



Regular Monthly Meeting Minutes
Thursday, September 12, 2024 – 6:00 pm

I. Call to Order – 6:13pm

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 544 Chestnut Ave, Trenton NJ 08611. Formal action will take place at this 1meeting.

III. Roll Call

Trustees	Role (Term Expires)	Present	Absent	LA/ED
1. Alescia Teel	Trustee, (2/2026)	x		
2. Elizabeth Murphy	Trustee, (8/4/2026)	x		
3. Mayokun Oshin	Trustee, (3/2026)	x		
4. Larry Patton	Trustee, (3/2026)	x		ED 6:54 PM
5. Imebet Stewart	Trustee, President (3/2026)	x		
6. Meredith Pennotti	Trustee (4/2026)	x		

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Osen Osagie	Director	x		
Joshua Solow	SBA, School Business Office	x		
Elizabeth Neary	Board Secretary, School Business Office	x		
Shannon Wright	Director of Operations/ Assistant SBA	x		
Hope Blackburn	Board Attorney	x		

IV. Acceptance of Meeting Agenda

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **September 12, 2024**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart	1	x				Larry Patton	2	x			
Elizabeth Murphy		x				Meredith Pennotti		x			

V. Acceptance of Meeting Minutes

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **August 8, 2024**, Board Meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart		x				Larry Patton		x			
Elizabeth Murphy	1	x				Meredith Pennotti	2	x			

VI. Public Comment – NONE

VII. Adjourn Public Session and Begin Executive Session – 6:17pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel	2	x				Mayokun Oshin		x			
Imebet Stewart		x				Larry Patton	1	x			
Elizabeth Murphy		x				Meredith Pennotti		x			

VIII. Adjourn Executive Session and Reconvene Public Session – 6:54 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart	2	x				Larry Patton		x			
Elizabeth Murphy	1	x				Meredith Pennotti		x			

IX. Committee Reports – NONE

X. Head of School Report

Ms. Osagie – discussed progress in both schools. Looking to ensure academic growth and steam opportunities and add staff members to help with other initiatives. Reviewing services to better support leaders and teachers.

Ms. Coppin – mentioned orientation with over 75 new families in attendance; 9/26 back to school night for all families; Gearing up for soccer season with excitement; weekly data meetings started last week and will occur every week on Wednesday; Using exit tickets to determine student learning; students are preparing for IReady assessment and will implement small groups and after school tutoring to begin next month. Meredith Pennotti asked a question to Ms. Coppin about student incentives - Students showing great testing habits will receive a rocket ice pop to enjoy during lunch.

Ms Eley - academic setup for success has been the focus; intervention, IReady testing, baseline data, proficiency; math & science need to revisit smaller sub standards to increase proficiency through intervention blocks; working to close the curriculum gaps to have students be more effective; establishing culture using get better faster rubric through uncommon schools to ensure instruction can happen uninterrupted; coaching plans for teachers; progress reports went out to parents 9/12/24.

Ms. Wright - provided enrollment numbers; HS expansion plans have been submitted to city hall & are being reviewed by the zoning officials; new lights throughout buildings; electrical updates throughout each building to account for increased staff and student population; new nurse started; nurses to display/offer wellness tables monthly for staff; CPR training for staff occurred 9/4/24; first safety drills (fire drill & bomb drill) with staff and students in the building, added additional metal detectors, ordered new refrigerators for student meals; starting

athletics for the season with soccer tryouts tomorrow for the middle school; kiln updated to work for art class; new operations assistant/ parent liaison hired; Events - getting the building ready for Hispanic heritage month.

XI. Motions for Approval

Josh Solow provided a finance update and displayed cash balance report; grant status remains consistent, covid grants fully expended, CSP grant we have until 9/30/2025 to spend the remaining \$730k.

