



**Regular Monthly Meeting Agenda**  
**Thursday, December 12, 2024 – 6:00 pm**

- I. Call to Order – 6:19pm**
- 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       |        |           |
| 4. Larry Patton      | Trustee, (3/2026)           | x       |        | ED 6:52PM |
| 5. Imebet Stewart    | Trustee, President (3/2026) | x       |        |           |
| 6. Meredith Pennotti | Trustee (4/2026)            | x       |        |           |

**Also Present**

| Non-Voting      | Role                                    | Present | Absent | LA/ED     |
|-----------------|---|---------|--------|-----------|
| Nava Coppin     | Acting Executive 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       |        | ED 6:52PM |

**IV. Acceptance of Meeting Agenda**

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

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members    | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|-------------------|--------|-----|----|---------|--------|
| Alescia Teel     | 1      | x   |    |         |        | Mayokun Oshin     |        | x   |    |         |        |
| Imebet Stewart   |        | 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 **November 14, 2024**, Regular Board 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      |        | X   |    |         |        |
| Elizabeth Murphy | 2      | X   |    |         |        | Meredith Pennotti |        | X   |    |         |        |

**VI. Public Comment - NONE**

**VII. Committee Reports**

1. Finance Committee: Liz Murphy provided an update from the last finance meeting which included discussions of salary changes, stipends, job descriptions, and a construction management contract.

**VIII. Head of School Report**

- Ms. Coppin gave an update about student interim assessments and enhancing student ability for discussions during class.
- Ms. Wright gave an update about candidate recruiting efforts and school events including the first home basketball game with cheerleaders, parent ornament night, and a bookfair.
- Ms. Eley provided an update about a student college visit to Villanova, recognition for winners of the Steam fair, and student reward trips for growth and mastery of MAPS assessments.

**IX. Adjourn Public Session and Begin Executive Session - 6:33 PM**

The Board conducted two termination hearings and discussed personnel matters.

| 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   |    |         |        |

**X. Adjourn Executive Session and Reconvene Public Session – 6:53 PM**

| 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   |    |         |        |

**XI. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for **November, 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 **November, 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 **November 15, 2024, to December 12, 2024.**

- c. To approve the Annual Charter/Renaissance School Fiscal Questionnaire and its submission to the NJDOE, as attached.
- d. To approve the reimbursement to **Jonquille Eley** for student refreshments and supplies for the fall dance, in the amount of \$185.67, as attached.

- e. To approve the following payrolls:

|                   |              |
|-------------------|--------------|
| November 15, 2024 | \$170,808.70 |
| November 30, 2024 | \$174,619.61 |

| 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 estimate with **BDP Construction** for project management services for the installation and planning of trailers/modular classrooms, in the amount of \$150/hour, NTE \$43,999.

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

**3. Buildings & Grounds**

- a. To approve the quote from **Security Dynamics** for replacement of the kitchen hood panel and fire inspection, in the amount of \$4,781, as attached.
- b. To approve the quote from **JMM Cleaning Services** for light tube replacements at 520 Chestnut in the amount \$4,100, as attached.
- c. To approve the quote from **JMM Cleaning Services** for removal and installation of LED light fixtures at 171 Division, in the amount \$3,450, as attached.
- d. To approve the quote from **JMM Cleaning Services** for painting basement lockers in the amount of \$3,500, as attached.

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

**4. Personnel**

- a. To approve a \$7,500 stipend for **Jennifer Miller** as High School ELA/Humanities Specialist for the 2024-2025 school year, as attached.
- b. To approve an \$18,000 salary increase and \$5,000 stipend for **Nava Coppin** for additional responsibilities associated with the dual role of Principal and Interim Executive Director for the 2024-2025 school year; new annual base salary \$160,570, retroactive to 10/1/24.
- c. To approve a \$7,500 stipend for **LeShannon Wright** for additional responsibilities supporting the Interim Executive Director and Human Resources for the period of 10/1/24 – 12/31/24, to be paid in full as a lump sum in the 12/31/24 payroll.
- d. To approve the transition of **LeShannon Wright** from full-time Director of Operations & Assistant School Business Administrator to a remote part-time hourly capacity effective 1/1/25, rate of pay \$51.92/hour, NTE 30 hours per week, with continuation of previously approved stipends for Head Cheerleading Coach and Assistant SBA, as attached.

