



**Regular Monthly Meeting Agenda**  
**Thursday, June 3, 2021 – 6:00 pm**

- I. Call to Order – 6:04 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
Larry Patton	Trustee, (3/2023)	X		
Imebet Stewart	Trustee, President (3/2023)	X		
Mayokun Oshin	Trustee, (3/2023)	X, 6:15 pm		
Alescia Dingle	Trustee, (2/2023)	X		
Dr. Laretha Odumosu	Trustee, (2/2023)	X		
William Keeby	Trustee, (2/2023)	X		
Derrick Johnson	Trustee, (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**
- V. Acceptance of Meeting Agenda**

Motion for Achievers Early College Prep Charter School, Board of Trustees to approve the Agenda for the **June 3, 2021** meeting.

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

**VI. Acceptance of Meeting Minutes**

Motion for Achievers Early College Charter School, Board of Trustees to approve the minutes from the **May 6, 2021** Board meeting.

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

**VII. Public Comments - NONE**

**VIII. Committee Reports**

- a. **Policy Committee** – Mr. Patton working on Policies over the summer.

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

**a. Ongoing/Old Business**

- i. Committee Meetings precede Board Meeting
- ii. Committee folders populated
- iii. Shift in July Meeting to 2<sup>nd</sup> Thursday, July 8, 2021

**b. Academic: Curriculum, Instruction and Assessment Progress**

- i. Final Performance Tasks for Science-8<sup>th</sup> Grade EOY Presentations-June 9-11; 8:00am-2:27pm and 6<sup>th</sup> & 7<sup>th</sup> EOY Presentations-June 14-17; 8:00am -12:17pm
- ii. Performance reports added to our website
- iii. AECPC to be featured in Bellwether’s Blog focusing on our continuous improvement efforts
- iv. Attendance updates
- v. Summer school will run from June 20<sup>th</sup>-July 23<sup>rd</sup>
- vi. Extended School year will run from June 23<sup>rd</sup>-July 31<sup>st</sup>
- vii. High School launch updates: Freshman induction week July 26<sup>th</sup>-30<sup>th</sup>
- viii. Switching School information system from Realtime to PowerSchool (and related programs- Kickboard, Schoology)
- ix. Career Cruising software will change from Xello to Naviance
- x. New Schools Venture Presentation for High School funding on May 14<sup>th</sup> & May 28<sup>th</sup>
- xi. 9<sup>th</sup> Grade ELA curriculum: considering DCI-created curriculum or My Perspectives
- xii. 9<sup>th</sup> Grade Math curriculum: considering Illustrative Math
- xiii. Other High School tool: Swipe, School Culture Solutions (Community Circles)

**c. Dashboard Review/Board Business**

- i. Board Self Evaluation and Board Retreat-Thursday, July 8<sup>th</sup>
- ii. Rick Pressler to Lead Board Development and 2021 Reflection
- iii. Diamante Group to lead Renewal Session Training
- iv. Walkthrough of monthly, quarterly, trimester data for Trustees
- v. Strategic Plan Process
- vi. Relay Professional Development: (Virtual) Accelerating Student Success: strategies to address interrupted learning for Instructional and School Leaders

**d. Lease/Building/Facilities**

- i. Lease terms 171 Division Street and 520 Chestnut in progress
- ii. Two modular classrooms requested for the upcoming school year-delivery date July 15<sup>th</sup>

**e. Meals/Lunch**

- i. We continue to serve meals twice a week to families
- f. Compliance, Policy and Fundraising**
  - i. Renewal Application drafting in committees; Draft to be completed by end of June
- g. Recruitment/Retention for Staff and Students**
  - i. 2021 recruitment updates: mail campaign, posting at local businesses, etc.
  - ii. AECPC started engaging Lincoln Barretta for digital recruitment/social media and have seen more shares, friends, and traction to our social media
  - iii. Enrollment for Grades 6,7, 8 and 9-enrollment full for Grades 7-9 and 46 for Grade 6
  - iv. Hiring updates for 2022: about 70% hired for 2022

**X. Reorganization Motions**

1. Regular Meeting Dates – 2021/2022 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 2021/2022 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.

1<sup>st</sup> Thursday of every month, with the exception of July.

Day	Date	Regular Meeting	Notes
Thursday	July 8, 2021	6:00 PM	Regular Meeting
Thursday	August 5, 2021	6:00 PM	Regular Meeting
Thursday	September 2, 2021	6:00 PM	Regular Meeting
Thursday	October 7, 2021	6:00 PM	Regular Meeting
Thursday	November 4, 2021	6:00 PM	Regular Meeting
Thursday	December 2, 2021	6:00 PM	Regular Meeting
Thursday	January 6, 2022	6:00 PM	Regular Meeting
Thursday	February 3, 2022	6:00 PM	Regular Meeting
Thursday	March 3, 2022	6:00 PM	Regular Meeting
Thursday	April 7, 2022	6:00 PM	Regular Meeting
Thursday	May 5, 2022	6:00 PM	Regular Meeting
Thursday	June 2, 2022	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 2021/2022 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. Appointments

BE IT RESOLVED: that the Achievers Early College Prep Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2021/2022 school year:

Position/Appointment	Name
Executive Director/Chief Academic Officer	Efe Odeleye, Lead Person/Co-Director Osen Osagie, Asst Sup of Instruction/Co-Director
Business Administrator/Board Secretary	Michael Falkowski
Acting Board Secretary in the absence of the Board Secretary	Dr. Brian Falkowski
Public Agency Compliance Officer (PACO)	Michael Falkowski
Custodian of School Records	Michael Falkowski
Asbestos Management/PEOSA Officer	LeShannon Wright
Safety & Health Coordinator	LeShannon Wright
Indoor Air Quality Coordinator	LeShannon Wright
Integrated Pest Management Coordinator	LeShannon Wright
Right to Know and Chemical Hygiene Coordinator	LeShannon Wright
Affirmative Action Officer	Osen Osagie
Title IX Compliance Officer	Efe Odeleye
Substance Awareness Coordinator	Usha Rosidivito
Section 504 Administrator	Dianna Anderson-Guerrero
Homeless Liaison	Brenmarie Rentas
Section 504 Compliance Officer	Victoria Marcheski
HIB/Anti-Bully Coordinator & School Safety Team	Brenmarie Rentas

4. 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 2021/2022 school year for \$0.00. In Michael Falkowski's absence, **Dr. Brian Falkowski** will serve as the Acting Board Secretary for \$0.00.

5. 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 2021/2022 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.

6. 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 2021/2022 school year.

7. 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 2021/2022 school year.

8. 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](http://www.achieversacademy.org) for the 2021/2022 school year.

9. 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 2021/2022 school year.

10. 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 2021/2022 school year.

11. 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 \$44,000 and \$6,600 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 40A11-6.1 (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 2021/2022 school year.

12. 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 2021/2022 school year.

13. 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 2021/2022 school year.

14. 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 2021/2022 school year.

15. 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 **Busch Law Group** to provide legal services for the 2021/2022 school year at a cost not to exceed \$12,000.

16. 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 2021/2022 school year.

17. Resolution to Appoint Medical Consultants (School Doctor)

BE IT RESOLVED: that Achievers Early College Prep Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Dr. Alon Baker** as Medical Consultants for the 2021/2022 school year.

18. 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 2021/2022 school year.

19. 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 2021/2022 school year.

20. Approve Medical Broker of record for Medical, Dental and RX Insurance Coverage

BE IT RESOLVED: that the Achievers Early College Prep Charter School upon the recommendation of the Executive Director, to Contract with **Giovanni Mancini, Treadstone Risk Management** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2021/2022.

21. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance all

BE IT RESOLVED: that the Achievers Early College Prep Charter School upon the recommendation of the Executive Director, to approve **Giovanni Mancini, Treadstone Risk Management** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2021/2022 school year.

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

**XI. Executive Session - NONE**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Larry Patton						Imebet Stewart					
Mayokun Oshin						Alescia Dingle					
Dr. Laretha Odumosu						William Keeby					
Derrick Johnson											

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

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Larry Patton						Imebet Stewart					
Mayokun Oshin						Alescia Dingle					
Dr. Laretha Odumosu						William Keeby					
Derrick Johnson											

**XIII. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for May 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 May 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 May 7, 2021 to June 3, 2021.
- c. To approve the following payrolls:

May 15, 2021	\$72,692.10
May 31, 2021	\$74,213.63

- d. Vended Meals Renewal:  
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 2021/2022 school year:  
Breakfast: \$1.47  
Lunch: \$2.74  
Snack: \$0.72
- e. Motion to approve the following employees as Title I staff for the 2020-2021 school year:

Philip McNulty	100% Salary
Princess Tidwell	100% Salary
Myra Bellamy	75% Salary
Christopher Carragher	75% Salary

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Larry Patton		X				Imebet Stewart	1 <sup>st</sup>	X			
Mayokun Oshin		X				Alesica Dingle		X			
Dr. Laretha Odumosu		X				William Keeby		X			
Derrick Johnson	2 <sup>nd</sup>	X									

**2. Contracts**

- a. To approve the contract with R. Pressler Associates for a Charter School Board Support Program, \$2800.
- b. To approve the contract with School Business Office LLC to provide business administration services for the 2021-22 school year at the budgeted contract amount of \$9,167.
- c. To approve the proposal with School Culture Solutions for Restorative Practices Training and Leadership/Disciplinary Team Coaching in the amount of \$10,000.
- d. To approve the FY22 Agreement with Johnston Law Firm LLC.
- e. To approve the Service Agreement with Lincoln Barretta Consulting.
- f. To approve the Agreement with Relay Graduate School of Education for Instructional Programs.

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

### 3. Buildings & Grounds

#### 4. Personnel

- a. To approve/ratify a training stipend for Christopher Benson in the amount of \$250.
- b. To approve the following new employee contracts for FY21-22 school year:

10 Month Employee	Position	Salary
Joseph Samanns	Grades 8/9 Health & PE Teacher, Basketball Coach	\$54,000.00 \$2,700.00
Megan Jones	Special Education Teacher	\$55,000.00
Grace McIntire	High School Latin Teacher	\$54,000.00
Bobby Morgan	Math Teacher Math Coach STEM Bonus	\$80,000.00 \$2,500.00 \$5,000.00
Eric Hoffman	High School Teaching Assistant	\$46,350.00
12 Month Employee	Position	Salary
Erin Sargeant	English Language Arts Director of Curriculum & Instruction	\$90,000.00

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

### 5. Curriculum/Special Education

#### 6. Policy/Misc.

## XIV. Enrollment Report

Grade	2021	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Wait
6			85	90	90	90	90	89	88	88	88	88		
7			92	90	90	91	90	90	90	90	90	90		
8			82	83	84	84	84	84	84	84	84	84		
Total			259	263	264	265	264	263	262	262	262	262		

## XV. Board Agenda

1. Board Reminders: Criminal background checks, ethics disclosures, Governance Training
2. Next Board Meetings: Thursday, July 8, 2021.

## XVI. Adjourn Public Session – 7:11 pm

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