



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Thursday, August 22, 2019 Time: 4:00 PM

Location: Atlantic Community Charter School
112 South New York Road
Galloway, NJ 08205

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), is to inspire today's learners to be tomorrow's leaders by empowering students, through the development of the necessary academic, social, and emotional skill sets, to prepare them for success in their future. Students will be active participants in an educational environment characterized by high expectations for their academic achievement and demonstrated proficiency of the New Jersey Student Learning Standards.

1. Call to Order:

The Board President, Dr. Dominick Potena called the meeting to order at 4:00 PM and welcomed everyone.

2. Open Public Meetings Act Notice:

In compliance with the Open Public Meeting Act, date, time and location of this meeting has been filed with the Atlantic City Municipal Clerk's Office, the Municipal Clerk's Office of each district of residence that are included in the School's Charter and published in the newspapers designated by the Board to receive such notice. Additionally, the notice of this meeting was also posted on the Board of Trustees Bulletin Board, at the School, reserved for public notice.

3. Flag Salute:

4. Board of Trustees Roll Call:

Dr. Dominick Potena, President
Linda A. Brand
Peter Damon Seltzer
Matthew Heinle

Absent: Douglas B. Groff
Marlene D. Frayne

Also Present: Dr. Joseph Cappello - Board Secretary
Melindo A. Persi - President, *MAP* Educational Consultants, LLC
Donella Edwards - School Business Administrator
Seth N. Broder, Esquire – Attorney for the Board
Jake Der Hagopian - President, CSMI, LLC
William Zarrilli - Executive Vice-President and Chief Financial Officer, CSMI, LLC
Katherine Shilenok-Wright - Chief Human Resources Officer, CSMI, LLC
Barbara Kotcamp - Corporate Controller, CSMI, LLC
Michael J. Coskey, Esquire - Attorney for CSMI, LLC
Edmund Cetrullo - Principal/Lead, ACCS
Steve DiMatteo - Director of Special Education, ACCS
Sharon Mauriello - Supervisor of Elementary Education, ACCS

5. Correspondence: None.

- 6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Annual Reorganization Meeting, as well as the Minutes of the Regular Monthly Meeting, held on July 25, 2019, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- 7. Principal/Lead's Report:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the Principal/Lead's Report dated August 22, 2019, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

FINANCE: On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

- 8. Treasurer's Report – July 31, 2019:** The Board of Trustees accepted the Treasurer's Report for the month ending July 31, 2019, as attached.

9. **Budget Transfers 2019-2020 – July 31, 2019: None.**
10. **Budget vs. Actual Report 2019-2020 – July 31, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending July 31, 2019, as attached.
11. **Board Secretary's Report – July 31, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending July 31, 2019, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena
Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the payment of bills on the attached list, for the period of July 1, 2019 through July 31, 2019, totaling **\$267,411.29** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$240,066.08** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

Ayes: Linda A. Brand
Matthew Heinle
Dr. Dominick Potena
Nays: None
Abstain: Peter Damon Seltzer (with respect to the CSMI payment)

FINANCE: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Finance Consent Agenda Items 15-17, as detailed below, by Roll Call Vote.

15. **Approval of Attendance at the New Jersey Charter Schools Conference:** The Board of Trustees approved the attendance of the following individuals at the New Jersey Charter Schools Conference, to be held on October 14-15, 2019 in Atlantic City, New Jersey, at a total cost of **\$1,500.00:**

- Seth N. Broder, Esquire, Board Attorney
- William Zarrilli, CSMI, LLC
- Craig Wigley, CSMI, LLC
- Barbara Kotcamp, CSMI, LLC
- Dr. Joseph Cappello, Board Secretary
- Melindo A. Persi, MAP Educational Consultants, LLC

(Note: CSMI, LLC will reimburse the school for their employees.)