- e. To approve the reimbursement to **Payton Kelly** for the class *NJ Alternate Route Provisional Teacher Training Cohort II Phase 1*, in the amount of \$595, as attached.
- f. To approve the employment termination of employee XXX-XX-8070 effective 1/21/25, 60 days from original RICE notice dated 11/22/24.
- g. To approve the employment termination of employee XXX-XX-7458 effective 1/21/25, 60 days from original RICE notice dated 11/22/24.

**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   | 1      | x   |    |         |        | Larry Patton      |        |     |    |         | x      |
| Elizabeth Murphy | 2      | x   |    |         |        | Meredith Pennotti |        | x   |    |         |        |

**5. Curriculum/Special Education/Student Activities**

- a. To approve the purchase of student refreshments for the schoolwide Student Government Association (SGA) breakfast on 1/6/25 from **Ben’s Deli** in the amount of \$353.50, as attached.
- b. To approve the purchase of student refreshments for the High School Honors breakfast on 2/4/25 from **Ben’s Deli** in the amount of \$1,182, as attached.
- c. To approve the sweatshirt fundraising program through **Custom Ink** to benefit Achievers Student Government Association (SGA), zero cost to school, as attached.
- d. To approve the following Middle School MAP awards field trips to **The Rink**, with round-trip bus transportation from **Sheppard Bus**, total cost \$2,040 for transportation only, as attached.

| Grade                 | Trip Date | The Rink tickets | Round-Trip Bus Transportation |
|-----------------------|-----------|------------------|-------------------------------|
| 6th Grade             | 1/21/25   | Student-paid     | \$680                         |
| 7 <sup>th</sup> Grade | 1/22/25   | Student-paid     | \$680                         |
| 8 <sup>th</sup> Grade | 1/23/25   | Student-paid     | \$680                         |

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

**6. Policy/Misc.**

- a. To approve the new position and job description for **District Operations Manager**, as attached.
- b. To approve the temporary part-time position and job description for **Human Resources Specialist**, rate of pay \$45/hour, NTE 30 hours per week, 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   |    |         |        |

**7. New Business- NONE**

**XII. Enrollment Report**

| Grade        | Jul 2024 | Aug 2024 | Sep 2024   | Oct 2024 | Nov 2024   | Dec 2022   | Jan 2025 | Feb 2025 | Mar 2025 | Apr 2025 | May 2025 | Jun 2025 | Waitlist   |
|--------------|----------|----------|------------|----------|------------|------------|----------|----------|----------|----------|----------|----------|------------|
| 6            |          |          | 92         |          | 91         | 90         |          |          |          |          |          |          | 0          |
| 7            |          |          | 92         |          | 92         | 91         |          |          |          |          |          |          | 52         |
| 8            |          |          | 92         |          | 92         | 90         |          |          |          |          |          |          | 38         |
| 9            |          |          | 110        |          | 114        | 113        |          |          |          |          |          |          | 4          |
| 10           |          |          | 99         |          | 99         | 98         |          |          |          |          |          |          | 0          |
| 11           |          |          | 56         |          | 56         | 56         |          |          |          |          |          |          | 0          |
| <b>Total</b> |          |          | <b>541</b> |          | <b>544</b> | <b>538</b> |          |          |          |          |          |          | <b>105</b> |

**XIII. HIB Reports**

- Motion to **approve** the previously accepted HIB investigation reports for September & October 2024, with the following findings:

| Report         | # of Cases | # Founded | # Unfounded |
|----------------|------------|-----------|-------------|
| September 2024 | 1          | 0         | 1           |
| October 2024   | 1          | 0         | 1           |

- Motion to **accept** the HIB investigation report for November 2024, with the following findings:

| Report        | # of Cases | # Founded | # Unfounded |
|---------------|------------|-----------|-------------|
| November 2024 | 2          | 1         | 1           |

| 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   |    |         |        |

**XIV. Public Comment- NONE**

**XV. Reports / Look Ahead / Miscellaneous**

- Next Board Meeting: Thursday, January 9, 2025
- Reminder: Mandated Governance training for board members.

**XVI. Adjourn Public Session/End Meeting 7:16 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   |    |         |        |