



Regular Monthly Meeting Minutes
Thursday, June 9, 2022 – 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 544 Chestnut Ave, Trenton NJ 08611. Formal action will take place at this meeting.

III. Roll Call

Trustees	Role (Term Expires)	Present	Absent	LA/ED
1. Alescia Dingle	Trustee, (2/2023)	X		ED 6:14-6:24
2. Derrick Johnson	Trustee, (3/2023)		X	
3. William Keeby	Trustee, (2/2023)			LA 6:19
4. Elizabeth Murphy	Trustee, (8/4/2023)	X		
5. Mayokun Oshin	Trustee, (3/2023)	X		
6. Larry Patton	Trustee, (3/2023)		X	
7. Imebet Stewart	Trustee, President (3/2023)	X		

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Efe Odeleye	Co-Head of School	X		
Osen Osagie	Co-Head of School	X		
Kristina Edgar	SBA, School Business Office		X	
Sarah Spuhler	Board Secretary, School Business Office	X		

IV. Board Business

a. **Nomination**

i. **Board President**

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Imebet Stewart	Elizabeth Murphy	Mayokun Oshin	X			

V. Acceptance of Meeting Agenda

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **June 9, 2022**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle	1	X				Mayokun Oshin		X			
Derrick Johnson					X	Larry Patton					X
William Keeby					X	Imebet Stewart	2	X			
Elizabeth Murphy		X									

VI. Acceptance of Meeting Minutes

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **May 12, 2022**, Board meetings.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle		X				Mayokun Oshin		X			
Derrick Johnson					X	Larry Patton					X
William Keeby					X	Imebet Stewart	2	X			
Elizabeth Murphy	1	X									

VII. Public Comment - None

VIII. Committee Reports

IX. Co-Head(s) of School Report

- a. **Dashboard**
- b. **Ongoing/Old Business**
 - i. Board Retreat scheduled for July 13 - 14
- c. **Academics: Curriculum, Instruction and Assessment Progress**
 - i. NJSLA Testing completed with success
 - ii. MAP NWEA testing complete
 - iii. Grade 10 Placement Plan – Over 15 High School’s have been contacted, 7 school admissions visited AECPCS
 - iv. High School course recovery for Math and ELA to take place using Educere
 - v. 44 Middle Schools will be recommended for Summer School to provide additional support needed for current content mastery
- d. **School Operations and Support**
 - i. Reissued facility maintenance bid due to change in building scope
 - ii. Contract reviews needed for every contractor, legal, etc.
 - iii. Organizational move to single Executive Director model
 - iv. In search of a Chief Academic Officer
 - v. Strategic and Transition Planning, July 15th deadline
 - vi. Grade 9 Transition
 - 1. Filing for partnership for 501c3
 - 2. Applications
 - 3. Financial Aid
 - 4. Prospective Space Sharing Agreement/Shared Services
- e. **Stakeholders Engagement**
 - i. Lincoln Baretta contract reduced to baseline services as of July, no additional social media services
- f. **Dashboard Review/Board Business**

- i. Lottery held on April 30th, 75 6th graders were accepted. Achievers to backfill 15 seats if Charter Amendment is rejected
- g. **Lease/Building/Facilities**
- h. **Compliance, Policy, and Fundraising**
 - i. Achievers Organizational Chart will be reflected as Middle School, Grades 6-8 and Grade 9 Academy
 - ii. 2022 Recruitment Update – 60% toward hiring needs for 2022-2023
 - iii. Review updated Organizational Chart
- i. **Recruitment/Retention for Staff and Students**

X. Reorganization Motions

1. Regular Meeting Dates – 2022/2023 School Year

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2022/2023 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center. Executive session to be called as necessary during Regular Meeting.

2nd Thursday of every month

Day	Date	Regular Meeting	Notes
Thursday	July 14, 2022	6:00 PM	Regular Meeting
Thursday	August 11, 2022	6:00 PM	Regular Meeting
Thursday	September 8, 2022	6:00 PM	Regular Meeting
Thursday	October 14, 2022	6:00 PM	Regular Meeting
Thursday	November 11, 2022	6:00 PM	Regular Meeting
Thursday	December 8, 2022	6:00 PM	Regular Meeting
Thursday	January 12, 2023	6:00 PM	Regular Meeting
Thursday	February 9, 2023	6:00 PM	Regular Meeting
Thursday	March 9, 2023	6:00 PM	Regular Meeting
Thursday	April 13, 2023	6:00 PM	Regular Meeting
Thursday	May 11, 2023	6:00 PM	Regular Meeting
Thursday	June 8, 2023	6:00 PM	Regular Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2022/2023 school year, may be called 48 hours or more prior to the meeting by giving written notice of the date, time, location, and agenda (if known) of the special meeting, and also whether formal action may or may not be taken.