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for June, July & August 2024, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the Achievers Early College Prep 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 & August 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. Bills List: To approve bills and check journal for the period August 9, 2024, to September 12, 2024.
- c. To approve the reimbursement to **Osen Osagie** for student activity expenses, in the amount of \$927.69, as attached.
- d. To approve/ratify the reimbursement to **Osen Osagie** for previously approved travel expenses to the New Schools Summit in San Francisco during May 2024, in the amount of \$2,150.03, as attached.
- e. To approve/ratify the reimbursement to **Amy Craft** for previously approved art mural painting supplies in the amount of \$582.18, as attached.
- f. To approve the reimbursement for **Nava Coppin** for Educator Pro Smore newsletter 1-year subscription, in the amount of \$179.00, as attached.
- g. To approve/ratify reimbursements to the following employees for previously approved per diem meals & incidentals for **Relay Graduate School** programs in Chicago during July 2024, as attached:

Employee	Total meals & incidentals reimbursement
Jonquille Eley	\$1,043.85
JoAnna Castellano	\$341.01
Osen Osagie	\$1,186.11

- h. To approve the following payrolls:

August 15, 2024	\$179,220.48
August 31, 2024	\$170,640.38

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart	1	x				Larry Patton					x
Elizabeth Murphy		x				Meredith Pennotti	2	x			

2. Contracts

- a. To approve the Staffing Service Agreement & hourly rates with **Steam Works Studio** for STEAM education personnel for the 2024-2025 school year, contingent upon the addition of final legal terms, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel	1	x				Mayokun Oshin		x			
Imebet Stewart	2	x				Larry Patton					x
Elizabeth Murphy		x				Meredith Pennotti		x			

3. Buildings & Grounds

- a. To approve/ratify services from **DK Electrical Solutions** for circuits and rewiring in the amount of \$6,206, as attached.
- b. To approve/ratify the services from **ZACS International** for schematic design including building surveys and draft floor plans, in the amount of \$5,470, as attached.
- c. To approve the quote with **School Nurse Supply** for the purchase of an Automatic External (AED) Defibrillator combo pack in the amount of \$2,295, as attached.
- d. To approve the purchase of student combination padlocks from **Amazon** in the amount of \$1,949.97, as attached.
- e. To approve the quote with **Uline** for maintenance supplies (fans & tables) in the amount of \$4,680, as attached.
- f. To approve the approve/ratify the services from **Network Information Technologies** for the installation and complete network upgrade at 544 Chestnut Avenue in the amount of \$22,594, to be reimbursed through E-Rate funding, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart		x				Larry Patton					x
Elizabeth Murphy	1	x				Meredith Pennotti	2	x			

4. Personnel

- a. To accept the resignation of **Christopher Benson**, CTE Technology Teacher, effective 8/19/24, as attached.
- b. To accept the resignation of **Solange LaRoche**, HS Social Worker, effective 8/18/24, as attached.
- c. To approve the following contract amendments with additional stipends, effective 9/1/24, as attached:

Employee	Position	Additional Stipend Position	Annual Stipend Amount	Stipend Payment Dates
Kelly Pezzina	HS ELA Teacher & College Readiness Counselor	11 th Grade Chair	\$3,000	20 pays, Sept-June
Bobbi Floyd	8th Grade Math Teacher	8 th Grade Chair	\$3,000	20 pays, Sept-June
Gregory Lewis	HS Culture Dean	10 th Grade Chair	\$3,000	20 pays, Sept-June
Obadiah Moore	Long Term Sub (Art & Graphic Design)	Art & Graphic Design & STEAM Coordinator	\$3,000	20 pays, Sept-June
Richard Lee	High School STEAM Teacher	Audio Engineering & STEAM Coordinator	\$3,000	20 pays, Sept-June

- d. To approve the following employee to obtain Certificate of Eligibility through the Alternate Route Program via *Achiever's Agreement for Substitute Teachers to Obtain Teaching Certification via Alternate Route Program*, fully funded by Achievers, up to a maximum of \$5,000, as attached.

Employee	College
Obadiah Moore	Brookdale Community College

- e. To approve the following contract amendment with salary increase for certification enrollment, effective 9/1/24:

Employee	Position	CE Endorsement	Original Base Salary	New Base Salary
Obadiah Moore	Long Term Sub (Art & Graphic Design)	Visual Arts CE	\$53,302	\$66,151

f. To approve/ratify the following new hires for the 2024-2025 School Year, as attached:

