

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 – 7:01 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 and Courier News; 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		X	
2. Kimberly Dortch	Trustee		X	
3. Sandra Harrison	President		X	
4. Steven Hockaday	Vice President		X	
5. Debra Lightner	Trustee		X	
6. Barbara Sellinger	Trustee		X	
7. Beverley Blenman	Trustee	July 2025	X	
Other Officials	Role	Present		Absent
Delines Rodriquez	Principal	X		
Brian Falkowski	SBA/Board Secretary	X		

Steven Colson, Founder, was also present.

- V. READING OF MISSION STATEMENT**
- VI. BOARD BUSINESS - 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 28, 2022.

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

- VIII. STATE OF THE SCHOOL REPORT - Presented by Delines Rodriquez.**
- IX. PRESIDENT’S REPORT – Sandra Harrison gave updates on the committees (Finance, Facilities, Governance)**

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 September 2022 as per the 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 2022, 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 26, 2022:

October 26, 2022 Bills	
Fund	Bills List Amount
10	\$ 330,190.79
20	\$ 65,959.23
60	\$ 39,545.76
Total	\$ 435,695.78

- c. **RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
 - September 30, 2022 - \$ 195,996.20
 - October 15, 2022 - \$ 208,003.88

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

2. Contracts and Agreements

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the following contracts:

Vendor	Scope	Term	Fee
Delta T Group	Interim/Staffing service	SY23	\$7,500
SelectEd, Inc.	Staffing/Recruitment service	SY23	\$5,000
Securly	Student safety	SY23	\$9,000
Frontline	HR Management/Recruitment	SY23-24	initial \$10,215.06; \$8,500 FY24
Docusign	Electronic contract signature system	SY23	\$300
Intralagic Solutions	Security camera software upgrade	SY23	\$5,895
Kaleidoscope	Staffing service	SY23	\$40/Hour – TA/Para & \$53/Hour - Teacher

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

3. Policies, Manuals, Regulations, and Bylaws

- a. **RESOLVED**, that the Board of Trustees approves the attached New Jersey Schools Insurance Group Indemnity and Trust Agreement and Resolution to Join/Renew Membership beginning July 1, 2022 and ending July 1, 2025.

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

4. Human Resources

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve Sign-on bonuses of \$2,000 - \$5,000 for Instructional positions, not to exceed \$25,000.
- b. The board of Trustees of Cresthaven Academy Charter School resolves to approve the following new hires:

Employee Name	Position	Term	Salary	Effective Date
Patricia Perez	Instructional Assistant	10-month	\$43,000	October 27, 2022
Josephine Lellimo	Cafeteria Assistant	PT, NTE 25 hrs/week	\$24/hr	October 27, 2022
Reina Calles-Castro	Cafeteria Assistant	PT, NTE 25 hrs/week	\$22/hr	October 27, 2022

- c. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contractual change for Ana Maria Cubero, title Dean of Instruction Grades 4-6, 12-month, salary \$80,000, effective 11/1/2022.
- d. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the title change for Kelly Gale, Dean of Instruction Grades 2-3, effective 11/1/2022.
- e. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the contractual change for Andrea Zarrouck, General Education in 2nd Grade, salary \$55,000, effective 11/1/2022.
- f. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the membership enrollment of Shaquana Brutus in the Personnel Administrators Association at NJSBA, \$499 for FY23.
- g. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the new titled position, Director of After School Programming & Family Engagement Specialist.

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

5. Academic

XII. OLD BUSINESS - none

XIII. NEW BUSINESS

- a. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the leave of absence for Shakira Jackson effective 10/25/2022 with a tentative return date of 3/14/2023.

- b. The Board of Trustees of Cresthaven Academy Charter School resolves to approve the formation of the Cresthaven Afterschool Program, effective November 1, 2022.
- c. The Board of Trustees of Cresthaven Academy Charter School resolves to accept the donation from Steven Colson for the Cresthaven Afterschool Program in the amount of \$250,000.

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

XIV. PUBLIC COMMENT

- 1. Alicia Whitlock spoke to the Principal about her concerns and wanted to attend the meeting.
- 2. Steven Colson thanked Ms. Whitlock for attending.
- 3. Rashleigh Bruce spoke highly about afterschool programs and their benefits.

XV. EXECUTIVE SESSION (IF NECESSARY) - none

XVI. ADJOURNMENT – 7:47 PM

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