

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 – 7:04 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 LA 7:13 pm	
5.	Debra Lightner	Trustee		X	
6.	Beverley Blenman	Trustee	July 2025	X	
Other Officials		Role	Present	Absent	
Damion Frye		Interim School Lead	X		
Brian Falkowski		SBA/Board Secretary		X	
Sarah Spuhler		School Business Office	X		

- V. READING OF MISSION STATEMENT**
- VI. PUBLIC COMMENT –**

Parent #1 Claudia Ramirez – addresses the board concerning lunch time

Parent #2 Sandra Plates – crossing guard issue brought to the board’s attention and last-minute gym uniform issue

- VII. BOARD BUSINESS**
- 1. New Board of Trustee Member Introduction – Jacqueline Brathwaite West**

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Jacqueline Brathwaite West	Sandra Harrison	Beverley Blenman	3 years	X			

- VIII. 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 August 23, 2023.

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

IX. STATE OF THE SCHOOL REPORT – Damion provided his head of school report to the board; Ms. Houser provided update on the middle school and the start of the year.

X. PRESIDENT’S REPORT – Board Retreat update and NJSBA convention notice for all board members; grant completed by Damion

XI. BUSINESS ADMINISTRATOR’S REPORT – Board is provided with update on budget to actual

XII. MOTIONS FOR APPROVAL

1. Finance

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for June, July and August 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 June, July and August 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 September 20, 2023:

September 20, 2023 Bills	
Fund	Bills List Amount
11	\$184,254.31
12	\$2,065.00
60	\$10,842.90
Total	\$197,162.21

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - August 31, 2023 - \$186,163.59
 - September 15, 2023- \$205,276.26
- d. RESOLVED, that the Board of Trustees approves the following staff reimbursements:
 - Damion Frye - \$1,603.35 – site remediation reimbursements
 - Damion Frye- \$468.00 – dumpster
- e. RESOLVED, that the Board of Trustees approves the following reimbursements:
 - Steven Colson - \$1,214.48 – Amazon ProCases
- f. RESOLVED, that the Board of Trustees approve the lodging, \$140, and registration, \$550, for Sandra Harrison for the NJSBA annual workshop.

- g. RESOLVED, that the Board of Trustees approve the acceptance of a donation in the amount of \$74,000 from Mr. Steve Colson, for transportation cost associated with Friday Afterschool Programming.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce		X				Debra Lightner	2	X			
Kimberly Dortch	1	X				Steven Hockaday		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/quotes, as attached:

Vendor	Scope	Term	Fee
Rosetta Stone	K12 World Language/IX ELA assessment software	FY24	\$32,750
Remind	Parent Communication Tool	FY24	\$2,395.80
McKinney-Vento	Data Tool & Liaison Training	FY24	\$998
AG Parts	Chromebooks Adapters	FY24	\$4,251.67
AG Parts	Chromebook Cart	FY24	\$4,691.07
CDW	Lamps for Projectors	FY24	\$771.90
SHI	Technology Supplies	FY24	\$5,900.20
Delta-T	Teacher Aide, Sub Staffing	FY24	Aide- \$28/hr; Sub-\$42/hr
Kaleidoscope	Special Education Teacher/ Teacher Staffing	FY24	Special ED-\$65/hr; Teacher-\$55/hr

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

3. Policies, Manuals, Regulations, and Bylaws

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the new policy manual with **Strauss Esmay** for all Board Policies with online access for public and board use, total \$10,000.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School reapproves the updated version of the 2023-2024 School Calendar, as attached.

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	2	X			

4. Human Resources

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to ratify/approve the **New Hires**:

First Name	Last Name	Title	Salary	Term	Start Date
Jonae	Wyatt	Teacher Aide	\$38,000	10-mnth	9/1/2023
Rosa	Mercado	Building Base Substitute	\$48,000	10-mnth	9/18/2023
Quincy	Slay	Building Base Substitute	\$48,000	10-mnth	9/11/2023
Adeldriana	Rosa	School Security Officer	\$34,000	10-mnth	9/18/2023
Kenneth	Petrovick	School Security Officer	\$34,000	10-mnth	9/18/2023

