



Regular Monthly Meeting Minutes
Thursday, July 13, 2023 – 6:00 pm

I. Call to Order: 6:08 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. Alecia Dingle	Trustee, (2/2026)	X		
2. Elizabeth Murphy	Trustee, (8/4/2023)	X		
3. Mayokun Oshin	Trustee, (3/2026)	X		7:40
4. Larry Patton	Trustee, (3/2026)		X	
5. Imebet Stewart	Trustee, President (3/2026)	X		
6. Meredith Pennotti	New Board Trustee (4/2026)	X		

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Osen Osagie	Director	X		
Shannon Wright	Director of Operations/Assistant SBA	X		
Kristina Edgar	SBA, School Business Office	X		
Sarah Spuhler	Board Secretary, School Business Office		X	
Elizabeth Neary	Account Manager, School Business Office	X		
Jennifer Miller	Achievers Early College Prep CS, Vice Principal	X		
G. Jacob	Achievers Early College Prep CS,	X		

IV. Nomination and Election of Board Officers

Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Imebet Stewart	Elizabeth Murphy	Alecia Dingle	5	0	0	1

Board Vice President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
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Elizabeth Murphy	Imebet Stewart	Alecia Dingle	5	0	0	1
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V. Acceptance of Meeting Agenda

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **July 13, 2023**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle		X				Mayokun Oshin		X			
Imebet Stewart	1 st	X				Larry Patton					X
Elizabeth Murphy	2 nd	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 **June 8th, June 21st & June 30th, 2023**, Regular/Special Board meetings.

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

VII. Public Comment: None

VIII. Committee Reports: Finance committee meeting met.

IX. Head of School Report

- a. Organizational Chart 2023-2024
- b. Strategic Priorities
- c. Competitive Contract
- d. Code of Conduct

X. Executive Session: 6:23 PM

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

****Moved to closed session for student hearing**

XI. Adjourn Executive Session and Reconvene Regular Session: 7:41 PM

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 st	X				Meredith Pennotti	2 nd	X			

Motion to suspend Student ID number 10027: based on the recommendation of the school administration, the board approves the Long-Term Suspension of Student ID 10027 effective June 7th

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

XII. Motions for Approval

1. Finance

- Bills List: To approve bills and check list for the period June 9, 2023, to July 13, 2023.
- To approve the following payrolls:

June 15, 2023	\$ 168,816.63
June 30, 2023	\$ 102,923.59

- To approve the renewal with Guardian for Dental Insurance at an increase of 8% in premiums for the 2023-2024 school year, effective August 1, 2023.
- Petty Cash: Be It Resolved that the Achievers Early College Prep Charter School upon the recommendation of the Director, hereby approves the establishment of petty cash for the 2023-2024 school year – with a maximum of \$500 for the fiscal year and a maximum single cash disbursement of \$50 at a time.
- Stale Check List: To approve the voiding of the below stale checks:

Check Number	Check Date	Amount	Vendor
2241	4/01/2021	\$105.90	The College of New Jersey
2403	6/30/2021	\$49	Tahir L Henry
2855	2/03/2022	\$4,350.08	Amplify
3157	6/9/2022	\$105	Eastern Acoustics Company
3268	6/30/2022	\$962.50	Enriched Schools
Payroll - 25108	7/15/2021	\$1,207.42	Roxana Conastuj Ramos
Payroll - 25110	7/15/2021	\$1,805.24	Cypress Al-hadi

- Auditor: BE IT RESOLVED that Achievers Early College Prep Charter School hereby approves the appointment of Gerald Longo to prepare the district's Annual Comprehensive Financial Report and Auditors Management Report for the fiscal year ending June 30, 2023, at a cost not to exceed \$40,000.

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 st	X		X – PO 300516		Meredith Pennotti	2 nd	X			

2. Contracts

- To approve the quote with **DK Electrical Solutions Inc.** for four AC units to be installed in the gym at 520 Chestnut Avenue, totaling \$5,244.50.
- To approve the quote with **JMM Cleaning Services** to purchase and install LED lighting for the 2nd, 3rd and main stairwell at 544 Chestnut Avenue, totaling \$3,300.
- To approve the quote with **BDP Construction LLC** for door replacement and repair at 544 Chestnut Avenue, totaling \$26,465.
- To approve the quote with **Hertz** for additional student chairs at a total cost of \$15,471.

