



AMISTAD COMMISSION MEETING

Agenda

**January 20, 2023
1:00PM -3:00PM
Teams Meeting**

- I. **Public Session: Call to Order – 1:00PM**
- II. **Pledge of Allegiance**
- III. **Opening Remarks – Virtual Meeting Etiquette**
- IV. **Approval of Draft Minutes from the December 16, 2022: (Attachment IV – Pages 2-6) (5 Minutes)**
- V. **Approval of Commission Meeting Dates for 2023 (Attachment V- Page 7) Chair Edwards (5 Minutes)**
- VI. **Approval of the Teaching Resources and Educator Support Committee: Chair Edwards (10 Minutes)**
- VII. **Approval of the Revision to Previously Distributed Bylaws: (Attachment VII-Pages 8-13) Commissioner Lavonne Bebler-Johnson, Chair Edwards (30 Minutes)**
- VIII. **Preliminary Budget Update: Commission Grant (15 Minutes)**
- IX. **Executive Director’s Report: Dr. Lamy (Attachment IX-Pages 14-15) (15 Minutes)**
 - A. Outline for Summer Institute
 - B. Staffing recommendations for 2023-2024
- X. **Other Discussion Items Not Included on the Agenda (2 Minutes)**
- XI. **Future Agenda Items for the Next Meeting of Commissioners: Dr. Edwards (2 Minutes)**
- XII. **Open Public Comments and Remarks: General Public**
- XIII. **Adjournment**

Amistad Commission December 16th Quarterly Virtual Meeting

Scheduled 1:00p-3:00p Meeting adjourned 3:06p

Attending

Commissioners

Angelica Allen-McMillan; Patricia A. Atkins; Lavonne Bebler Johnson; Lillie Johnson Edwards (Chair); Rosie Andrea Grant; Derrick Green; Fatima Heyward; Danielle M. Jones; Antwan McClellan-(R-1); Willian D. Payne; Tom Puryear; Jason J. Redd; Andrea Roseborough-Eberhard; Joyce Shipp-Freeman (Vice Chair); Singleton designee - Charisse Watts; Samuel D. Thompson

Amistad Staff

Patrick Lamy; Iman AQuddus

DOE Staff

Julie Bunt

Public

Sharonda Allen; James Harris; Barbara Pritchett; Forest Pritchett; Sandra Cook; SC: Princess Hoagland; Renee

Meeting Minutes

Prior to the official start of the meeting, there was a general announcement by Dr. Lamy that the meeting is being recorded and transcribed.

Dr. Edwards began the meeting officially at 1pm and thanked all participants for joining the December meeting of the Amistad Commission. Dr. Edwards read a statement pertaining to the public session of the Commission meeting to ensure compliance with the New Jersey Open Public Meetings Act. The Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interest is discussed or acted upon in accordance with the provisions of this act. The Amistad Commission has posted notice of this meeting to be published by having the date and time in place thereof posted in the Secretary of State's Office. The notice was also given to the State House Press Corps and the Governor's Office.

Dr. Edwards moved forward to conduct a roll call to determine which Commission members are present and to determine the status of a quorum. Dr. Lamy was asked if someone from the Amistad Office was assigned to conduct the roll call and the reply was no. Dr. Edwards took the roll call to record the commissioners who were in attendance. There was a statement to return to those who did not respond or joined the meeting later. There were 11 members confirmed present resulting in the quorum of the 20 members of the Commission. Based on the quorum, the meeting was called to order.

Pledge of Allegiance

Dr. Edwards announced that the meeting will begin with the reading of the Pledge of Allegiance and asked all participants to join. "I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Dr. Edwards noted that when it comes to voting on any agenda items, a new roll call will be conducted as additional commissioners join the meeting.

General Introduction and Overview: Dr. Edwards

Dr. Edwards thanked everyone again for their commitment to the education of the children of New Jersey and to supporting New Jersey educators, administrators, school districts and community stakeholders, and fulfilling our mission to infuse African Americans into the K-12 curriculum. Dr. Edwards noted her pleasure to welcome and to introduce all the Commissioners to Dr. Patrick Lamy as the Executive Director of the

Amistad Commission. Dr. Lamy assumed his duties on Monday, November 28th, 2022. He joins us for his first meeting of the Commission on his 15th day in this position. His resume appears as attachment III on pages two through six of your meeting materials and he will provide an Executive Director's Report as part of today's agenda.