3. Appointments

BE IT RESOLVED: that the Achievers Early College Prep Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2022/2023 school year:

Position/Appointment	Name
Executive Director/Chief Academic Officer	Osen Osagie
Business Administrator/Board Secretary	Kristina Edgar
Acting Board Secretary in the absence of the Board Secretary	Sarah Spuhler
Public Agency Compliance Officer (PACO)	Kristina Edgar

Custodian of School Records	Kristina Edgar
Asbestos Management/PEOSA Officer	Shannon Wright
Safety & Health Coordinator	Shannon Wright
Indoor Air Quality Coordinator	Shannon Wright
Integrated Pest Management Coordinator	Shannon Wright
Right to Know and Chemical Hygiene Coordinator	Shannon Wright
Affirmative Action Officer	Monique Whitaker
Title IX Compliance Officer	Andrea Tate
Substance Awareness Coordinator	Andrea Tate
Section 504 Administrator	Myra Bellamy
Homeless Liaison	Alex Smereznick
Section 504 Compliance Officer	Myra Bellamy
HIB/Anti-Bully Coordinator & School Safety Team	Alex Smereznick

4. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the Achievers Early College Prep Charter School, Board of Trustees approves the Resolution to appoint **Kristina Edgar** as the Business Administrator/Board Secretary for the 2022/2023 school year for \$0.00. In Kristina Edgar’s absence, **Sarah Spuhler** will serve as the Acting Board Secretary for \$0.00.

5. Adoption of Code of Ethics

RESOLVED, that the Achievers Early College Prep Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2022/2023 school year.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.
L.2001,c.178,s.5.

6. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records

BE IT RESOLVED: that the Achievers Early College Prep Charter School, Board of Trustees approves the Resolution to appoint **Kristina Edgar** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2022/2023 school year.

7. Depository of Funds

BE IT RESOLVED: that the Achievers Early College Prep Charter School, Board of Trustees upon the recommendation of the Executive Director, approves **PNC Bank** as the depository of funds for the 2022/2023 school year.

8. Newspaper of Record

BE IT REOLVED: that the Achievers Early College Prep Charter School, Board of Trustees upon the recommendation of the Executive Director, herewith designates **Star Ledger** and **Trenton Times** as the official Newspapers of Record; be it Resolved the official Website is www.achieversacademy.org for the 2022/2023 school year.

9. Authorize the School Business Administrator to Audit and Executive Director to Approve Bill Payments

BE IT RESOLVED: that the Achievers Early College Prep Charter School, Board of Trustees upon the recommendation of the Executive Director, herewith designates the School Business Administrator/Board Secretary with the approval of Executive Director, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2022/2023 school year.

10. Authorize Payment of Bills Between Meetings

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, authorizes the Business Administrator to approve the Payment of Bills, as may be necessary between Board meetings and present the aforementioned payments to the Board for approval at the next regularly scheduled meeting for the 2022/2023 school year.

11. Appoint a School Purchasing Agent

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, hereby appoints **Dr. Brian Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$44,000 and \$6,600 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3(c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2022/2023 school year.

12. Authorize purchases below 15% of the Bid Threshold without competitive quotations

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2022/2023 school year.

13. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles
BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2022/2023 school year.
14. Resolution to authorize the Executive Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.
BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, hereby authorizes the Executive Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2022/2023 school year.
15. Appoint Board Attorney
BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, hereby approves the appointment of **Busch Law Group** to provide legal services for the 2022/2023 school year at a cost not to exceed \$20,000.
16. Approve NJ Uniform Chart of Accounts
BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, hereby approves the NJ Uniform Chart of Accounts for the 2022/2023 school year.
17. Resolution to Appoint Medical Consultants (School Doctor)
BE IT RESOLVED: that Achievers Early College Prep Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Dr. Alon Baker** as Medical Consultants for the 2022/2023 school year.
18. Cooperative Purchasing
BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Educational Services Commission of New Jersey, & Hunterdon County Cooperative for 2022/2023 school year.
19. Approve Use of Facsimile Signatures
BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Executive Director, to approve use of facsimile signatures for the following: Warrant Account, Net Payroll Account, Payroll Agency Account, Summer Savings Accounts and Purchase Orders and Contracts and Letters for the 2022/2023 school year.
20. Approve Medical Broker of record for Medical, Dental and RX Insurance Coverage
BE IT RESOLVED: that the Achievers Early College Prep Charter School upon the recommendation of the Executive Director, to Contract with **Mike Kelly, Kelly & Associates** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2022/2023.
21. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance all

