



**Regular Monthly Meeting Minutes**  
**Thursday, August 8, 2024 – 6:00 pm**

**I. Call to Order – 6:05PM**

**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 Teel      | Trustee, (2/2026)           | x       |        |                 |
| 2. Elizabeth Murphy  | Trustee, (8/4/2026)         | x       |        |                 |
| 3. Mayokun Oshin     | Trustee, (3/2026)           | x       |        | LA 6:20/ED 7:30 |
| 4. Larry Patton      | Trustee, (3/2026)           | x       |        | ED 7:25 PM      |
| 5. Imebet Stewart    | Trustee, President (3/2026) | x       |        |                 |
| 6. Meredith Pennotti | Trustee (4/2026)            | x       |        | ED 7:30 PM      |

**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 **August 8, 2024**, 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 | 2      | x   |    |         |        | Meredith Pennotti | 1      | x   |    |         |        |

**V. Acceptance of Meeting Minutes**

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **July 11, 2024**, Board Meeting.

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

**VI. Public Comment - NONE**

**VII. Committee Reports**

1. Finance Committee: Liz Murphy gave an update on the last committee meeting where strategic planning was discussed, as well as current service providers and whether these entities are needed, or if the school could service themselves. There was an agreement to have a closed session for contract negotiations. She also mentioned that Osen will request that Rick Pressler share how he developed the salary guide for the school.

**VIII. Head of School Report**

1. Strategic Priorities Review
  - a. 2024-2025 Strategic Priorities, Objectives & Smart Goals, as attached.
  - b. Analysis of NJSLA Results- Presentation, as attached.
  - c. Requested Additional services BRICK versus Relay Graduate School, as attached.
2. Health Sciences Supplies Review
  - a. Program implementation guides, required supplies, and estimated cost, as attached.

Osen shared testing data. ELA goal was 50% meet or exceed expectations and the school almost met this at 47%. Math goal was 30% meet or exceed expectations and the school scored 17.4%. New school year goals are 55% for ELA and 40% for Math.

Ms. Coppin provided an update on the school’s missions & goals for the new year including intervention and STEAM, mission possible. She discussed new staff and the importance of having them understand why we do the work we all do. She mentioned a significant increase in the MLL student population. She also informed us of the new student & family orientation to be held on August 20.

Ms. Wright discussed enrollment (updated below) and the open houses that occurred to recruit more students; 11<sup>th</sup> the only grade is where more students are still needed. She said that Ms. Eley made a presentation at the open houses are that budling torus were given.

Ms. Eley introduced herself to the board and discussed mission intervention and that all students matter. She also discussed the increased MLL student population and addressing any gaps or language needs. Meredith Pennotti asked a question about how the school plans to handle the increase of MLL students and if there will be more resources or support provided.

**IX. Motions for Approval**

**1. Finance**

- a. Bills List: To approve bills and check journal for the period July 12, 2024, to August 8, 2024.
- b. To approve 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 |
|----------------|---|
| Amina Chowdhry | \$251.64                                |
| Nava Coppin    | \$214.15                                |

- c. To approve FY25 IDEA Application:
  - i. Basic - \$113,748.00
- d. To approve FY25 ESEA Application:
  - i. Title I-A - \$344,715.00
  - ii. Title II-A - \$34,061.00 Reallocated to Title I
  - iii. Title III - \$15,692.00
  - iv. Title IV Part A - \$17,710.00 Reallocated to Title I
- e. To approve the following payrolls:

|               |              |
|---------------|--------------|
| July 15, 2024 | \$64,007.16  |
| July 31, 2024 | \$102,916.34 |

| 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   |    |         |        |

**2. Contracts**

- a. To approve the contract with **Lincoln Barretta Consulting** for digital marketing student recruitment services from 8/1/24 – 1/31/25, in the amount of \$2,950 per month, as attached.
- b. To approve the one-year contract with **GoTo Communications, Inc.** for GoTo Connect virtual phone system at a monthly rate of \$1,654.51, as attached.
- c. To approve the contract with **Learnwell** for Hospital Academic Services for the 2024-2025 school year, 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      | 2      | x   |    |         |        |
| Elizabeth Murphy | 1      | x   |    |         |        | Meredith Pennotti |        | x   |    |         |        |

**3. Buildings & Grounds**

- a. To approve the quote from **JMM Cleaning Services** for repair and painting of High School walls & cabinets in the amount of \$3,900, as attached.