16. **Approval of Online Professional Development:** The Board of Trustees approved online professional development for the 2019-2020 school year, provided by Global Compliance Network, Inc., at a cost not to exceed **\$500.00**, as attached.
17. **Approval of Language Arts Professional Development:** The Board of Trustees approved Language Arts Professional Development for the 2019-2020 school year, as attached, at a total cost of **\$28,000.00**.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

18. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Position Control Table as of August 22, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (b) **Appointment of Staff:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Principal/Lead and appointed the individuals to the positions, terms and salaries, as set forth on the attached for the 2019-2020 school year, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (c) **Reappointment of Staff:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Principal/Lead and reappointed the individuals to the positions, terms and salaries, as set forth on the attached for the 2019-2020 school year, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena
Nays: None

- (d) **Approval of Instructional Staff Assignments:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Instructional Staff Assignments for the 2019-2020 school year, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena
Nays: None

- (e) **Approval of Hourly Rate Increase for Instructional Practices Mentors:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Principal/Lead and approved an hourly rate increase from **\$30.00** to **\$40.00** per hour, with a maximum of twenty-four (24) hours per week, for two (2) Instructional Practices Mentors from September 3, 2019 to June 25, 2020, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena
Nays: None

- (f) **Resignation:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the resignation of Jessica Vicendese-Ruoff, Art Teacher, effective September 1, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena
Nays: None

19. **BUILDINGS AND GROUNDS:** None.

20. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:**

- (a) **Approval of English as a Second Language (ESL) Curriculum for 7th and 8th Grades:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the ESL Curriculum for 7th and 8th Grades, as attached, and approved payment to Jillian Garza, Teacher, for the writing and preparation of said curriculum, at a total cost of **\$2,800.00**, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (b) **Approval of Music Curriculum for Kindergarten-5th Grade and 6th-8th Grades:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Music Curriculum for Kindergarten-5th Grade, and 6th-8th Grades, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (c) **Approval of Delta-T Group Letter and Services Agreement:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Letter and Services Agreement between Atlantic Community Charter School and Delta-T Group for the 2019-2020 school year, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

21. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Approval of Continuation and Modification of the Aftercare Program:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the continuation and modification of the existing Aftercare Program, beginning September 16, 2019 and ending June 23, 2020, at a total cost not to exceed **\$64,800.00**, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (b) **Approval of Continuation and Modification of After School Tutoring and Activities:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the continuation and modification of the existing After School Tutoring and Activities, to be provided two (2) hours per day, Monday through Thursday afternoons beginning October 1, 2019 and ending April 30, 2020, with ten (10) teachers at **\$30.00** per hour, as attached, at a cost of **\$31,200.00**, with a quote for bus transportation forthcoming, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (c) **First Reading of Revised Policy 5610 and Regulation R 5610:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the revised Policy 5610 and Regulation R 5610, titled "Suspension" and "Suspension Procedures" respectively, for first reading, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (d) **First Reading of Revised Policy 5620:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the revised Policy 5620, titled "Expulsion", for first reading, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (e) **Approval of Professional Development Plan for the 2019-2020 School Year:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Professional Development Plan for the 2019-2020 school year, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (f) **Approval of ACCS Evaluation Handbook:** Whereas, the Board of Trustees determined that there was a need to delineate the procedure for staff observation and evaluation, now therefore resolved:

On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the ACCS Evaluation Handbook, as attached, and also approved that the staff is to be informed as to the adopted ACCS Evaluation Handbook, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (g) **Approval of Revised 2019-2020 School Calendar:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the revised school calendar for the 2019-2020 school year, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

22. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.

- (b) **Report to Board on July School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.
- (c) **Change in Enrollment:**

Monthly Enrollment from July 17, 2019 to August 13, 2019		
District Grade	By # of Students	Transferred Out/In
Kindergarten	11	+11
1 st Grade	42	-7
2 nd Grade	70	-4
3 rd Grade	66	-10
4 th Grade	40	-3
5 th Grade	44	-6
6 th Grade	29	0
7 th Grade	25	-4
8 th Grade	20	0
TOTAL	347	

23. **HIB Reports: None.**
24. **New/Old Business: None.**
25. **Public Comments: None.**
26. **Closed Session: None.**

The next Regular Board Meeting will be held on Thursday, September 26, 2019.

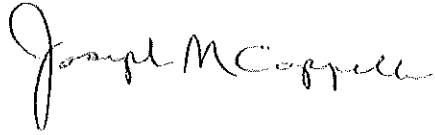
27. **Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Linda A. Brand, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:25 PM.

Voice Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

Respectfully submitted,

A handwritten signature in cursive script, reading "Joseph Cappello".

**Dr. Joseph Cappello, Board Secretary
Atlantic Community Charter School**