

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 - @ 7:02 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 (LA 7:20 PM)
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 - 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 December 20, 2023.

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	2 nd	X				Beverley Blenman		X			
Jacqueline Brathwaite West		X									

- VIII. STATE OF THE SCHOOL REPORT** – Presented by Damion Frye. Updated the board on recent and current events and other ongoings at the school.
- IX. PRESIDENT’S REPORT** – Sandra Harrison asked about the school’s marketing and updated the board on the school’s future move.

X. BUSINESS ADMINISTRATOR’S REPORT – Presented by Joshua Solow – discussed monthly financials, BvA, and updated state aid.

XI. MOTIONS FOR APPROVAL

1. Finance

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for December 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 December 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 January 24, 2024:

January 24, 2024 Bills	
Fund	Bills List Amount
11	\$308,738.16
12	\$2,300.20
20	\$32,860.75
60	\$42,260.90
61	\$933.97
Total	\$387,093.98

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - December 21, 2023- \$209,183.42
 - January 12, 2024- \$221,665.80
- d. RESOLVED, that the Board of Trustees approve the acceptance of a donation in the amount of \$1,000 from The Dolecki Foundation.
- e. RESOLVED, that the Board of Trustees approve the acceptance of a donation in the amount of \$1,000 from The Rachel Foundation.
- f. RESOLVED, that the Board of Trustees approve the acceptance of a donation in the amount of \$300 from Jeffery & Kelly Geissler.
- g. RESOLVED, that the Board of Trustees approve the acceptance of a donation in the amount of \$100,000 from Steven Colson.
- h. RESOLVED, that the Board of Trustees approve the acceptance of the High Impact Tutoring Grant awarded in the amount of \$49,353.
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the amended FY24 budget, 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 st	X			
Sandra Harrison		X				Beverley Blenman		X			
Jacqueline Brathwaite West	2 nd	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
Foundations Inc.	Charter Renewal Services	FY24	\$31,292
Lavinia	Close Reading for Meaning 6 th -7 th Grade	FY24	\$2,600
Ed-Data	License & Maintenance Renewal Fee	FY25	\$5,500
Intersection	Extend our Current Contract	FY24	\$14,800
SHI	Security Supplies	FY24	\$5,358.06

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

Vendor	Grade	Date	Venue Fee	Transportation Fee
Plainfield Public Library	2 nd	2/8/2024	N/A	N/A
Yogi Berra Museum	3 rd & 4 th	4/1/2024 & 4/2/2024	\$1,200	\$3,000
Lego Land Discovery Center	3 rd & 4 th	3/4/2024	\$2,128	\$4,000

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 nd	X			
Sandra Harrison		X				Beverley Blenman	1 st	X			
Jacqueline Brathwaite West		X									

3. Policies, Manuals, Regulations, and Bylaws

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
Jamella	Braithwaite	Teaching Fellow	\$58,000	10 Mnth	1/25/2024

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Title change** of Stephanie Long, Instruction Aide to Teaching Fellow, effective January 25th, 2024.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **salary adjustments**:

Employee	Current Salary	Adjusted Salary	Effective
Stephanie Long	\$48,000	\$58,000	2/1/2024
Damion Frye	\$132,000	\$144,000	2/1/2024

- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Resignations** as presented:
- Acknowledge the resignation of **Adestinee Nazaire**, as Instructional Aide Resignation, effective March 8, 2024.

- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Spring 2024 Career Fair at Rutgers University, on February 21st, at a cost of \$325, as attached.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Kean University Campus Careers in Education Job Fair, on March 5th, at a cost of \$75, as attached.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Angela Pereira** at the NJTESOL/NJBE Spring Conference, at the cost of \$575, as attached.
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance of **Cris Orellana** at the New Jersey Educational Computing Cooperative Conference on March 4th, 2024, at the cost of \$430.
- i. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance for a Virtual Responsive Classroom Training at a cost of \$1,425 for the following employees;
 - Kendra Houser
 - Laura Krystyniak
 - Hilary Beirne
 - Kelly Gayle
 - Craig Jackson
- j. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Non-Instructional Evaluation, 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		X			
Jacqueline Brathwaite West		X									

5. Academic

6. Buildings and Grounds

XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION – None

XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION

XIV. PUBLIC COMMENT - None

XV. ADJOURNMENT - @ 7:43 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		X			

Jacqueline Brathwaite West	2 nd	X									
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