



Regular Monthly Meeting Minutes
Thursday, June 4, 2020 – 6:00 pm

- I. Call to Order - 6:09 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 500 Smith Street, Trenton NJ 08611. Formal action will take place at this meeting.

- III. Roll Call**

Trustees	Role (Term Expires)	Present	Absent	LA/ED
Lindi Ashton	Trustee, (3/2023)	X		
Larry Patton	Trustee, (3/2023)	X		
Imebet Stewart	Trustee, President (3/2023)	X		
Mayokun Oshin	Trustee, (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		
Michael Falkowski	SBA/Board Secretary	X		

- IV. Acceptance of Meeting Agenda**

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **June 4, 2020** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton	1 st	X				Mayokun Oshin	X				
Larry Patton	2 nd	X				Imebet Stewart	X				

- V. Acceptance of Meeting Minutes**

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **May 7, 2020** Board meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton		X				Mayokun Oshin		X			
Larry Patton	1 st	X				Imebet Stewart	2 nd	X			

VI. Public Comments - NONE

VII. Committee Reports - NONE

VIII. Co-Head(s) of School Report

a. Instruction and Technology

- i. Virtual Instruction continues to go strong via Zoom and Google Classroom
- ii. 85% of students show up daily
- iii. Wireless devices have arrived from T Mobile for students who need them
- iv. Report cards for Q4 will go home electronically
- v. Last week of formal instruction via Zoom and Google Classroom - June 5th
- vi. Capstone Project: Final Performance Task Week June 8-12
- vii. Summer School Partnership: National School School Initiative
- viii. Capped summer school enrollment at 60: combination of students who qualify based on failure/attendance and the number of students who desire to attend enrichment
- ix. Currently working out Hybrid Instruction and complete virtual instruction scenarios for the fall (see back up)

b. Curriculum for 2021

- i. ELA: Amplify ELA (switch from Engage NY/Wit and Wisdom)
- ii. Science: Amplify Science
- iii. History: History Alive
- iv. Math: Eureka Math
- v. Health and PE: Spark
- vi. SE: Xello and Good Grief
- vii. Mental Health: Good Grief
- viii. STEAM/Project-Based Learning: Steamworks Princeton

c. Family Follow Up/Pandemic/Social Unrest Impact on Families

- i. Teachers have been having listening sessions with students to discuss the social unrest in the media in the wake of the George Floyd incident
- ii. School is offering to contract additional support for students and staff desiring follow up with mental health professionals
- iii. Nurse doing regular email wellness checks

d. Assessment

- i. Achievers decided against administering I-Ready or practice PARCC test (virtually) by June 2020
- ii. Exploring assessment options

e. Hiring/Renewal Conversations

- i. Summer hiring June 29th through August 9th – 5 weeks, 5 Teachers

f. Lease/Building Improvements

- i. Completing estimates for the building work this week

- ii. Obtained the list of violations to be abated
- iii. Contacting church/landlord about fixes that remain undone (broken windows in the school)

g. Recruitment and Enrollment

- i. Recruitment number - approaching full enrollment
- ii. Still narrowing down branding/social media firm choices

h. Fundraising and Grants

- i. Achievers has been awarded the Rapid Relief funding by New Schools Venture Fund
- ii. AECPC will be participating in a New Schools panel in late June

i. Finance/Ordering

- i. Chromebooks
- ii. Tables and furniture

j. Meals/Lunch

- i. 1500 meals served in May
- ii. Increasing June order based on the demand
- iii. Summer feeding program will continue at new location

IX. Reorganization Motions

1. Regular Meeting Dates – 2020/2021 School Year

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Co-Heads of School, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2020/2021 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.

1st Thursday of every month.

Day	Date	Regular Meeting	Notes
Thursday	July 9, 2020	6:00 PM	Regular Meeting
Thursday	August 6, 2020	6:00 PM	Regular Meeting
Thursday	September 3, 2020	6:00 PM	Regular Meeting
Thursday	October 1, 2020	6:00 PM	Regular Meeting
Thursday	November 5, 2020	6:00 PM	Regular Meeting
Thursday	December 3, 2020	6:00 PM	Regular Meeting
Thursday	January 7, 2021	6:00 PM	Regular Meeting
Thursday	February 4, 2021	6:00 PM	Regular Meeting
Thursday	March 4, 2021	6:00 PM	Regular Meeting
Thursday	April 1, 2021	6:00 PM	Regular Meeting
Thursday	May 6, 2021	6:00 PM	Regular Meeting
Thursday	June 3, 2021	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 2020/2021 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 2020/2021 school year:

Position/Appointment	Name
Co-Directors	Osen / Efe
Business Administrator/Board Secretary	Michael Falkowski
Acting Board Secretary in the absence of the Board Secretary	Dr. Brian Falkowski
Public Agency Compliance Officer (PACO)	Michael Falkowski
Custodian of School Records	Michael Falkowski
Asbestos Management/PEOSA Officer	Carla Hill-Brady
Safety & Health Coordinator	Carla Hill-Brady
Indoor Air Quality Coordinator	Carla Hill-Brady
Integrated Pest Management Coordinator	Carla Hill-Brady
Right to Know and Chemical Hygiene Coordinator	Carla Hill-Brady
Affirmative Action Officer	Efe Odeleye
Title IX Compliance Officer	Efe Odeleye
Substance Awareness Coordinator	Social Worker
Section 504 Administrator	Nurse
Homeless Liaison	Social Worker
Section 504 Compliance Officer	Ms. Myra Belamine
HIB/Anti-Bully Coordinator & School Safety Team	Social Worker

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 **Michael Falkowski** as the Business Administrator/Board Secretary for the 2020/2021 school year for \$0.00. In Michael Falkowski's absence, **Dr. Brian Falkowski** 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 2020/2021 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 **Michael Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2020/2021 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 Co-Heads of School, approves **PNC Bank** as the depository of funds for the 2020/2021 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 Co-Heads of School, 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 2020/2021 school year.

