



Regular Monthly Meeting Minutes
Thursday, April 11, 2024 – 6:00 pm

I. Call to Order 6:00pm

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, (2/2026)	x		
2. Elizabeth Murphy	Trustee, (8/4/2026)	x		
3. Mayokun Oshin	Trustee, (3/2026)	x		
4. Larry Patton	Trustee, (3/2026)	x		
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	Interim SBA, School Business Office		x	
Elizabeth Neary	Board Secretary, School Business Office	x		
Shannon Wright	Achievers	x		
Hope Blackburn	Board Attorney	x		

IV. Board Business

Reminder: FY24 Disclosure Statements Due April 30th – Liz mentioned that 4 board members still need to complete this.

V. Acceptance of Meeting Agenda

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **April 11, 2024** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle		x				Mayokun Oshin		x			
Imebet Stewart		x				Larry Patton		x			

Elizabeth Murphy	1	x				Meredith Pennotti	2	x			
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VI. Acceptance of Meeting Minutes

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **March 14, 2024** Regular Board meeting.

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

VII. Committee Reports

1. Finance Committee – Liz Murphy provided an update about the last committee meeting which included presentations from a real-estate attorney and a commercial real-estate agent. Options were discussed for facility expansion including adding onto the current space or buying a property at another location. The committee is considering how much space will be needed and what types of classrooms are required.

VIII. Head of School Report

Osen provided a STEAM report then introduced leadership speakers. Shannon Wright gave an update about buildings & grounds including paving the driveway and a fire inspection that was passed. She also provided an enrollment report. Ms. Coppin gave an update about ELA & Math growth and how the Beyond the Bell tutoring program appears very successful so far. Lots of students are participating and she is excited to see how this may improve upcoming NJSLA scores. She mentioned the upcoming Watershed trip and parent resource fair on April 25 for parents to learn about the school systems. Ms. Richardson also talked about the success of the Beyond the bell program and that students are using it to recover lost credits. She said the recent STEAM fair was a big success and it blew her mind that there was so much support even from Board members in attendance; students were thrilled to share their work. She also mentioned that several college visits had recently occurred.

IX. Public Comment - NONE

X. Adjourn Public Session and Begin Executive Session - NONE

XI. Adjourn Executive Session and Reconvene Public Session - NONE

XII. Motions for Approval

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for **March 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 **March 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 the bills and check list for the period of **March 15, 2024 to April 11, 2024**.
- c. To approve reimbursement to Osen Osagie for pre-approved STEAM school visits to Georgia on February 22-26, 2024, in the amount of \$1,378.80, as attached.
- d. To approve the following payrolls:

March 15, 2024	\$148,952.97
March 31, 2024	\$151,998.65

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

***Liz Murphy abstained from voting on bills from Busch Law Group only**

2. Contracts

- a. To approve the Education Affiliation Agreement with **Western Governors University** for Leavitt School of Health nursing students to complete field experience on-site at Achievers Early College Prep Charter School, as attached.
- b. To approve the agreement with **Pressler-Richardson Charter School Services** to provide SBA coaching for the Assistant School Business Admin (Shannon Wright) at a rate of \$150 per hour, not to exceed \$7,200, as attached.
- c. To approve the use of commercial real estate services from **Beth Chezmar of Lee & Associates**, as attached.
- d. To approve the proposal from **Best Public Affairs LLC** for executive search consulting services for the recruitment of a new Chief School Officer, in the amount of \$7,500, as attached.
- e. To approve Amendment No. 1 to the previously approved agreement from **Public Consulting Group LLC** for contract year date corrections for EDPlan MTSS/I&RS and EDPlan Progress Track, as attached.

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

3. Buildings & Grounds

- a. To approve the quote for painting and wall repair from **JMM Cleaning Services** in the amount of \$3,500, as attached.
- b. To approve/ratify the purchase of new window screens from **Cook's Glass & Mirror** in the amount of \$1,255, as attached.
- c. To approve the quote for landscaping and grounds maintenance services from **JMM Cleaning Services** in the amount of \$15,000 annually.

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

4. Personnel

- a. To approve the resignation of Gisele Felix, Operations Assistant, effective April 12, 2024, as attached.
- b. To approve Valentina Grant-Williams as an unpaid nursing intern to complete 45 hours of field study through Western Governors University, start date April 12, as attached.

