

## **COMMISSION MEETING**

### Agenda

**March 24, 2023  
1:00PM -3:00PM  
Teams Meeting**

**Chair, Commissioner Lillie Johnson Edwards**

- I. **Public Session: Call to Order – 1:00PM (2 minutes)**
- II. **Pledge of Allegiance (1 minute)**
- III. **Voting Item: Approval of January 20, 2023 Draft Minutes (Attachment III – Pages 2-6) (5 minutes)**
- IV. **Proposed FY 2024 Budget Adjustments  
Commissioner Rosie Grant, Chair, Finance Committee (15 minutes)**
- V. **Executive Director’s Report (35 minutes)**
  - A. Summer Institute Draft Program (Attachment-VI-A -Pages 7-12)
  - B. Staffing Plan Introduction (Attachment V- B -Pages 13-16)
  - C. **Voting Item:** Strategic Planning Council (Attachment V- C -Page 17)
  - D. Communication Plans for Amistad Office (NJEA, AFT, I-Hearts)
  - E. Partnerships Updates: NJEA, Trenton Public Schools, Bugg Foundation; Sankofa Collaborative
  - F. State Board of Education Presentation – April 5, 2023
- VI. **Other Discussion Items Not Included on the Agenda (2 minutes)**
- VII. **Future Agenda Items for the Next Meeting of Commissioners: Dr. Edwards (2 minutes)**
- VIII. **Open Public Comments and Remarks: General Public (10 minutes)**
- IX. **Adjournment**

## **Attachment III**

### **Amistad Commission January 20, 2023, Quarterly Virtual Meeting**

Scheduled 1:00 pm - 3:00 pm Meeting adjourned 3:01pm

#### **Attending**

#### **Commissioners**

Kerlyn Espinal, Patricia A. Atkins, Lavonne Bebler-Johnson, Lillie Johnson Edwards (Chair), Rosie Andrea Grant, Fatima Heyward, Danielle M. Jones, Tom Puryear, Andrea Roseborough-Eberhard, Joyce Shipp-Freeman (Vice Chair), Charisse Watts, Samuel D. Thompson, Khyati Y. Joshi, Nyeema C. Watson, Verlina Reynolds-Jackson

#### **Amistad Staff**

Patrick Lamy (Executive Director), Iman AQuddus, Trevor K. Melton, Glender Terrell

#### **DOE Staff**

Julie Bunt

#### **Public**

Kathy Rogers, Dr. Princess G. Holkland, Belinda Smiling, Annette Alston, Marcella, Justine Harris, James Harris

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

Dr. Edwards began the meeting officially at 1:03 pm, assured the presence of a quorum and officially called the meeting to order.

Dr. Edwards thanked all participants for joining the 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 meetings 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 Department of Education, 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 were present and to determine the status of a quorum. A member of the Amistad Office staff was asked to conduct the roll call. Iman AQuddus took the roll call to record the commissioners who were in attendance. There were thirteen members confirmed present resulting in the quorum of the 20 voting members of the Commission. Based on the quorum, the meeting was called to order.

#### **Pledge of Allegiance**

Dr. Edwards began the meeting 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."

#### **Opening Remarks – Virtual Meeting Etiquette**

Dr. Edwards noted that Commission is hard at work on two fronts. The first critical issue has two parts: the reorganization and restructuring of the Commission to ensure that our role is clearly defined and to establish the goals of the Amistad legislation. The second issue is to clearly define the goals and role of the Executive Director. The Commission is also hard at work providing our communities with sufficient information for them to partner with us. The Commission is also focusing on supporting the Executive Director as he implements our plans and new strategic goals.

Dr. Edwards thanked the members of the public for joining the meeting and the intention to reserve as much time as possible for public comments and remarks. Members of the public were informed to remain muted until that segment of the meeting. Dr. Edwards shared some expectations for virtual meeting protocols including remaining on mute if not called upon to speak; assuring that only one device is in use to avoid static and feedback; and turning off cameras if stepping away from the meeting. It is best for meeting attendees not to speak until recognized after raising hands. The staff will assist in recognizing those who request to comment or ask an agenda related question.

#### **Approval of Draft Minutes from the December 16, 2022**

Dr. Edwards asked for approval of the minutes of the December 16, 2022 meeting of the Commission which were distributed with the meeting materials. Dr. Edwards moved that the Commission approve the minutes of December 16, 2022. It was seconded by Commissioner Thompson and opened for discussion. Commissioner Puryear raised a discussion for clarification from the Director's Report which referenced a 5% administrative fee imbedded in the budget and whether this was common practice for other similar organizations. Dr. Edwards clarified the point of standard practice for similar organizations. Commissioner Puryear also inquired about the dollar value of the 5% which was deferred as an agenda topic along with the pending MOA, Memorandum of Agreement with the Department of Education. A correction was also made for (New Jersey Quality Single Accountability Continuum (NJQSAC) acronym in the final pages of the minutes. A correction was made by Commissioner Bebler-Johnson on the "Divine Nine" which was incorrectly noted as the "Divide 9". Commissioner Jones commented on the distinction and use of the word "Commission" and "Commissioner" throughout the document and asked that minutes be moved to be approved with the already stated corrections. The minutes were moved by Commissioner Puryear and seconded by Commissioner Bebler-Johnson for approval with corrections. **Results of the vote was 11 in favor and two abstentions (Yoshi and Watson).**

