

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; 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	June 2026	X	
3.	Sandra Harrison	President	June 2026	X	
4.	Steven Hockaday	Vice President	June 2026	X	
5.	Beverley Blenman	Trustee	July 2025	X	
6.	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		Acting Board Secretary	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 November 13, 2024.

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

VIII. STATE OF THE SCHOOL REPORT

Damion presented the Board with a report on the school site visit and welcomed the new Director of student services, Ms. Jacome.

IX. PRESIDENT’S REPORT

Dr. Nieves presented the Board with a report on the lower campus.
 Ms. Howser presented the Board with a report on the upper campus.
 Sandra expressed gratitude to the leadership team, staff and Board for their assistance in the charter renewal process.

X. BUSINESS ADMINISTRATOR’S REPORT

Brian updated the Board on the charter renewal call, finances including information about the amended revenue and the FY24 financial audit.

XI. MOTIONS FOR APPROVAL

1. Finance

- a. RESOLVED, that the Board of Trustees approves the Secretary’s and Treasurer’s Reports for November 2024 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 November 2024, 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 December 11, 2024:

December 11, 2024 Bills	
Fund	Bills List Amount
11	\$265,746.84
20	\$3,3600.00
60	\$51,555.00
61	\$38,43
Total	\$320,700.27

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - November 27, 2024 - \$276,684.44
 - December 13, 2024 - \$305,806.07
- d. RESOLVED, that the Board of Trustees approve the following reimbursements to Cresthaven Academy Foundation, as attached.
 - Timekettle Live Translators - \$4,039.94
 - Food for Scholars for events - \$1,474.41
 - U-Haul Rental - \$75.25
 - Amazon - \$272.02

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

2. Contracts and Agreements

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quotes, as attached:

Vendor	Scope	Term	Fee
Securly	Student safety	FY 24	\$13,318.20
All Seasons Sports Academy LLC	Space use for Basketball Practice	FY 24	\$1,900.00
Prevent Blindness Agency	Provide screening and free glasses to those students who qualify	FY24	N/A
Vision Tours Corp	Basketball Practice transportation	FY24	\$10,200.00
Vision Tours Corp	Basketball Game transportation	FY24	\$4,900.00
Encore Fire Protection	Annual Fire Extinguisher Services	FY24	\$330.00
Apple	iPad Cases	FY24	\$1,048.50
Foundations	Charter Renewal Services	FY24	\$4,905.75
Encore	Annual Fire Monitoring and Installation at 1504 West 3 rd St.	FY24	\$2,000.00
Uchicago Impact	STEP Data Management System	FY24	Rate Sheet Attached
American Red Cross	CPR/AED Training	FY24	\$1,171.00
Elevate K-12	LIVE Teaching Classes	FY24	\$152,954.58

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

3. Policies, Manuals, Regulations, and Bylaws

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the updated policies for Finance, Facility, and Community, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School, upon the recommendation of the Chief School Administrator, approves to affirm the Chief School Administrator’s decision regarding the following reports of Harassment Intimidation and Bullying: 12-11-24, as attached.

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

4. Human Resources

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the adjusted resignation date for employee ID#17070 from December 7, 2024, to November 27, 2024.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the IFMLA for Stephanie Nieves, School Principal, effective November 16, 2024 – December 7, 2024.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the attendance to Rutgers Career Fair, on February 14, 2025, as attached.

- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Job Description of After School Tutor, as attached.

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

5. Academic

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following quote, as attached:

Vendor	Scope	Term	Fee
Lavinia	RedThread Close Reading for Meaning Annual Access Fee	FY 24	\$15,000.00
Curriculum Associates	Ellevation ESL Management Software and Training platform	FY 24	\$20,525.00

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

6. Buildings and Grounds

XII. ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION – @ 8:01 PM

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

Board discussion concerning the new building.

XIII. ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION - @ 8:29 PM

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

XIV. PUBLIC COMMENT – NONE

XV. INFORMATION

- Next Meeting is January 22nd

XVI. ADJOURNMENT - @ 8:30 PM

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