- b. To approve the quote from **JMM Cleaning Services** for removal of sink and cabinets, and various repairs & installation, in the amount of \$1,800, as attached.
- c. To approve the quote from **Network Information Technologies** for the purchase and installation of Visiplex PA speakers to upgrade 171 Division Street, in the amount of \$7,290, as attached.
- d. To approve the quote from **Network Information Technologies** for the purchase and installation of Verkada cameras to upgrade 171 Division Street, in the amount of \$14,125, as attached.
- e. To approve the quote from **Network Information Technologies** for cabling installation and labor for new access points & network switches at 544 Chestnut Street, in the amount of \$4,500, 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   |    |         |        |

**4. Personnel**

- a. To accept the resignation of **Diane Strickland**, High School ELA Teacher & Associate Dean, effective 9/6/24, as attached.
- b. To approve the following contract amendments with salary increases for certification enrollment, effective 8/1/24, previously approved at the May 30, 2024 Special Board Meeting, as attached:

| Employee        | Position         | CE Endorsement    | Original Base Salary | New Base Salary |
|-----------------|------------------|-------------------|----------------------|-----------------|
| Evan Stackhouse | History Teacher  | Social Studies CE | \$53,302             | \$66,151        |
| Payton Kelly    | Geometry Teacher | Mathematics CE    | \$53,302             | \$66,151        |

- c. 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            |
|-----------------|--------------------|
| Evan Stackhouse | Rutgers University |

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

| 10 Month Employee | Position                    | Salary   | Stipend/Bonus                                   | Stipend/Bonus payment date             | Start Date |
|-------------------|-----------------------------|----------|---|--|------------|
| Sunil Laudari     | High School Physics Teacher | \$68,074 | \$1,500 New Hire Bonus<br>\$3,500 STEAM Stipend | Dec 15 & June 15<br>20 pays, Sept-June | 8/1/24     |

- e. To approve the extension of the summer school contract & stipend for **Obadiah Moore** to complete the High School art mural, 16 hours of additional work at \$55/hour, total amount of \$880, as attached.

**ROLL CALL VOTE**

| 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      |     |    |         |        |

Meredith Pennotti asked for clarification about salary increases for certification enrollment.

