



**Regular Monthly Meeting Minutes**  
**Thursday, July 9, 2020 – 2:30pm**

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- I. Call to Order – 2:37 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		
Nava Coppin	Principle	X		

- IV. Acceptance of Meeting Agenda**

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **July 9, 2020** meeting.

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

- V. Acceptance of Meeting Minutes**

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

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

**VI. Public Comments - NONE**

**VII. Committee Reports - NONE**

**VIII. Co-Head(s) of School Report**

**a. Instruction and Technology**

- i. Over 100 Capstone presented virtually at Achievers during final performance task week May 30<sup>th</sup> - June 8<sup>th</sup>
- ii. Curriculum for the upcoming year: some changes, some constants, but all choices support remote learning
- iii. Report cards for quarter 4 went home electronically
- iv. Building in social justice and anti-racism education for staff and students this year
- v. Summer School: National Summer School Initiative Partnership-68 students enrolled
- vi. Extended School year (ESY) for Empowered (Special Education) at Achievers is in session for 5 students
- vii. Achievers School virtual leadership convening was a success (July 6<sup>th</sup> & 7<sup>th</sup>)

**b. August 2021 Presentation: Proposed Fall Hybrid Schedule**

- i. Hybrid schedule (15 minutes)-student/School schedule and teacher schedule
- ii. Guidance requests that we finalize schedule and inform families 4 weeks prior to start of School (i.e. July 26<sup>th</sup>)
- iii. More adults (i.e. substitutes or teacher assistants) potentially needed to support small groups
- iv. Webcams needed for Hybrid instruction this School year

**c. PPE and COVID-19**

- i. NJ Reopening Guidance says that \$430 is how much we should expect to spend on PPE this year per student
- ii. PPE orders and state contracts
- iii. Establishing a reopening committee per the NJ Guidance to include nurse, school leaders, Board designee, local officials
- iv. Parents/parent designee will be part of the reopening guidance

**d. School Leader Evaluation + Reporting**

- i. School Leader Evaluation to be completed by July 20<sup>th</sup>
- ii. Staff, student, COVID-19 impact, and parent surveys have been conducted between May and June 2020
- iii. Board Self-Evaluation completed as of July 8<sup>th</sup>
- iv. Annual report due August 1st

**e. Assessment**

- i. Assessment options for 2020-2021 are I-Ready ELA and Math and NWEA MAP
- ii. Baseline assessments tentatively scheduled for early to mid-August, pending pandemic guidance

**f. Lease/Building Improvements**

- i. 500 Smith Street is 80% ready to close down, final repairs being made
- ii. Comcast completed the installation of the fiber line last week
- iii. Cabling, networking, and other contracted building work commences this week

**g. Recruitment and Enrollment**

- i. Recruitment numbers: 6<sup>th</sup> Grade 91, 7<sup>th</sup> Grade 96, 8<sup>th</sup> Grade 89. We are wait listing students currently in Grades 6 and 7; only accepting applications for Grade 8
- ii. Interviewing candidate for PT social media content creator role

**h. Partnerships**

- i. Achievers was asked to present our work in balancing SEL and personalized learning
- ii. Diamante Consulting to support Achievers data dive work
- iii. Achievers and the Trenton Charter School roundtable convenes Monday July 13<sup>th</sup> to discuss reopening in Trenton

**i. Meals/Lunch**

- i. Summer feeding program will continue at our new location in August

**IX. Executive Session - NONE**

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

**XI. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for June 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 June 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 June 4, 2020 to July 9, 2020.
- c. To approve the following payrolls:

June 15, 2020	\$64,826.71
June 31, 2020	\$64,194.89

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

**2. Contracts**

- a. To approve the contract with Rick Pressler Associates, Board Support Services, \$2400.
- b. To approve the contract with Public School Works, managed training program, June 2020-May 2022, \$2495/year.

- c. To approve the contract with DeansList Inc., SAAS Services, effective July 2020, \$5625.