#### **Approval of Commission Meeting Dates for 2023**

The next item on the agenda was the approval of the Commission meeting dates for 2023 for the Commission and the Executive Committee. There was a motion and a second for approval of the proposed Commission meeting dates and the proposed Executive Committee meeting dates. The motion was moved by Commissioner Bebler Johnson and seconded by Commissioner Watson. There was discussion about the posting process on the website; sending calendar invites for meetings; and identifying actual meeting participants on the Teams platform. There was also a concern about keeping meeting dates confidential. **There was a motion for a roll call. Results of the vote was fourteen in favor. A correction was noted for prior voting items to include the vote of Commissioner Grant.**

#### **Approval of the Teaching Resources and Educator Support Committee**

The next item on the agenda was the approval of the Teaching Resources and Educator Support Committee. The recommendation is that this Commission established a Teaching Resources and Educator Support Committee as a more appropriate reference to the actual mission and the staff's work. This committee would replace what has been called the Curriculum Committee. The purpose of this new committee will be to ensure that the Commission provides the resources and that the staff implement programs that empower and equip teachers to infuse African Americans into the Kindergarten through 12grade curriculums. There was a motion to approve the establishment of this committee and moved by Bebler-Johnson and seconded by Commissioner Yoshi. There was a question by Commissioner Watson about the relationship between the work of the Committee and the Executive Director. It was clarified that most of this work would be accomplished by the staff. There was further discussion on selection process for committee membership. There was a motion for a roll call. **Results of the vote was fourteen in favor. There are now four established committees which include Finance, Personnel, Bylaws and Governance, Executive Committee and the Teaching Resources and Educator Support Committee. Commissioners were asked to follow up with Dr. Edwards on potential committee interest.**

#### **Approval of the Revision to Previously Distributed Bylaws**

The next agenda item was the approval of the revision to previously distributed bylaws and the work of Commissioner Lavonne Bebler Johnson and Commissioner Patricia Atkins. Commissioner continue to submit edits daily.

Therefore, the Commission is not able to present a final version today as originally planned. All edits must be merged and a final version sent first to the Attorney General liaison before bringing it forward for a vote by the commissioners. All edits should be sent to the committee chair, Commissioner Bibler-Johnson, Dr Lamy and Dr. Edwards by Wednesday, February 1, 2023. An updated version will follow. Commissioner Bebler-Johnson added concern on not being ready for a vote and referenced the importance of this revision as the Commission continues to establish more structure. There was appreciation for the edits, especially those addressing legislative language for inclusion. There was further discussion on Committee structure and engagement of all commissioners in the process. There is a need for caution of committee structures especially in relation to a quorum. Commissioner Bebler-Johnson provided her contact information to receive further revisions or inquiries. Dr. Edwards commented on certain items that have already been approved including the role of the ED and the relationship between DOE and the Commission. Follow up information will be distributed in relation to the committees. Commissioner Watson raised a question about sending further questions via email. Commissioner Puryear questioned quorum number for the committees which was addressed.

### **Preliminary Budget Update**

Commissioner Grant provided a brief budget update. She noted that the Amistad Office submitted a budget briefer on Tuesday January 10, 2023, requesting the same budget appropriation for fiscal year 2023 in the amount of \$1,000,000. She reported that as of January 13, 2023, there was \$218,923 in total expenditures of which \$169,475 are related to staff salaries. The other expenses are related to office supplies, computer/technology, and services. There was an additional \$13,000 incumbered related to office relocation and transcription services. Programmatically, some programs were suspended for several months including the last Summer Institute after the departure of previous Executive Director. There were no approved activities that were charged to the 2022 budget with exception of salaries for employees. The department is undergoing a reorganization with the anticipation of a new five-year strategic plan along with a new staffing plan. The Amistad Commission intends to expand the annual Summer Institute for teachers to include ongoing monthly year-round trainings/workshops. This critical addition will provide added tools and resources for all New Jersey teachers to best serve the K-12 public school students. This will require revisions to the allocation. There are new partnerships with NJEA and the National History Day Contest. She noted that all these factors had an impact on the ask this year and that the Commission will not be spending all the funds this year. There was a reference to a reduction in the ask which was later clarified by Dr. Lamy. Commissioner Grant noted that she is the sole member of the Finance Committee with support from the Chair, Vice Chair and the ED and invited others to consider joining. Dr. Edwards noted that the complete budget will be forthcoming. Commissioner Bebler-Johnson asked about staffing and the reduced ask which was addressed.

### **Executive Director's Report**

Dr. Lamy began with some clarification and justification for a new staffing plan which adequately meets the growing needs of the Amistad Office and creation of a strategic regional presence state-wide. He thanked the Commissioners for being forward thinking when they approved the budget last year and clarified intentions to produce a staffing plan that should launch in a couple of months. He expressed appreciation for the staff who have been working hard to keep the office flowing while short-staffed. Commissioner Yoshi expressed appreciation for the direction of the new staffing plan.

