



Regular Monthly Meeting Minutes

Thursday, March 13, 2025 – 6:00 pm

I. Call to Order – 6:05 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 Teel	Trustee, (2/2026)		X	
2. Elizabeth Murphy	Trustee, (8/4/2026)	X		
3. Larry Patton	Trustee, (3/2026)	X		
4. Imebet Stewart	Trustee, President (3/2026)	X		
5. 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	

IV. Acceptance of Meeting Agenda

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **March 13, 2025**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Teel				X							
Imebet Stewart	2	X				Larry Patton		X			
Elizabeth Murphy	1	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 **February 13, 2025**, Regular Board meeting and the **February 25, 2025**, Special Board meeting.

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

VI. Public Comment - None

VII. Committee Reports

Liz Murphy provided an update from the finance committee, stating the school finances are in very good shape with a generous surplus expected to be added to the fund balance for next year. The FY26 budget will be presented at the April meeting.

VIII. Interim Executive Director Report

Ms. Coppin-

- Shared the school's 3 strategic goals & priorities.
- Spoke about student assessments, the crescendo program for small groups and after school help
- Explained the current Steam pathways including audio engineering and graphic design, and the soon to be established pathway for health sciences.
- Mentioned that fostering family engagement is also a priority.

Ms. Eley-

- Shared many fun events going on in the High School including Steam Fair on March 27, which will showcase CTE, math & science class projects.
- Juniors are completing NJGPA testing with Algebra today and Geometry tomorrow.

Ms. Chowdhry-

- Noted a 23% increase in Math & ELA proficiency for Middle School students through I-Ready; after school tutoring is really helping.
- Middle School Steam fair will take place on March 19.

Ms. Wright-

- Provided a facilities update including new camera installation.
- A health inspection occurred.
- CDRC reports were submitted.
- Explained the next steps for securing modular classrooms.

IX. Adjourn Public Session and Begin Executive Session – 6:25 PM

The Board discussed matters involving property lease contracts.

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

X. Adjourn Executive Session and Reconvene Public Session – 7:05 PM

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

XI. Motions for Approval

1. Finance

- Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for February, 2025, 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 February, 2025, 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.
- Bills List and Check Journal: To approve the bills list and check journal for the period February 14, 2025, to March 13, 2025.
- To approve the following payrolls:

February 15, 2025	\$164,879.12
February 28, 2025	\$161,226.42

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

2. Contracts

- To approve the **Diploma Joint Insurance Fund** Resolution for Renewal of Membership with AECPCS for a three-year period, ending July 1, 2027, as attached.
- To approve the quote from **New Solutions K-12** for technical scheduling support services and creation of the 2025-2026 high school master schedule, in the amount of \$9,500, as attached.
- To approve the quote from **Imagine Learning** for Edgenuity EdgeEX Courseware Grade 6-12 curriculum for summer school, to help mitigate learning loss and provide targeted academic interventions, in the amount of \$21,385, as attached.
- To approve the quote from **DocuSign** for IAM Standard eSignature electronic signature services for a 1-year term, in the amount of \$2,506.14, as attached.
- To approve the quote from **Greenhouse Graphics** for teacher recruitment marketing materials, in the amount of \$2,180, as attached.

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

3. Buildings & Grounds

- a. To approve the preliminary 3-Year lease quote from **Mobilease Modular Space, Inc** for six 98`X 64` Modular Classrooms Buildings with the following scope of work, based on ESCNJ co-op member pricing, as attached.

