

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**

- Previous employee, Tanya Duran expressed feelings of burn out and lack of support.
- Teacher from the lower campus confirmed support from administrators.
- Katherine Heltz, teacher, expressed concerns of nepotism and lack of administrative support from the upper campus.
- Previous employee, Renee, also expressed feelings of lack of support from administration.

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 16, 2024.

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		X				Steven Hockaday		X			
Sandra Harrison	2 nd	X				Beverley Blenman					X

VIII. STATE OF THE SCHOOL REPORT

- Damion provided school updates including information around the upcoming school site visit on November 15th, Parent University on November 19th, student enrollment, attendance and academic data.

IX. PRESIDENT’S REPORT

- Dr. Nieves presented the Board with a report for the Lower Campus.
- Ms. Howser presented the Board with a report for the Upper Campus.

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 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 October 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 November 13, 2024:

November 13, 2024 Bills	
Fund	Bills List Amount
11	\$349,961.78
20	\$36,624.21
60	\$80,476.00
61	\$3,372.89
Total	\$470,431.88

- c. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
 - October 31, 2024 - \$271,602.96
 - November 15, 2024 - \$267,847.10
- d. RESOLVED, that the Board of Trustees approves the Annual Charter/Renaissance School Fiscal Questionnaire.
- e. RESOLVED, that the Board of Trustees approve the following reimbursements to Cresthaven Academy Foundation, as attached.
 - School Supply Purchases - \$1,410.68
 - U-Haul Rental- \$46.95

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

2. Contracts and Agreements

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

Vendor	Scope	Term	Fee
National Junior Honors Society	Membership	FY25	N/A
Sign Up Genius	Parent-Teacher Conferences	FY25	\$1,299.00
Apple	iPads for 5 th & 6 th Grade	FY25	\$52,573.45
Hilary Beirne	Special Education Consulting	FY25	Rate Sheet Attached

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

3. Policies, Manuals, Regulations, and Bylaws

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the School Self-Assessment for HIB Annual Report, as attached.
- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the Board Policies for Administration, Teaching Staff Members, Support Staff Members, and Operations, 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 ratifies/approves the following **New Hires**:

First Name	Last Name	Title	Salary	Term	Start Date
Andrea	Webb	School Secretary	\$53,560	10-Mnth	11/14/24
Sandra	Jacome	Director of Student Services	\$130,000	12-Mnth	11/14/24
Marie	Kanu	General Education Teacher	\$64,000	10-Mnth	11/14/24
Daphne	Rosario	After School Club	\$40 /Hr	Hourly	10/21/24

- b. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies the **Resignation of Mecca White**, Resident Teacher, effective October 25, 2024.
- c. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves Craig Jackson for the position of Athletic Director.
- d. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **stipends**,
- Deborah Ball to receive \$750.00 Grade Team Lead Stipend for the 2023-2024 School year, to be paid out November 30, 2024.

- Craig Jackson to receive an Athletic Director Stipend, to be paid out in two equal payments on January 15, 2025 & June 30, 2025, not to exceed \$7,000.
- e. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School approves the following **Salary Adjustment**, effective December 1, 2024:
- Sybil Pugh, School Support Specialist, from 62,500 to \$70,000.
 - Maria Cristina Sic, Custodian, from \$36,750 to \$47,000.
- f. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School resolves to approve the **Title and Salary change** of Paolo Gerardi from School Secretary to Enrollment Coordinator, \$52,000 to \$56,500, effective December 1, 2024.

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		X				Steven Hockaday		X			
Sandra Harrison	2 nd	X				Beverley Blenman					X

5. **Academic**

6. **Buildings and Grounds**

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

Vendor	Scope	Term	Fee
Post Pollak	Land Use Approvals Representation	FY25	\$425.00/ Hr
Sage Landscaping	Landscaping Services	FY25	\$4,840.00

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

XII. **ADJOURN PUBLIC SESSION AND OPEN EXECUTIVE SESSION**

XIII. **ADJOURN EXECUTIVE SESSION AND OPEN PUBLIC SESSION**

XIV. **NEW BUSINESS**

- a. RESOLVED, that the Board of Trustees of Cresthaven Academy Charter School ratifies/approves the following **New Hire**:

First Name	Last Name	Title	Salary	Term	Start Date
Edith	Farrell	ESL Teacher	\$107,465.00	10-Mnth	1/13/2025

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

XV. **PUBLIC COMMENT**

- Tanya Duran, previous instructional aide, confirmed she did have support from a few administrators but still had feelings of no support from other administrators.

- Katherine Heltz clarified that her concerns are for the lower campus. Also mentioned board minutes not being posted.
- Ms. Torres Diaz confirmed support from administrators.

XVI. INFORMATION

- Next Meeting is December 11th
- Reminder to complete Board Governances Training

XVII. ADJOURNMENT – @ 7::50 PM

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		X				Steven Hockaday		X			
Sandra Harrison	2 nd	X				Beverley Blenman					X