Dr. Lamy proceeded with an overview of the proposed changes to the annual Summer Institute. He prefaced with clarification that the review is suggestions only and remains open to input. The material is an outline. Dr. Lamy introduced the concept of aligning the annual theme for the Summer Institute with the defined theme for the National History Day. There will be a new theme for academic year 2023-24 which has not been officially announced. It will likely focus on "periods of time" in African American history. That change will impact the outline discussed here. However, some of the goals and outcomes are relevant. Dr. Lamy reviewed the goals for the Institute and the proposed focus on K-6 (Kindergarten through sixth grade) and 7-12 grade tracks for the program. Nine potential training topics were introduced and reviewed. He mentioned a communication plan that will include geofencing to target information dissemination to teachers and K-12 administrators statewide. The potential dates were also discussed with a focus of hosting only one multi-day event for in-person or virtual attendance statewide. The locations were also discussed with a focus on a northern location in 2023, a central location in 2024, and a southern location 2025. The idea is to identify regional locations in three-year intervals. The goals are to announce the locations for 2024, 2025,

and 2026 at this summer's event. Dr. Lamy also discussed hosting 8 ongoing workshops as a follow-up to annual Summer Institutes and creating an assessment plan to promote annual measurement of outcomes and provide important data for program improvement. Questions were raised by Commissioner Yoshi who offered FDU as a potential location for future institutes. Commissioner Watkins offered Camden as a location option in the future. A question was also raised about focusing on social studies and world history. It was clarified that the Institute will include various subject areas. There was concern about losing some audiences because of the focus on one specific area.

Dr. Edwards added the inclusion of master teachers in the planning phase. Vice Chair Joyce commented on the value of student inclusion and including other groups. Commissioner Puryear raised concern about the point on teacher effectiveness and Dr. Lamy introduced the need and value of data collection. The issue of NJEA donation was also raised by Commissioner Puryear and the status of that gift will require follow up. Commissioner Jones asked about other ideas for training and workshops. Suggestions should be directed to the Executive Director or the Chair. Commissioner Bebler-Johnson emphasized being attentive to assisting teachers based on the temperature of pushback national and within NJ. Commissioner Hayward raised a question on the trainings and workshops and whether those topics can be fluid. The topics are overarching and flexible.

#### **Other Discussion Items Not Included on the Agenda**

Commissioner Jones raised the topic again on partnerships with school boards, social studies groups and relations with colleges and universities with education-based programs. There was emphasis on the importance of these collaborations.

Commissioner Puryear raised the issue of the Pleasantville teacher, who claimed she was supposed to become staff on behalf of the Amistad Commission. Dr. Lamy provided a brief response referencing non-movement of the item by the school district and the Department of Education).

#### **Future Agenda Items for the Next Meeting of Commissioners**

Dr. Edwards noted Committee Membership, approval of the Bylaws, report on Summer Institute pro motion and marketing plan and budget, and update of the 2024 fiscal budget.

Kathy Rogers, NJABE member. Commented on experience as a guidance counselor and noted the need to better market the Amistad mission and need for enforcement in schools. She also commented on teacher preparation in college for this subject area.

Dr. Princess G. Holkland, NJABE member. NJABE remains interested in the success of Amistad and inquired about books that will be used in K-12 space. She also notes the inclusion of parents in the process. Dr. Lamy noted that the suggested books had not yet been identified and parental involvement should be considered as the website is revised to include a parent resource portal.

Belinda Smiling, member NJABE and retired HR director of 25 years. Concerns with working with principals and administrators to ensure that curriculum needs are being met. Dr. Lamy noted that the conversations need to start on the macro level to get all parties involved.

Annette Alston, member of NJABE and People's Organization for Progress. Excited to hear about monthly seminar and expanding the program. There is a need to focus on other areas beyond social studies and history. Ask that seminars expand the conversation. Also commented on Commissioners not attending meetings and there should be an accountability process. Commissioner Bebler-Johnson noted that the attendance matter is addressed in the new Bylaws. Dr. Edwards clarified the inclusion of several disciplines in meeting the mission of the legislation. Ms. Alston commented on excitement about exposure nationwide.

Marcella Simadiris of Montclair, NJ and member of NJ Association of Black Educators (NJABE), commented on the focus on the need to broaden the focus beyond social studies. Commented on absent Commissioners at meetings. Referenced a situation in Montclair School District. Mentioned displeasure with Mr. Harris departure from the Commission. Mentioned a readoption clause for consideration.

Justine Harris, retired reading specialist from Montclair, expressed concern and support for the Amistad Program. She takes pride in teaching history to all children and inquired about monitoring the program. She noted that people must understand the importance of the Commission and the intent of the legislation.

James Harris, a member NJABE. Expressed appreciation for the long new view of what can be done. The legislation places responsibility on local Boards of Education to enforce the implementation of the legislation. However, recent changes on school boards can impact that process. Montclair is an example of three newly elected members who may not be aware of the Amistad Legislation. There is a need for this outreach to the NJ School Board Association. There is a need for new strategies to communicate with these new groups to start capturing newly appointed members.

Diane Colson, who represents the People's Organization for Progress and New Jersey Black Issues Convention, expressed appreciation for Dr. Edwards leadership on the Commission. She raised questions about QSAC and about Dr. Lamy's comment related to enforcement. She inquired as to why districts are not required to keep a scorecard on their efforts in relation to QSAC. Dr. Edwards acknowledged the importance of QSAC as one several strategies and instruments that should be implemented to assure adherence to the intent of the legislation.

