



Regular Monthly Meeting Minutes
Thursday, June 6, 2019 – 6:00 pm

- I. Call to Order – 6:18 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, (3/2020)		X	
Nadia Bennett	Trustee, (3/2020)	X		
Larry Patton	Trustee, (3/2020)	X		
Imebet Stewart	Trustee, President (3/2020)	X		
Christina Tapper	Trustee, (3/2020)		X	
Mayokun Oshin	Trustee, (3/2020)	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. Board Business**
- V. Acceptance of Meeting Agenda**

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **June 6, 2019** meeting.

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

VI. Acceptance of Meeting Minutes

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **May 2, 2019** Board meeting.

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

VII. Public Comments

VIII. Committee Reports

IX. Co-Head(s) of School Report

a. Assessment

- i. NJSLA Administration was successful – no irregularities
- ii. MAP Testing: Final Administration June 12 & 13th

b. Fundraising

- i. Princeton Area Community Foundation grant to be submitted Friday
- ii. New School Venture Fund: Charter Schools Conference and the Charter School Growth Fund (Interest in Supporting our High School)

c. Retention List

- i. 3-4 students on Retention list (ZG, KC, AR)

d. Enrollment

- i. 93 new students pre-registered for next year; 80 registrations complete or close to complete (11) 7th Grade; (82) 6th Grade; (8) Incomplete Applications
- ii. Recommitment Forms went out to families this week; we anticipate 90% of students returning

e. Lease/Building Improvements

- i. Fountain of Life Trenton has started their sublease effective May 15th; Deposit of \$1,000
- ii. They will make improvements to the gym and bathrooms
- iii. Landlord and Plumber are working on the girl’s bathroom; still not in working order
- iv. One-year lease for the next 12 months; next step – permit for C/O change of use
- v. Landlord is open to (2) trailers in parking lot for FY21
- vi. New owners of St. Mary’s Street trying to get us to sign for the 2020-2021 School Year (30,000 sq)
- vii. Need to split 3 rooms in the building to create offices/meeting space = \$10,000.

f. PTO/Community Involvement

- i. Very active – Bake sale, fundraisers and Advocacy training through Parent Engaging Parents (PEP)
- ii. Moving Up Ceremony

g. Events/Participation

- i. Final Performance Task
- ii. Moving Up Ceremony, Friday, June 21st at 1 pm – Speaker from the Board needed

X. Trustees Comments

XI. Reorganization Motions

- 1. Regular Meeting Dates – 2019/2020 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 2019/2020 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 11, 2019	6:00 PM	Regular Meeting
Thursday	August 8, 2019	6:00 PM	Regular Meeting
Thursday	September 5, 2019	6:00 PM	Regular Meeting
Thursday	October 3, 2019	6:00 PM	Regular Meeting
Thursday	November 7, 2019	6:00 PM	Regular Meeting
Thursday	December 5, 2019	6:00 PM	Regular Meeting
Thursday	January 9, 2020	6:00 PM	Regular Meeting
Thursday	February 6, 2020	6:00 PM	Regular Meeting
Thursday	March 5, 2020	6:00 PM	Regular Meeting
Thursday	April 2, 2020	6:00 PM	Regular Meeting
Thursday	May 7, 2020	6:00 PM	Regular Meeting
Thursday	June 4, 2020	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 2019/2020 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. 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 2019/2020 school year for \$0.00. In Michael Falkowski's absence, **Dr. Brian Falkowski** will serve as the Acting Board Secretary for \$0.00.

4. 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 2019/2020 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.

5. 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 2019/2020 school year.

6. 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 2019/2020 school year.

7. 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 2019/2020 school year.

8. 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 2019/2020 school year.

9. 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 2019/2020 school year.

10. 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 40A:11-6.1 (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 2019/2020 school year.

11. 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 2019/2020 school year.

12. 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 2019/2020 school year.

13. 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 2019/2020 school year.

