

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 – @ 7:02 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; 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	X	
2. Kimberly Dortch	Trustee	June 2026	X	
3. Sandra Harrison	President	June 2026	X	
4. Steven Hockaday	Vice President	June 2026		X
5. Beverley Blenman	Trustee	July 2025	X	
6. Jacqueline Brathwaite West	Trustee	September 2026	X	
Other Officials	Role	Present	Absent	
Damion Frye	Interim School Lead	X		
Brian Falkowski	SBA/Board Secretary		LA 7:05 PM	
Chelsea Iaccarino	Acting Board Secretary	X		

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT**
 - C. Heldt addressed Ms. Harrison regarding a previous matter.
- 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 11, 2024 and January 9, 2025.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	1 ST	X				Jacqueline Brathwaite West		X			
Kimberly Dortch	2 ND	X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman		X			

- VIII. STATE OF THE SCHOOL REPORT**
 - Damion updated the Board on NJSLA test prep, parent university and current enrollment.
- IX. PRESIDENT’S REPORT**
 - Dr. Nieves updated the Board with a report on the Lower Campus.

- Ms. Lopez updated the Board with a report on the Upper Campus.
- Ms. Harrison provided an update on the new facility.

X. BUSINESS ADMINISTRATOR’S REPORT

- Brian presented the Board with an update on financials.

XI. MOTIONS FOR APPROVAL

1. Finance

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for December 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 December 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 January 22, 2025:

January 22, 2025 Bills	
Fund	Bills List Amount
10	\$16,434.00
11	\$570,670.46
20	\$34,656.64
60	\$51,613.50
61	\$447.15
Total	\$673,821.75

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - December 20, 2024 - \$259,583.38
 - January 15, 2025 - \$278,890.58
- d. RESOLVED, that the Board of Trustees approves the Amended FY25 Budget and its submission to the NJDOE.
- e. RESOLVED, that the Board of Trustees approves to accept the FY24 ACFR and AMR and its submission to the NJDOE.
- f. RESOLVED, that the Board of Trustees approves the FY24 Corrective Action Plan and its submission to the NJDOE.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2 nd	X				Jacqueline Brathwaite West	1 st	X			
Kimberly Dortch		X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman		X			

2. Contracts and Agreements

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

Vendor	Scope	Term	Fee
Strauss Esmay Associates	District Online Policy Manuals	FY25	\$4,965
Medemerge	2025 Worker's Compensation Contract and Bills List	FY25	See Bill Rate Sheet Attached
Genesis	Export add-on for data exports to supporting software	FY25	\$350

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Jacqueline Brathwaite West		X			
Kimberly Dortch	2 nd	X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman	1 st	X			

3. Policies, Manuals, Regulations, and Bylaws

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the regulations for Administration, Program, Teaching Staff Members, Support Staff Members, Scholars, Finances, Property, Operations, and Community as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Jacqueline Brathwaite West		X			
Kimberly Dortch	2 ND	X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman	1 ST	X			

4. Human Resources

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves Angela Pereira attendance to the NJTESOL/NJBE 2025 Spring Conference on May 20th, 2025, at a cost of \$575, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves Carla Bell Gayle attendance to Essex Regional Educational Services Commission, Education for Homeless Children and Youth (EHCY) Roundtable Meeting for district homeless liaisons on February 21st, 2025, at no cost, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Job Description** for, as attached:
- Technology Teacher
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **FMLA**:
- Marion Moore- LOA dates January 17, 2025, to February 17, 2025
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Resignation** of John Griffith, General Education Teacher, effective March 10, 2025.

- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **salary adjustment** for Deborah Ball from \$90,000 to \$98,346 and a **title adjustment** from Dean of Instruction/Teacher (12 month) to a Special Education Teacher (10 month), effective February 1, 2025.
- g. 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
John	Galanakis	General Education Teacher	\$64,000.	10-Mnth	1/23/25
Leigh Ann	Darden	General Education Teacher	\$70,000	10-Mnth	1/23/25

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Jacqueline Brathwaite West	1 ST	X			
Kimberly Dortch		X				Steven Hockaday					X
Sandra Harrison	2 ND	X				Beverley Blenman		X			

5. **Academic**

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

Vendor	Scope	Term	Fee
Lumos Learning	NJSLA Prep software	FY25	\$1,051
Progressive Milestones LLC	Complete Speech Evaluations	FY25	See Bill Rate Sheet Attached

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the 2025-2026 Academic Calendar, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the 3-year ESL/Bilingual Plan, as attached.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies the appointment of Erica Forrester **After School Homework Help** at \$40.00 per hour effective December 19, 2024.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following staff members to tutor NJSLA Prep at the rate of \$40 per hour:
- Fady Abdelmalak
 - Lareina Adelantar
 - Edith Farrell
 - Caryn Feder
 - Amina Gourdine
 - Catherine Heldt
 - Christie Laurent
 - Michael Lemaster
 - Diane Rasbury

- Nicole Stokes-Sutton
- Naimah Spells
- Darcel Torres-Diaz

- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance at Kean University Spring 2025 Careers in Education Job Fair on April 9th, 2025, at a cost of \$100.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance NJ School Jobs 2025 Virtual Job Fairs for Educators on April 10th, 2025, at a cost of \$549.
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following appointments:
- Sandra Jacome as the Title IX Compliance Officer
 - Sandra Jacome as the Section 504 Compliance Officer

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Jacqueline Brathwaite West		X			
Kimberly Dortch		X				Steven Hockaday					X
Sandra Harrison	1 ST	X				Beverley Blenman	2 ND	X			

6. Buildings and Grounds

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the quote adjustment for **Hermes Construction**, for the bathroom conversion to \$15,903, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Jacqueline Brathwaite West		X			
Kimberly Dortch	2 ND	X				Steven Hockaday					X
Sandra Harrison	1 ST	X				Beverley Blenman		X			

XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION - @ 7:51 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2 ND	X				Jacqueline Brathwaite West	1 ST	X			
Kimberly Dortch		X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman		X			

- The Board discussed matters concerning the new facility.

XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION - @ 7:56 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2 nd	X				Jacqueline Brathwaite West		X			
Kimberly Dortch		X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman	1 st	X			

XIV. PUBLIC COMMENT – NONE

XV. INFORMATION

- Next Meeting is February 19th

XVI. ADJOURNMENT - @ 7:58 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Jacqueline Brathwaite West	2 nd	X			
Kimberly Dortch		X				Steven Hockaday					X
Sandra Harrison	1 st	X				Beverley Blenman		X			