



Regular Monthly Meeting Minutes
Thursday, December 11, 4:30 pm

I. Call to Order – 4:43 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 Teel	Trustee, (2/2026)	x		LA 4:45 PM
2. Elizabeth Murphy	Trustee, (8/4/2026)	x		
3. Larry Patton	Trustee, (3/2026)	x		
4. Imebet Stewart	Trustee, President (3/2026)	x		
5. Meredith Pennotti	Trustee (4/2026)		x	

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Nava Coppin	Executive Director	x		
Joshua Solow	SBA, School Business Office		x	
Elizabeth Neary	Board Secretary, School Business Office	x		
Michael Nicholson	Chief Operating Officer	x		
Hope Blackburn	Board Attorney	x		LA 5:03 PM
Katheryne Ralph	Director, Human Resources	x		
Yereilis Martinez	Student Representative to the Board of Trustees	x		

IV. Acceptance of Meeting Agenda

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **December 11, 2025**, meeting.

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

V. Acceptance of Meeting Minutes

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **November 13, 2025**, Regular Board meeting.

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

VI. Public Comment - NONE

VII. Committee Reports – Liz Murphy gave an update from the Finance committee meeting including a potential auditors meeting next month, and bringing the school policy manual current.

VIII. Executive Director Report

Ms. Coppin – Introduced speakers and asked the principals to provide brief updates. Later discussed strategic priority #2 ELL, and a state mandated parent advisory committee with many parent responses.

Yereilis Martinez – Gave an update to the Board about two student events.

Ms. Eley – Spoke about college trip visits and getting 100% of students to join. Gave statistics on college acceptances for Seniors including 26 accepted and \$515,000 in scholarships so far.

Ms. Miller – Provided and update for the Middle School.

Ms. Ralph – Provided an update on staff recruitment and that 100% of newly hired teachers have certifications.

Dr. Nicholson – Noted that the CSP grant is on track to be spent by end of the year.

IX. Motions for Approval

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for November 2025, 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 November 2025, 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 and Check Journal: To approve the bills list and check journal for the period November 14, 2025, to December 11, 2025.
- c. To approve/ratify the reimbursement to Alexa Camacho-Vazquez for A+ Voucher Plus Retake Assurance certification exam, in the amount of \$314, as attached.
- d. To approve the reimbursement to Carl Berkley for Network+ Voucher Plus Retake Assurance certification exam, in the amount of \$1,217, as attached.
- e. To approve the acceptance of the Emergent & Capital Maintenance Funds in the amount of \$66,872, as attached.
- f. To approve the following payrolls:

November 15, 2025	\$208,295.95
November 30, 2025	\$204,953.22

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

2. Contracts

- a. To approve the agreement and rate sheet from **Scout Education** for staffing services for the 2025-2026 school year, as attached.

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

3. Buildings & Grounds

- a. To approve the quote from **BDP Construction** for repair of damaged doorways and walls, in the amount of \$7,580, as attached.
- b. To approve the quote from **School Nurse Supply** for an automated external defibrillator and signage, in the amount of \$2,319, as attached.
- c. To approve the quote from **Hertz Furniture** for an outdoor bench and chairs, in the amount of \$4,636.80 with requested reimbursement through the CSP Grant, as attached.
- d. To approve the quote from **AbateTech, Inc.** for a facilities upgrade and repair, including the operations and maintenance of pipe insulation, in the amount of \$5,950, as attached.