Dr. Edwards noted that we all are in this together and welcome new Commissioners to their new roles on the Amistad Commission. Commissioners collectively welcomed Dr. Lamy to his new roles and new position.

Review of the Minutes from the June 24, 2022, Meeting

Dr. Edwards moved to the next agenda item and referenced the meeting materials to draw attention to review of the summary of the recent meetings of the Commission. which constitute attachment IV on page 7. She noted that Dr. Lamy has not yet received the actual minutes or the transcript of the meetings. On the attachment of page 7, he has provided a summary of Commission actions taken in those meetings. We hope to receive the minutes and transcripts from the NJDOE and the Governor's Office shortly for action and vote at a future meeting. However, it was decided that the Commission take note of the decisions and votes made in prior meetings.

Update on the Revisions to Bylaws: Commissioner Lavonne Bebler Johnson

The meeting moved to the next agenda item which was an update on the revisions to the bylaws by Commissioner Lavonne Bebler-Johnson. Commissioner Johnson reported that the revisions were based on the recent changes in the legislation, especially the notion of being in but not of the NJDOE. She noted a sort of differentiation that needs to be outlined in the bylaws. There is a need to do a final revision of the bylaws. The Bylaws Committee as it stands now has three members, Commissioners Bebler-Johnson, Patricia Atkins, and Commissioner/Vice Chair Joyce ship-Freeman. the group is still open to two more members. With respect to Standing Committees, the Personnel Committee is already complete. It has five members. Finance needs some additional members, and that number needs to be determined. There are five members allowed per standing committee and this is under the direction of the Governor and Attorney General's Office. This is to keep committees legal.

The subcommittees are not allowed to do actual action without the Commission's approval. There is a concern about having a quorum. This point limits our subcommittees or standing committees rather to five members. These are among the issues that must be addressed in future revisions. These revisions will be part of the major discussions at the January meeting.

There were considerable interruptions based on virtual platform being utilized. It was decided that future meetings will consider alternate platforms including Zoom.

Dr. Edwards noted that the language of the revised legislation that the pending work of that committee includes not only adding the Executive Committee to the list of committees, but also providing the descriptions and duties of each of those committees. The addition will also be included in the revisions. There is a need to clarifying our relationship with the executive branch and specifically with the Department of Education, it will also outline and specify the responsibilities and duties of the Commission itself and outlined the duties and responsibilities of the Executive Director. The latter piece does not exist. We do not reference those duties of the ED within the current version. And so those are the changes that we see as being necessary to codify not only our work and protocols, but also our duties and responsibilities to the citizens of New Jersey. Dr. Edwards asked for a motion and a second before we move to discuss this oral report.

There was a discussion on whether the Commission was voting on the bylaws. It was clarified that the motion was in reference to accepting the report regarding the status of the bylaws. Further the vote was not for approval of the Bylaws and the Standing Committee of which some require more definition in terms of purpose and responsibilities. **Dr. Edwards asked for a final motion. Motion was moved by Commissioner Rosie Grant and seconded by Commissioner Ane Roseborough-Eberhard. roll call was conducted and motion accepted unanimously.**

Vote on the Approval to Establish an Executive Committee of the Amistad Commission: Dr. Edwards

The Commission actions suggested that we had an existing Executive Committee, but the Commission never fully adopted and voted on it as a part of the Commission's governance structure. As chair of the Commission, this is a motion that the Amistad Commission shall have an Executive Committee which shall

include the Chair and Vice Chair of the Commission, and the chairs of all standing committees. The Chair and Vice Chair of the Commission shall serve as Chair and Vice Chair of the Executive Committee.

There was further discussion and request by Commissioner Jones for copies of past and current versions of the bylaws. It was determined that copies will be distributed to all commissioners. The bylaws will help create the protocols and processes of the Commission, even while we await the final bylaws, these votes that we take to establish specific committees that will allow us to work. Dr. Edwards noted that this vote and these committees that are established will be a central part of the final version of the bylaws. Commissioner Payne inquired on the information and the list of committees to confirm that they exist. The Commission's understanding from the Attorney General's Office is at the point of the new legislation was created to create essentially a new body, which is in but not of the Department of Education. We are required to reconstitute and review our committee structure and that is what we began to do earlier, and we are continuing to do now. The agreement between the DOE and the Amistad Commission was briefly discussed. **Dr. Edwards asked for a roll call after discussion and the motion was unanimously approved and the Executive Committee was officially established.**

Meeting Schedule for 2023: Dr. Edwards/Vice Chair Ship-Freeman

Meeting dates for the next calendar year are proposed in terms of months with fewer meetings of the entire commission. The thinking is that commissioners will spend considerable time in Executive Committee work and other standing committees. This item on the agenda does not require a vote as it is only information for the moment and not official. There is a need to assure that these dates do not conflict with any legislative dates. We will be considering Fridays from 1pm-3pm. The dates will be finalized at the January meeting.