14. 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 **Johnston Law Firm, LLC** and **Busch Law Group** to provide legal services for the 2019/2020 school year at a cost not to exceed \$12,000.

15. 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 2019/2020 school year.

16. 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 2019/2020 school year.

17. 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 2019/2020 school year.

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

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 2019, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the University Heights 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 2019, 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 3, 2019 to June 6, 2019.
- c. To approve the following payrolls:

May 15, 2019	\$32,195.83
May 31, 2019	\$35,152.65

- d. To approve the New Jersey Community Capital cash-flow loan contract effective July 1, 2019 for \$200,000.
- e. 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 2019/2020 school year.

Breakfast: \$1.42
Lunch: \$2.65
Snack: \$0.70

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

2. Contracts

- a. To approve the Wilson Reading Contract for FY20, not to exceed \$60,000.
- b. To approve the Keep It Clean Janitorial Services contract to June 30, 2019, not to exceed \$2,000/month.
- c. ~~To approve the Garber Consulting Group LLC contract for E-rate Services, effective July 1, 2019 through June 30, 2020 for \$6,000.~~
- d. To approve the Johnston Law Firm LLC contract, effective July 1, 2019 through June 30, 2020, for \$275/hr for principals; \$245/hr for associates; \$115/hr for paralegal time.
- e. To approve the School Business Office contract, effective July 1, 2019 through June 30, 2020, for \$7,800/month plus \$200/month reimbursable expenses.
- f. To approve the KES contract for FY20, not to exceed \$20,000.

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

3. Buildings & Grounds

- a. To approve the lease with Bibleway Temple of Deliverance and Achievers Early College Prep Charter School for 54 Randall Avenue from June 1, 2019 to May 31, 2020, not to exceed \$15,424.

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

4. Personnel

- a. ~~To approve/ratify the new hire, Daymar Leonard, Custodian, effective May 30, 2019 to June 30, 2019 at a rate of \$12.50/hour.~~
- b. To approve William Cook, Myra Bellamy & Pria Robinson, for Summer Curriculum work, effective July 1, 2019 to August 15, 2019 at a rate of \$25, not to exceed \$3,000.
- c. To approve the following contract renewals for the 2019-2020 School Year:

Employee	Position	Salary – 1.5%	Salary – 3% Need to adjust	10/12 Contract
Myra Bellamy	English Teacher	\$55,622	\$55,896	10
Zachary Bregman	Math Co-Teacher	\$50,750	\$51,000	10
Isiah Jones	History Teacher	\$46,183	\$46,410	10
Pamela Lanzetta	Nurse	\$60,900	\$61,200	10
Patricia Motley	Social Worker	\$	Up to \$55,000 (tbd)	10
Anthony Pena	PE & Spanish Teacher	\$52,070	\$52,326	10
Pria Robinson	English Co-Teacher	\$50,750	\$51,000	10
Jennifer Zuczek	Science Teacher	\$40,600	\$40,800	10
Osen Osagie	Co-Lead	\$86,275	\$86,700	12
Efe Odeleye	Co-Lead	\$76,125	\$76,500	12
Nava Coppin	Assistant Head of School	\$71,050	\$71,400	12

Roxanna Canastuj	Administrative Assistant	\$32,480	\$32,640	12
William Cook	Math Teaching Assistant	\$150/diem	\$150/diem	HR

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

5. Curriculum/Special Education

- a. To approve the Field Trip on July 8 to 12th, 2019 to Princeton-Blairstown Center for 35 Student and Parents.

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

6. Policy/Miscellaneous

- a. To approve the updated 2019/2020 school calendar.

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

XIII. Enrollment Report

Grade	2019	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Wait
6	90		90	73	71	72	71	71	71	69	69	69	69	
Total	90		90	73	71	72	71	71	71	69	69	69	69	

XIV. Board Agenda

1. Board Reminders: Criminal background checks, ethics disclosures, Governance Training
2. Next Board Meetings: Thursday, July 11, 2019.

XV. Adjourn Public Session – 7:28pm

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