

**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 - @ 7:00 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	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 – 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 February 19, 2025.

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

**VIII. STATE OF THE SCHOOL REPORT**

- Mr. Frye presented the Board with school updates including information concerning the policy manual which is now available on the Cresthaven website, NJSLA tutoring, parent advisory committee, monthly community updates, enrollment and attendance.
- Dr. Nieves presented the Board with a report on the Lower Campus.

- Ms. Howser presented the Board with an Upper Campus report.

**IX. PRESIDENT'S REPORT**

- Ms. Harrison reminded the trustees financial disclosures are due.

**X. BUSINESS ADMINISTRATOR'S REPORT**

- Dr. Falkowski presented the Board with financial updates.

**XI. MOTIONS FOR APPROVAL**

**1. Finance**

- RESOLVED, that the Board of Trustees approves the Secretary's and Treasurer's Reports for February 2025 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 2025, 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.
- RESOLVED, that the Board of Trustees approves the bills list through March 19, 2025:

March 19, 2025 Bills	
Fund	Bills List Amount
11	\$393,457.63
20	\$35,915.46
60	\$59,470.45
61	\$38,388.89
Total	\$527,232.43

- RESOLVED, that the Board of Trustees certifies the payrolls for the following dates:
  - February 28, 2025 - \$266,701.95
  - March 14, 2025 - \$283,069.98
- RESOLVED, that the Board of Trustees approves the FY26 Budget and its submission to the NJDOE.
- RESOLVED, that the Board of Trustees approves the Lease Addendum Agreement with UN-Building Corporation, as attached.
- RESOLVED, that the Board of Trustees approves the Reimbursement to Cresthaven Academy Foundation for the following, as attached;
  - NJ Printing & Embroidery- Student Merchandise -\$4,650.00
  - Canva & TAPinto – Marketing & School Banner - \$150.37

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

**2. Contracts and Agreements**

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

Vendor	Scope	Term	Fee
Lifespan Psychiatry LLC	Scholar Special Education Evaluations	SY24-25	Bill Rate Sheet Attached
Emerald Butterfly Consulting Services	Bilingual Services for Special Education Evaluations	SY24-25	Bill Rate Sheet Attached
Forensic Psychology & Neuropsychology Services, P.C.	Scholar Special Education Evaluation	SY24-25	Bill Rate Sheet Attached
NJ Neurology INC	Scholar Special Education evaluations	SY24-25	Bill Rate Sheet Attached
NJ Health and Wellness	Bilingual Services for Special Education Evaluations	SY24-25	Bill Rate Sheet Attached
NASSP	NJHS Membership	FY26	\$385.00
Vision Tours	Soccer Game Transportation	FY25	\$4,200.00

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

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

#### 4. Human Resources

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

First Name	Last Name	Title	Salary	Term	Start Date
Sara	Leon	General Education Teacher	\$82,400	10-Mnth	4/1/25
Jennyfer	Elvira	Resident Teacher	\$58,000	10-Mnth	4/1/25

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following employees to be After School Club Advisors, at a rate of \$40.00 per hour:
- Na'miah Spells
  - Keith Young
  - Marie Brutus
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves, **Lareina Adelantar**, as the Homebound Instructor, for the 2024-2025 school year, at a rate of \$35.00 per hour.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Coach Stipend** for, **Luis Minchala**, Soccer Coach, in the amount of \$3,500, to be paid out on May 30, 2025.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves, **Marie Brutus**, as an After School Tutor for NJSLA test prep, at a rate of \$40.00 per hour.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the transition from Part Time School Support Specialist to Full Time School Support Specialist, for **Selena Rodas**, 10-Month position, with a salary of \$55,000, effective March 20, 2025.

- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies/approves the following **Resignations** as presented:
- Acknowledge the resignation of **Marion Moore**, Teacher's Aide, effective February 27, 2025.
  - Acknowledge the revised resignation date of **Laura Krystyniak**, from April 17, 2025 to March 21, 2025.
  - Acknowledge the resignation of **Daphne Rosario**, Secretary, effective March 13, 2025.
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School amends the approval of **Darcel Torres-Diaz** stipend from \$45,000 to \$5,000; for the work of Kindergarten Dean of Instruction to be paid out starting February 28<sup>th</sup> through June 30<sup>th</sup>, not to exceed \$5,000.
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the revisions to the **Job Description** for the following positions, as attached;
- Dean of Culture
  - Dean of Instruction
  - Operations Manager
- j. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Job Description** for a Summer Academy Extended Day Coordinator, as attached.
- k. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Brittany Wingate**, to the Law and Disability Conference, on June 10, 2025, at no cost.
- l. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Brittany Wingate & Micheal Lemaster**, to the State Bar Association Professional Development entitled "Beyond Bias: Talking About Race", on April 30, 2025, at no cost.
- m. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Sandra Jacome**, to the Union County Administrators in Special Education Conference, on April 3, 2025, at no cost.
- n. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Sandra Jacome**, to the Union County Administrators in Special Education Meetings, on April 25, 2025, at no cost.

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

## 5. Academic

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

Vendor	Scope	Term	Fee
Intervention Adventures	Mathematics Intervention Curriculum	FY25/26	\$891

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Sandy Hook Beach Cleanup, for select 5<sup>th</sup> grade Students on May 21, 2025, for a refundable cost of \$100.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the adjustment to the emergency closing days for the 24-25 school year from June 24th, 25th, and 26th to May 23rd, June 20th, and June 26th (for Lower Campus only), as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2	X				Jacqueline Brathwaite West		X			
Kimberly Dortch		X				Steven Hockaday		X			
Sandra Harrison	1	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 quotes, as attached:

Vendor	Scope	Term	Fee
Scholastic	LitCamp & MathCamp	FY25	\$6,598.00
Scholastic	LitCamp & MathCamp	FY26	\$9,744.60
Shutterfly Lifetouch	Yearbooks	FY25	\$1,369.50

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

## XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION - @ 8:09 PM

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

- The trustees discussed Board business.

## XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION - @ 8:48 PM

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

**XIV. PUBLIC COMMENT – NONE**

**XV. INFORMATION**

- Special Board Meeting March 26<sup>th</sup>
- Next month's Board Meeting is April 16<sup>th</sup>

**XVI. ADJOURNMENT - @ 8:50 PM**

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