NJEA Conference Report: Dr. Edwards

Dr. Edwards and Andrea Roseborough-Eberhard at the request of the commission attended the NJEA Conference in Atlantic City. On behalf of the Commission, they both presented three sessions at the conference. The report is in the meeting materials with an overview of each session. A motion was made to accept the report. **The motion was moved by Senator Thompson, and seconded by Commissioner Jones. The report was unanimously accepted by the Commission.**

Summer Institute for 2023: Dr. Edwards

Content focus and outline for the summer institute will be somewhat different in 2023. In other words, the theme, topic, etcetera will be something presented to the Commission itself as early as January. The save the dates should go out in early February to ensure that teachers can reserve that slot on their calendars. One of the problems that the Commission has noted in the past was that teachers must plan early during the beginning of the calendar year for their professional development and for their own personal lives. It is critical that they at least have the dates and locations of the institutes as early as possible.

As early as the January meeting, the Commissioners can at least approve the dates, themes, and special topics. but not the details of everything or how it would be carried out. A more formal detailed report from Dr. Lamy will come before the Commissioners at the March meeting.

As we revise the bylaws, we will need to decide whether we have an actual curriculum committee that in fact is part of that vetting process without having currently voted on a specific curriculum committee. That vetting will have to defer to the Executive Committee, but that doesn't necessarily reflect the structure in the past. We should anticipate several things, especially the use of the Executive Committee. The initial plans are, including the theme and topic and that theme and topic is brought before this board at its winter meeting. At the Commission's March meeting, a more complete report is to be provided including recommendations for the selection of actual presenters, and the key components of each institute. The information's should be distributed to teachers in April after final approval by the Commission.

Dr. Lamy was asked for additional comments. Dr. Lamy responded and confirm that Dr. Edwards covered everything and the only thing to add is that by April all Commissioners should have not only the goals, the intended outcomes and to follow up that should happen. He mentioned that the Institute is going to take on a different direction. It's not going to be a one-time opportunity for teachers in New Jersey. It is going to be an introduction to a series of opportunities and subsequent experiences and trainings in intervals of time. There is a need to assess whether teachers find value in these experiences and if it helped them improve their work and to create that timeline for follow up. The plan is to present that information for Commissioners to review in March.

There was an extended discussion again on the NJEA Conference and the need for strong partnerships with educational organizations and less dependence on partnerships with churches to carry out the mission of the Commission. There was more discussion about timelines and notification to teachers as well as the extension of the Summer Seminar to more programs in the academic year.

Dr. Edwards thanked everyone for input and questions regarding the summer institutes. All questions were answered thoroughly in terms of both content timetable, follow up as well as accountability to effectively plan the Summer Institute. There was more discussion on establishing a great relationship with NJEA. Vice Chair Ship-Freeman shared additional comments and appreciation for the anticipated new structure for the Summer Institute.

Executive Director Report: Dr. Lamy

Dr. Edwards introduced Dr. Lamy to share the ED Report. Dr. Lamy thanked the Commission for his appointment and shared his excitement about his new role. He reported that he officially started on November 28, 2022 and identified a few priorities in the coming weeks and months. He commented on the need to focus on the revisions to the website; spring events/programs and the Summer Institute. He discussed partnerships with critical partners. He highlighted the intention to work with Commissioners and community partners to develop a strategic plan for the Commission. He highlighted meetings that have occurred and those to follow in the coming weeks ahead. He referenced the first hundred days plan that was included in the packet and welcomed questions from Commissioners.

Question from Tom Puryear regarding the date of the report and the ongoing plan to review the Memorandum of Agreement between the DOE and the Commission. Dr. Lamy clarified and shared an update on the MOA that remains in draft form to be reviewed and approved by the Commission. The location of staff of the Amistad Office was also discussed along with clarity on office rental fees. Dr. Lamy noted that there was not a line item in the budget for space rental. There is a 5% administrative fee in the budget to cover all resources provided by the DOE.