Commissioner Danielle M. Jones shared a final comment on potential topics for training and workshop with input from Commissioners. She mentioned Black History Month and the theme for Black History Month this year is "Black Resistance." She inquired about the Commission's plan to incorporate the theme in its work as potential topic, to talk about this theme, and what is being done. Dr. Edwards turned to Dr. Lamy for a response and noted that Black History Month and Negro History Week were founded by Dr. Carter G. Woodson and the Association for the Study of African American Life and History (ASALH) and noted that the organization continues to define the work in terms of curriculum for K-12, as well as an entire national agenda with a specific theme every year. This year the theme is Black Resistance.

Dr. Lamy reported on the internal conversations with the team in the office this Wednesday in their weekly staff meeting. He discussed the Amistad office was expected to create several events each year for Black History Month. He noted that it seems that in the past the Executive Director was the keynote speaker at the commemorative events. And, although a organizations have invited him to do the same, Dr. Lamy noted that this level of involvement, beyond a few selected events are not doable. The question here is whether the Amistad Office should coordinate daily or weekly schedule for Black History Month now, especially during this environment of recovery that's existing right now. He shared that the reality of competing priorities that currently exist in the Amistad Office does not make it feasible to make Black History Month events a top priority for 2023. The current thinking is to partner with organizations, show up, be present, be part of the dialogue. However, there is no way to provide a monthly schedule this year especially since there was no planning committee formed to address this matter since he assumed his duties as Executive Director 5-6 weeks ago.

Dr. Edwards added that Dr. Lamy is supportive of public comments, and this is for the entire public who's so gracious enough in taking their time to be here. Our highest priority is our students and teachers of the state of New Jersey with a focus on providing the resources and support for schools and teachers. We must consider how hosting events take place in the future and question whether these events address these primary goals. Such future events will likely be considered secondary as we begin a new phase of restart for the Commission. We will focus on all our goals as we still need to have a strategic public presence.

Dr. Edwards thanked everyone for attending the meeting and noted that information on all meeting dates will be posted on the website which should be revised soon.

Dr. Edwards adjourned by thanking everyone for attending and for their service to the State of New Jersey and especially the service to teachers and our children.

Ane Roseborough-Eberhard shared a final comment reminding everyone that if they are on social media to share any materials from events via text, pictures, or tags in relation to the New Jersey Amistad on Twitter, Instagram and everything will be posted from the site.

Dr. Edwards thanked the Commissioner for the comment and noted the value for the public to be aware that we are hard at work. She thanked Dr. Lamy, Commissioners, and everyone for attending the meeting before adjourning.

**Adjournment:** The meeting adjourned at 1:57PM

**Attachment V-A**  
**AMISTAD COMMISSION**  
**Summer Institute 2023**



**July 17 - 20**  
**William Paterson University**

***“Moments in African American History”***  
**Summer Institute 2023**

# July 17 - 20

## *“Pioneers in Teaching – Moments in African American History”*

Guided by the annual theme for National History Day which focuses on different periods in African American History, the 2023 Summer Institute has adopted the theme “Moments in African American History.” The sessions and workshop selections will reflect the themes for the 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. The Amistad Commission is excited to partner with National History Day.

### Goals of the 2023 Institute

1. To provide tools, resources, and trainings for teachers in grades K-6; 6-8; and 9-12.
2. To assist teachers in changing the narrative in social studies/history and other subject areas in classrooms in NJ
3. To improve NJ teachers’ awareness of the Amistad legislation
4. To help teachers create lesson plans that reflect the mandate of the Amistad Legislation

The K-6 Toolkit and Resources TRACK 1	The 6-8 Toolkit and Resources TRACK 2	The 9-12 Toolkit and Resources TRACK 3
<ul style="list-style-type: none"> <li>• Suggested Books and Resources</li> <li>• Sample Lesson Plans for K-6</li> <li>• Activities for K-6 Students</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested Books on African American History and other subject areas</li> <li>• Periods in African American History</li> <li>• Sample Lesson Plans</li> <li>• Activities for Grades 6-8</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested Books on African American History and other subject areas</li> <li>• Periods in African American History</li> <li>• Sample Lesson Plans</li> <li>• Activities for Grades 9-12</li> </ul>

### Summer Institute Etiquette

1. Turn off or put phone in silent mode.
2. No social media during sessions.
3. Use laptop or other devices to only take notes. Stay off your email. ☺
4. Value our time together.
5. Be open to diverse perspectives.
6. Stay on topic during discussions.