BE IT RESOLVED: that the Achievers Early College Prep Charter School upon the recommendation of the Executive Director, to approve **Giovanni Mancini, Treadstone Risk Management** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2022/2023 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle	2	X				Mayokun Oshin		X			
Derrick Johnson					X	Larry Patton					X
William Keeby					X	Imebet Stewart	1	X			
Elizabeth Murphy		X		#15							

XI. Motions for Approval

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for May 2022, 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 May 2022, 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 May 13, 2022, to June 9, 2022.
- c. To approve the following payrolls:

May 15, 2022	\$151,027.80
May 30, 2022	\$152,834.86

- d. Vended Meals Renewal:

BE IT RESOLVED: that Achievers Early College Prep Charter School, upon the recommendation of the School Director, hereby approves the awarding of the contract to **Karson Food Service, Inc** for the 2022-2023 school year.

Breakfast:	\$1.95
Lunch:	\$3.05
Snack:	\$0.95

- e. To approve the following staff being applied under federal grants for the 2021-2022 School Year:

Employee	Grant
Michelle Herrera	ESEA – Title I
Frank Romero	ESEA – Title I
Diane Strickland	ESEA – Title I
Monique Whitaker	ESEA – Title I
Mike Metallus	ESEA – Title I

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle	2	X				Mayokun Oshin		X			
Derrick Johnson					X	Larry Patton					X
William Keeby					X	Imebet Stewart		X			

Elizabeth Murphy	1	X									
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2. Contracts

a. To approve the following contracts for the 2022-2023 School Year:

Vendor	Description	Cost	Term
SBO Management LLC	School Business Administrative Services	\$11,500/month	July 1, 2022-June 30, 2023
Amplify	ELA Science Course License	\$8,167.50 \$6,750	2022-2023
Diploma Joint Insurance Fund	Workers Compensation, Liability, etc.		July 1, 2022 – June 30, 2023
Public Consulting Group	EDPlan Suite for IEP & 504 Services	\$14,304	July 1, 2022 – June 30, 2023

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle	1	X				Mayokun Oshin		X			
Derrick Johnson					X	Larry Patton					X
William Keeby					X	Imebet Stewart	2	X			
Elizabeth Murphy		X									

3. Buildings & Grounds - None

4. Personnel

a. To approve the following resignations:

- Victoria Marcheski, effective June 30, 2022
- Ruth Jocelyn-Brown, effective June 6, 2022

b. To approve the following reappointments for FY22-23 school year:

10 Month Employees	Title	Salary	Stipend/Bonus	Stipend/Bonus payment date
Aulio, Daniel	Science Chair & Teacher	\$72,488	\$500 Early Signing Bonus \$3,000 Science Chair Stipend	8/15/22 Over 22 pays
Bellamy, Myra	MS Reading Specialist/ Technology Coordinator	\$75,107.60	\$500 Early Signing Bonus	8/15/22
Carragher, Christopher	MS ELA Teacher	\$61,935	\$500 Early Signing Bonus	8/15/22
Carraher, Thomas R	MS Health & PE Teacher	\$55,620	\$2,700 Intramural Sport \$1,500 PE/Health Curriculum	12/2022 & 6/2023
Checki, Mark	Special Education Teacher	\$51,500	\$,500 Early Signing Bonus	8/15/22
Floyd, Bobbi	HS Math Teacher in Residence	\$51,500	\$500 Early Signing Bonus	8/15/22
Herrera, Michelle	HS History Teacher in Residence	\$46,350		
Hoffman, Kevin	MS Social Studies Teacher in Residence	\$48,000	\$500 Early Signing Bonus	8/15/22
Metellus, Mike	HS Math Teacher	\$56,000	\$500 Early Signing Bonus	8/15/22
Minkoff, Steven	Social Studies Teacher	\$51,500	\$500 Early Signing Bonus	8/15/22
Nini, Julianna J	MS Math Teacher	\$64,000	\$500 Early Signing Bonus	8/15/22