## 5. Curriculum/Special Education/Student Activities

- a. To approve the purchase of classroom supplies from **Amazon** for the new Interim Director, High School, in the amount of \$6,201.63, as attached.
- b. To approve the quote from **Amplify** for ELA curriculum & licenses for grades 6-8, in the amount of \$10,050, as attached.
- c. To approve the quote from **Barnes & Noble** for High School ELA student novels in the amount of \$6,590.49.
- d. To approve the quote from **Barnes & Noble** for High School student novels in the amount of \$6,707.80.
- e. To approve the quote from **Ben's Deli & Catering** for High School Orientation refreshments in the amount of \$1,708.50, as attached.
- f. To approve the quote from **Ben's Deli & Catering** for Middle School Orientation refreshments in the amount of \$1,708.50, as attached.
- g. To approve the quote from **CDW-G** for 4 Lenovo Slim laptops for staff in the amount of \$4,446.92, as attached.
- h. To approve the quote from **CDW-G** for 40 keyed locking stations in the amount of \$3,675.20, as attached.
- i. To approve the quote from **CDW-G** for 15 HP ProBook notebooks in the amount of \$13,845.90, as attached.
- j. To approve the quote from **CDW-G** for 125 Middle School student HP Chromebooks, including Google Chrome Education Upgrade, in the amount of \$43,693.75, as attached.
- k. To approve the quote from **Curriculum Associates** for I-Ready Math & Reading Assessment Licenses for grades 9-12, Teacher Toolbox and Partner Implementation Support in the amount of \$20,322, as attached.
- l. To approve the quote from **Great Minds** for additional Eureka Math Squared kits for Grades 6-8, in the amount of \$1,362.50.
- m. To approve the quote (updated) from **Houghton Mifflin Harcourt** for Grades 9-12 Science Dimensions Biology, Chemistry, Physics 2024 curriculum in the amount of \$7,540 as attached.
- n. To approve the quote from **CDW-G** for 175 High School student HP Chromebooks, including Google Chrome Education Upgrade, in the amount of \$45,062.50, as attached.
- o. To approve the quote from **Hertz Furniture** for High School staff desks and stools in the amount of \$10,915, as attached.
- p. To approve the quote from **Hertz Furniture** for High School student chairs in the amount of \$13,252.50 as attached.
- q. To approve the quote from **Hertz Furniture** for tables for Middle School Art classes in the amount of \$3,980, as attached.
- r. To approve the quote from **Custom Ink** for middle school student orientation T-Shirts in the amount of \$4,524, as attached.
- s. To approve the quote from **Custom Ink** for high school student orientation T-Shirts in the amount of \$2,030.85, as attached.
- t. To approve the quote from **Kendall Hunt** for high school Algebra, Geometry & Algebra II curriculum in the amount of \$8,644.32, as attached.
- u. To approve the quote from **Renaissance Learning, Inc.** for Illuminate Education DnA assessment software licenses and professional remote sessions in the amount of \$10,717.50.
- v. To approve the quote from **Amplify** for Middle School ELA novels in the amount of \$1,829.57, as attached.
- w. To approve the quote from **Hackett Publishing Company** for High School Latin books, in the amount of \$3,683, as attached.
- x. To approve the quote from **Amazon** for Middle School ELA novels in the amount of \$2,829.52, as attached.
- y. To approve the quote from **CDW-G** for Promethean OPS-A digital signage players in the amount of \$1,155.36.

| 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   |    |         |        |

Meredith Pennotti asked about the large purchases from GDW-G and if there was a state or national contract; Liz Neary confirmed yes, so no other quotes or bidding are required.

### 6. Policy/Misc.

- a. To approve the estimate from **Allegiance CPR & Training** for Heart Saver CPR/AED, Epi Pen & Narcan training for staff, August 12 -16, in the amount of \$2,187, 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      | 2      | x   |    |         |        |
| Elizabeth Murphy |        | x   |    |         |        | Meredith Pennotti | 1      | x   |    |         |        |

Meredith Pennotti praised the school for offering this training and noted the importance of it.

### 7. New Business

- a. To accept the resignation of **Wilson Ruano-Garcia**, Long Term Substitute Teacher (MLL), effective August 7, 2024, as attached.
- b. To approve the reimbursement to **Amy Craft** for previously approved art mural painting supplies in the amount of \$582.18, as attached.
- c. To approve the reimbursement to **Jennifer Miller** in the amount of \$286.63 for previously approved per diem meals & incidentals for Relay Graduate School programs in Chicago during July 2024, as attached:

| 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      | 1      | x   |    |         |        |
| Elizabeth Murphy |        | x   |    |         |        | Meredith Pennotti |        | x   |    |         |        |

### X. Enrollment Report

Ms. Wright gave an update on upcoming 2024-2025 enrollment. 278 total students at Middle School (at capacity) and there is a waitlist. 255 students at High School; 9<sup>th</sup> & 10<sup>th</sup> grades have a waitlist; 11<sup>th</sup> grade has some seats still available.

### XI. Public Comment NONE

### XII. Adjourn Public Session and Begin Executive Session - 6:42pm

| 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      | 1      | x   |    |         |        |
| Elizabeth Murphy |        | x   |    |         |        | Meredith Pennotti |        | x   |    |         |        |

The Board discussed vendor contract negotiations during the closed session.

**XIII. Adjourn Executive Session and Reconvene Public Session – 8:26PM**

| 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      |

**XIV. Reports / Look Ahead / Miscellaneous**

1. Next Board Meeting: Thursday, September 12, 2024

**XV. Adjourn Public Session/End Meeting – 8:26 PM**

| 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      |