

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 – 7:0**
- 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 | X | |
| 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**

1. Sandra Playtus – Parent of two children. Voiced concerns over the lunch quality. Food is subpar. Additionally spoke about teacher communication concerns and praised virtual parent-teacher conferences.
2. Jasmine Butler - Voiced concerns over the lunch quality. Additionally spoke about teacher communication concerns

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 January 24, 2024.

| 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 | 1 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | X | | | |
| Jacqueline Brathwaite West | | X | | | | | | | | | |

- VIII. STATE OF THE SCHOOL REPORT – Provided by Damion Frye.
- IX. PRESIDENT’S REPORT – Provided by Sandra Harrison.
- X. BUSINESS ADMINISTRATOR’S REPORT– Provided 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 January 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 January 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 February 21, 2024:

| February 21, 2024 Bills | |
|-------------------------|---------------------|
| Fund | Bills List Amount |
| 11 | \$261,056.18 |
| 20 | \$28,645.20 |
| 60 | \$54,787.65 |
| 61 | \$167.35 |
| Total | \$344,656.38 |

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - January 31, 2024 - \$219,237.70
 - February 15, 2024 - \$238,613.17
- d. RESOLVED, that the Board of Trustees approves the reimbursement of Shea Simon for \$92.15 due to an overpayment to the school’s lunch account.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the SEMI Waiver for the 2024-2025 school year.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School accepts the FY23 ACFR and AMR, with no findings or recommendations, and its submission to the NJDOE.

| 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 | 1 | X | | | |
| Sandra Harrison | | 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 |
|-------------------------|---------------------------------------|------|------------------------------|
| School Mint | Full solution for K-12 enrollment | FY24 | \$7,245 |
| Frontline | Absence and Substitute | FY24 | \$4,603.44 |
| LearnWell | Academic Service for Home Instruction | FY24 | \$55/hr |
| Union County Commission | Educational Program | FY24 | See Attached Bill Rate Sheet |

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the consulting agreement with Weiss Solutions Consulting Services, do not exceed \$5,000.

| 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 | 2 | X | | | |
| Sandra Harrison | 1 | X | | | | Beverley Blenman | | X | | | |
| Jacqueline Brathwaite West | | X | | | | | | | | | |

3. Policies, Manuals, Regulations, and Bylaws - none

4. Human Resources

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Title change** of Kyreesha Thomas, Instruction Aide to Teaching Fellow, effective February 22, 2024.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Job Description**, of Director of After School & Family Engagement Specialist.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **stipend** of a, as needed Translator, at a rate of \$40/ hour.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Termination** as presented:
- Acknowledge the termination of **employee ID# 112451**, effective February 2, 2024.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Adjusted Stipend** for Amanda Hadertauer, for mentoring from \$550 to \$275.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Stipend** for Deborah Ball, mentoring, in the amount of \$275.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Digital Art and Media Professional Development for **Theresa Chianese**, at a cost of \$50.

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

5. Academic - none

6. Buildings and Grounds

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

| Vendor | Scope | Term | Fee |
|-------------|-----------------------|------|---------|
| D&E Windows | Install security film | FY24 | \$4,627 |

| 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 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | | X | | | |
| Jacqueline Brathwaite West | 2 | X | | | | | | | | | |

7. Governance

- a. Reminder FY24 Disclosure Statements Due April 30th

8. New Business

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

| Vendor | Grade | Date | Venue Fee | Transportation Fee |
|-------------------|-----------------|-----------|------------|--------------------|
| Sea Life Aquarium | 5 th | 3/19/2024 | \$1,209.33 | \$3,000 |

| 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 | 1 | X | | | | Beverley Blenman | | X | | | |
| Jacqueline Brathwaite West | | X | | | | | | | | | |

XII. PUBLIC COMMENT

- 1. Jasmine Butler – Filed trip questions about possibly revisiting Colleges.

XIII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION – 7:45 PM

| 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 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | 2 | X | | | |
| Jacqueline Brathwaite West | | X | | | | | | | | | |

Real estate negotiations and the food vendor contract was discussed.

XIV. ADJOURN EXECUTIVE SESSION PUBLIC SESSION – 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 | | X | | | | Steven Hockaday | 1 | X | | | |
| Sandra Harrison | | X | | | | Beverley Blenman | 2 | X | | | |
| Jacqueline Brathwaite West | | X | | | | | | | | | |