9. Authorize the School Business Administrator to Audit and Co-Heads of School to Approve Bill Payments

BE IT RESOLVED: that the Achievers Early College Prep Charter School, Board of Trustees upon the recommendation of the Co-Heads of School, herewith designates the School Business Administrator/Board Secretary with the approval of Co-Heads of School, 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 2020/2021 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 Co-Heads of School, 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 2020/2021 school year.

11. Appoint a School Purchasing Agent

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Co-Heads of School, hereby appoints **Michael Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$40,000 and \$6,000 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 2020/2021 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 Co-Heads of School, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2020/2021 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 Co-Heads of School, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2020/2021 school year.

14. Resolution to authorize the Co-Heads of School 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 Co-Heads of School, hereby authorizes the Co-Heads of School 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 2020/2021 school year.

15. Appoint Board Attorney

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Co-Heads of School, hereby approves the appointment of **Busch Law Group** to provide legal services for the 2020/2021 school year at a cost not to exceed \$12,000.

16. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Co-Heads of School, hereby approves the NJ Uniform Chart of Accounts for the 2020/2021 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 2020/2021 school year.

18. Cooperative Purchasing

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Co-Heads of School, 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 2020/2021 school year.

19. Approve Use of Facsimile Signatures

BE IT RESOLVED: that the Achievers Early College Prep Charter School, upon the recommendation of the Co-Heads of School, 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 2020/2021 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 **Giovanni Mancini, Treadstone Risk Management** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2020/2021.

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 2020/2021 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton	2 nd	X				Mayokun Oshin	X				
Larry Patton	1 st	X				Imebet Stewart	X				

X. **Executive Session - NONE**

XI. **Adjourn Executive Session and Reconvene Regular Session - NONE**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton						Mayokun Oshin					
Larry Patton						Imebet Stewart					

XII. Motions for Approval

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for May 2020, 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 2020, 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 7, 2020 to June 4, 2020.
- c. To approve the following payrolls:

May 15, 2020	\$62,491.20
May 31, 2020	\$62,440.90

- d. Approve the Renewal of Contract for Vended Meals
BE IT RESOLVED: that Achievers Early College Prep Charter School, upon the recommendation of the School Director, hereby approves the renewal of the contract with **Karson Food Service, Inc.** for the 2020/2021 school year:

Breakfast:	\$1.46
Lunch:	\$2.72
Snack:	\$0.72

- e. To approve the completion of the FY19 Corrective Action Plan (CAP) for the 2019 Comprehensive Annual Financial Report (CAFR).

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton		X				Mayokun Oshin		X			
Larry Patton	2 nd	X				Imebet Stewart	1 st	X			

2. Contracts

- a. To approve the contract with Staples Technology Solutions for 120 HP 11 GB Chromebooks including Chrome Education License Upgrade, not to exceed \$28,920.
- b. To approve the E-Rate Consulting Agreement vendors and expenses effective July 1, 2020.
- c. To approve the contract for Valeen Vacarro, Math Consultant for FY21, rate \$65/hour not to exceed 20 hours/week.
- d. To approve the contract for The Diamante Group consulting services for FY21, Dashboard development not to exceed \$6,500, additional services \$150/hour.
- e. To approve the contract for Tonya Ballard, Consultant for FY21, rate \$75/hour.
- f. To approve the contract for Queen Nwafor, Consultant for FY21, rate \$35/hour not to exceed 40 hours.
- g. To approve the contract for Tahir Henry for summer work, not to exceed \$3,600.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton		X				Mayokun Oshin		X			
Larry Patton	2 nd	X				Imebet Stewart	1 st	X			

3. Buildings & Grounds

- a. To ratify/approve the contract with Rite Move for moving services from 500 Smith St to 544 Chestnut Ave, not to exceed \$8,200.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton		X				Mayokun Oshin		X			
Larry Patton	2 nd	X				Imebet Stewart	1 st	X			

4. Personnel

5. Curriculum/Special Education

- a. To approve the subscription agreement with Whetstone Education for the observation and coaching platform, \$75/user for 25 users including Video Hub \$15/user, effective July 1, 2020-June 30, 2021.
- b. To approve the subscription agreement with Amplify for Science curriculum Grade 6-8, \$6,750 total, effective July 1, 2020.
- c. To approve the contract with Oncourse Systems for Education for network and web-sites modules, not to exceed \$4,965, effective August 1, 2020-August 1, 2021.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton	1 st	X				Mayokun Oshin		X			
Larry Patton		X				Imebet Stewart	1 st	X			

6. Policy/Misc.

- a. To approve the Updated AECPCS Pandemic Crisis Plan May 2020.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton	1 st	X				Mayokun Oshin		X			
Larry Patton	2 nd	X				Imebet Stewart		X			

XIII. Enrollment Report

Grade	2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Wait
6	90	69	90	88	89	89	88	87	86	85	85	85		
7			82	82	84	85	84	82	81	80	80	80		
Total	90		172	170	173	174	172	169	167	165	165	165		

XIV. Board Agenda

- 1. Board Reminders: Criminal background checks, ethics disclosures, Governance Training
- 2. Next Board Meetings: Thursday, July 9, 2020.

XV. Adjourn Public Session – 7:22 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lindi Ashton	2 nd	X				Mayokun Oshin		X			
Larry Patton	1 st	X				Imebet Stewart		X			