## Day 1: Mon., July 17, 2023

Time	Topic	Facilitator/Location
6:00pm-7:30pm	Check-In and Welcome for Teachers Staying in Residence	Trevor K. Melton and Dr. Patrick J. Lamy
7:30pm-8:30pm	“Getting to Know You” Activity and Refreshments/Grab and Go Meal	Trevor K. Melton and Dr. Patrick J. Lamy



## Day 2: Tues., July 18, 2023

Time	Topic	Facilitator/Location
7:30am-9:00am	Check-In /Registration	Student Center Lobby Glender Terrel and Iman AQuddus
8:00am-9:00am	Breakfast and Morning Conversations	Grand Ballroom
9:00am-9:25am	Opening Remarks and Overview of the 2023 Summer Institute	Dr. Patrick J. Lamy and Dr. Lillie Johnson Edwards
9:30am-10:15am	Guest Speaker: "Why Infuse African Americans Contributions in the Narrative of US and World History in the K-12 Curriculum"	Dr. Linda Caldwell Epps, Dr. Marion Johnson, Djimon Hounsou or Khalil Gibran Muhammad
10:30am – 12:15pm	TRACK 1(Room XXX) Teaching K-6 Students from the Lens of Diversity	TBD
	TRACK 2(Room XXX) Teaching Middle School Students from the Lens of Diversity	TBD
	TRACK 3 (Room XXX) Teaching High School Students from the Lens of Diversity	TBD
12:30pm-1:30pm	Lunch and Entertainment – Singer Sapphire Blue	Grand Ballroom
1:45pm-3:30pm	TRACK 1(Room XXX) Creating Inclusive Lesson Plans in Local, NJ, US, and World History for K-6 Students.	TBD
	TRACK 2(Room XXX) Creating Inclusive Lesson Plans in Local, NJ, US, and World History for Middle School Students.	TBD
	TRACK 3(Room XXX) C Creating Inclusive Lesson Plans s in Local, NJ, US, and World History for High School Students.	TBD
3:30pm-3:45pm	Break - Coffee and Refreshments	Grand Ballroom
3:45pm-5:30pm	TRACK 1(Room XXX): Creating an Inclusive Curriculum in the K-6 Classrooms	TBD
	TRACK 2(Room XXX): Creating an Inclusive Curriculum in Middle School Classrooms	TBD
	TRACK 3(Room XXX): Creating an Inclusive Curriculum in High School Classrooms	TBD
5:30pm-6:45pm	Dinner and Entertainment (??)	Grand Ballroom

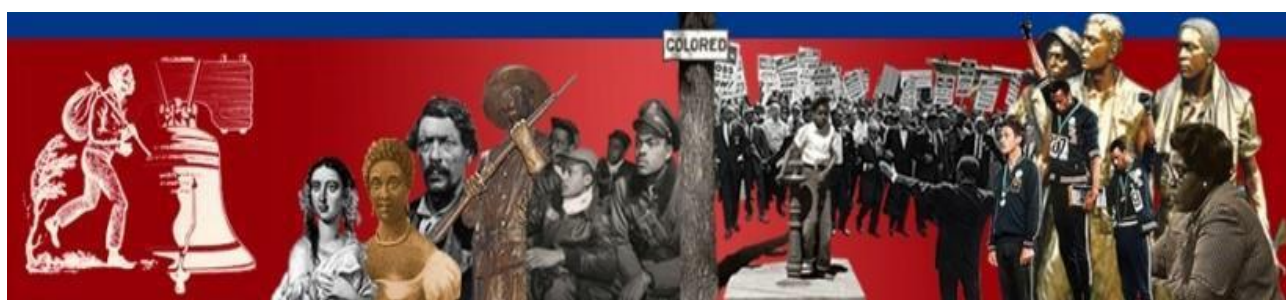
## Day 3: Wednesday, July 19, 2023

Time	Topic	Facilitator/Location
8:00am-9:00am	Breakfast and Morning Conversations	Grand Ballroom
9:15am-11:00am	TRACK 1 (Room XXX) Infusing African American into ELA Lesson Plans K-6 Students	TBD
	TRACK 2 (Room XXX) Infusing African American into ELA Lesson Plans 6-8 Students	TBD
	TRACK 3 (Room XXX) Infusing African American into ELA Lesson Plans 9-12 Students	TBD
11:00am-11:15am	Break - Coffee and Refreshments	Grand Ballroom
11:15am-1:00pm	TRACK 1 (Room XXX) Infusing African Americans into Math and Science Curriculum for k-6 Students	TBD
	TRACK 1 (Room XXX) Infusing African American into Math and Science Curriculum for 6-8 Grade Students	TBD
	TRACK 1 (Room XXX) Infusing African Americans into Math and Science Curriculum for High School Students.	TBD
1:pm=2:00pm	Lunch and Entertainment (??)	Grand Ballroom
2:15pm-4:00pm	TRACK 1 (Room XXX) Infusing African Americans into Art and Music in Lesson Planning for K-6 Students	TBD
	TRACK 2 (Room XXX) Infusing African Americans into Art and Music in Lesson Planning for Middle School Students	TBD
	TRACK 2 (Room XXX) Infusing African Americans into Art and Music in Lesson Planning for High School Students	TBD
4:15pm-4:30pm	Break - Coffee and Refreshments	Grand Ballroom
4:30pm-5:00pm	Group Activity	Grand Ballroom
5:00pm-6:00pm	Dinner and Jazz	Grand Ballroom
6:00pm-7:30PM	Administrators Roundtable Session (Superintendents)	XXX ROOM