Commissioner Payne raised a question about Bloomfield College and certain educational districts attending to or not attending to the mission of the Amistad Commission. He highlighted the importance of the legislation and the need for all districts to meet the content of the legislation and infusion of African American contributions to the American history. Dr. Lamy emphasized the need for strategic and careful partnerships to build community with the educational community in New Jersey, and the need to be helpful to school districts and partners to accomplish the mission of the legislation.

Commissioner Jones raised a suggestion to assure that boards of education are engaged in the work of the Commission. She suggested a listening session or workshops for boards of education on the importance of the legislation. She shared an example of a historic lynching from her township. Dr. Lamy agreed with the need for community outreach to boards of education and others. Dr. Edwards added to the value of these types of outreaches to different boards of education. Vice Chair Freeman shared her experience with different boards and the need to provide more information about the Amistad Commission. She emphasized constant communication at the beginning of each school year to all districts.

Commissioner Grant thanked Dr. Lamy for his response regarding the budget and her looking forward to working with the new ED. Commissioner Jones thanked the new ED and addressed the issue raised about structures in different municipalities regarding collaborations between boards of education and Township Council. She mentioned engagement of the divide nine in future planning.

Commissioner Payne emphasized the need for all districts to follow the letter of the law in relation to the legislation. The law must be enforced. Commissioner Bebler-Johnson commented on critical race theory and the work of boards of education to meet the intent of the legislation. **Dr. Edwards asked for a motion to accept the Executive Director's Report. Motion was moved by Commissioner Payne and seconded by Commissioner Johnson. The report was unanimously accepted.**

Other Discussion Items Not Included on the Agenda

Commissioner Redd commented on the need to BCC all emails onward. This avoids violation of PMA.

Future Agenda Items for the Next Board of Commissioners Meeting

Dr. Edwards provided a summary of the meeting and critical follow up items including the budget and Summer Institute.

Open Public Comments and Remarks: General Public

James Harris commented and congratulated the new ED and recognized Bill Payne. He mentioned the full implementation of the Amistad Legislation by the NJABE. A brief overview of the NJABE was provided in relation to the connection with the state of New Jersey. A letter was sent to Dr. Edwards with questions from the NJABE.

Ms. Allen commented on lack of access to meeting announcement. She mentioned the need to move the agenda of the Commission forward which not been met in recent years. There was a request to understand the expenditures from the recent allocation. She referenced CUSAC and the need for school accountability.

Ms. Harris commented again on the legislation and the need for enforcement of the legislation and the frustration on the part of New Jersey teachers.

Ms. Cook-McKnight represents the NAACP with respect to the Amistad curriculum and the need for more resources for teachers including access to the website. It was suggested that the Amistad Office is contacted Directly. The website access was addressed by Dr. Lamy who shared a preliminary plan to assure the website becomes a useful tool for all NJ teachers.

Dr. Pritchett offered comments on good partnerships between the Amistad Commission and the higher education community, especially in relations to the Summer Institute.

Adjournment

Dr. Edwards thanked everyone for their participation and asked for a motion to adjourn. The motion was moved by Commissioner Jones and seconded by Commissioner Heyward. The motion carried and the meeting adjourned at 3:06pm.

Proposed Commission Meetings

January	20 th	(1PM-3PM)
March	24 th	(1PM-3PM)
June	16 th	(1PM-3PM)
September	22 nd	(1PM-3PM)
December	15 th	(1PM-3PM)

Proposed Executive Committee Meetings

February	24 th	(1PM-3PM)
May	19 th	(1PM-3PM)
August	18 th	(1PM-3PM)
November	17 th	(1PM-3PM)

Attachment VII

ARTICLE I. General Provisions

1.1 Purpose

The Purpose of the Amistad Commission, established pursuant to N.J.S.A.

52:16A-86 et seq., (herein referred to as the "Commission") shall be to, on a continuous basis, survey, design, encourage, and promote the implementation of education and awareness programs in New Jersey concerned with the contributions of African-Americans in building our country including the nature of African civilizations, the African origins of African-Americans, their forced migration to the Americas, the nature of slavery and the responses of the enslaved, their roles in the construction of the American colonies and the Republic, the creation of African-American culture, the fight against slavery, the achievement of freedom, the ways in which African-Americans constructed their lives in freedom, their opposition to segregation, the establishment of black institutions, their literacy and cultural productions, the struggle for civil rights, and the contemporary black condition. The Commission shall develop workshops, institutes, seminars and other teacher training activities designed to educate teachers on this subject matter; and shall be responsible for the coordination of events on a regular basis, throughout the State of New Jersey (hereinafter referred to as the "State"), that provide appropriate memorialization of the events concerning the enslavement of Africans and their descendants in America as well as their struggle for freedom and liberty.

