

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 – @ 7:02PM**
- 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 7:08PM	
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	
Chelsea Iaccarino	SBO Representative	X		

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT – PTA PRESIDENT DISCUSSED**
- 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 October 18, 2023; November 8, 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	2 nd	X			
Sandra Harrison		X				Beverley Blenman		X			
Jacqueline Brathwaite West		X									

- VIII. STATE OF THE SCHOOL REPORT –** Damion discussed hiring campaign, progression of school, student attendance, enrollment, parent engagement, facility updates, student assessments, tutoring program.
- IX. PRESIDENT’S REPORT – GOVERNANCE TRAINING**
- X. BUSINESS ADMINISTRATOR’S REPORT**

XI. MOTIONS FOR APPROVAL

1. Finance

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for October 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 October 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 November 29, 2023:

November 29, 2023 Bills	
Fund	Bills List Amount
11	\$453,853.29
12	\$2,976.90
20	\$31,472.05
60	\$61,049.95
Total	\$549,352.19

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - October 31, 2023 - \$226,946.43
 - November 15, 2023- \$236,591.98
- d. RESOLVED, that the Board of Trustees approves the acceptance of a donation in the amount of \$156,00 from Mr. Steve Colson, to offset the cost of the Boys and Girls Club.
- e. RESOLVED, that the Board of Trustees approves the reimbursement of Mary Green for \$175.85 due to an overpayment to the school’s lunch account.
- f. RESOLVED, that the Board of Trustees approves the following staff reimbursements:
 - Damion Frye - \$28.68 – Easy Keys
 - Damion Frye - \$207.00 – Grand Sanitation Services
 - Damion Frye- \$821.46 – Home Depot
 - Kendra Houser - \$382.88 – Parent Workshop
 - Shaquana Brutus - \$149.00 -HR Training
- g. RESOLVED, that the Board of Trustees accepts the NJSIG Grant, in the amount of \$1,201.
- h. RESOLVED, that the Board of Trustees approves the Annual Charter/Renaissance School Fiscal Questionnaire.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner	2 ND	X			
Kimberly Dortch	1 ST	X				Steven Hockaday		X			
Sandra Harrison		X				Beverley Blenman		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:

Vendor	Scope	Term	Fee
School Mint	Digital Advertising for Student Enrollment	9 Months	\$11,250
Dr. L Hanes & Associates	Special Education Service	FY24	See Attached

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the partnership with Alpha Kappa Alpha Sorority to provide “The Childhood Hunger Initiative Power Pack Program” to Cresthaven Academy Charter School, at no cost.

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	X				
Sandra Harrison	1 ST	X				Beverley Blenman	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 School Safety and Security Plan Review Statement of Assurance.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Sick Leave Bank Donation Policy, as per attached.
- ~~c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Tuition Reimbursement Policy, as per attached.~~

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									

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
Scott	Marshall	School Security	\$40,000	10-Mnth	11/19/23
Karena	Paleologo	General Education Teacher	\$72,000	10-Mnth	1/2/24
Joshua	Pino	Night Custodian	\$47,000	12-Mnth	12/11/23
Laura	Krystyniak	Dean of School Culture	\$85,000	10-Mnth	12/11/23
Deborah	Ball	General Education Teacher	\$87,000	10-Mnth	1/22/24

- 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
Naimah	Carbon	Homework Advisor/Tutor	\$40/hr	10-Mnth
Carla	Bell-Gayle	Club Advisor	\$40/hr	10-Mnth
Theresa	Chianese	Club Advisor	\$40/hr	10-Mnth
Andreali	Dharampaul	Homework Advisor/Tutor	\$40/hr	10-Mnth
Stephanie	Long-Horn	Homework Advisor/Tutor	\$40/hr	10-Mnth

Araliza	Lopez	Club Advisor	\$40/hr	10-Mnth
Quincy	Slay	Club Advisor	\$40/hr	10-Mnth
Adestinee	Nazaire	Homework Advisor/Tutor	\$40/hr	10-Mnth
Catherine	Heldt	Club Advisor	\$40/hr	10-Mnth
Shiana	Rodas	Tutor	\$40/hr	10-Mnth
Megan	Valdez	After School Sr	\$20/hr	10-Mnth

- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Resignations** as presented:
- Acknowledge the resignation of **Delines Rodriguez**, as Principal, effective December 11, 2023.
 - Acknowledge the resignation of **Rosa Mercado**, as a Building Base Sub, effective November 16, 2023.
 - Acknowledge the resignation of **Michelle Blazquez**, as Dean of School Culture, effective December 15, 2023.
 - Acknowledge the resignation of **Mily Salgado**, as an Instructional Aide, effective January 1, 2024.
 - Acknowledge the resignation of **Shianna Rodas**, as an After School Coordinator, effective January 15, 2024.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Leave of Absence**:
- Erica Forrester- LOA dates February 8, 2024 to June 30, 2024
 - Destiny Blevins- LOA dates January 6, 2024 to February 19, 2024
 - Jodi Blacker - LOA dates December 15, 2023 to January 30, 2024
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Stipends**:
- Jeremy Rodas \$60 per day for Long Term Leave as Lead Teacher until position is filled, effective December 12, 2023.
 - Damion Frye, Mentoring Danielle Buck, \$1000
 - Jodi Blacker, Mentoring Ryan Wilkerson, \$700
 - Rebecca Witt, Grade Team Lead from September to November, \$375
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Adjusted Stipend** for, Rebecca Witt, for mentoring Mr. Ryan Wilkerson from \$550 to \$137.
- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Sign-on Bonuses** of \$2,500 to be received on 12/15/23 & \$2,500 to be received on 6/30/24 to the following employees:
- Allyson Harris
 - Rebekah Scicolone
 - Ryan Wilkerson
 - Laurensa Theodore
 - Jodi Blacker
- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **Reimbursement** to Craig Jackson for NJL2L mentor program, in the amount of \$1,250.

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									

5. Academic

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. ADJOURNMENT – @ 7:35PM

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