## Day 4: July 20

Time	Topic	Facilitator/Location
8:00am-9:00am	Breakfast and Morning Conversations	Grand Ballroom
9:15am-11:00am	Student Stories of Engagement Roundtable (A Conversation with Students from NJ)	Grand Ballroom
11:15-1:00pM	NJEA Session with Participants	Grand Ballroom – Gary Melton
1:00pm-2:00pm	Lunch and Entertainment	Grand Ballroom
2:00pm-3:00pm	Closing Speaker: Changing the Narrative in New Jersey	Grand Ballroom – Rose Mitchell
3:00pm-3:30pm	Closing Remarks and Overview of Eastern Corridor African History Tour	Dr. Patrick Lamy and Trevor Melton
6:00pm-8:00pm	Closing Awards Dinner with Commissioners	Grand Ballroom

*“Coming together is a beginning; keeping together is progress; working together is success.”-Henry Ford*



### Our Priorities

Student teaching and learning and the infusion of Africans and African Americans in the narrative of American and world history serve at the core of our mission to assure that NJ public school students and teachers have the resources to assure that Africans and African Americans are embedded in the curriculum for social studies, world history, and a variety of other courses. We are committed to partnerships with all educational agencies in New Jersey to accomplish this important mission and to raise awareness about the Amistad Commission.

### Save the Dates

- Summer Experiential Learning Curriculum (Eastern Corridor African History Tour) **July 30- August 4, 2023**
- Summer Institute 2024: July XX-July XX – The College of New Jersey (?)
- Summer Institute 2025: July XX-July XX – Rutgers Camden (?)
- Summer Institute 2026: July XX-July XX – Kean University (?)

### Stay Connected

[The Amistad Commission \(nj.gov\)](http://nj.gov)

[The Amistad Law \(Link Here\)](#)

[Summer 2023 Institute Evaluation \(Click Here to Complete\)](#)

[Summer 2023 Institute Resources \(Click Here\)](#)

# Attachment V-B

## Amistad Commission Staffing Plan (Draft)

The Amistad Commission is charged to 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 develops workshops, institutes, seminars, and other teacher training activities designed to educate all New Jersey teachers on this subject matter; is responsible for the coordination of events on a regular basis, throughout the State of New Jersey.

The Commission and the Amistad Office team have a statewide responsibility that covers all counties in New Jersey; serves all 680 school districts with over 200,000 teachers; and the 1.4 million enrolled public-school students. For over 20 years, the Amistad Office has been staffed by 1 fulltime Executive Director, 2 fulltime Educational Specialists, and 1 Fulltime Administrative Assistant. The current staffing level is a major barrier to meeting the charge of the Commission and to effectively serve the teachers and students of New Jersey.

### **Proposed Staffing Plan**

As part of the development of a new strategic plan for the Amistad Commission, the Amistad Office is recommending the addition of 6 Regional Coordinators (RC) of the Amistad Commission. The RC will have specific geographic responsibilities designated by northern, central, and southern regions of the state of New Jersey. (See attached map). The RCs will have specific responsibilities for counties located within each region. The addition of the 6 RCs will require a reorganization of the Amistad Office staff. The scope of supervisory responsibilities increases substantially for the current staff with titles of Educational Specialist 3 and 2. Therefore, I recommend the transition of those two roles to Assistant Director of the Amistad Commission with appropriate salary adjustments.