Leasing of 98`X 64` Modular Classrooms Buildings (6 total)	Total Cost
36-Month Operating Lease	\$10,700 per month
General conditions/delivery/install /engineering	\$145,000
Aluminum deck/ramps/steps	\$26,500
Building and deck foundations, if required	\$34,390
Electrical/data/comm connections per scope	TBD
Plumbing connections per scope	TBD
Teardown and removal if lease option is chosen	\$65,000

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

4. Personnel

- a. To approve the following disability/maternity leave of absence requests, as attached:

Name	Position	Leave Dates Requested	Job Protection Eligibility	Tentative Return Date
Mercedes Banzhaf	Long-Term Sub/MS Science Teacher	3/22/25 – 8/22/25 (22 weeks)	FMLA & NJFLA	8/25/25
Shamima Nasreen	MS Multi-Language Learner (MLL) Teacher	4/1/25 – 5/30/25 (9 weeks)	None	6/2/25

- b. To approve payment to Daniel Aulisio for the following home instruction hours (inpatient care) for student ID 7425536487, as attached:

Date Range	Hourly rate	Total Hours	Total Pay
2/27/25 – 3/29/25	\$55/hour	23	\$1,265

- c. To approve discontinuation of the following mentor/mentee relationship and associated fees/stipends, effective in the March 15, 2025 payroll.

Name	Position	Mentee	Original Fee/Stipend	Original Earning/Deduction Schedule	Reason for Discontinuation
Myra Bellamy	Mentor	Evan Stackhouse	\$1,000	Equal pay periods December-June	Mentee withdrew from Alternate Route Program

- d. To approve the following travel expenses for Nava Coppin to attend the **New Schools Summit 2025** in San Francisco from 5/12/25 through 5/14/24, per gsa.gov rates for lodging, airfare, and meals & incidentals, to be funded by the New Schools Venture Fund grant.

Travel Plans	NTE Allowances per gsa.gov	Total Cost
Conference Registration	Complimentary	Total = \$0
Roundtrip airfare	\$296 each way	Total = \$592
Lodging for 2 nights	\$259 per night (plus tax)	Total = \$518
Meals & incidentals per day (1 full days, 2 first/last day of travel)	Full day \$92 NTE First/Last day of travel \$69	Total = \$230
Car rental/taxi/parking	\$500	Total = \$500
		GRAND TOTAL NTE = \$1,840

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

5. Curriculum/Special Education/Student Activities

- a. To approve the purchase from **Amazon** for two portable stages and one staircase to be used for student events and ceremonies, plus 3-year warranty protection, in the total amount of \$1,555.98, as attached.
- b. To approve the quote from **Student Transportation Inc.** for student bus transportation to the Teen Arts Festival at Mercer County Community College on 5/2/25, in the amount of \$395, as attached.
- c. To approve the following purchased services for **Middle School Graduation** on 6/13/25 in the total amount of \$5,252.93, as attached:

Items/Services	Vendor	Cost
Graduation Photographer	Joel Onais Photography	\$2,200
Folding Chair and Stage Rentals	A Magical Event	\$3,052.93

- d. To approve the quote from **UPrinting** for vinyl school banners in the amount of \$281.84, as attached.
- e. To approve the quote from **Ben's Deli** for student & parent refreshments at the High School STEAM Fair on 3/27/25, in the amount of \$648, as attached.
- f. To approve the purchase of spring sports equipment from **Amazon** in the amount of \$429.74, as attached.
- g. To approve the purchase of student club activity supplies from **Amazon** in the amount of \$298.19, as attached.
- h. To approve/ratify the purchase of STEAM classroom supplies through **Steamworks**, in the amount of \$3,021.65, as attached.

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

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	91	91	91				8
7			92		92	91	91	91	90				92
8			92		92	90	90	91	91				22
9			110		114	113	114	113	113				10
10			99		99	98	98	96	96				0
11			56		56	56	54	52	50				0
Total			541		544	538	538	534	531				0

XIII. HIB Reports

1. Motion to **approve** the previously accepted HIB investigation report for January & February 2025, with the following findings:

Report	# of Cases	# Founded	# Unfounded
January 2025	2	2	0
February 2025	1	1	0

2. Motion to **accept** the HIB investigation report for March 2025, with the following findings:

Report	# of Cases	# Founded	# Unfounded
March 2025	1	0	1

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

XIV. Public Comment - NONE

XV. Reports / Look Ahead / Miscellaneous

1. Next Board Meeting: Thursday, April 10, 2025

XVI. Adjourn Public Session/End Meeting – 7:21 PM

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