

**Regular Monthly/Reorganization
Meeting Minutes
Wednesday, June 26, 2024 – 7:00pm**

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 2025	X	
4. Steven Hockaday	Vice President	June 2026	X	
5. Debra Lightner	Trustee	June 2026		X
6. Beverley Blenman	Trustee	July 2025	X	
7. 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	SBO Representative	X		

V. Board Appointments

- ~~1. To re-appoint Kimberly Dortch to a 3-year Board term from July 1, 2024 to June 30, 2027.~~

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

VI. NOMINATION AND ELECTION OF BOARD OFFICERS

1. For Board Chair

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Sandra	Steven	Jacqueline	1 Year	X			

2. For Board Vice Chair

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Steven	Sandra	Jacqueline	1 Year	X			

VII. READING OF MISSION STATEMENT

VIII. REORGANIZATION MOTIONS

1. Regular Meeting Dates – 2024/2025 School Year

BE IT RESOLVED: that the Cresthaven Academy Charter School approves the Resolution to adopt the Annual Board Meeting Schedule for the 2024/2025 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center.

Day	Date	Time	Notes
Wednesday	July 17, 2024	7:00 PM	Regular Meeting
Wednesday	August 21, 2024	7:00 PM	Regular Meeting
Wednesday	September 18, 2024	7:00 PM	Regular Meeting
Wednesday	October 16, 2024	7:00 PM	Regular Meeting
Wednesday	November 13, 2024	7:00 PM	Regular Meeting
Wednesday	December 11, 2024	7:00 PM	Regular Meeting
Wednesday	January 22, 2025	7:00 PM	Regular Meeting
Wednesday	February 19, 2025	7:00 PM	Regular Meeting
Wednesday	March 19, 2025	7:00 PM	Regular Meeting
Wednesday	April 16, 2025	7:00 PM	Regular Meeting
Wednesday	May 21, 2025	7:00 PM	Regular Meeting
Wednesday	June 18, 2025	7:00 PM	Regular Meeting

2. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the Cresthaven Academy Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Business Administrator/Board Secretary for the 2024/2025 school year.

3. Adoption of Code of Ethics

RESOLVED, that the Cresthaven Academy Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2024/2025 school year.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

4. Adoption of Policies

RESOLVED, that the current board policies adopted by the Cresthaven Academy Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2024/2025 school year.

5. Appointments

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby appoints the following for the 2024/2025 school year:

Position/Appointment	Name
School Leader/COO	Damion Frye
Business Administrator/Board Secretary	Dr. Brian Falkowski
Acting Board Secretary in the absence of the Board Secretary	Chelsea Iaccarino
Public Agency Compliance Officer (PACO)	Dr. Brian Falkowski
Custodian of School Records	Dr. Brian Falkowski
Asbestos Management/PEOSA Officer	Damion Frye
Safety & Health Coordinator	Erica Forrester
Indoor Air Quality Coordinator	Damion Frye
Integrated Pest Management Coordinator	Damion Frye
Right to Know and Chemical Hygiene Coordinator	Damion Frye
Affirmative Action Officer	Damion Frye
Title IX Compliance Officer	Hilary Beirne
Truancy Officer	Araliza Lopez
Homeless Liaison	Carla Bell-Gayle
Section 504 Compliance Officer	Hilary Beirne
HIB/Anti-Bully Coordinator & School Safety Team	Carla Bell-Gayle
Lead Purchasing Agent	Dr. Brian Falkowski
School Safety Specialist	Erica Forrester

6. Depository of Funds

BE IT RESOLVED: that the Cresthaven Academy Charter School, Board of Trustees approves **Bank of America** as the depository of funds for the 2024/2025 school year.

7. Newspaper of Record

BE IT RESOLVED: that the Cresthaven Academy Charter School, Board of Trustees herewith designates Star Ledger as the official Newspapers of Record; be it Resolved the official website is cresthavenacademy.org for the 2024/2025 school year.

8. Authorize the School Business Administrator to Audit and School Leader to Approve Bill Payments

BE IT RESOLVED: that the Cresthaven Academy Charter School, Board of Trustees herewith designates the School Business Administrator/Board Secretary with the approval of School Leader, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2024/2025 school year.

9. Appoint a School Purchasing Agent

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby appoints **Dr. Brian Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$44,000 and \$6,600 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3(c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2024/2025 school year.

10. Authorize purchases below 15% of the Bid Threshold without competitive quotations

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2024/2025 school year.

11. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2024/2025 school year.

12. Resolution to authorize the School Leader and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby authorizes the School Leader and Business Administrator to make line-item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2024/2025 school year.

13. Appoint External Audit Firm

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the appointment of **Gerald Longo, CPA** to prepare the school's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2024, at a cost not to exceed \$33,250.

14. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the following voluntary deduction companies for the 2024/2025 school year:

FSA	OCA
403b	Security Benefit

15. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves the NJ Uniform Chart of Accounts for the 2024/2025 school year.

16. Approve School Physician Services

BE IT RESOLVED: that the Cresthaven Academy Charter School hereby approves **Dr. Kia Grundy** for school physician services for the 2024/2025 school year at a cost not to exceed \$3,000.

17. Cooperative Purchasing

BE IT RESOLVED: that the Cresthaven Academy Charter School to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Educational Services Commission of NJ & Hunterdon County Cooperative for 2024/2025 school year.

18. Approve the Medical Broker of Record for Medical, Dental and Vision Insurance Coverage

BE IT RESOLVED: that the Cresthaven Academy Charter School to approved **Centric** as the Medical Broker of Record for Medical, Dental and Vision Insurance Coverage for 2024/2025 school year.

19. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance

BE IT RESOLVED: that the Cresthaven Academy Charter School to approve **Treadstone Risk Management** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2024/2025 school year.

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

IX. PUBLIC COMMENT - NONE

X. ADOPTION OF THE MINUTES

- RESOLVED, that the Board of Trustees move to approve the regular and executive session (if necessary) minutes from the meeting held on May 24, 2024.

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

XI. STATE OF THE SCHOOL REPORT –

- Damion thanked the Board and the Cresthaven Foundation for their continued support, along with parents and staff. Damion also presented the Board with information around the Summer Academy and attendance data.
- Dr. Nieves presented the Board with the Lower Campus report.
- Ms. Houser presented the Board with the Upper Campus Report.
- Ms. Beirne presented the board with student assessment data and goals for the upcoming school year – hiring interventionists, small group instruction, expand tutoring, bi-monthly data meetings for teachers, using Elevate K-12, increase parental involvement through IXL.

XII. PRESIDENT’S REPORT

- Sandra touched upon the student assessment data.

XIII. BUSINESS ADMINISTRATOR’S REPORT - NONE

XIV. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION

XV. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION

XVI. MOTIONS FOR APPROVAL

1. Finance

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for May 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 May 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 June 26, 2024:

June 26, 2024 Bills	
Fund	Bills List Amount
11	\$350,215.63
60	\$109,872.80
61	\$656.94
Total	\$460,745.37

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - May 31, 2024 - \$233,464.35
 - June 14, 2024 - \$223,638.20
- d. BE IT RESOLVED: that Cresthaven Academy Charter School, upon the recommendation of the School Director, hereby approves the award of the Commercial Vendor Contract to Mister’s Food Service for a 1-year term for the 2024-2025 school year. The total estimated cost of the contract is \$434,250.00. Per meal prices listed below:

Breakfast = \$2.10
 Lunch = \$3.35
 Snack = \$0.85

- e. RESOLVED, that the Board of Trustees approves the following reimbursements:
- Cresthaven Academy Foundation- \$567.55 – Field Day & Moving Up Ceremony Supplies

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

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
Air Group	Heating, Cooling, Plumbing, Electrical- For 530 W 7 th St.	FY25	\$1,420.00
Air Group	Heating, Cooling, Plumbing, Electrical- For 526 th W 7 th St.	FY25	\$6,320.00
Genesis	Student Information System	FY25	\$10,884.00
Incident IQ	Software	FY25	\$9,423.13
Kurus Architecture	Design Services & Contract Documents	FY25	\$5,950.00
TNTP	ICI Service	FY25	\$3,720.00
Teaching Strategies	Kindergarten Curriculum	FY25	\$5,940.00

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote for the purchase of emergency clothing for students Qualified for McKinney Vento status from NJ Printing and Embroidery for \$900, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attached retainer agreement with Post Polak, P.C.

