

**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 (Arrived 7:03 PM)	
Other Officials	Role	Present	Absent	
Damion Frye	Interim School Lead	X		
Brian Falkowski	SBA/Board Secretary		X	
Joshua Solow	SBO Management	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 September 20, 2023; September 30, 2023; October 12, 2023.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2 <sup>nd</sup>	X				Debra Lightner		X		X (Oct Mtg)	
Kimberly Dortch	1 <sup>st</sup>	X				Steven Hockaday		X			
Sandra Harrison		X				Beverley Blenman		X		X (Oct Mtg)	
Jacqueline Brathwaite West		X									

- VIII. STATE OF THE SCHOOL REPORT** – Damion provided his head of school report to the board. Ms. Houser provided an update on academic testing and ongoings at the middle school to begin the year.
- IX. PRESIDENT’S REPORT** – Current facility updates for future projects in the works.

**X. BUSINESS ADMINISTRATOR’S REPORT** – Update on monthly financials and grants.

**XI. MOTIONS FOR APPROVAL**

**1. Finance**

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for September 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 September 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 October 18, 2023:

October 18, 2023 Bills	
Fund	Bills List Amount
11	\$366,600.16
12	\$6,500.00
20	\$7,657.46
60	\$57,185.01
<b>Total</b>	<b>\$437,942.63</b>

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
  - September 29, 2023 - \$218,560.88
  - October 13, 2023- \$221,859.14
- d. RESOLVED, that the Board of Trustees approves the following staff reimbursements:
  - Damion Frye - \$299.00 - Kudoboard Software
  - Damion Frye- \$270.00 -Dumpster
- e. RESOLVED, that the Board of Trustees approves the following reimbursements:
  - Steven Colson - \$1,551.72 - Monday.com
  - Steven Colson - \$480.00 - Little Rockers

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner	1 <sup>st</sup>	X			
Kimberly Dortch		X				Steven Hockaday	2 <sup>nd</sup>	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
Securly	Internet filtering system	FY24	\$11,024.00
Intersection	Hiring Promotional Campaign	FY24	\$19,498.07

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

Vendor	Grade	Date	Venue Fee	Transportation Fee
Wightman Farms	K & 7 <sup>th</sup>	10/26/2023	\$1,940	\$1,500
Wightman Farms	1 <sup>st</sup> & 6 <sup>th</sup>	10/25/2023	\$1,940	\$1,500
Wightman Farms	3 <sup>rd</sup> & 5 <sup>th</sup>	10/24/2023	\$1,940	\$1,500
Wightman Farms	2 <sup>nd</sup>	10/19/2023	\$970	\$1,500
Wightman Farms	4 <sup>th</sup>	10/18/2023	\$970	\$1,500
Ralston Cider Mill Museum	7 <sup>th</sup>	10/23/2023	\$2,500	\$5,000
Ralston Cider Mill Museum	6 <sup>th</sup>	10/24/2023	\$2,500	\$5,000
Ralston Cider Mill Museum	5 <sup>th</sup>	10/25/2023	\$2,500	\$5,000

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2 <sup>nd</sup>	X				Debra Lightner		X			
Kimberly Dortch	1 <sup>st</sup>	X				Steven Hockaday		X			
Sandra Harrison		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 New Jersey Department of Education School Bullying Assessment, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner	2 <sup>nd</sup>	X			
Kimberly Dortch	1 <sup>st</sup>	X				Steven Hockaday		X			
Sandra Harrison		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 following **Resignations** as presented:
- Acknowledge the resignation of **Rebecca Witt**, as a Music Education Teacher, effective November 14, 2023.
  - Acknowledge the resignation of **Amanda Haderthauer**, as a General Education Teacher, effective December 8, 2023.
  - Acknowledge the resignation of **Karyn Wassuta**, as a General Education Teacher, effective December 11, 2023.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the **salary adjustment** of Kyreesha Thomas, to \$53,000 annually, effective September 1, 2023.
- c. 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	Start Date
Evan	Cortes	After School Sr.	\$25/hr	10-mth	10/16/2023
Matthew	Zarzuela	After School Jr.	\$20/hr	10-mth	10/16/2023

- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Stipends**:

First Name	Last Name	Title	Amount	Effective Date
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Amanda	Haderthaur	Grade Team Lead	\$525	6/15/2024
Darcel	Torres-Diaz	Grade Team Lead	\$1,500	6/15/2024
Andrea	Zarrouk	Grade Team Lead	\$1,500	6/15/2024
Nicole	Stokes	Grade Team Lead	\$1,500	6/15/2024
Maxine	Yurowitz	STEM Department Chair	\$1,500	6/15/2024
Danielle	Buck	Grade Team Lead	\$1,500	6/15/2024
DeJanee	Green	Grade Team Lead	\$1,500	6/15/2024
Caranne	Solecki	Grade Team Lead	\$1,500	6/15/2024

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner		X			
Kimberly Dortch	1 <sup>st</sup>	X				Steven Hockaday	2 <sup>nd</sup>	X			
Sandra Harrison		X				Beverley Blenman		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 for first grade furniture, totaling \$18,562.50, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner	2 <sup>nd</sup>	X			
Kimberly Dortch		X				Steven Hockaday		X			
Sandra Harrison		X				Beverley Blenman	1 <sup>st</sup>	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** – Ms. Herrera, parent of an enrolled student, stated she just wanted to present at the meeting to participate and represent parents for students enrolled at Cresthave Academy.

**XV. ADJOURNMENT - @ 7:31 PM**

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