For the purposes of complying with the provisions of Article V, Section IV, paragraph 1 of the New Jersey Constitution, the Commission is allocated in, but not of, the Department of Education, but notwithstanding this allocation, the Commission shall be independent of any supervision or control by the department or any board or officer thereof.

1.2 Mandates

The Legislature finds and declares that: Since the days of slavery, public school curricula have consistently omitted or misrepresented the history of African Americans. To correct these omissions, all public schools in the State of New Jersey should include instruction that infuses into all courses on the United States, the centuries of contributions and accomplishments by African Americans in the building and development of America.

- a. The Amistad Commission is responsible for designing and promoting the implementation of education and awareness programs in New Jersey concerned with slavery in America and the contributions of African Americans, and for developing curriculum guidelines for the teaching of this information. The Amistad Commission is an ideal agency to recommend curricular materials to school districts.
- b. Every board of education shall include, in the curriculum of all elementary and secondary school students, instruction that infuses into all courses on the United States, the centuries of accomplishments by African Americans in the building and development of America including, but not limited to, the areas of industry, military, government, and the professions; local communities; math, science, medicine, and space; architecture and the arts; social institutions and culture; and other aspects of life in America.
- c. The instruction shall enable students to identify and analyze applicable theories concerning human nature and behavior; to know and understand the nation's heritage of slavery and freedom; to know and understand the impact of African diasporic cultures and institutions on the Americas; to know and understand the contributions of African Americans to all areas of American society throughout its history, beginning with the colonial period; to know and understand that inequality is a consequence of prejudice and discrimination in the pursuit of maintaining power and dominance over certain portions of society; to know and understand citizenship and disenfranchisement; and to understand that issues of moral dilemma and conscience have a profound impact on the nation and the self-image and self-realization of its entire population, especially the personal and civic development of students in grades kindergarten through 12. The instruction shall also emphasize the personal responsibility of each citizen to fight racism and hatred whenever and wherever it happens and to uphold the national ideals of freedom and justice for all.
- d. The Department of Education shall work with the Amistad Commission to ensure that all department assessment tools for New Jersey schools are inclusive of the curricular requirements established pursuant to this section of the 2021 legislation.

1.3 Duties

The Duties of the Commission shall be as follows:

- a. to provide, based upon the collective interest of the members and the knowledge and experience of its staff and consultants, assistance and advice to public and nonpublic schools within the State with respect to the implementation

of education, awareness programs, textbooks, and educational materials consistent with the purposes of the Commission as defined in article 1.1;

- b. to market and distribute to educators, administrators and school districts in the State educational information and other materials on the African slave trade, slavery in America, the vestiges of slavery in this country and the contributions of African-Americans to our society;
- c. to [survey and catalog] monitor and assess the inclusion of such materials and curricula in the State's educational system; and to survey and catalog the extent and breadth of educational curricula consistent with the purposes of the Commission as defined in article 1.1 presently being incorporated into the curricula and the textbooks taught in the school systems of the State; to inventory those memorials, exhibits and resources which should be incorporated into courses of study at educational institutions and schools throughout the State; and to assist the Department of State, the Department of Education and other State and educational agencies in the development and implementation of such educational programs as is consistent with article 1.1;
- d. to recommend to the State Board of Education the expansion of content about slave trade, American slavery education, and African-American history presently being incorporated into the New Jersey Student Learning Standards and taught in the State's educational system, the purpose of which is to ensure that all New Jersey students acquire a broad and deep knowledge of all people who contributed to the founding and development of New Jersey and the United States and to promote the self-esteem, confidence, and identity of students who previously may not have learned about past and living examples of people of their own cultural identity who have had positive impacts upon the American story. (cf: P.L.2004, c94, s.1)
- e. to conduct teacher workshops annually on the African slave trade, slavery in America, the vestiges of slavery in this country and the accomplishments, experiences, and contribution of African-Americans to our society, covering information which often has been omitted from traditional curricula;
- f. to act as a liaison with and guide to textbook publishers, public and nonpublic schools, public and private nonprofit resource organizations, and members of the United States Senate and House of Representatives and the New Jersey Senate and General Assembly in order to facilitate the inclusion in the curricula of public and nonpublic schools of material consistent with the purposes of the Commission as defined in article 1.1;
- g. to compile a roster of individual volunteers and professional consultants who are willing to share their knowledge and experience in classrooms, seminars and workshops with students and teachers on subjects consistent with the purposes of the Commission as defined in article 1.1;
- h. to coordinate events, and to seek volunteers who are willing and able to participate in those events, memorializing subjects consistent with the purposes of the Commission as defined in article 1.1;
- i. to prepare reports for the Governor and the Legislature regarding its findings and recommendations on facilitating the inclusion in the educational system of the State of subjects consistent with the purposes of the Commission as defined in article 1.1.
- j. to develop, in consultation with the Department of Education, curriculum guidelines for the teaching of subjects consistent with the purposes of the Commission as defined in article 1.1. Every board of education shall incorporate the information in an appropriate place in the curriculum of elementary and secondary school students; and
- k. to solicit, receive, and accept appropriations, gifts and donations.