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

3. Buildings & Grounds: None

4. Personnel

- a. To approve the Princeton Blair Summer Program contracts, as attached, for the following employees, to be paid out on July 31st, total \$6,650:
 - Julianna Nini, \$1,330
 - Daniel Aulio, \$1,330
 - Chimere Clay, \$1,330
 - Alexander Smerecznik, \$1,330
- b. To approve the Achievers Summer School Program contracts, as attached, for the following employees, to be paid out on July 31st, total \$8,120:
 - Bobbi Floyd, \$1,400
 - Jaheim Rover, \$1,820
 - Myra Bellamy, \$1,820
 - Nabila Atta, \$1,820
 - Richard Lee, \$1,260
- c. To ratify the Club Stipend for Shannon Wright for \$500, paid out on the June 30th payroll.
- d. To rescind the following new hire approvals:
 - Monica Alava
 - Bryan Somaiah
- e. To approve the following new hire for FY24:

Employee	Position	10/12	Salary	Start Date
Shelby Sumner Spainhower	Biology Teacher	10	\$66,500 Salary \$2,500 STEAM Bonus \$2,500 Moving Bonus \$1,500 New Hire Bonus *bonus' paid in Dec & June	8/7/2023

- f. To approve the professional development for Richard Lee for the Avid Certified Instructor Program, total \$1,200.
- g. To approve the stipend for additional work related to the Avid Certified Instructor Program, totaling \$2,500, to be paid in two installments – Dec 15th and June 15th.
- h. To approve a referral bonus to Carl Berkely for \$750 for referring Jahseim Rover; per the terms of the board approved referral bonus pay out - \$375 paid out on October 30th and \$375 paid out on February 28th.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle	2 nd	X				Mayokun Oshin					X

Imebet Stewart		X				Larry Patton					X
Elizabeth Murphy	1 st	X				Meredith Pennotti		X			

5. Curriculum/Special Education/Student Activities: None

6. Policy/Misc.

- a. To approve the first and final reading of Policy 5111 concerning Admissions as attached.

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

7. New Business

- a. To approve the DOS Curriculum Suite software license with **Array Education**, total \$1,350.
- b. To approve the contract with **DiverseFirst**, as attached, to provide recruitment services; contingency fee 20% of the first year’s base salary of any referred candidate.
- c. To approve the Avid Pro Tools – First Fundamentals of Audio Production Curriculum and First Exam Fees through **ThinkEdu**, totaling \$2,865.
- d. To approve the BSCC Training with **Array Education** for July, totaling \$2,625.
- e. To approve the contract with **PublicSchool Works**, as attached, for school safety program training and services, totaling \$1,995 for FY24.
- f. To approve the position of ‘Social Worker’ to be changed from a 10-month position to a 12-month position, effective 7/13/2023.
- g. To approve the contract with **Lincoln Barretta Consulting**, as attached, for digital marketing services, totaling \$2,950/month.
- h. To approve the following curriculum for the 2023-2024 school year:
- TCI – Grade 6-8 Social Studies - \$8,986
 - Amplify – Grade 6-8 ELA - \$8,167.50
 - Amplify – Grade 6-8 Science - \$6,750
 - Great Minds – Grade 6-8 Eureka Math - \$10,862.29
 - Houghton Mifflin – Grade 9-12 Chemistry - \$3,160.10
 - Houghton Mifflin – Grade 9-12 Biology - \$3,160.10
- i. To approve the **Relay Graduate School** contract for \$1,000 for FY24.
- j. To approve the **Relay Graduate School** Leadership Training travel reimbursements as follows: *items are in addition to the previously approved travel reimbursements from the June 21st meeting*
- Osen Osagie – rental car - \$408.56
 - Osen Osagie – meals - \$34/per night (Sunday – Friday)
 - Nava Coppin – meals - \$34/per night (Sunday – Thursday)
 - Jennifer Miller – meals - \$34/per night (Sunday – Thursday)
 - Sherri Richardson – meals - \$34/per night (Sunday – Friday)
- k. To approve the quote with **JMM Cleaning Services** to purchase and install 10 air conditioning units at 520 Chestnut Avenue, totaling \$5,500.
- l. To approve the revised Academic Calendar for the 2023-2024 school year, as attached.
- m. To approve the Fifth Lease Addendum between Our Lady of the Angels (“Landlord”) and Achievers Early College Prep CS.

- n. To approve the proposal with **Kaleidoscope Education Solutions** for staffing services for FY24, rates range from \$39/hour – Teacher’s Aide to \$102/hour for Physical Therapist, see attached for additional rates.

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

XIII. Enrollment Report: Osen provided an update on current enrollment and strategies for recruitment.

XIV. Reports / Look Ahead / Miscellaneous

1. Next Board Meetings: Thursday, August 10, 2023
2. Update on Executive Director Search - Find out what NJ school boards charges.

XV. Adjourn Public Session: 8:06 PM

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