

**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; 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		X	
Chelsea Iaccarino		Acting Board Secretary	X		

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

- A teacher, Katherine Heltz, expressed concerns about staff turn around and speculations as to why.

**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 September 18, 2024 & October 9, 2024.

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

**VIII. STATE OF THE SCHOOL REPORT**

- Damion updated the Board on State report, SMART submission, enrollment at 622, attendance

**IX. PRESIDENT’S REPORT**

- Dr. Nieves presented the Board with a report on the Lower Campus.

- Ms. Howser presented the Board with a report on the Upper Campus

**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 September 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 September 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 October 16, 2024:

October 16, 2024 Bills	
Fund	Bills List Amount
11	\$430,824.27
20	\$15,222.64
60	\$72,896.50
61	\$53.11
<b>Total</b>	<b>\$518,996.52</b>

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
  - September 30, 2024 - \$269,867.31
  - October 15, 2024 - \$271,869.21
- d. RESOLVED, that the Board of Trustees approve the acceptance of a donation in the amount of \$75,000 from Cresthaven Academy Foundation, to offset the cost of the Boys and Girls Club Afterschool Program for the Upper Campus.
- e. RESOLVED, that the Board of Trustees approve the following reimbursements:
  - Cresthaven Academy Foundation- \$379.24
  - Damion Frye- \$849.08

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Jacqueline Brathwaite West	2 <sup>nd</sup>	X			
Kimberly Dortch	1 <sup>st</sup>	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
Niche	Promotional Services	FY25	\$8,990.00
CHIPP	Food Partnership	FY25	N/A

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

### 3. Policies, Manuals, Regulations, and Bylaws

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the School Safety Plan for the 2024-2025 school year, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the policies & bylaws, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Integrated Pest Management Plan for the 2024-2025 school year, as attached.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Toilet Room Facilities Waiver for the 2024-2025 school year, as attached.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the partnership and agreement with KinderSmile for the 2024-2025 school year, as attached.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the partnership with HOPES CAP Inc. as an emergency location for the 2024-2025 school year, 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 <sup>nd</sup>	X				Steven Hockaday	1 <sup>st</sup>	X			
Sandra Harrison		X				Beverley Blenman		X			

### 4. Human Resources

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies/approves the following **New Hires**:

First Name	Last Name	Title	Salary	Term	Start Date
Marion	Moore	Teacher's Aide	\$38,000	10-Mnth	10/19/24
Sybil	Pugh	School Support Specialist	\$62,500	10-Mnth	10/17/24
Jessica	Crawford	Resident Teacher	\$58,000	10-Mnth	10/17/24
Luis	Minchala	Homework Help	\$40/Hour	Hourly	9/19/24
Fady	Abdelmalak	Club Advisor	\$40/Hour	Hourly	10/21/24
Araliza	Lopez	Club Advisor	\$40/Hour	Hourly	10/21/24
Hyun Ho	Kim	Club Advisor	\$40/Hour	Hourly	10/21/24
Brittnay	Wingate	Club Advisor	\$40/Hour	Hourly	10/21/24

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves **Selena Rodas**, for the School Support position, at a rate of \$25 per hour, not to exceed 30 hours per week, effective October 17, 2024.

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies/approves the following **Resignations** as presented:
  - Acknowledge the resignation of **Joshua Pino**, Custodian, effective October 11, 2024.
  - Acknowledge the resignation of **Joseph Gidaro**, General Education Teacher, effective December 7, 2024.
  - Acknowledge the revised resignation date of **Maciel Rivera**, from September 19, 2024, to August 30, 2024.
  
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies/approves the following **Termination** as presented:
  - Acknowledge the termination of **employee #18803**, effective November 20, 2024.
  - Acknowledge the termination of **employee #111014**, effective June 30, 2024.
  - Acknowledge the termination of **employee #111458**, effective June 30, 2024.
  - Acknowledge the termination of **employee #111050**, effective June 30, 2024.
  - Acknowledge the termination of **employee #111086**, effective June 30, 2024.
  
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the adjustment to the **Coaches Stipend** from \$1,000 to \$3,500 for the following staff:
  - Jonathan Oluremi- Flag Football Fall Season to be paid out November 30, 2024
  - Jose Guzman- Basketball Winter Season to be paid out March 15, 2025
  - Jonathan Oluremi- Track Spring Season to be paid out May 31, 2025
  
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Job Description** for, as attached:
  - Athletic Director
  
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following Leave of Absence:
  - Jodi Blacker- LOA dates September 30, 2024, to January 5, 2025
  
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of Damion Frye, for the Financing and Real Estate Development Conference on October 24<sup>th</sup> & 25<sup>th</sup>.
  
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies the payment to Amber Wessel, for her time working at Cresthaven, in the amount of \$2,028.95.
  
- j. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the stipend to Carianne Solecki, for the National Junior Honor Society Advisor position, in the amount of \$3,500, to be paid out on June 15, 2025.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Jacqueline Brathwaite West		X			
Kimberly Dortch	2 <sup>nd</sup>	X				Steven Hockaday		X			
Sandra Harrison	1 <sup>st</sup>	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
News-O-Matic	Social Studies software	FY 25	\$1,495.00
Cal Solutions	Sheltered Instruction Training for Staff	FY 25	\$15,617.00
Wit and Wisdom	Additional Texts	FY 25	\$1,958.28
Elevate K-12	Adjustment to Contract	FY 25	\$57,624.58
AG Parts	Chromebook Parts	FY25	\$5,586.10
Apple	iPad Carts	FY25	\$2,999.85

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

**6. Buildings and Grounds**

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

Vendor	Scope	Term	Fee
New Jersey Solutions	Replacement of Intercom System	FY25	\$2,571.70
S&K	Railing Repair	FY25	\$3,880.00

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

**7. New Business**

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **New Hire**:

First Name	Last Name	Title	Salary	Term	Start Date
Najla	Muhammad-Jones	Special Education Teacher	\$98,346	10-Mnth	10/21/24

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

Vendor	Scope	Term	Fee
Tri Starr Electric	Electrical work at the Upper Campus	FY25	\$11,781.16

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following reimbursements:
- Cresthaven Academy Foundation- \$429.27

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

**I. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION - @ 7:54 PM**

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

- Discussed Board business

**II. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION - @ 8:05 PM**

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

**III. PUBLIC COMMENT**

- Katherine Heltz continued to express concerns about staff burn out.

**IV. INFORMATION**

- Next Meeting is November 13<sup>th</sup>
- Reminder to complete Board Governances Training

**V. ADJOURNMENT - @ 8:12 PM**

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