1.4 Finances

The executive director shall submit requests for the Amistad budget to the Commission. After approval of said budget, the Commission will forward the budget directly to the Governor, who shall review the requests and forward them to the Division of Budget and Accounting in the Department of the Treasury. State support for the operations of the Amistad Commission shall be appropriated by the Legislature to the Commission through a separate line item in the annual appropriations act.

1.5 Assistance to the Commission

The Commission is authorized to call upon any department, office, division, or agency of the State, or of any county, municipality, or school district of the State, to supply such data, program reports and other information, personnel, and assistance as it deems necessary to discharge its duties.

ARTICLE II. MEMBERSHIP

2.1 Members

- a. The Commission shall consist of [23] 22 members, 21 of whom are voting members, including:
 - b. [the Secretary of State or a designee, serving ex officio;]
 - c. the Commissioner of Education or a designee, serving [ex-officio] as a voting member;
 - d. the chair of the executive board of the Presidents' Council or a designee, serving as ex-officio;
 - e. two members of the Senate, no more than one of whom shall be of the same political party, appointed by the President of the Senate to serve as [non-voting] voting members for the two-year legislative term during which they are appointed;
 - f. two members of the General Assembly, no more than one of whom shall be of the same political party, appointed by the Speaker of the General Assembly to serve as [non-voting] voting members for the two-year legislative term during which they are appointed; and
- f. 16 public members, all of whom shall be voting members.

2.2 Public Members

Public members shall be appointed as follows:

- a. Four public members, no more than two of whom shall be of the same political party, shall be appointed by the President of the Senate; four public members, no more than two of whom shall be of the same political party, shall be appointed by the Speaker of the General Assembly; and
- b. Eight public members, no more than four of whom shall be of the same political party, shall be appointed by the Governor.
- c. The public members shall be residents of this State, chosen with due regard to broad geographic representation and ethnic diversity, who have an interest in subjects consistent with the purposes of the Commission as defined in article 1.1.
- d. Each public member of the Commission shall serve for a term of three years, except that of the initial members so appointed: one member appointed by the President of the Senate, one member appointed by the Speaker of the General Assembly, and two members appointed by the Governor shall serve for terms of one year; one member appointed by the President of the Senate, one member appointed by the Speaker of the General Assembly, and three members appointed by the Governor shall serve for terms of two years; and two members appointed by the President of the Senate, two members appointed by the Speaker of the General Assembly, and three members appointed by the Governor shall serve for terms of three years.
- e. Public members shall be eligible for reappointment. They shall serve until their successors are appointed and qualified, and the term of the successor of any incumbent shall be calculated from the expiration of the term of that incumbent.

2.3 Vacancies

A vacancy occurring other than by expiration of term shall be filled in the same manner as the original appointment but for the unexpired term only.

2.4 Reimbursement for Expenses

Members of the Commission shall serve without compensation but shall be entitled to reimbursement for all necessary expenses incurred in the performance of their duties.

ARTICLE III. OFFICERS & COMMITTEES

3.1 Officers

- a. [The chair of the Commission shall be the Secretary of State and the Vice-chair shall be the Commissioner of Education.] The Commission shall annually elect a chair and vice chair from among its members. The Commission shall meet upon the call of the chairperson or of a majority of the Commission members.

- b. A secretary, who need not be a member of the Commission, shall also be chosen or hired by the Commission, preferably from the Amistad staff if budgeted staff is complete. In lieu of sufficient staff, a Commission member may serve as secretary.
- c. The Commission shall interview and appoint an executive director and secretary, who shall serve at its pleasure and shall be a person qualified by training and experience to perform the duties of their described offices. The Commission shall approve all Amistad personnel job descriptions and hire all persons recommended for employment.

