacqueline Brathwaite West					

Kimberly Dortch						Steven Hockaday					
Sandra Harrison						Beverley Blenman					

- IX. STATE OF THE SCHOOL REPORT
- X. PRESIDENT’S REPORT
- XI. BUSINESS ADMINISTRATOR’S REPORT
- XII. MOTIONS FOR APPROVAL

1. Finance

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for June 2024 as per 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 June 2024, 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 July 25, 2024:

June 30, 2024 Bills	
Fund	Bills List Amount
11	\$64,250.85
Total	\$64,250.85

July 25, 2024 Bills	
Fund	Bills List Amount
11	\$374,546.53
60	\$113,760.00
Total	\$488,306.53

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - June 28, 2024 - \$251,907.82
 - July 15, 2024 - \$127,501.84
- d. RESOLVED, that the Board of Trustees approves the increase in rent payments to Cresthaven Academy Foundation to \$47,500 per month.
- e. RESOLVED, that the Board of Trustees approves the following reimbursements:
 - Cresthaven Academy Foundation - \$2,110.37 - Field Day, Graduation & Summer Reading
 - Damion Frye - \$1,154.55 – Parking April -June

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Jacqueline Brathwaite West					
Kimberly Dortch						Steven Hockaday					
Sandra Harrison						Beverley Blenman					

2. Contracts and Agreements

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following contracts/quotes, as attached:

Vendor	Scope	Term	Fee
Delta-T	Substitute Services		Bill Rate Sheet Attached
De Lage Laden	Copier Rental Services	FY25	\$1,638.20
Ed-Data	Skills Trade Bid Addition	FY25	\$2,100.00
E-Rate	Reimbursement Filing Services	FY25	\$2,000.00
Finalsite	Communications Portal for Website	FY25	\$3,152.00
Intralogic	Panic System Monitoring	FY25	\$708.00
City of Plainfield	Parking Lot Spots	FY25	\$45,630.00
Sunbelt	Staffing Agency	FY25	Bill Rate Sheet Attached
Switch	Internet and Phone Services	FY25	\$52,054.08
T-Mobile	Cellular Service for Student Devices	FY25	\$43,689.60

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Jacqueline Brathwaite West					
Kimberly Dortch						Steven Hockaday					
Sandra Harrison						Beverley Blenman					

3. Policies, Manuals, Regulations, and Bylaws

4. Human Resources

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the **Job Description** for Director of Student Services, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the 2024-2025 Cresthaven Academy Charter School Organizational Chart.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **New Hires**:

First Name	Last Name	Title	Salary	Term	Start Date
Michael	Lemaster	Dean of Instruction/Teacher	\$90,000 Stipend: \$22,000 To be paid out equally on Jan 31 st & June 30 th	10-Mnth	8/19/24
Anthony	Dilley	Dean of Instruction/Teacher	\$90,000 Stipend: \$22,000 To be paid out equally on Jan 31 st & June 30 th	10-Mnth	8/19/24
Zhengyuan	Ma	ESL Teacher	\$65,920	10-Mnth	8/19/24
Hyun	Ho Kim	Physical Education & Health Teacher	\$65,000	10-Mnth	8/19/24
Brittany	Wingate	School Social Worker	\$95,000	10-Mnth	8/19/24
Christopher	Ciotoli	General Education Teacher	\$70,000	10-Mnth	8/19/24
Jean	Mumau	Interventionist	\$96,500	10-Mnth	8/19/24
Marie	Brutus	ESL Teacher	\$67,898	10-Mnth	8/21/24
Mecca	White	Resident Teacher	\$58,000	10-Mnth	8/21/24
Fady	Adbelmalak	Classroom Coach	\$48,000	10-Mnth	8/21/24

- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Resignations** as presented:
 - Acknowledge the resignation of **Karena Paleologo**, Science Teacher, effective June 27, 2024.
 - Acknowledge the resignation of **Quincy Slay**, Building base sub, effective August 1, 2024.
 - Acknowledge the resignation of **Renee Celestain**, ELA Teacher, effective August 1, 2024.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the **title changes** of Hilary Beirne to Director of Student Services, effective August 1, 2024.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to ratify the Salary Adjustments, effective July 1, 2024, as attached.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to ratify the following employees change from 10-month staff to 12- month staff, effective July 1, 2024.
 - Darcel Torres-Diaz
 - Danielle Buck
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the Professional Development with Handle with Care Behavior Management Training on August 12th, 13th & 14th for \$3,050, for the following employees:
 - Laura Krystyniak
 - Araliza Lopez

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Jacqueline Brathwaite West					
Kimberly Dortch						Steven Hockaday					
Sandra Harrison						Beverley Blenman					

5. Academic

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Hertz Furniture** for middle school furniture, totaling \$9,012.17, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Apple** for Administrative desktop and laptop computers, totaling \$10,994, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Heggerty Curriculum** for K-2 Writing, totaling \$14,660, as attached.

- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Application for Participation in the **Charter School Athletic League** for the 2024-2025 school year, totaling \$2,850, as attached.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **SHI** for the purchase of docking stations, wiring, monitors, and cameras for administrative team and staff, totaling \$6,214.29, as attached.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Bluum** for Smartboards for Classrooms, totaling \$33,400.64, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Jacqueline Brathwaite West					
Kimberly Dortch						Steven Hockaday					
Sandra Harrison						Beverley Blenman					

6. Buildings and Grounds

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following proposal with **Cornerstone Architectural Group**, LLC for the architectural plans and oversight of main entrance rebuild at 530 West 7th Street, totaling \$6,336, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following proposal with **Cornerstone Architectural Group**, LLC for the architectural plans and oversight of office conversation at 530 West 7th Street, totaling \$6,336, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following proposal with **Lynel**, LLC for building painting at 530 West 7th Street, totaling \$6,100, as attached.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following proposal with **Hermes Construction and Home Improvement** LLC for building painting at 7-9 Watchung Ave, totaling \$23,658, as attached.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following proposal with **S&K Construction Co.**, Inc. for construction work at 7-9 Watchung Ave, totaling \$15,000, as attached.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following proposal with **Hermes Construction and Home Improvement** LLC for construction work at 7-9 Watchung Ave, totaling \$2,078.60, as attached.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following proposal with **Hermes Construction and Home Improvement** LLC for construction work at 530 West 7th Street, totaling \$12,350, as attached.

- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following contract with **Blackberry Studios** to complete a Feasibility Study, totaling \$6,500, as attached.
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following facility use agreement with the **Boys and Girls Club of Union** for the 24-25 school year, totaling \$32,000, as attached.
- j. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the increase in the lease agreement with **Cresthaven Academy Foundation** to \$47,500 a month, totaling \$570,000, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Jacqueline Brathwaite West					
Kimberly Dortch						Steven Hockaday					
Sandra Harrison						Beverley Blenman					

- XIII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION**
- XIV. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION**
- XV. PUBLIC COMMENT**
- XVI. INFORMATION**
- XVII. ADJOURNMENT**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce						Jacqueline Brathwaite West					
Kimberly Dortch						Steven Hockaday					
Sandra Harrison						Beverley Blenman					