

**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 – 7:02PM**
- 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 7:20PM	
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**

- Parent expressed their appreciation of the new food vendor.

**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 August 21, 2024 & September 7, 2024.

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	

**VIII. STATE OF THE SCHOOL REPORT**

- Damion updated the Board on attendance, enrollment, back to school night, flag football at the upper campus, meeting with the NJDOE on Charter renewal.

**IX. PRESIDENT’S REPORT**

- Sandra addressed the Board to discuss Governance Training. Mentioned the NJSBA Workshop to the Board, scheduled for 10/21-10/24.

**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 June, July & August 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, July & August 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 September 18, 2024:

September 18, 2024 Bills	
Fund	Bills List Amount
11	\$424,312.82
12	\$6,143.60
20	\$16,513.40
<b>Total</b>	<b>\$446,969.82</b>

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
  - August 30, 2024 - \$239,748.26
  - September 13, 2024 - \$253,050.46

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			

**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
Frontline	Human Capital Management	FY25	\$9,731.44
Provost Square Associates	Graduation Supplies 8 <sup>th</sup> Graders	FY25	\$4,500.00
Remind	Parent Communications	FY25	\$4,447.21
School Mint	Digital Advertising Services	FY25	\$11,812.50
Synel Americas	Clocking in Kiosks	FY25	\$3,058.00
Triangle Communications	Radios & Programming	FY25	\$12,532.50
Vision Tours	Sport Transportation Sept- November	FY25	\$5,600.00

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	1 <sup>ST</sup>	X				Steven Hockaday		X			
Sandra Harrison		X				Beverley Blenman		X			

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

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
Amina	Gourdine	General Education Teacher	\$65,000	10 Mnth	9/19/24
Amber	Wessells	School Support Specialist	\$77,000	12 Mnth	9/9/24
Amore	Moore	After School Program Junior Counselor	\$15/hr	Hourly	9/9/24
Dasiyah	McCormick	After School Program Sr. Counselor	\$20/hr	Hourly	9/19/24

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies/approves the following **Resignations** as presented:
- Acknowledge the resignation of **Anwar Counts**, Teacher Aide, effective June 30, 2024.
  - Acknowledge the resignation of **Theresa Chianese**, Art Education Teacher, effective July 31, 2024.
  - Acknowledge the resignation of **Kelly Clark**, Teacher Aide, effective August 1, 2024.
  - Acknowledge the resignation of **Tania Duran-Garcia**, Classroom Coach, effective November 4, 2024.
  - Acknowledge the resignation of **Hilary Bierne**, Special Services, effective November 11, 2024.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Job Description** for, as attached:
- Admissions Coordinator
  - Parent Engagement Specialist
  - School Support Specialist
  - Chief School Administrator
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to ratify the **Title and Salary change** of Damion Frye from Chief Operating Officer to Chief School Administrator, retroactive to July 1, 2024.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves a **After School Support/ Homework Tutor Stipend** at a rate of \$40 per hour for the following staff:
- Lareina Adelantar
  - Jeremy Rodas
  - Andreali Dharampaul
  - Naimah Carbon
  - Nicole D'Achille
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves a **Club Advisor Stipend** at a rate of \$40 per hour for the following staff:

- Caryn Feder
  - Nichole D’Achille
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves a **Coaches Stipend** in the amount of \$1,000 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
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Salary Adjustment** of Giuliana Estrella, After School Coordinator, from \$51,000 to \$62,000, effective September 19, 2024.
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Salary Adjustment** from \$15 per hour to \$20 per hour for the following After school Counselors, effective September 3, 2024:
- Emelymar Reyes
  - Matthew Zarzuela
- j. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies the **Salary Adjustments** for 10-Month Staff, effective August 19, 2024, as attached.
- k. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Salary Adjustments** for Custodial Staff, effective October 1, 2024, as attached.
- l. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the removal of Meghan Pipchick as the Plan Sponsor for **Security Benefit &** authorize Damion Frye as the new Plan Sponsor.
- m. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the professional development with **Great Minds** in the amount of \$3,900, as attached.
- n. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Professional Development for, the following employees, to attend the **NJ School Counselor Fall Conference**, in the amount of \$298, as attached:
- Carla Bell Galye
  - Naimah Carbon

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		X			
Sandra Harrison		X				Beverley Blenman	2 <sup>ND</sup>	X			

**5. Academic**

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Apple**, for additional Macbooks, totaling \$6,684, as attached.

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Great Minds**, for Teacher Manuals, in the amount of \$855.26, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Wilson Language Training**, for foundations Kits, in the amount of \$13,155.66, as attached.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following renewal quote with **Learning A-Z**, for Raz-Plus, in the amount of \$3,392, as attached.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Simplify Writing**, for Supplemental Curriculum for 3<sup>rd</sup> grade in the amount of \$1,482, as attached.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Houghton Mifflin Harcourt**, for additional Teacher Manuals, in the amount of \$440.22, as attached.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the collaborative Agreement with **Educational Service Commission of New Jersey**, 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		X			
Sandra Harrison	1 <sup>ST</sup>	X				Beverley Blenman		X			

**6. Buildings and Grounds**

**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
Oliva	Betzen	Teacher of Music	\$72,250	10 Mnth	9/19/24

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			

**XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION – 7:48PM**

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	2 <sup>nd</sup>	X			
Sandra Harrison		X				Beverley Blenman		X			

- Discussed Board business and self assessments.

**XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION – 8:22PM**

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	1 <sup>st</sup>	X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman		X			

**XII. CONTRACT**

- To authorize the board to enter into an agreement with K Enterprise on a property location to be disclosed at a later date.

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			

**XIV. PUBLIC COMMENT - NONE**

**XV. INFORMATION**

- Next Meeting is October 16<sup>th</sup>

**XVI. ADJOURNMENT – 8:24PM**

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	1 <sup>nd</sup>	X				Steven Hockaday					X
Sandra Harrison		X				Beverley Blenman		X			