10 Month Employee	Position	Salary	Stipend/Bonus	Stipend/Bonus payment date	Start Date
Martha Thabit Abdelmalak Marzouk	Middle School, Math Teacher	\$73,128	\$3,500 STEAM Stipend \$1,500 New Hire Bonus	20 pays, Sept-June Dec 15 & June 15	TBD
12 Month Employee	Position	Salary	Stipend/Bonus	Stipend/Bonus payment date	Start Date
Yaklin Alvarez	Operations Assistant	\$50,000	\$3,000 Parent Liaison Stipend	20 pays, Sept-June	9/09/24

- g. To approve the executive search placement fee to **Talent Vision LLC** (formerly Diverse First LLC) for the recruitment and hiring of Jonquille Eley, Interim Director, High School, in the amount of \$27,786 (20% of base salary), as attached.
- h. To approve the following coaching positions & stipend amounts for the 2024-2025 school year, total \$42,000:

Coaching Position	Annual Stipend Amount
High School Head Coach, Basketball	\$4,500
High School Assistant Head Coach, Basketball	\$3,500
High School Head Coach, Volleyball	\$4,500
High School Assistant Head Coach, Volleyball	\$3,500
Middle School Head Coach, Basketball	\$4,500
Middle School Assistant Head Coach, Basketball	\$3,500
Middle School Head Coach, Soccer	\$4,500
Middle School Assistant Head Coach, Soccer	\$3,500
Head Coach, Cheerleading, HS & MS	\$5,500
Assistant Head Coach, Cheerleading, HS & MS	\$4,500

ROLL CALL VOTE

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel	2	x				Mayokun Oshin		x			
Imebet Stewart		x				Larry Patton					x
Elizabeth Murphy	1	x				Meredith Pennotti		x			

Liz Murphy asked a question about new hire bonuses.

5. Curriculum/Special Education/Student Activities

- a. To approve the 1-year subscription with **Adobe** for Creative Cloud licenses in the amount of \$2,460, as attached.
- b. To approve/ratify the purchase of Health Science curriculum supplies from **Amazon** in the amount of \$2,134.73, as attached.
- c. To approve the purchase of High School Audio Engineering curriculum supplies from **Amazon** in the amount of \$2,165.22, as attached.

- d. To approve the purchase of High School Texas Instruments calculators from **Amazon** in the amount of \$2,165.22, as attached.
- e. To approve the purchase of Middle School novels from **Amazon** in the amount of \$1,008, as attached.
- f. To approve the quote from **Curriculum Associates** for Phonics Reading 2025 curriculum and Professional Learning Session in the amount of \$4,773.80, as attached.
- g. To approve the replacement quote with **Houghton Mifflin Harcourt** for Science Dimensions Biology and Physics curriculum, in the amount of \$3,628.48, as attached.
- h. To approve the quote from **Lexia Learning Systems** for 1-year PowerUp Literacy Student Subscriptions in the amount of \$5,280, as attached.
- i. To approve field rental fees from **Mercer County Parks Commission** for student soccer games during October 2024, in the amount of \$600, as attached.
- j. To approve the quote from **Savvas** for High School History curriculum, in the amount of \$6,801.83, as attached.
- k. To approve the quote from **School Specialty** for the purchase of High School gym equipment in the amount of \$2,842.79, as attached.
- l. To approve the quote from **School Specialty** for the purchase of Middle School gym equipment in the amount of \$2,082.55, as attached.
- m. To approve the quote from **School Mint** for 3 hours of Grow Virtual Training, in the amount of \$600, as attached.
- n. To approve the quote from **SomaStream Interactive** for an online New Jersey Driver's Education Course for students in the amount of \$3,844.50, as attached.
- o. To approve the quote from **Underwood Distributing Company** for High School online calculator subscriptions for the 2024-2025 school year, in the amount of \$1,800, as attached.
- p. To approve the quote from **School Specialty** of Middle School Art curriculum supplies, in the amount of \$3,140.05 as attached.
- q. To approve the quote from **Hertz Furniture** for Middle School convertible bench cafeteria tables, in the amount of \$10,907.52, as attached.
- r. To approve the quote from **Hertz Furniture** for High School round cafeteria tables with stools, in the amount of \$16,693.20, as attached.
- s. To approve the quote from **ThinkEDU** for Avid ALA & Avid Pro Tools site fees for the 2024-2025 school year, in the amount of \$5,000, as attached.
- t. To approve the quote from **Heartland School Solutions** for a lunch program Optical Scanner & Pin Pad, in the amount of \$1,636, as attached.
- u. To approve the quote with **McGraw Hill** for Middle School Teen Health digital curriculum for the 2024-2025 school year, in the amount of \$5,318.10, as attached.
- v. To approve the quote with **McGraw Hill** for Middle School World History curriculum, in the amount of \$5,620.55, as attached.
- w. To approve the quote from **Ballard Tighe** for MLL fluency curriculum, in the amount of \$7,968.24, as attached.
- x. To approve the quote from **UPrinting** for Vision & Mission large format posters in the amount of \$2,142.40, as attached.
- y. To approve the purchase of High School double tier lockers from **Uline** in the amount of \$13,900, as attached with second quote.
- z. To approve the quote from **Houghton Mifflin Harcourt** for English 3D curriculum in the amount of \$9,182.40, as attached.
- aa. To approve the quote from **Great Minds** for Eureka Math Squared, Grades 6-8 curriculum, in the amount of \$1,068.48, as attached.

