

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		X	
3. Sandra Harrison	President		X	
4. Steven Hockaday	Vice President	June 2026	LA 7:03 PM	
5. Debra Lightner	Trustee			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		

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT -**
- 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 March 20, 2024.

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

- VIII. STATE OF THE SCHOOL REPORT -** Presented by Damion Frye
- IX. PRESIDENT’S REPORT –** Presented by Sandra Harrison. Ms. Harrison spoke about a Tap Into Article, Disclosure forms, and a social media update from the Busch Law Firm.
- X. BUSINESS ADMINISTRATOR’S REPORT –** Presented by Brian Falkowski.
- XI. MOTIONS FOR APPROVAL**

1. Finance

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for March 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 March 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 April 24, 2024:

April 24, 2024 Bills	
Fund	Bills List Amount
11	\$282,816.87
20	\$2,843.54
60	\$53,135.25
Total	\$338,795.66

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - March 28, 2024 - \$223,311.31
 - April 15, 2024 - \$215,303.86
- d. RESOLVED, that the Board of Trustees approves the following reimbursements:
 - Cresthaven Academy Foundation- \$179.88 - Adobe Acrobat Software
 - Cresthaven Academy Foundation- \$69.88 - U-Haul Moving and Storage
 - Cresthaven Academy Foundation- \$69.88 - U-Haul Moving and Storage
 - Cresthaven Academy Foundation- \$2,400.00 - Little Rockers
 - Cresthaven Academy Foundation- \$753.23 - Monday.com
 - Damion Frye- \$1,208.35 – Parking Expenses for Substitute Teachers
- e. RESOLVED, that the Board of Trustees approves the submission of the grant application for the 2024 Safety Grant Program, in the amount of \$1,292.
- f. RESOLVED, that the Board of Trustees approves the acceptance of a donation in the amount of \$2,400 from Goldman Sachs, to cover the Field Day rental expenses.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2					Debra Lightner					X
Kimberly Dortch		X				Steven Hockaday		X			
Sandra Harrison		X				Beverley Blenman		X			
Jacqueline Brathwaite West	1	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
Hahr Construction	Invoice Adjustment	FY24	\$3,049.12

Frontline	504 Program Management & IEP Direct	FY24	\$2808.49
Creative Learning Services	SPED evaluations	FY24	\$1,020.00
Curriculum Associates	Brigance Kindergarten Screening Kit	FY24	\$357.28
Gardyn	Plant Growing Kit	FY24	\$1,616.96
Document Solutions	Water Services 7-9 Campus	FY24/25	\$138.00/Mo
Jersey Plumbing	Plumbing Services	FY24	\$3,900.00
School Mint	Classroom Observation and Teacher Feedback Platform	FY24/25	\$6,316.80
IXL Learning	Extension of Math Pilot	FY24/25	\$2,419.00
Quizziz	Learning Platform	FY24/25	\$3,250.00
Teaching Strategies	Curriculum For Kindergarten	FY24/25	\$2,970.00
Frontline	Training, Tri State IEP, and Tri State 504	FY25	\$11,600.00
Lavinia Group	RISE Summer School Math Curriculum and Professional Training	FY25	\$7,000.00
Lunchtime	Software Renewal	FY25	\$1,690.00
Nu-Way	Summer Food Service Contract	FY25	\$5,432.70
R & L	Payroll Services	FY25	\$10,000.00

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

Field Trip Destination	Grade	Date	Venue Fee	Transportation Fee
All Seasons Sports Academy	1 st -4 th	6/12/24	\$1,200	TBD
All Seasons Sports Academy	5 th -7 th	6/13/24	\$1,200	TBD
Upper Campus	4 th	6/6/24	No Cost	\$1,000
Plainfield City Hall	6 th & 7 th	5/9/24	No Cost	No Cost
Sandy Hook	15- 6 th graders 15- 7 th Graders	5/15/24	No Cost	\$1,000

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

3. Policies, Manuals, Regulations, and Bylaws

4. Human Resources

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

First Name	Last Name	Title	Salary	Term	Start Date
Linda	Martin	General Education Teacher	\$77,250	10-Mnth	8/19/24
Anthony	Nelson	Music Education Teacher	\$67,898	10-Mnth	TBD

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

First Name	Last Name	Title	Rate	Start Date
Dr. Eric	Hagood	General Education Teacher	\$50/Hr	7/1-7/31

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the **new position titles**:

- Resident Teacher

- Classroom Coach

- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the backpay for **Anwar Counts**, for additional substitute services from February 1st to March 20th, in the amount of \$1,560.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Laura Krystyniak & Araliza Lopez** at the Community Health Law Project’s Law and Disability Conference on May 2nd, 2024, at no cost.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the FY25 staff renewals, 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	1	X				Beverley Blenman		x			
Jacqueline Brathwaite West	2	X									

5. Academic

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the use of unused snow days on May 24th & May 28th.

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

6. Buildings and Grounds

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the estimate with Jersey Plumbing to complete repairs on bathroom facilities, in the amount of \$3,900.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School accepts the Hahr Construction bid in the amount of \$97,703 as per the attached.

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

XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION – N/A

XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION - N/A

XIV. PUBLIC COMMENT - None

XV. ADJOURNMENT -7:50 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2	X				Debra Lightner					X
Kimberly Dortch		X				Steven Hockaday		X			

Sandra Harrison		X				Beverley Blenman		X			
Jacqueline Brathwaite West	1	X									