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

3. Policies, Manuals, Regulations, and Bylaws

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the HIB grading report for the 2023-2024 School Year, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School, upon the recommendation of the Acting Chief Operating Officer, approves to affirm the Acting Chief Operating Officer’s decision regarding the following reports of Harassment Intimidation and Bullying:
- 5-20-24

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				Steven Hockaday		X			
Sandra Harrison	1 st	X				Beverley Blenman		X			
Jacqueline Brathwaite West		X									

4. Human Resources

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Summer Academy Staff** not to exceed 100 hours, effective term July 1, 2024 through July 30, 2024:

2024-2025 Summer School Staff

First Name	Last Name	Title	Amount
Tania	Duran	Summer School Instructional Aide	\$25.00 per hr
Laurensa	Theodore	Summer School Teacher	\$50.00 per hr
Anthony	Nelson	Summer School Teacher	\$50.00 per hr
Danielle	Buck	Summer School Teacher	\$50.00 per hr

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

2024- 2025 Salaried Positions: New Hires

First Name	Last Name	Title	Salary	Term	FT/PT	Start Date
Nicole	D’Achille	Dance Teacher	\$67,898	10 Month	FT	August 19, 2024
Caryn	Feder	General Education Teacher	\$75,000	10 Month	FT	August 19, 2024
Erin	Pierre-Mulligan	General Education Teacher	\$90,000	10 Month	FT	August 19, 2024
Luis	Minchala	Facility Manager	\$65,000	12 Month	FT	July 1, 2024

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following staff for **Summer Operations Support** not to exceed 15 hours per week, effective term July 1, 2024 through August 31, 2024:

First Name	Last Name	Amount
Roxana	Sic	\$15.00 per hr
Soraya	Blevins	\$15.00 per hr
Emelymar	Reyes	\$15.00 per hr
Jazmyne	Blevins	\$15.00 per hr

- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Termination** of Employee ID# 3539, effective June 7, 2024.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Resignation** of DeJanee Green, effective June 26, 2024.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Leave of Absence** of Alyssa Bailey, effective June 4, 2024 – June 30, 2024.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Dr. Craig Jackson** for Responsive Classroom Training on August 5th- 9th, at a cost of \$870.
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following **new position titles**:
 - Athletic Coach
 - 8th Grade Advisor
 - National Junior Honor Society Advisor
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the adoption of The Framework for Teaching Evaluation Instrument by Charlotte Danielson, as attached.
- j. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the adoption of New Jersey Principal Evaluation for Professional Learning Observation Instrument for Building Based Instructional Leaders, as attached.
- k. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Sign-on Bonuses** of \$2,500 to be received on 7/15/24 to the following employees:
 - Deborah Ball
 - Karena Paleologo
 - Janelle Jenkins
- l. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **FY25 Salary Adjustments** effective, July 1, 2024, as attached.
- m. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies the following pay adjustment for Afterschool Staff:

Employee	Current Rate	Adjusted Rate	Effective
Gabriela Guardado	\$20	\$25	3/1/2024
Jason Rodas	\$20	\$25	3/1/2024

- n. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following staff being applied under federal Grants for School Year 2023-2024:

Employee Name	Grant
Tania Duran-Garcia	ESEA Title I

Kelly Clark	ESEA Title I
Jeremy Rodas	ESEA Title I
Mily Salgado-Cardenas	ESEA Title I
Esmerelda Alcazar	ARP ESSER- Evidence Based Summer Learning
Kelly Clark	ARP ESSER- Evidence Based Summer Learning
Victoria Hayes	ARP ESSER- Evidence Based Summer Learning
Sondra McNicholas	ARP ESSER- Evidence Based Summer Learning
Angela Pereira	ARP ESSER- Evidence Based Summer Learning
Angelica Prysak	ARP ESSER- Evidence Based Summer Learning
Caroline Reilly	ARP ESSER- Evidence Based Summer Learning
Taylor Salvatore	ARP ESSER- Evidence Based Summer Learning
Nicole Stokes	ARP ESSER- Evidence Based Summer Learning
Karyn Wassuta	ARP ESSER- Evidence Based Summer Learning

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

5. Academic

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Apple** for Teacher Laptops, totaling \$12,420.00, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Great Minds** for Wit & Wisdom and Eureka Curriculum, totaling \$70,844.00, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following proposal with **Elevate K-12** for LIVE Teaching Classes, totaling \$93,000, as attached.

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

6. Buildings and Grounds - NONE

XVII. PUBLIC COMMENT

- Jim from Misters Food Service thanked the Board for the opportunity and looks forward to working with Cresthaven.

XVIII. ADJOURNMENT – 7:58 PM

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