3.2 Standing and Ad Hoc Committees

The following standing committees will be formed and may be comprised of Commission members, staff of government agencies, representatives of nonprofit organizations and other volunteers recommended and approved by the Commission. The Commission may in the future authorize the establishment of ad hoc committees as needed.

- a. Curriculum/Textbook/Media Resources Committee
- b. Marketing, Public Relations, and Events/Memorials Committee
- c. Human Resources Committee
- d. Finance Committee
- e. Bylaws Committee
- f. Legislative Committee

3.3 Leadership

The Commission Chair shall choose a chair for each committee. The chair of each committee shall be empowered to set meeting dates, prepare [an] agendas, conduct meetings, [and] ensure that appropriate reports are made to the Commission; and shall sit on the Commission's Executive Committee along with the Chair and Vice Chair.

3.4 Duties

Each committee shall propose a budget identifying those costs and needed funding for review by the Commission, which will seek funding for the projects through fundraising, grants and/or [legislation] its state-allocated budget and/or additional legislative funding. Each committee is responsible for reporting back to the Commission at assigned intervals on the committee's activities, plans, accomplishments and expenses.

ARTICLE IV. MEETINGS

4.1 Public Access

The Commission is subject the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and its meetings are open to the public according to the provisions of the law.

4.2 Regular Meetings

The Commission shall establish a regular schedule of meetings on at least a [quarterly] bi-monthly basis.

4.3 Notice of Meetings

Written (including email) notice and/or reminders of meetings shall be given to Commission members at least seven days in advance. Quarterly or bi-monthly meeting dates will be decided and scheduled as early in each calendar year as possible in order to give all Commissioners adequate yearly scheduling consideration. Meeting sites may need to be determined closer to each meeting date, depending upon space availability.

4.4 Special Meetings

Special Meetings of the Commission may be called by the chair or the secretary and/or shall be called at the written request of three or more members of the Commission. Written notice of each such special meeting shall be given at least 48 hours prior to the time named for the meeting to each member of the Commission who does not waive such notice in writing.

4.5 Quorum*

[Twelve members] Nine (9) for standard business and Eleven (11) for budgetary items shall constitute a quorum. The presence of a quorum shall be required for the conduct of official business. [Commission members may vote at meetings via telephone/other Internet-access conference where possible.] Amistad Commissioners as a whole, may suggest to the appropriate appointing authority, any member – appointed by that authority - who has failed to attend meetings (either in-person or by phone or teleconference) for more than one year, that the absent member should be replaced with a new commissioner and that until that replacement, the absent member should be excluded from the quorum count. The reason for this exemption from the quorum count is so that the business of the Amistad Commission shall be allowed to proceed and not be inhibited by absent volunteer members.

4.6 Executive Session

At any regular or special meeting of the Commission, the Commission may, by resolution, close its session to the public to meet in Executive Session to discuss any of the following:

- a. any matter which, by express provision of Federal law or State Statute or rule of court, shall be rendered confidential;
- b. any matter in which the release of information would impair a right to receive funds from the Government of the United States;
- c. any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective or current employee employed or appointed by the Commission, unless all the individual employees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting; and
- d. any other matters specified in N.J.S.A. 10:4-12.

4.7 Rules

Roberts' Rules of Order shall govern meetings to the extent applicable and not inconsistent with the laws and regulations of the State of New Jersey and with these bylaws.

4.8 Minutes

- e. Minutes of all meetings, including Executive Sessions as provided in section 4.6 above, shall be kept showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member and any other information required to be shown in the minutes by law, and shall be promptly made available to the public, to the extent that making such matters public shall not be inconsistent with section 4.6 hereof in the case of Executive Sessions.
- f.

ARTICLE [VI.] V. FINANCES

5.1 The Commission shall operate according to the State-allocated budget, which originates from the vote and approval of the Commission, keeping the State-allocated budgetary allotment [within, but separate from, the Department of Education budget], to support the operations of the Amistad Commission in a separate line item under the Governor's budget, as appropriated by the Legislature in the annual appropriations act. The Commission may also accept donations or grants of money, property or personal services from any source and may distribute appropriations made by law.

