

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 – 7:00 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		SBO Representative	X		

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT - NONE**
- 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 June 26, 2024 and July 25, 2024.

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			

- VIII. STATE OF THE SCHOOL REPORT** – Damion presented the Board with several goals and action plans for the upcoming school year. Reminded Board forfor the Board retreat.
- IX. PRESIDENT’S REPORT** – Dr. Nieves presented the Board with SMART goals for the upcoming school year. Ms. Houser presented the Board with SOAR goals for the upcoming school year for the upper campus, including professional development.

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 July 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 July 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 August 21, 2024:

August 21, 2024 Bills	
Fund	Bills List Amount
10	\$19,780.39
11	\$177,564.72
12	\$68,448.48
20	\$2,765.88
61	\$656.94
Total	\$269,216.41

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - July 21, 2024 - \$185,973.74
 - August 15, 2024 - \$126,706.99
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves that student lunches will be fully funded by Cresthaven Academy Charter School, with no cost to the students for FY 25.
- e. RESOLVED, that the Board of Trustees approves the acceptance of a donation in the amount of \$300 from Alex Choi.
- f. RESOLVED, that the Board of Trustees approves the acceptance of a donation in the amount of \$514 from the Somerset Patriots.
- g. RESOLVED, that the Board of Trustees approve FY25 IDEA Application:
 - Basic- \$129,942.00
 - Preschool- \$2,977.00
- h. RESOLVED, that the Board of Trustees approve FY25 ESEA Application:
 - Title I-A \$ 304,517.00
 - Title II-A- \$ 33,647.00 Reallocated to Title I
 - Title III- \$ 20,800.00
 - Title IV Part A-\$ 17,469.00 Reallocated to Title I

- i. RESOLVED, that the Board of Trustees approve the refusal of Title III Immigrant Funds.
- j. Bid: BE IT RESOLVED, that the Cresthaven Academy Charter School held a bid opening for Transportation on Tuesday, August 20, 2024; and WHEREAS, two (2) bids were received and WHEREAS, a bid was determined to be the lowest qualified bidder; NOW LET IT BE RESOLVED, that the Cresthaven Academy Board of Trustees approves the bid for **Villani Bus Company** for FY25 Transportation at Cresthaven, as attached.

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	2 nd	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
Switch	Internet Security Services	FY25	\$5,301.67

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Elementary School Field Trips**, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Middle School Field Trips**, 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		X				Steven Hockaday					X
Sandra Harrison	1 ST	X				Beverley Blenman	2 ND	X			

3. Policies, Manuals, Regulations, and Bylaws

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Handbooks, as attached.
 - Administration Handbook
 - Employee Handbook
 - Family and Scholar Handbook
 - After School Program Handbook

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		X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman	2 ND	X			

4. Human Resources

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the **Part Time Job Description** for Interventionist, as attached.
- b. 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
Na'imah	Spells	Resident Teacher	\$58,000	10-Mnth	8/19/24
Kate	Kleinle	Resident Teacher	\$58,000	10-Mnth	8/19/24
Joseph	Gidaro	General Education Teacher	\$84,872	10-Mnth	8/19/24
Jonathan	Oluremi	Resident Teacher	\$58,000	10-Mnth	8/19/24
Alison	Gmelin	Art Teacher	\$70,000	10-Mnth	8/19/24
Alyssa	Parker	Associate Teacher	\$62,000	10-Mnth	8/21/24

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Resignations** as presented:
 - Acknowledge the resignation of **Maciel Almonte Diaz**, Director of After School & Family Engagement Specialist, effective September 19, 2024.
 - Acknowledge the resignation of **Anthony Nelson**, Music Teacher, effective July 31, 2024.
 - Acknowledge the resignation of **Katelyn Irenski**, General Education Teacher, effective June 30, 2024.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the **Title changes** of Allyson Harris from Associate Teacher to General Education Teacher, effective August 21, 2024.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the **Salary Adjustment** of Allyson Harris, from \$62,000 to \$64,000, effective August 21, 2024.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following Professional Development, as attached.
 - American Red Cross Adult & Pediatric CPR/AED training for \$1,171
 - Great Minds PD for Summer Institute \$7,800

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		X				Beverley Blenman	1 ST	X			

5. Academic

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the renewal quote with **Curriculum Associates**, for i-Ready, totaling \$32,756, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the renewal quote with **Studies Weekly Curriculum**, for Social Studies K-6, totaling \$6,324.22, as attached.

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the quote with **Houghton Mifflin Harcourt**, for Social Studies Curriculum Grades 7-8, totaling \$28,073.61, as attached.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the quote with **Houghton Mifflin Harcourt**, for Science Curriculum Grades 3-8, totaling \$4,264, as attached.

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	1 ST	X				Beverley Blenman		X			

6. Buildings and Grounds

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the price adjustment for **Lynel Design, LLC**, from \$6,100 to \$10,360, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the price adjustment for **Hermes Construction and Home Improvement LLC**, from \$23,658 to \$28,389.60, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Partnership with **Critical Response Group**, for incident mapping of 530 West 7th Street & 7-9 Watchung Ave.

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			

7. NEW BUSINESS

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **After School Program Senior Counselors**, at a rate of \$25.00 per hour, effective September 3, 2024:
 - Kennedy Wilson
 - Selena Rodas
 - Vanessa Castro
 - Jason Rodas
 - Gabriela Guardado
 - Jaylee Marin
 - Marvellous Ogunsey
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **After School Program Junior Counselors**, at a rate of \$15.00 per hour, effective September 3, 2024:
 - Soraya Blevins

- Manna Ogunseye
- Emelymar Reyes
- Matthew Zarzuela
- Melissa Canahui
- Mia A. Jordan

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following **Job Description** for, as attached:
- Afterschool Support/Homework Tutor
 - Activity Advisor/Club Advisory
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the quote with **Starfall**, for a School Membership, totaling \$355, as attached.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the quote with **ETR**, for Health Smart Curriculum for Grades K-8, totaling \$6,370.92, as attached.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the proposal with **Pronesti Surveying**, for Site Survey, totaling **\$5,300**, as attached.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the renewal of **ProCare Solutions**, for the After School Program, totaling \$922.63, as attached.
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the quote with **Rekindle Education**, to provide instructional support for Math teachers in K - 2nd Grade, totaling \$13,500, as attached.
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the purchase of Student Success Bundle from **Fundations**, totaling \$1,589.

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

XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION

XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION

XIV. PUBLIC COMMENT - NONE

XV. CLOSING COMMENTS/REMINDERS – Sandra thanked the Board and the staff.

XVI. NEXT BOARD MEETING - September 18, 2024.

XVII. ADJOURNMENT – 7:57 PM

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