



**Regular Monthly Meeting Minutes**  
**Thursday, December 5, 2019 – 6:00 pm**

- I. **Call to Order – 6:01 am**
- II. **Public Notice of Meeting/NJ Sunshine Law**

The New Jersey Public Meetings Law was enacted to ensure the right to the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted on in accordance with N.J.S.A 10:4-6 et seq.

On the rules of this act, Achievers Early College Prep Charter School has caused notice of this meeting by publicizing the date, time and place, of the regularly scheduled meeting in the Public Notice Section of the Star Ledger and Trenton Times and Posted at the Achievers Early College Prep Charter School located at 500 Smith Street, Trenton NJ 08611. Formal action will take place at this meeting.

- III. **Roll Call**

Trustees	Role (Term Expires)	Present	Absent	LA/ED
Lindi Ashton	Trustee, (3/2020)		X	
Larry Patton	Trustee, (3/2020)	X		
Imebet Stewart	Trustee, President (3/2020)	X		
Christina Tapper	Trustee, (3/2020)		X	
Mayokun Oshin	Trustee, (3/2020)	X		

**Also Present**

Non-Voting	Role	Present	Absent	LA/ED
Efe Odeleye	Co-Head of School	X		
Osen Osagie	Co-Head of School	X		
Michael Falkowski	SBA/Board Secretary	X		

- IV. **Acceptance of Meeting Agenda**

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **December 5, 2019** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X
Larry Patton	2 <sup>nd</sup>	X				Mayokun Oshin		X			
Imebet Stewart	1 <sup>st</sup>	X									

- V. **Acceptance of Meeting Minutes**

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **November 7, 2019** Board meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X
Larry Patton		X				Mayokun Oshin	2 <sup>nd</sup>	X			
Imebet Stewart	1 <sup>st</sup>	X									

**VI. Public Comments**

**VII. Committee Reports**

**VIII. Co-Head(s) of School Report**

**a. Instruction**

- i. Progress Report-December 13, 2019
- ii. NJSLA Tutoring
- iii. Small Group Instruction Update
- iv. Board Self-Evaluations and Evaluations
- v. Leader Evaluations-Mid Year
- vi. MAP NWEA Administration-2<sup>nd</sup> this month

**b. Student Culture**

- i. Transforming Education SEL Fall Data

**c. Recruitment**

- i. Greenhouse Applicant Portal
- ii. Update 2020 org chart, roles and solidifying decisions during Leadership Retreat
- iii. Student Recruitment

**d. Real Estate**

- i. Real Estate Updates
- ii. Bibleway Church-500 Smith Street Campus options
- iii. David Boudwin Liaison/Advisory Consultant

**e. Staff Updates**

- i. New Staff Updates
- ii. Resignation

**f. Professional Development**

- i. The New Teacher Project Continuous Improvement Pilot in Dallas TX
- ii. Leadership Retreat-January 18-19, 2019

**IX. Executive Session – 6:42 pm**

Board adjourns to closed session to discuss personnel matters.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X
Larry Patton	1 <sup>st</sup>	X				Mayokun Oshin		X			
Imebet Stewart	2 <sup>nd</sup>	X									

**X. Adjourn Executive Session and Reconvene Regular Session – 6:53 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X
Larry Patton	1 <sup>st</sup>	X				Mayokun Oshin		X			
Imebet Stewart	2 <sup>nd</sup>	X									

**XI. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for November 2019, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the University Heights 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 2019, 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. Bills List: To approve bills and check list for the period November 8, 2019 to December 5, 2019.
- c. To approve the following payrolls:

November 15, 2019	\$64,423.81
November 30, 2019	\$63,590.33

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X
Larry Patton	1 <sup>st</sup>	X				Mayokun Oshin		X			
Imebet Stewart	2 <sup>nd</sup>	X									

**2. Contracts**

- a. To approve the Greenhouse Applicant Portal contract for FY20, effective November 18, 2019, \$5,900.
- b. To ratify/approve David Boudwin Real Estate Consulting contract for FY20, effective September 24, 2019, \$75/hour, not to exceed \$7,000.
- c. To approve the MOU with Rowan College at Burlington County, College Head Start, Academic Year 2020-2021.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X
Larry Patton	2 <sup>nd</sup>	X				Mayokun Oshin		X			
Imebet Stewart	1 <sup>st</sup>	X									

**3. Buildings & Grounds**

**4. Personnel**

- a. To approve the resignation of Ms. Karyn Tucker, effective December 20, 2019.
- b. To approve new hire Ms. Rebecca Brito-Walker as Social Studies Teaching Assistant at a pro-rated salary of \$45,000, 10-month contract effective December 3, 2019 to June 30, 2020.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X

Larry Patton		X				Mayokun Oshin	2 <sup>nd</sup>	X			
Imebet Stewart	1 <sup>st</sup>	X									

**5. Curriculum/Special Education – NONE**

**6. Policy/Miscellaneous**

- a. To approve the Leadership Retreat for AECPCS staff, January 18-19, 2019, not to exceed \$1,000.
- b. To approve Nava Coppin to attend the “New Teacher Project Continuous Improvement Pilot” Professional Development on January 9 and 10<sup>th</sup>, 2019 in Dallas, TX; \$544 flight \$322 hotel, not to exceed \$1,100.
- c. To approve the second and final reading of the following AECPCS policies as attached:
  1. Examination for Cause Policy
  2. Integrated Pest Management Control Policy
  3. Unpaid Meal Charge Policy
  4. Offer Versus Serve Policy
  5. Wellness Policy

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X
Larry Patton	1 <sup>st</sup>	X				Mayokun Oshin		X			
Imebet Stewart	2 <sup>nd</sup>	X									

**XII. Enrollment Report**

Grade	2020 MAX	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Wait
6	90		90	88	89									
7	90		82	82	84									
<b>Total</b>	<b>180</b>		<b>172</b>	<b>170</b>	<b>174</b>	<b>170</b>	<b>170</b>							

**XIII. Board Agenda**

1. Board Reminders: Criminal background checks, ethics disclosures, Governance Training
2. Next Board Meetings: Thursday, January 9, 2019.

**XIV. Adjourn Public Session – 7:00 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton					X	Christina Tapper					X
Larry Patton	2 <sup>nd</sup>	X				Mayokun Oshin		X			
Imebet Stewart	1 <sup>st</sup>	X									