

**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 7:03PM**
- 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 2025	X	
4. Steven Hockaday	Vice President	June 2026	LA 7:11PM	
5. Debra Lightner	Trustee	March 2025	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		
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 April 24, 2024.

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									

**VIII. STATE OF THE SCHOOL REPORT**

- Damion provided a school update on NJ State testing, Teacher appreciation week, attendance improvement, HIB report, field trips

**IX. PRESIDENT’S REPORT**

- Sandra updated the Board on the Tuition Reimbursement Program up for approval.

**X. BUSINESS ADMINISTRATOR’S REPORT**

- Brian updated the Board on financials.

**XI. MOTIONS FOR APPROVAL**

**1. Finance**

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for April 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 April 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 May 22, 2024:

May 22, 2024 Bills	
Fund	Bills List Amount
10	\$1,800
11	\$327,625.61
12	\$24,949.12
60	\$44,792.35
61	\$997.16
<b>Total</b>	<b>\$400,164.24</b>

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
  - April 30, 2024 - \$226,412.53
  - May 15, 2024 - \$233,706.52
- d. RESOLVED, that the Board of Trustees approve the following employee benefit insurance plans for the 2024-2025 school year, as attached:
  - Healthcare/RX Plan - Horizon Blue Cross – Chapter 78
  - Dental - Delta Dental– Chapter 78
  - Vision - Delta Dental– Chapter 78
- e. RESOLVED, that the Board of Trustees approves the reimbursement of Mary Green for \$221.00 due to an overpayment to the school’s lunch account.
- f. RESOLVED, that the Board of Trustees approves the following reimbursements:
  - Cresthaven Academy Foundation- \$288.63 - Pep Rally purchases

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		X			
Sandra Harrison		X				Beverley Blenman	2	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
New Hope	Virtual Schooling	FY25	\$600 /Week
Union County Educational Commission	Special Education Tuition	FY25	See Attached Bill Rate Sheet
SBO Management LLC	School Business Administrative Services	FY25	\$12,404

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the contract with **Busch Law Group**, for legal services, ranging in cost \$125/hour (paralegal) to \$225/hour (attorney) for FY25.

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									

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

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the Tuition Reimbursement Program, 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	1	X			
Sandra Harrison	2	X				Beverley Blenman		X			
Jacqueline Brathwaite West		X									

**4. Human Resources**

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

First Name	Last Name	Rate	Start Date
Allyson	Harris	\$50/Hr	7/1-7/31
Angela	Periera	\$50/Hr	7/1-7/31
Theresa	Chianese	\$50/Hr	7/1-7/31
Renee	Celestain	\$50/Hr	7/1-7/31
Shakira	Jackson	\$50/Hr	7/1-7/31
Jeremy	Rodas	\$25/Hr	7/1-7/31
Quincy	Slay	\$25/Hr	7/1-7/31
Catherine	Heldt	\$25/Hr	7/1-7/31

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the **new position title**:
- Homebound Instructor
  - Math Tutor

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Termination** of Employee # 0141, effective April 29, 2024.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Leave of Absence**:
  - Maxine Yurowitz- LOA dates March 8, 2024 to June 14, 2024

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

**5. Academic**

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Hertz Furniture** for 8<sup>th</sup> grade student desk and chairs, totaling \$23,016.16, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **Apple** for Student iPad & Cases, totaling \$159,108, as attached.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote with **School Device Coverage** for insurance on Apple products totaling \$7,200, as attached.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the renewal of **Common Curriculum** planning system, totaling \$2,850, as attached.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the renewal of **Rosetta Stone & IXL** for Spanish instruction & academic support, totaling \$45,419.00, 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	2	X			
Sandra Harrison	1	X				Beverley Blenman		X			
Jacqueline Brathwaite West		X									

**6. Buildings and Grounds**

- XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION**
- XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION**
- XIV. PUBLIC COMMENT - NONE**
- XV. INFORMATION**
  - 1. Reminders**
    - a. Upcoming Board Meeting – June 26, 2024
- XVI. ADJOURNMENT**

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