- c. To approve the base salary correction of Nava Coppin from \$134,000 to \$135,000 per her 2023-2024 contract, as attached.
- d. To approve the attendance of the following Leadership Team staff at the **New Jersey Public Charter School Association's 2024 Fundraising Gala** on April 18, 2024 at the Hyatt Regency, New Brunswick, NJ, as attached:

Name	Cost
Osen Osagie	\$350
Shannon Wright	\$350
Nava Coppin	\$350
Sherri Richardson	\$350
Jennifer Miller	\$350

GRAND TOTAL = \$1,750

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

***A roll-call vote was taken for these Personnel motions.**

5. Curriculum/Special Education/Student Activities

- a. To approve the Achievers Early College Prep Charter School academic calendar for the 2024-2025 school year, as attached.
- b. To approve Achievers Early College Prep Charter School’s revised safe reopening plan, as attached.
- c. To approve the 8th Grade end-of-year field trip to **Six Flags Great Adventure** on June 11, 2024, including park tickets and bus transportation, in the total amount of \$ 5,470.82 as attached.
- d. To approve the purchase of custom student T-Shirts for NJSLA from **Custom Ink** in the amount of \$3,145, as attached. (Liz Murphy asked a question about the need for shirts for NJSLA. Shannon answered that it is a student motivation incentive done every year).
- e. To approve the following early dismissals:

Dismissal Reason	Dates	Dismissal Time
NJSLA Testing Middle School	May 14-17, 2024	1:00 pm
NJSLA Testing High School	May 21-24, 2024	1:00 pm
End of Year Projects -6 th Grade	June 5, 2024	12:00 pm
End of Year Projects -7 th Grade	June 6, 2024	12:00 pm
End of Year Projects -8 th Grade	June 7, 2024	12:00 pm

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

Roll call performed.

6. Policy/Misc.

- a. To approve the revised AECPC 2023-2024 Family/Scholar Handbook, with updates in red under **Student External Meals & Food Deliveries (page 38)** and **Attendance (page 5)**, as attached.

- b. To approve the revised 2023-2024 AECPS Middle and High School Staff Handbook, with updates in red under **Student External Meals & Food Deliveries** (page 27), as attached. (Larry Patton asked about what was meant by prohibiting food deliveries; he was answered with things such as door dash, etc).
- c. To approve the revision of Policy 3134 concerning Assignment of Extra Duties, to include compensation of \$55/hour for extra duties beyond the bell, as attached.

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

7. New Business

- a. To approve the quote from **JMM Cleaning Services** to build a walkway from the Middle School to the parking lot in the amount of \$3,000, as attached.
- b. To approve the June 14, 2024 graduation ceremony rentals from **A Magical Event** in the amount of \$2,656.08, as attached.
- c. To approve bus transportation for the student college visit to **Rowan College @ Burlington** on April 29, 2024 from **Student Transportation Inc**, in the amount of \$434, as attached.
- d. To approve the quote from **Security Dynamics Inc** for removal, replacement, and inspection of the fire alarm system, in the amount of \$4,781, as attached.
- e. To approve the purchase of audio/visual equipment for STEAM Audio Engineering curriculum from **Amazon** in the amount of \$1,222.95, as attached.
- f. To approve the 9th & 10th grade student field trip to the **Teen Arts Festival at Mercer County Community College** on May 10, 2024 including bus transportation, total cost \$812.00, as attached.
- g. To approve the date change for June’s Wellness Wednesday from June 5 to June 12, 2024, dismissal time remains 1:00pm.
- h. To approve the following travel expenses for Osen Osagie to attend the **New Schools Summit 2024** in San Francisco on 5/14/24, 5/15/24 and 5/16/24, per gsa.gov rates for lodging, airfare, and meals & incidentals, to be funded by the New Schools Venture Fund grant.

Roundtrip airfare	\$287 each way	Total = \$574
Lodging for 3 nights	\$270 per night (plus tax)	Total = \$810
Meals & incidentals per day (2 full days, 2 first/last day of travel)	Full day \$74 First/Last day of travel \$55.50	Total = \$259
Car rental	NTE \$500	Total = \$500
		GRAND TOTAL = \$2,143

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

XIII. Enrollment Report – Shannon Wright provided an enrollment update during the Head of School report.

XIV. HIB Report

Motion to accept the HIB investigation report for January to March 2024, with the following findings, as attached:

Report	# of Cases	# Founded	# Unfounded
January - March 2024	7	5	2

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

A roll-call vote was taken for this motion.

XV. Public Comment

Ms Floyd thanked the board for approving the Beyond the Bell program and said it has had a great turnout of attendance by students; 32 out of 40 have come for ELA & Math support.

XVI. Reports / Look Ahead / Miscellaneous

- 1) Next Board Meeting: Thursday, May 9, 2024 at 6:00 pm

XVII. Adjourn Meeting 6:47pm

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