ARTICLE [VII.] VI. AMENDMENT OF BYLAWS

6.1 These bylaws may be amended at any meeting of the Commission by a Resolution adopted by a majority of the Commission members, after a seven-day notice before a meeting for the first reading of said amendment(s) and the voted upon

after a second reading of said amendment(s) at a second meeting. Proposed amendments to the bylaws shall be referred to the Bylaws Committee for review prior to discussion and decision by the Commission.

*Quorum (Due to almost never having 12 attending members at any meeting, lowering the quorum was the only consistent problem with the bylaws expressed by commissioners. The range of suggested quorum numbers was lowered to either 9 or 11, suggested by Bylaws Committee or other Commissioners, respectively. Upon re-examination of the new legislation, the “voting members” total 21 instead of the former legislative 24 members, so the parliamentary rule of 50% plus 1 would equal 11, commonly required for budgetary items. Now that the Commission is charged with independently operating the Commission, nine is suggested as the working quorum for conducting normal business. It was also suggested that an amendment be added stating that non-attending members should be excluded from the quorum calculation after one year’s absence. Either way, the former 12 members no longer holds since there are now 21, instead of 24, voting members from which to calculate the quorum.)



AMISTAD COMMISSION

Executive Director’s Report

The Executive Director (ED) officially completed six weeks in the office. The entire office staff is still scheduled for relocation to building 200 over the next few weeks.

The ED continues to meet with several individuals throughout New Jersey to discuss details of the Summer Institute the needs of teachers. The ED has been invited to attend meetings of the County Superintendents over the next few months. The ED has also completed the first template for the rebuilding of the website; submitted a budget briefer on behalf of the Commission; developed a proposal for a Zoom account for the Commission; and began conversations with potential consultants for the yearlong workshop series and the Summer Institute. The Amistad Office is also in the early stages of developing a staffing plan for fiscal year 2023.

A **draft template** for the Summer Institute is imbedded in the report for review and discussion.

DRAFT OUTLINE

(Tentative and Subject to Change)

“Pioneers in Teaching – Changing the Narrative”

Proposed Theme: Guided by the annual theme for National History Day which focuses on “Frontiers and Pioneers” for 2023, we are recommending “Pioneers in Teaching-Changing the Narrative” for Amistad 2023 Summer Institute.

National History Day®(NHD) is a non-profit education organization based in College Park, Maryland. NHD offers year-long academic programs that engage over half a million middle- and high-school students around the world annually in conducting original research on historical topics of interest. Since 1974, NHD has continuously improved history education by providing professional development opportunities and curriculum materials for educators. The largest NHD program is the National History Day Contest that encourages **more than half a million** students around the world to conduct historical research on a topic of their choice. Students enter these projects at the local and affiliate levels, with top students advancing to the **National Contest** at the University of Maryland at College Park.

Goals of the 2023 Institute

1. To provide tools, resources, and trainings for grades K-6 teachers
2. To provide tools, resources, and training for grades 7-12 teachers
3. To assist teachers in changing the narrative in social studies/history classrooms in NJ
4. To improve NJ teachers’ awareness of the Amistad legislation
5. To help teachers create lesson plans that reflect the mandate of the Amistad Legislation

The K-6 Toolkit and Resources	The 7-12 Toolkit and Resources
<ul style="list-style-type: none"> • Suggested Books and Resources • Sample Lesson Plans for K-6 • Activities for K-6 Students 	<ul style="list-style-type: none"> • Suggested Books on African American Pioneers in American History • Sample Lesson Plans • Activities for Grades 7-12 Students

Trainings and Workshop Topics

1. Teaching from the lens of diversity
2. Understanding your student audience
3. Teaching to transgress
4. Creating lesson plans that include African Americans in local, NJ, US, and world history
5. Why the Amistad Legislation
6. Assessing teaching effectiveness
7. Creating an inclusive curriculum
8. Using African American films in lesson planning
9. Student stories of engagement roundtable *(A conversation with students from NJ)*

Potential Dates for One Event

- July 18th -20th
- July 25th -27th

Potential Location Recommendations

- Northern Location 2023 - Central Location in 2024 - Southern Location 2025
- 2023: Rutgers/Kean/William Paterson
- Identify and Announce Location for 3Year Intervals in 2023

Virtual Monthly Workshops and Trainings (8 Annually)

- Topics to be suggested by teachers during the institute in relation to Summer Institute topics and theme

Assessment Plan for Institute and Monthly Workshops

- Summer Institute: Pre and Post Assessment and Workshop Evaluations
- Monthly Sessions: Workshop/Training Evaluations