### ***Tech Support for Amistad Office***

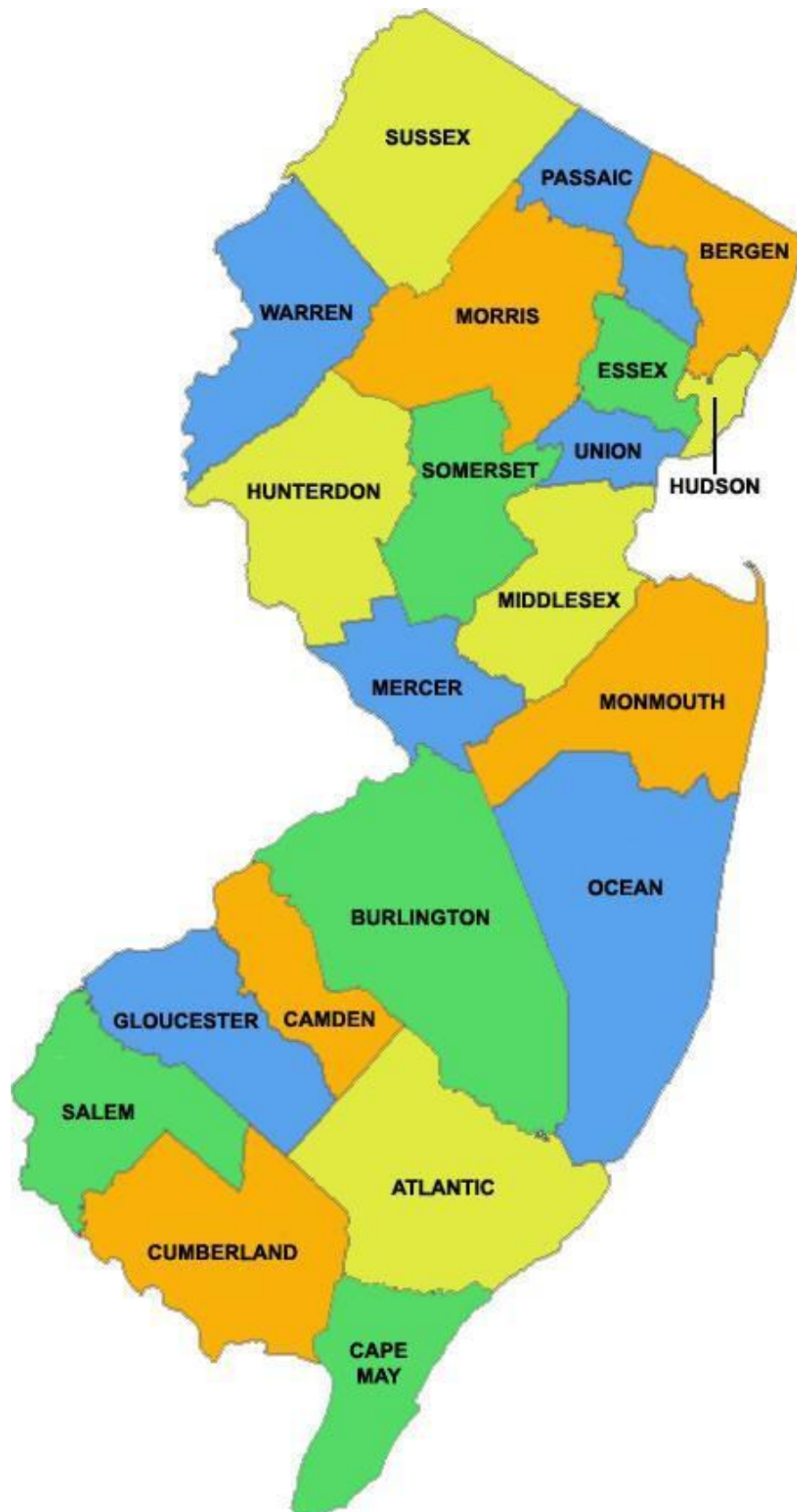
The Amistad Office needs a website, marketing, and social media coordinator. This position will have primary responsibility for maintenance of all components of the Amistad Commission website including updating external links and resources to the website. The position will maintain and update all social media platforms including but not limited to twitter, Instagram, and Facebook. The position will also handle data entry to assure that all digital records are appropriately stored including data collected from routine surveys of teachers, students, and administrators. The position will also assume responsibility for developing such digital surveys for Amistad related programs, events, and initiatives.

### ***Graduate Internship Program***

The Amistad Commission is developing a partnership with Rutgers University to secure three Commission Interns. The targeted graduate group will include masters or doctoral level students studying America History, or African American history/studies. The interns will work directly with the central office staff in Trenton to track outreach efforts to school districts statewide and manage planning of events and programs for various constituents throughout the state. The interns will have specific responsibilities for educational programs as well as planning and managing the operational components of the summer institute, summer travel events, and the monthly training sessions.

### ***Regional Divisions***

Northern Region: Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union, Warren  
Central Region: Hunterdon, Mercer, Middlesex, Monmouth; Ocean, Somerset  
Southern Region: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem



**New Jersey Department of Education  
Amistad Commission**

**Job Description**

Position Title: Regional Coordinator of the Amistad Commission  
(Northern/Central/Southern)  
Reports to: Assistant Director of the Amistad Commission  
Department: Amistad Commission – NJ Department of Education  
Location: Northern Region: Sussex, Warren, Passaic, Bergen, Morris, Essex, Hudson,  
Union

**Basic Function:**

Reporting to the Assistant Director of the Amistad Commission, the Regional Coordinator of the Amistad Commission is responsible for the tracking, planning, coordination of all Amistad related initiatives within the respective region of the state of New Jersey including, but not limited to engagement with County Superintendent, District Superintendent, School Boards, and leadership (principals) of individual New Jersey public schools. The Regional Coordinator will work collaboratively with all educational and community agencies with their respective region as well as the central office in Trenton.

**Scope of Supervision:**

Assume primary responsibility for all school districts within assigned region. Regions are designated by counties and are as follows:

1. Northern Region: Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union, Warren
2. Central Region: Burlington, Hunterdon, Mercer, Middlesex, Monmouth; Ocean, Somerset
3. Southern Region: Atlantic, Camden, Cape May, Cumberland, Gloucester, Salem

**Functional and Administrative Responsibilities:**

- Act as liaison between the Amistad Commission Central Office and the regional assignment.
- Manage all events within respective regional assignment.
- Meet with County Superintendents within respective regions on a regular basis.
- Meet with school district superintendents on a regular basis.
- Attend municipal school board meetings within regionally assigned areas.
- Publish monthly update on the status of each county with respect to activities related to the mission of the Amistad Commission.
- Attend scheduled monthly staff meetings in Trenton.
- Create and implement a program assessment plan for activities and events in assigned regional area.
- Identify effective programs which contribute to professional development of New Jersey teachers within assigned region.
- Promote Amistad Commission provisions of the legislation to all districts within assigned region.
- Provide tools and resources to districts within assigned region to assure that teachers have sufficient support to Infuse the history of Africans and African Americans into the K-12 curriculum in social studies, world history and other subject areas.
- Assists with department/program initiatives as needed directed by Executive Director or Commissioner's Office.
- Other duties as assigned by the Executive Director of the Amistad Commission.