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

4. Personnel

- a. To accept the resignation of May Oo, 6th Grade Math Teacher, effective 12/31/25, as attached.
- b. To accept the resignation of Ariselys Rolon-Cruz, HS Principal of Humanities & Culture, effective 1/9/26, as attached.
- c. To approve the following new hires for the 2025-2026 School Year, as attached:

Term	Employee Name	Job Title	FY26 Salary	FY26 Stipend(s)	Total Salary	Start Date
10-Month	Albertine Williams	HS ESL Teacher	\$65,050	None	\$65,050	TBD
10-Month	Laura Springsteen	HS Social Studies Teacher	\$65,050	None	\$65,050	TBD
10-Month	Tia Sanders	MS Math Teacher	\$65,050	None	\$65,050	TBD

d. To approve the following 2025-2026 Mentor/Mentee staff, fee, and stipend, as attached:

Mentor Name	Position	Certification	Mentee	Amount	Earning/Deduction Schedule
Julianna Nini	Mentor	CEAS	Jaswant Kaur	\$550	Equal pay periods Dec -June

e. To approve the following stipends for the 2025-2026 school year:

Staff Name	Position	FY26 Stipend	Pay Schedule
Rebecca Higgins	High School HIB Coordinator	\$4,000	Equal pay periods Dec -June
Tiana Solis	High School Testing Coordinator	\$4,000	Equal pay periods Dec -June
Christopher Burke	Assistant Athletic Director	\$2,925	Equal pay periods Dec -June

f. To approve payment for the following courses for previously approved Alternate Route Program participants, as attached.

Staff Name	College	Course Name	Cost
Giovanni Adorno	Rutgers	50-Hour Preservice Course	\$295
Carolyn Roberts	Rutgers	50-Hour Preservice Course	\$295

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

5. Curriculum/Special Education/Student Activities

- a. To approve the quote from **Summit K12** for online access to C2L Connect to Literacy with professional development sessions, in the amount of \$1,198.50 with requested reimbursement through the CSP Grant, as attached.
- b. To approve/ratify the quote from **Amazon** for Health Science curriculum supplies, in the amount of \$3,683.19 with requested reimbursement through the CSP Grant, as attached.
- c. To approve the quote from **CDW-Government** for 30 Chromebooks for High School testing, in the amount of \$9,990.30, as attached.
- d. To approve the quote from **Virtual Driver Interactive**, for a full cab simulator for virtual student driving instruction, in the amount of \$33,050 with requested reimbursement through the CSP Grant, as attached.
- e. To approve the quote from **Jerry’s Pizza & Grill** for student refreshments at the Middle School Winter Wonderland event, in the amount of \$1,339.32, as attached.

f. To approve the following revision to the 2025-2026 School Year calendar:

Date	Revision
12/19/25	Early Dismissal Day (12:55pm) prior to Winter Recess

- g. To approve the quotes from **Sheppard Bus Service** for round-trip bus transportation for the following MAP Award field trips, total \$2,040, as attached.

Date	Location	Cost
1/21/26	The Rink, Edgewater Park NJ	\$680
1/22/26	The Rink, Edgewater Park NJ	\$680
1/23/26	The Rink, Edgewater Park NJ	\$680

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

6. Policy/Misc.

- a. To approve the final reading of policy #0143.2, **High School Representative to the Board of Trustees**, as attached.
- b. To approve the quote from **ZipRecruiter** for a 3-month subscription for four job postings, in the amount of \$5,607, as attached.

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

X. Enrollment Report

Grade	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026
6	93	93	93	92	91	91						
7	92	93	93	92	92	92						
8	93	93	93	93	93	93						
9	91	98	98	94	94	94						
10	104	108	108	112	111	107						
11	81	88	88	91	90	91						
12	48	52	52	57	57	56						
Total	602	625	625	631	628	624						

XI. HIB Reports

1. Motion to **approve** the previously accepted HIB investigation report for November 2025, with the following findings:

Report	# of Cases	# Founded	# Unfounded
November 2025	1	1 (some founded)	0

2. Motion to **accept** the HIB investigation report for December 2025, with the following findings:

Report	# of Cases	# Founded	# Unfounded
December 2025	3	3	0

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

XII. Public Comment - NONE

XIII. Reports / Look Ahead / Miscellaneous

1. Next Regular Board Meeting: January 8, 2025 at 6:00PM

XIV. Adjourn Public Session/End Meeting – 5:13 PM

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