Patel, Shehnaz	HS Digital Arts Teacher	\$73,130	\$500 Early Signing Bonus	8/15/22
Robinson, Pria	MS ELA Coach & Teacher	\$70,000	\$500 Early Signing Bonus \$2,500 Summer Planning \$2,500 ELA Coaching	8/15/22 Over 22 Pays Over 22 Pays
Romero, Frank	Paraprofessional	\$41,000	\$500 Early Signing Bonus	8/15/22
Smerecznik, Alexander	MS Guidance Counselor	\$65,000	\$500 Early Signing Bonus \$2,700 Anti-Bullying Coordinator	8/15/22 12/2022 & 6/2023
Strickland, Diane	8th grade ELA Teacher in Residence	\$48,000	\$500 Early Signing Bonus	8/15/22
Tharp, Kelley	MS Special Education Teacher	\$58,710	\$500 Early Signing Bonus	8/15/22
Vallee-Leon, Gabriel	ELL/ESL Teacher and Coordinator	\$84,460	\$500 Early Signing Bonus	8/15/22
Whitaker, Monique A	6th grade STEAM Elective Teacher & Co- Chair of Culture Committee	\$69,000	\$500 Early Signing Bonus	8/15/22
12 Month Employees				
Benson, Christopher	HS CTE & Cisco Academy Director and Teacher	\$87,550	\$500 Early Signing Bonus	8/15/22
Canastuj, Roxanna	MS Administrative Assistant	\$42,500		
Cerna-Maldonado, Elvia	Operations Coordinator	\$47,500	\$500 Early Signing Bonus \$2,500 Reporting	8/15/22 Over 22 Pays
Chery, Yemithsou	HR Coordinator	\$58,000	\$5,000 Staffing Bonus, upon fulfillment	8/15/22
Coppin, Nava	MS Principal	\$115,927	\$500 Early Signing Bonus	8/15/22
Macario, Maria P	MS Administrative Assistant	\$36,500	\$500 Early Signing Bonus	8/15/22
Osagie, Osen	Executive Director	\$140,000	\$10,000 9 th Grade Principal Lead	12/2022 & 6/2023
Wright, Leshannon	Director of Operations	\$89,000	\$500 Early Signing Bonus	8/15/22
Hourly				
Allen, Tammy	Lunch Aide	\$16/HR	\$500 Early Signing Bonus	8/15/22
Ronquillo, Blanca	Lunch Aide	\$16/HR	\$500 Early Signing Bonus	8/15/22

c. To approve the following new employee contracts for FY22-23 school year:

10 Month Employee	Position	Salary	Bonus/Stipend	Stipend/Bonus payment date
Blair, Nicole	Middle School ELA Teacher	\$63,000		
Serpa, Kaitlyn	Biology Teacher	\$54,500	\$2,500 New Hire Signing Bonus	12/2022 & 6/2023
Stricker, Gretchen	9th Grade Latin Teacher	\$61,000	\$2,500 Moving Bonus	12/2022 & 6/2023
Tate, Andrea	Special Education Coordinator	\$75,000		
12 Month Employee	Position	Salary		

Bitner, Sarah E	ESL/ELL Teacher	\$76,000	\$500 Early Signing	8/15/22
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d. To approve the following Summer School employee contracts:

Employee	Hourly Wage
Bellamy, Myra	\$35
Carragher, Christopher	\$35
Checki, Mark	\$35
Floyd, Bobbi	\$35

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson					X	Larry Patton					X
William Keeby		X				Imebet Stewart	2	X			
Elizabeth Murphy	1	X									

5. Curriculum/Special Education/Student Activities - None

6. Policy/Misc.

a. To approve the attached K-12 Promotion Guiding and Beliefs Policy as per attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson					X	Larry Patton					X
William Keeby	2	X				Imebet Stewart		X			
Elizabeth Murphy	1	X									

7. Co-head Report Presented

8. New Business - None

XII. Enrollment Report

Grade	2022	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Wait
6	90		92	90	91	91	90	90	90	90	89	89		
7	90		91	89	89	88	88	88	88	84	84	84		
8	90		89	84	85	83	83	85	85	86	85	84		
9	90		90	86	88	87	87	89	89	89	88	87		
Total	360		362	349	353	349	348	352	352	349	346	344		

XIII. Reports / Look Ahead / Miscellaneous

1. Board Reminders: Criminal background checks, ethics disclosures, Governance Training
2. Next Board Meetings: Thursday, July 14, 2022 at 6 PM

XIV. Adjourn Public Session – 6:45 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle		X				Mayokun Oshin		X			
Derrick Johnson					X	Larry Patton					X

William Keeby	2	X				Imebet Stewart		X			
Elizabeth Murphy	1	X									