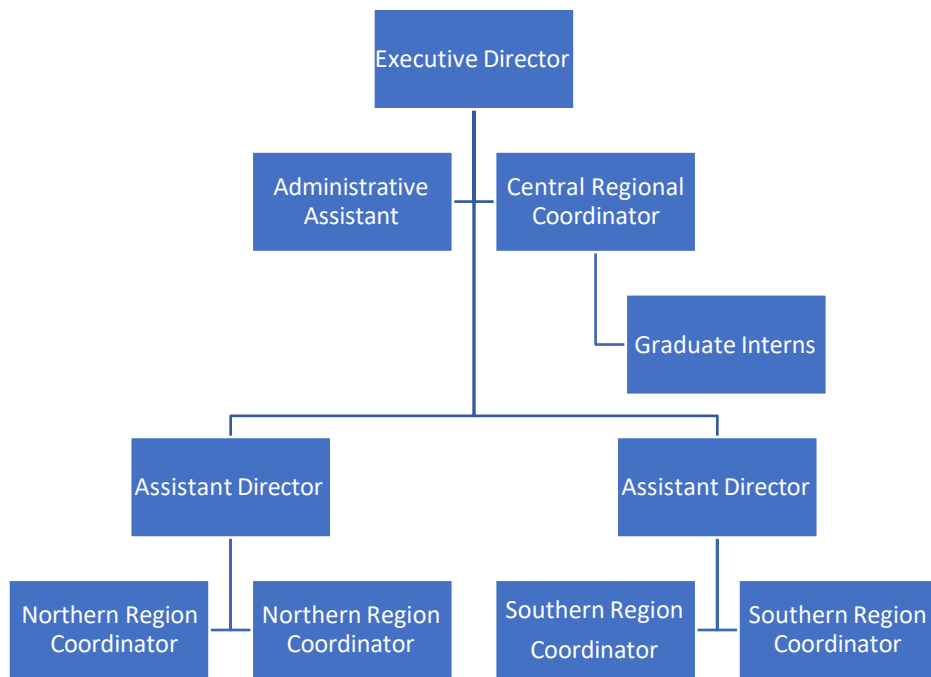
**Committees:**

- Serve on standing committees of the Board of Commissioners.
- Serve on selection committees for awards and recognition events coordinated by the Amistad Office.

**Preferred Qualifications:**

- Bachelors’ degree and teacher certification are minimum requirements
- Master’s degree in Education - concentration in American History or African American History preferred.
- Some supervisory experience is required.
- Ability to manage a flexible work schedule.
- Excellent organizational, written, and verbal communication skills.
- Experience with basic educational research, data collection and analysis.
- Knowledge of Microsoft Word and Internet Applications.

**New Organizational Chart**



# Attachment V-C

## STRATEGIC PLANNING COUNCIL

The Amistad Commission **Strategic Planning Council (SPC)** is established and created by direct invitation from the Executive Director of the Amistad Commission. The group should include representation among all constituents including staff, teachers, Commissioners, and community partners. Dr. Lamy and Dr. Edwards will serve as Co- Chairs of the SPC.

The role of the SPC is:

- To work directly with the Executive Director to facilitate the development of the Strategic Plan.
- To define, gather, and analyzing Data (SWOT) relevant to needs of teachers and students of NJ to carry out the goals of the Amistad legislation.
- To assist the Commission in refining organizational mission and vision.
- To articulate the Commission’s five-year goals.
- To assist in providing an inclusive planning process.
- To communicate the strategic planning process with community partners.
- To assess better partnerships with a variety of educational and community organizations to accomplish Amistad mission.
- To examine ways to increase district, teacher, and student participation
- To examine ways to increase Amistad Commission awareness statewide
- To create and designate an implementation team for the Strategic Plan by January 1, 2024.
- To gather, define, and analyze data (SWOT) relevant to identifying strategies that support the needs of teachers and students of NJ to carry out the goals of the Amistad legislation.

## STRATEGIC PLANNING COUNCIL MEMBERSHIP

<b>Commission Members</b>
Standing Committee Chairs (5)
<b>Staff Members</b>
Amistad Office Staff (3)
<b>DOE Members</b>
2 Assigned by DOE Commissioner
<b>Teachers</b>
1 Assigned by NJEA
1 Assigned by AFT
<b>Community Partners and Affiliate Organizations</b>
NJEA Leadership
AFT Leadership
NAACP Appointee
NJ Social Studies
County Superintendent Appointee
<b>General Community</b>
3 Appointee (TBD)

## STRATEGIC PLANNING TIMELINE

The Strategic Planning Council (SPC) will meet monthly from May 2023 through December 2023. There will be a final full/half day Strategic Plan Launch Meeting in January 2024, date to be announced in December 2023.

- |   |                         |
|---|-------------------------|
| 1. Commission briefing for guidance on Strategic Planning Process                     | March 2023              |
| 2. Identify membership for invitation to join full Strategic Planning Committee (SPC) | April 2023              |
| 3. Letter of invite to potential members of SPC from Executive Director.              | April 2023 <sup>1</sup> |
| 4. Core Working Themes of the Strategic Plan Defined                                  | May 2023                |
| 5. Initial Timeline Approved.   | May 2023                |
| SPC Monthly Meetings.   | May-Dec                 |

**Motion: Approve the creation of a Strategic Planning Council to begin developing a five-year strategic plan for the Amistad Commission.**