



**Regular Monthly Meeting Minutes**  
**Thursday, February 8, 2024 – 6:00 pm**

- I. Call to Order - 6:00pm**
- 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 Dingle	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 at 7:00pm
5. Imebet Stewart	Trustee, President (3/2026)	x		
6. Meredith Pennotti	New Board Trustee (4/2026)	X		LA at 6:20pm

**Also Present**

Non-Voting	Role	Present	Absent	LA/ED
Osen Osagie	Director	x		
Joshua Solow	Interim SBA, School Business Office		x	
Elizabeth Neary	Board Secretary, School Business Office	x		
Shannon Wright	Achievers	x		
Hope Blackburn	Board Attorney	x		

**IV. Board Business**

Reminder: FY24 Disclosure Statements Due April 30<sup>th</sup>.  
(Liz Neary told Board members to reach out for completion link if not received)

**V. Acceptance of Meeting Agenda**

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **February 8, 2024** meeting.

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

**VI. Acceptance of Meeting Minutes**

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **January 11, 2024** Regular Board meeting.

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

**VII. Public Comment**

- Staff member Chris commented asked for an update on MLL students and noted they are struggling and not doing well enough.
- Staff member Olivia commented that the school buildings are too hot with some classrooms ranging from 80-96 degrees. She also asked about a cap on class size, noting some overcrowding in classrooms especially in 9<sup>th</sup> grade. Osen addressed the temperature concerns by noting action taken to reduce the heat including fans, opening windows, and contacted the landlord for assistance, however, old buildings take time to heat and cannot be turned off. Shannon mentioned that some repairs are forthcoming but can only be done when students are out of the building during breaks. Osen responded about class size and her intent to make sure there is enough space for everyone to be comfortable, but it is also reality to have up to 30 students in a classroom.
- Staff member Ms. Blair cited statistics about ELA students falling behind and that Brick Education is only serving Tier 1 & 2 performing students. Ms. Coppin and Osen both answered that ELA & math classes have 30 minutes dedicated time for intervention. Osen also noted that her goal is to have 2 teachers in the classroom but that it’s hard to find certified teachers, and that Brick will be helping with the recruitment strategy.

**VIII. Committee Reports**

1. Finance Committee – (Liz Murphy mentioned topics discussed in the last meeting including the need for a long-term facilities plan, and that the school’s finances are solid).

**IX. Head of School Report** – (Osen discussed the topics below and also had various presenters speak in detail. Ms. Richardson discussed HS MAP assessments and that many students were excited about their good performance. Ms. Coppin said a recent staff survey had a great response rate and that staff feel recognized and appreciated. She also commented that culture and morale is great among both staff and students. Ms. Wright discussed possible building upgrades including installing a weight room and addressing space issues for PE class for the MS students. She also described ongoing fundraising activity including candygrams, American Heart Assoc. donations, raffles and a bake sale. She also mentioned that the new cheer team has full participation and that they now have home basketball games with a mascot).

1. Organizational & Governance
  - AECPC Strategic Plan (Progress Towards Goals)
  - Overview of School Performance & Updates
2. Academic: Curriculum, Instruction and Assessment Progress
  - Staff Culture Updates

- Student Culture Updates
- Instructional Progress & Updates
  - o 2022-23 NJSLA: (Preparation, Review & Updates)
  - o NWEA MAP Assessments (Preparation, Review & Updates)
  - o I-Ready Intervention Programing & Updates
  - o Interim Assessments (Preparation, Review & Updates)
  - o Special Education Program & Updates

3. Operations, Building & Facilities
  - Continued Planning and Building Updates
  - Lunch Program Updates
  - Recruitment/Retention for Staff and Students
  - Enrollment for Grades 6,7,8,9,10
  - Recruitment Updates & Efforts
  - Compliance and Fundraising
  - Grant Updates and Considerations

**X. Adjourn Public Session and Begin Executive Session -NONE**

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

**XII. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for **January 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 **January 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 list for the period **January 12, 2024 to February 8, 2024**.
- c. To approve the updated fiscal year **2023-2024 Budget Summary** based on the October 15th student count, as attached.
- d. To approve the reimbursement for **Elvia Maldonado** for student craft canvas boards in the amount of \$79.98, as attached.
- e. To approve the reimbursement for **Osen Osagie** for Board Retreat facility rental & refreshments, and HR expenses in the amount of \$929.02, as attached.
- f. To approve the following travel expenses for **Osen Osagie** for STEAM school visits in Georgia on 2/22/24, 2/23/24 and 2/26/24 per gsa.gov rates for lodging, airfare, and meals & incidentals, to be funded by the New Schools Venture Fund grant, as attached.

