

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		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		
Joshua Solow	SBO Mgmt Representative	X		

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT** – Jasmine Marshall-Butler, Cresthaven Academy Charter School’s PTA President, announced the school is having a clothing collection fundraiser.
- 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 February 21, 2024 & the special meeting held on March 4, 2024.

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

- VIII. STATE OF THE SCHOOL REPORT** – Presented by Damion Frye

IX. PRESIDENT’S REPORT – Provided by Sandra Harrison. Noted that the June 2024 Board of Trustees meeting was moved from June 19th to June 26th.

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 February 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 February 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 March 20, 2024:

March 20, 2024 Bills	
Fund	Bills List Amount
11	\$266,264.75
20	\$22,289.05
60	\$50,859.05
Total	\$339,412.85

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - February 29, 2024 - \$225,937.33
 - March 15, 2024 - \$228,932.93
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the 2024-2025 Projected Budget and its submission to the NJDOE, as attached.

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		X				Beverley Blenman	1 st	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
Frontline	IEP Direct		\$9,425
NJ Printing and Embroidery	Faculty Clothing	FY24	\$465
NJ Printing and Embroidery	Development of Web Shop Branded Adult Clothing	FY24	\$200

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

Vendor	Grade	Date	Venue Fee	Transportation Fee
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Turtle Back Zoo	Kindergarten & 1 st	3/27/2024	\$2,028	\$5,000
Plainfield Public Library	2 nd	2/24/2024	No Cost	N/A
Plainfield Public Library	2 nd	2/25/2024	No Cost	N/A
Theater Play	7 th	4/23/2024	\$1,125	\$2,500
Summit Ocean Clean Up Sandy Hook High School	6 th & 7 th	5/15/2024	No Cost	\$5,000
Rutgers Gardens	5 th	5/21/2024	No Cost	\$2,500
Rutgers Gardens	6 th	5/22/2024	No Cost	\$2,500
Rutgers Gardens	7 th	5/23/2024	No Cost	\$2,500
D.A.R.E. Graduation	5 th	5/21/2024	No Cost	N/A
Raritan Valley Community College- Planetarium	2 nd	6/18/2024	\$820	\$2,500

c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following dates for **Field Day**:

- Elementary School – 6/12/2024
- Middle School – 6/13/2024

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	2 nd	X			
Jacqueline Brathwaite West		X									

3. Policies, Manuals, Regulations, and Bylaws

a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following Resolution:

- Cresthaven Academy Charter School 1001-1

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		X				Beverley Blenman		X			
Jacqueline Brathwaite West	1 st	X									

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
Janelle	Jenkins	General Education Teacher	\$90,000	10 Mnth	TBD

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

First Name	Last Name	Title	Hourly Rate	Term	Start Date
Mariah	Jackson	After School Counselor Jr.	\$15/Hr	10 Mnth	3/21/2024

c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Resignations** as presented:

- Acknowledge the resignation of **Esmeralda Alcazar**, Special Education Teacher, effective March 4, 2024.

- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following pay adjustment for Afterschool Staff:

Employee	Current Rate	Adjusted Rate	Effective
Gabriela Guardado	\$20	\$25	5/1/2024
Jason Rodas	\$20	\$25	5/1/2024

- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Laura Krystyniak** at the School Climate Conference, at no cost.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Laura Krystyniak** for Responsive Classroom Training, at a cost of \$885.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Shaquana Brutus**, at the NJTESOL/NJBE District Recruiting Booth 2024 Spring Conference on May 29th, 2024, at a cost of \$350.
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Stipend for **Anwar Counts**, Lead Teacher, for \$60 per day until position gets filled, effective March 21st, 2024.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2 nd	X				Debra Lightner		X			
Kimberly Dortch		X				Steven Hockaday	1 st	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 School Year 2024-2025 calendar.

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

XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION - @ 7:55 PM

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									

- Enrollment discussed

XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION - @ 8:15 PM

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

XIV. PUBLIC COMMENT - None

XV. ADJOURNMENT - @ 8:16 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	2 nd	X			
Jacqueline Brathwaite West		X									