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

### 3. Buildings & Grounds

- a. To ratify/approve the contract with Master Express Drywall Co. for repairs at 500 Smith Street and 544 Chestnut Ave, not to exceed \$27,000.

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

### 4. Personnel

- a. To accept the resignation of Ms. Jennifer Zuczek, Science Teacher, June 19, 2020.  
 b. To accept the resignation Flavia Robey, School Nurse, effective July 7, 2020.  
 c. To approve the following 12-month contracts for the 20-21 School year:

Employee	Title	Salary
Osen Osagie	Co-Director	\$95,000
Efe Odeleye	Co-Director	\$95,000
Nava Coppin	Middle School Principal	\$90,000
Carla Hill-brady	Operations Manager	\$85,000
Roxana Canastuj	Administrative Assistant	\$36,050

- d. To approve a phone stipend to Roxanna Canastuj of \$20 per pay period.  
 e. To approve/ratify the following summer school stipends from June 29-July 31:

Employee	Description	Stipend	Hours
Bolanle Morton	Administrator/Substitute	\$40/hour	15 hours/week
Meghan Weed	ESY Support teacher	\$35/hour	30 hours/week
Pria Robinson	ELA Teacher	\$35/hour	30 hours/week
Myra Bellamy	Substitute Teacher	\$35/hour	30 hours/week
Chris Carragher	ELA Teacher	\$35/hour	30 hours/week

- f. To approve a summer technical support stipend to Myra Bellamy, \$25/hour up to 30 hours from July 15<sup>th</sup>-August 15<sup>th</sup>.  
 g. To approve the following leadership retreat stipends for July 9<sup>th</sup> and 10<sup>th</sup>:

Employee	Stipend
Bolanle Morton	\$250
Monique Whitaker	\$250
Markita Floyd	\$125

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

**5. Curriculum/Special Educaion**

- a. To approve the 2020/2021 Curriculum to include:
  - 1. NJPCSA Membership
  - 2. OnCourse Systems for Education
  - 3. Curriculum Associates-I Ready Diagnostic and Instruction
  - 4. Public Consulting Group-EDPlan 504 Modules
  - 5. Great Minds-Eureka Math
  - 6. Edulastic Enterprise
  - 7. Amplify-ELA and Science

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

**6. Policy/Misc.**

- a. To approve the first reading of the Family Leave Policy.
- b. To approve the Lead Person Evaluation Rubric for 2020-2021.
- c. To approve the following Professional Developments:

Professional Development	Employee	Date	Not to exceed
I-Ready	Osen Osagie, Navan Coppin, Myra Bellamy, Pria Robinson, Christopher Carragher, Anthony Pena, Daniel Aulisio, Rebecca Walker, Monique Whitaker, Julianna Nini	August 17, 18, 20	\$200/employee
MAP NWEA	Osen Osagie, Nava Coppin, Myra Bellamy, Pria Robinson, Christopher Carragher, Efe Odeleye, Monique Whitaker, Julianna Nini	August 20-22	\$200/employee
Eureka Math	Osen Osagie, Erika Betancourt, Nava Coppin, Monique Whitaker, Bolanle Morton, Julianna Nini	August 5, 12	\$200/employee
Deans List	Osen Osagie, Navan Coppin, Myra Bellamy, Pria Robinson, Christopher Carragher, Anthony Pena, Daniel Aulisio, Rebecca Walker, Monique Whitaker, Julianna Nini	July 26 to 30	Not to exceed \$300

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

**XII. 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	85	
7			82	82	84	85	84	82	81	80	80	80	80	

Total	90		172	170	173	174	172	169	167	165	165	165	165	
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**XIII. Board Agenda**

1. Board Reminders: Criminal background checks, ethics disclosures, Governance Training
2. Next Board Meetings: Thursday, August 6, 2020.

**XIV. Adjourn Public Session – 4:03 pm**

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