



**Regular Monthly Meeting Minutes**  
**Thursday, November 7, 2019 – 6:00 pm**

- I. **Call to Order – 6:08 pm**
- 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 **November 7, 2019** meeting.

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									

- V. **Acceptance of Meeting Minutes**

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **October 3, 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	2 <sup>nd</sup>	X				Mayokun Oshin		X			
Imebet Stewart	1 <sup>st</sup>	X									

**VI. Public Comments - NONE**

**VII. Committee Reports – NONE**

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

**a. Instruction**

- i. Calendar Update – Nov 11<sup>th</sup> ½ day
- ii. Parent Conference Update
- iii. Goal Setting and Teacher Evaluation
- iv. End of Unit Module Assessments – Nov 5<sup>th</sup>
- v. 1<sup>st</sup> Quarter Report Card Conferences – Nov 12<sup>th</sup>
- vi. Math & Special Education Resources
- vii. Tutoring after School: ELA & Math – Tuesdays and Wednesdays
- viii. TCNJ Computer Science Volunteers – week of Nov 5<sup>th</sup>

**b. Student Culture**

- i. Fall Harvest Party – Nov 1<sup>st</sup>
- ii. Student Status Incentives
- iii. Boys and Girls Club Teen STEM Conference – Nov 7<sup>th</sup>
- iv. Achievers ECP Robotics Team to Attend Lego Scrimmage and Competition – Nov 8<sup>th</sup> & 29<sup>th</sup>

**c. Parent Outreach**

- i. PTO Meeting – Nov 7<sup>th</sup>
- ii. Trunk or Treat Event

**d. Facilities**

- i. Boiler Inspection and Cleaning – Oct 31<sup>st</sup> Results
- ii. Department of Environmental Protection Inspection - Results

**e. Media & Development**

- i. Channel 30 Princeton TV – Oct 30<sup>th</sup> Recording
- ii. New School Venture Fund Visit Recap – Oct 17<sup>th</sup>

**f. Real Estate**

- i. LOI submitted for the property of interest – Oct 28<sup>th</sup>

**g. Partnerships**

- i. RCBC Visit; MOU Signing goal of February 2020 – Oct 29<sup>th</sup>

**h. Professional Development**

- i. Human Resources Survival Guide – Dec 6<sup>th</sup> – Stockton University
- ii. Teach Your Students How to Write With Spice for NSLA – Jan 16<sup>th</sup> – Stockton University

**IX. Executive Session – 6:53 pm**

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

Board adjourns to closed session to discuss pending litigation.

**X. Adjourn Executive Session and Reconvene Regular Session – 7:00 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton	1 <sup>st</sup>	X				Christina Tapper			X		
Larry Patton		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 September & October 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 September & October 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 October 4, 2019 to November 7, 2019.
- c. To approve the following payrolls:

October 15, 2019	\$63,454.93
October 30, 2019	\$63,327.34

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

**2. Contracts**

- a. To approve the Kwenyan and Associate’s School-Based Counseling Intervention Program; whereas, insurance carriers of the students parents will be billed for the services.

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

**3. Buildings & Grounds**

**4. Personnel**

- a. To approve the “Human Resources Survival Guide” Professional Development on 12/6/19, not to exceed \$356, \$178/per person
- b. To approve the “Teach Your Students How to Write with Spice for NJSLA” Professional Development on 2/16/20, not to exceed \$356, \$178/per person
- c. To approve the Literacy Conference on 12/9/2019 at \$175/each at TCNJ.

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

## 5. Curriculum/Special Education

### 6. Policy/Miscellaneous

- a. To approve the NJSCA School Leader Evaluation for FY20
- b. To approve the AECPCS Board Self Evaluation Tool for FY20
- c. To approve the updated AECPCS School Calendar for 2019-2020
- d. To approve the first 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	Yays	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton	2 <sup>nd</sup>	X				Christina Tapper			X		
Larry Patton	1 <sup>st</sup>	X				Mayokun Oshin		X			
Imebet Stewart		X									

## XII. Enrollment Report

Grade	2020	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	69	90	88	89									
7			82	82	84									
<b>Total</b>	<b>90</b>		<b>172</b>	<b>170</b>	<b>174</b>									

## XIII. Board Agenda

1. Board Reminders: Criminal background checks, ethics disclosures, Governance Training
2. Next Board Meetings: Thursday, December 05, 2019.

## XIV. Adjourn Public Session – 7:08 pm

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