



**Regular Monthly Meeting Minutes**  
**Thursday, September 2, 2021 – 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. Alescia Dingle	Trustee, (2/2023)		X	
2. Derrick Johnson	Trustee, (3/2023)	X		
3. William Keeby	Trustee, (2/2023)	X		
4. Elizabeth Murphy	Trustee, (8/4/2023)	X		
5. Mayokun Oshin	Trustee, (3/2023)	X		
6. Larry Patton	Trustee, (3/2023)		X	
7. Imebet Stewart	Trustee, President (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. Board Business**

Motion to accept the resignation Dr. Laretha Odumosu from the Board of Trustees effective August 6, 2021.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson	2 <sup>nd</sup>	X				Larry Patton					X
William Keeby		X				Imebet Stewart					X
Elizabeth Murphy	1 <sup>st</sup>	X									

**V. Acceptance of Meeting Agenda**

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **September 2, 2021**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson		X				Larry Patton					X
William Keeby	2 <sup>nd</sup>	X				Imebet Stewart					X
Elizabeth Murphy	1 <sup>st</sup>	X									

**VI. Acceptance of Meeting Minutes**

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **August 5, 2021**, Board meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson		X				Larry Patton					X
William Keeby	2 <sup>nd</sup>	X				Imebet Stewart					X
Elizabeth Murphy	1 <sup>st</sup>	X									

**VII. Public Comments - None**

**VIII. Committee Reports – None**

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

- a. **Ongoing/Old Business**
  - i. Setting up Calendar Holds for Board Prep
- b. **Academics: Curriculum, Instruction and Assessment Progress**
  - i. First day of school was August 30, 2021, for Grade 6
  - ii. MAP testing will take place from August 30-September 2
  - iii. No retentions from 2021 school year; recovery
  - iv. High School induction as effective and memorable
  - v. Updates to the school calendar considering 171 Division Street and trailer availability
- c. **School Operations and Support**
  - i. Updates to facilities: Architect, Contractor, and other updates
  - ii. Trailer permits still pending due to Williams Scotsman unfinished work
- d. **Dashboard Review/Board Business**
  - i. Revisit self-evaluation and 2022 goals touch back
  - ii. Strategic plan touchback to mission specific goals
  - iii. Board renewal meeting prep to begin this month-calendar holds were sent for the preparation meetings and mock
  - iv. Renewal application submitted to Charter Schools Association
  - v. Renewal date set for October 27, 2021
  - vi. Presentation on How to Get Renewed
- e. **Lease/Building/Facilities**
  - i. Contracted a Projector Manager to monitor work across three facilities
  - ii. Lease terms for 520 Chestnut Avenue still underway as the landlord wishes to commence rent January 2022

- iii. Waiting for PSE&G to bring power for the trailers, the permit has been approved and we are calling almost daily to move the work forward
- f. **Compliance, Policy and Fundraising**
  - i. CSP Grant due LOI accepted and grant due October 29  
NJPCSA may award subgrants to new charter schools, replicating charter schools, and schools that are expanding for a period of up to 42 months, inclusive of planning and implementation periods. Expansion can include schools opening a new grade level in Fall 2021. The planning period may be no longer than 10 months. The implementation period may be no longer than 24 months. Through a competitive process, all subgrantees will be eligible to be awarded up to \$1,500,000. The base award is up to \$1,000,000.
  - ii. Board service updates-3-month governance training completion request
  - iii. September 20, 2021, inspection day invitation to Trustees
- g. **Recruitment/Retention for Staff and Students**
  - i. 2021 recruitment updates: technically fully enrolled
  - ii. Hiring updates for 2022: we are still about 95% hired for 2022 and have three vacancies in the middle school and one in the high school

**X. Executive Session - NONE**

**XI. Adjourn Executive Session and Reconvene Regular Session**

**XII. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for July & August 2021, 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 July & August 2021, 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 August 6, 2021, to September 2, 2021.
- c. To approve the following payrolls:

August 15, 2021	\$53,534.02
August 31, 2021	\$154,888.66

- d. To approve using Equitable as the school’s 403(b) plan provider.
- e. Establish a Business Office petty cash fund with a maximum balance of \$1,000 in cash and the maximum disbursement from petty cash at \$50.00. BE IT RESOLVED: that the Achievers Early College Prep Charter School upon the recommendation of the Executive Director, hereby approves the establishment of petty cash with a maximum of \$1,000 and a maximum single cash disbursement of \$50.00, for the 2021/2022 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson	1 <sup>st</sup>	X				Larry Patton					X
William Keeby	2 <sup>nd</sup>	X				Imebet Stewart					X
Elizabeth Murphy		X		D939 on bills list							