Destiny	Blevins	Teacher Aide	\$38,000	10-mnth	9/18/2023
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- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following **Resignations/Terminations** as presented:
- Acknowledge the termination of **Daniel Bento**, as a Physical Education Teacher, effective July 25, 2023.
 - Acknowledge the resignation of **Victoria Marcheski**, as a Coordinator of Special Services, effective October 20, 2023.
 - Acknowledge the resignation of **Ana Maria Cubero**, as a Dean of Instruction 4-6, effective November 11, 2023.
 - Acknowledge the resignation of **Larissa Junker**, as a General Education Teacher, effective November 3, 2023.
 - Acknowledge the resignation of **Rebecca Witt**, as a Music Education Teacher, effective November 14, 2023.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following **Leave of Absence**:
- Esmeralda Alcazar – LOA dates October 13, 2023 to April 15, 2024
 - Katelyn Irenski – LOA dates October 23, 2023 to May 5, 2024
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to ratify the following title changes and hourly rates for the current **After School Staff**:

First Name	Last Name	Title	Hourly Rate	Term	Start Date
Justin	Rodas	After School Counselor Sr.	\$25/hr	10-mnth	9/1/2023
Gabriela	Guardado	After School Counselor Sr.	\$20/hr	10-mnth	9/1/2023
Jaylee	Marin	After School Counselor Sr.	\$20/hr	10-mnth	9/1/2023
Marvellous	Ogunseye	After School Counselor Sr.	\$20/hr	10-mnth	9/1/2023
Teresa	Ugarte	After School Counselor Jr.	\$20/hr	10-mnth	9/1/2023
Taleyah	Smith	After School Counselor Jr.	\$20/hr	10-mnth	9/1/2023
Roxana	Sic	After School Counselor Jr.	\$20/hr	10-mnth	9/1/2023

- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following **After School New Hires**:

First Name	Last Name	Title	Hourly Rate	Term	Start Date
Soraya	Blevins	After School Counselor Jr.	\$15/hr	10-mnth	9/1/2023
Manna	Ogunseye	After School Counselor Jr.	\$15/hr	10-mnth	9/1/2023
Iyanna	Jefferson	After School Counselor Jr.	\$15/hr	10-mnth	9/1/2023
Jazymyne	Blevins	After School Counselor Jr.	\$15/hr	10-mnth	9/1/2023

- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to the following Mentor/Mentee Program participants for FY24, to be paid out in two payments on the December 15th & June 15th payrolls.

Mentor	Mentee	Mentee Cert	Fee
Rebecca Witt	Ryan Wilkerson	CEAS K-6	\$550
Amanda Hadert	Allyson Harris	CEAS P-3	\$550
Nicole Stokes	Darcel Torres-Diaz	CEAS P-3	\$550

Carianne Solecki	Alyssa Lewis	CE K-6	\$1,000
Nicole Stokes	Dejane Green	CE K-6	\$1,000
Laurenza Theodore	Angela Pereira	CE K-6	\$1,000

- g. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following salary adjustments:

Employee	Adjusted Salary	Effective
Kelly Gayle	\$115,000	October 1, 2023
Kendra Houser	\$122,000	October 1, 2023

- h. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the following **New Position Titles**:
- Supervisor of Curriculum & Instruction
 - Lunch Aide

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

5. **Academic**

6. **Buildings and Grounds**

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the 530-parking lot drain repair quote with Sage Landscaping, total \$4,450.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the use and occupancy agreement with Barack Obama Green Charter School, 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	X				Steven Hockaday		X			
Sandra Harrison		X				Beverley Blenman	1	X			

7. **NEW BUSINESS**

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to ratify the following salary adjustments:

Employee	Adjusted Salary	Effective
Kelly Clark	\$48,000	September 1,2023
Tania- Duran-Garcia	\$48,000	September 1,2023
Adestinee Nazarie	\$48,000	September 1,2023
Mily Salgado-Cardenas	\$48,000	September 1,2023
Kyreasha Thomas	\$48,000	September 1,2023
Stephanie Long	\$48,000	September 1,2023

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashleigh Bruce	2	X				Debra Lightner		X			
Kimberly Dortch	1	X				Steven Hockaday		X			

Sandra Harrison		X				Beverley Blenman		X			
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XIII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION - NONE

XIV. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION

XV. PUBLIC COMMENT –

1. Jillian Cherry – questions concerning the building update; translation suggestion for parents that are Spanish speaking; asking for level of transparency concerning the building update; suggestions about library and gym space, lastly dismissal issue raised concerning crossing guard; comments on the love of the atmosphere, diversity, the teaching staff

2. Mary Green – addresses questions concerning the dismissal procedure concerning the Middle School

XVI. ADJOURNMENT – 7:49 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	2	X			