

**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		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 - 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 November 29, 2023.

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									

- VIII. STATE OF THE SCHOOL REPORT – Presented by Damion Frye**
- IX. PRESIDENT’S REPORT – Sandra Harrison reported on the tour of another building that occurred and asked about mandated training.**
- X. BUSINESS ADMINISTRATOR’S REPORT – Presented by Brian Falkowski – discussed the BvA and Audit Status.**

**XI. MOTIONS FOR APPROVAL**

**1. Finance**

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for November 2023 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 November 2023, 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 December 20, 2023:

December 20, 2023 Bills	
Fund	Bills List Amount
11	\$303,903.50
12	\$18,562.50
20	\$18,112.67
60	\$53,286.65
<b>Total</b>	<b>\$393,865.32</b>

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
  - November 30, 2023 - \$227,329.37
  - December 15, 2023 - \$246,980.65
- d. RESOLVED, that the Board of Trustees approves the following reimbursements:
  - Steven Colson - \$869.23 - Amazon

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

**2. Contracts and Agreements - none**

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

**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
Deborah	Ball	General Education Teacher & Dean of Instruction	\$90,000 Stipend: \$30,000 To be paid out equally over 12 months	12-Month	1/31/2024
Lareina	Adelantar	General Education Teacher & Dean of Instruction	\$90,000 Stipend: \$30,000 To be paid out equally over 12 months	12-Month	7/1/2024
Nicole	Stokes	General Education Teacher &	\$90,000 Stipend: \$30,000	12-Month	2/1/2024

		Dean of Instruction	To be paid out equally over 12 months		
Anwar	Counts	Instructional Aide	\$48,000	10-Month	1/2/2024
Corry	Fields	Teacher Fellow	\$60,000	10-Month	1/2/2024

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

First Name	Last Name	Title	Hourly Rate	Term
Jose	Guzman	Club Advisor	\$40/hr	10-Mnth
Tania	Duran	Tutoring	\$40/hr	10-Mnth
Danielle	Buck	Tutoring	\$40/hr	10-Mnth

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Transfer of Position** of Guiliana Estrella from After School Sr. to After School Program Coordinator \$50,000 effective December 21, 2023.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Resignations** as presented:
- Acknowledge the resignation of **Scott Marshall**, as School Security Officer, effective December 1, 2023.
  - Acknowledge the resignation of **Natalie Crestillo**, as School Nurse, effective February 2, 2024.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **New Position Title**, Dean of Instruction/Teacher.

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 proposal with Elevate K-12 for LIVE Teaching Classes for FY24, at a cost of not to exceed \$140,922. Contract to be approved in January 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	2	X				Beverley Blenman		X			
Jacqueline Brathwaite West	1	X									

**6. Buildings and Grounds - none**

**XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION - none**

**XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION**

**XIV. PUBLIC COMMENT - none**

**XV. ADJOURNMENT – 7:48 PM**

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									