**2. Contracts**

- a. To approve the contract with **Steam Works** provide the STEAM Curriculum for the 2021-2022 school year at a cost not to exceed \$200,000.
- b. To approve the independent contractor FY22 consultant agreement with **Sarah Bitner** to provide ESL/ELL education and re-design of Achiever’s ECP’s services, at a rate of \$42/hour not to exceed \$60,000.
- c. To approve the Consultant Agreement with **Markita Floyd** to provide 10-hours of curriculum and leadership per month.
- d. To approve the architectural firm **ZACS International LLC** to provide construction document preparation services for the limited renovation of 171 Division Street at a flat rate of \$7,500 plus reimbursable expenses.
- e. To approve the contract with **Queen Nwafor** to provide charter renewal services at a rate of \$35/hour, up to 40 hours of weeks not to exceed \$10,000.
- f. To approve the contract with **David Boudwin** to provide project management services at \$75/hr not to exceed \$44,000.
- g. To approve the contract with **BDP Construction LLC** to supply and install 10 fire compliant doors and appropriate hardware in order to pass inspection at a cost of \$17,925.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson		X				Larry Patton					X
William Keeby	1 <sup>st</sup>	X				Imebet Stewart					X
Elizabeth Murphy	2 <sup>nd</sup>	X									

**3. Buildings & Grounds**

- a. To approve the revised lease agreement with Williams Scotsman for a 54x14 mobile classroom.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson	2 <sup>nd</sup>	X				Larry Patton					X
William Keeby	1 <sup>st</sup>	X				Imebet Stewart					X
Elizabeth Murphy		X									

**4. Personnel**

- a. To approve the following new employee contracts for FY21-22 school year:

10 Month Employee	Position	Salary
James Lenihan	Math Intervention Teaching Assistant	\$65,832.90
<del>Victoria Marcheski</del>	<del>6<sup>th</sup> Grade ELA Teacher</del>	<del>\$50,000.00</del>
Karen Brown	7 <sup>th</sup> Grade Math teacher STEM signing Bonus	\$70,000.00 \$5,000.00
Thomas Carraher	Grade 6/7 Health and PE Teacher	\$54,000.00
Matthew Francis	Dean of Students and Culture In-Residence	\$62,752.75
Nayanna Evans	Math Teacher Fellow	\$45,000.00
Qua’naisa Gibil	HS Social Worker & Case Manager	\$55,000.00
Rose Hurtado	9 <sup>th</sup> Grade Biology Teacher STEM signing bonus	\$63,000.00 \$5,000.00
Mike Metellus Jr	HS Algebra Teacher Signing Bonus	\$50,000.00 \$5,000.00
Steven Minkoff	MS Social Studies Teacher	\$50,000.00

Shehnaz Patel	HS Virtual and Digital Arts Teacher	\$71,000.00
Brandon Bongart	HS History Teacher	\$54,000.00
Eunice Bonnett	Math Teacher-MS Signing Bonus	\$65,000.00 \$5,000.00
Tammy Allen	School Lunch Aide	\$15/hour
Tazabree Coates	School Lunch Aide	\$15/hour
<b>12 Month Employee</b>	<b>Position</b>	<b>Salary</b>
Sarah Sanderson	Data and Operations Coordinator	\$60,000.00

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson		X				Larry Patton					X
William Keeby	1 <sup>st</sup>	X				Imebet Stewart					X
Elizabeth Murphy	2 <sup>nd</sup>	X									

## 5. Curriculum/Special Education

- a. To approve the Revised and Enhanced Pathways Chart which will provide a more equitable and accessible pathway for AECPCS students:

Revised Pathways Being Curated by Achievers ECP	
<b>New Pathway</b> <b>*12-credits in your pathway gives locks in your pathways</b>	<b>2017 Charter Application Pathway</b> <b>Associate's of Arts and</b> <b>Associate's of Science</b>
Cisco Academy, Computer Networking and Technology	Computer Networking and Technology (AS)
Electronics and Audio Engineering	Electronics Engineering Technology (AAS)
Digital Media Arts	Digital Media Arts (AAS)
Biology, Biotechnology and Health Sciences	Biology (AS)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson	2 <sup>nd</sup>	X				Larry Patton					X
William Keeby	1 <sup>st</sup>	X				Imebet Stewart					X
Elizabeth Murphy		X									

## 6. Policy/Misc.

- a. To approve revisions to the 2021-2022 SY calendar, with the following changes:

- Removes 2 days from the school calendar for HS students from 190 to 188

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson	1 <sup>st</sup>	X				Larry Patton					X
William Keeby		X				Imebet Stewart					X
Elizabeth Murphy	2 <sup>nd</sup>	X									

**XIII. Enrollment Report**

Grade	2022	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Wait
6	90		92											
7	90		91											
8	90		89											
9	90		90											
<b>Total</b>	<b>360</b>		<b>362</b>											

**XIV. Board Agenda**

1. Board Reminders: Criminal background checks, ethics disclosures, Governance Training
2. Next Board Meetings: Thursday, October 7, 2021.

**XV. Adjourn Public Session – 7:26 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Alescia Dingle					X	Mayokun Oshin		X			
Derrick Johnson	1 <sup>st</sup>	X				Larry Patton					X
William Keeby	2 <sup>nd</sup>	X				Imebet Stewart					X
Elizabeth Murphy		X									