Roundtrip airfare	\$151 each way	Total = \$302
Lodging for 6 nights	\$199 per night (plus tax)	Total = \$1,194
Meals & incidentals per day (5 full days, 2 first/last day of travel)	Full day \$74 First/Last day of travel \$55.50	Total = \$481
Car rental	NTE \$500	Total = \$500
		<b>GRAND TOTAL = \$2,477</b>

- g. To approve the following payrolls:

<b>January 15, 2024</b>	<b>\$150,344.80</b>
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Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle		x				Mayokun Oshin					x
Imebet Stewart	1	x				Larry Patton					x
Elizabeth Murphy	2	x				Meredith Pennotti		x			

## 2. Contracts

- a. To approve the proposal and agreement for enrollment marketing services from **Niche** in the amount of \$8,990 for the Compete partnership option with a one-year term, as attached.

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

## 3. Buildings & Grounds -NONE

## 4. Personnel

- a. To approve a \$3,500 stipend for **Elvia Maldonado** for the position of High School Assistant Head Cheerleading Coach, effective 2/5/24.
- b. To approve a \$2,500 half-year stipend for **Christopher Carragher** for the position ELA Coach, effective 2/9/24.
- c. To approve a base salary increase of \$680 for **Sebastian Trujillo**, Middle School Operations Assistant, new salary \$49,380, effective 1/15/24.
- d. To approve the professional development conference *Mathematics Beyond Numbers: Content, Concepts, and Community* for Thembeke Amen on 3/15/24 through **AMTNJ** in the amount of \$215, as attached.

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

## 5. Curriculum/Special Education/Student Activities

- a. To approve the purchase of 30 desks for new High School students from **Hertz Furniture** in the amount of \$3794.40, as attached.
- b. To approve the student field trip to the **Watershed Institute** on April 18, 2024, at no cost to the school, as attached.
- c. To approve roundtrip bus transportation for the Middle School student field trip to The Met on February 28, 2024, from **Sheppard Bus** in the amount of \$410, as attached.
- d. To approve roundtrip bus transportation for the student field trip to The Rink on February 22, 2024, from **Sheppard Bus** in the amount of \$640, as attached.
- e. To approve the purchase of Cheerleading uniforms from **Elite Sportswear** in the amount of \$3,186.75, as attached.
- f. To approve the purchase of 15 gym mats for Cheerleading from **School Specialty** in the amount of \$515.10, as attached.

- g. To approve the purchase of 35 scientific calculators from **Staples** in the amount of \$389.90.
- h. To approve the purchase of STEAM Fair supplies from **School Specialty** in the amount of \$1,341.28, as attached.
- i. To approve the purchase of Craft Club supplies from **Staples** in the amount of \$786.57, as attached.
- j. To approve the proposal with **Imagine Learning** for Digital Libraries 9-12 comprehensive licenses, Edgenuity Academic integrity, and PD webinar training in the amount of \$18,500, as attached.

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

**6. Policy/Misc.**

- a. To approve the **Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials**, as attached.

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

**7. New Business**

- a) To approve the contract amendment with **School Mint** for Grow user overage, additional classroom observation and teacher feedback services, in the amount of \$1,984.56, as attached.

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

**XIII. Enrollment Report -NONE**

**XIV. 2nd Public Comment**

- Staff member Chris asked about future support from Brick Education. He expressed that the relationship is working well and hopes to continue working with them.
- Staff member Mr. Mac asked a repetitive question about MLL supports for math. Osen explained that this was already discussed in the 1<sup>st</sup> public comment but had Ms. Coppin summarize.
- Staff member C. Nichols commented that the Brick partnership is super impactful for students, and asked if Saturday school will support MLL students? Osen answered that yes, it will be for all students.

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

- 1) Next Board Meeting: Thursday, March 14, 2024 at 6:00 pm

**XVI. Adjourn Public Session – 7:35pm**

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