bb. To approve the quotes with **Student Transportation, Inc.** for round-trip student transportation for the following college visits, grand total \$2,905, as attached:

College	Date	Fee
Kean University	10/10/24	\$695
Seton Hall University	10/29/24	\$695
Bucks County Community College	11/14/24	\$425
The College of New Jersey	11/11/24	\$395
Stockton University	11/21/24	\$695

cc. To approve the quote with **Sheppard Bus** for round-trip student transportation to the following soccer games, in the total amount of \$6,160, as attached:

Game Location	Date	Fees
Riverside Middle School	9/23/24	\$440
StemCivics High School	9/25/24	\$440
Mercer County Park	9/26/24	\$440
Westampton Middle School	9/30/24	\$440
Mercer County Park	10/1/24	\$440
Mercer County Park	10/7/24	\$440
Mercer County Park	10/9/24	\$440
Mercer County Park	10/10/24	\$440
Mercer County Park	10/15/24	\$440
Mercer County Park	10/18/24	\$440
Mercer County Park	10/21/24	\$440
Mercer County Park	10/23/24	\$440
Mercer County Park	10/28/24	\$440
Mercer County Park	10/30/24	\$440

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart	1	x				Larry Patton					x
Elizabeth Murphy	2	x				Meredith Pennotti		x			

6. Policy/Misc.

- a. To approve the E-Rate fund year 2024 application filing fee from **Solix**, in the amount of \$2,500, as attached.
- b. To approve the quote from **New York City Charter School Center** for professional development workshops in ELL/MLL Leadership, for up to 10 seats in the 2024-2025 school year, in the amount of \$6,950, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart		x				Larry Patton					x
Elizabeth Murphy	2	x				Meredith Pennotti	1	x			

New Business

- a. Resolved, that the pursuant to N.J.S.A.18A:18A-4.1, the Achievers ECP Board of Trustees hereby authorizes the use of the Competitive Contracting process for School Improvement and Professional Development Services as authorized by Local Finance Notice 2010-3.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart	2	x				Larry Patton					x
Elizabeth Murphy	1	x				Meredith Pennotti		x			

XII. Enrollment Report

Ms. Wright provided the following enrollment details:

2024-2025		
GRADE	Current Enrollment	Waitlist
6	92	0
7	92	52
8	92	38
9	110	15
10	99	0
11	56	0
Total:	541	105

MS fully enrolled 276 **HS:** 265 (need 5 more students to hit our goal; still looking to bring in more 11th graders)

XIII. Public Comment

Ms. Blair - asked how much Brick was paid during the last school year; asked if there is a place to view a financial report. Liz Neary responded that the financial report is not posted on the school’s website; Hope stated that the annual audit is posted on the DOE website, but it is not that specific.
 Ms. Pezzina - asked about missing donation checks for Dorney Park and tax forms for donors. Ms. Wright responded that we will review and correct this as needed.

XIV. Reports / Look Ahead / Miscellaneous

- 1. Next Board Meeting: Thursday, October 10, 2024

XV. Adjourn Public Session/End Meeting 7:45pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel		x				Mayokun Oshin		x			
Imebet Stewart	1	x				Larry Patton					x
Elizabeth Murphy		x				Meredith Pennotti	2	x			