



**ATLANTIC COMMUNITY
CHARTER SCHOOL**

**Board of Trustees
Annual Reorganization Meeting
Date: Thursday, July 19, 2018
Time: 4:00 PM**

Location: Atlantic Community Charter School
112 South New York Road
Galloway, New Jersey 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 Secretary, Dr. Joseph Cappello, called the meeting to order at 4:00 PM.

2. Notice of Meeting:

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were 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:

Roll Call: Dr. Dominick Potena
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Absent: Douglas B. Groff
Matthew Heinle

Also Present: Dr. Joseph Cappello – Board Secretary
Melindo Persi –President, *MAP* Educational Consultants, LLC
Seth Broder, Esquire – Attorney for the Board
Dr. Jay Dugan – Lead Person
Steve DiMatteo – Director of Special Services
Jake Der Hagopian – President, CSMI, LLC
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC
Barbara Kotcamp, Corporate Comptroller, CSMI, LLC
Michael Coskey, Esquire – Attorney for CSMI, LLC
Donella Edwards

5. Election of Officers for 2018-2019 Fiscal Year:

- (a) **Call for the Election of the President by the Board Secretary:** Dr. Joseph Cappello called for nominations for President. Linda A. Brand nominated Dr. Dominick Potena, and it was seconded by Marlene D. Frayne. No other nominations were offered and it was moved that Dr. Dominick Potena was elected President by the following Roll Call Vote:

Roll Call Vote:

Ayes: Dr. Dominick Potena
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Nays: None

- (b) **Call for the Election of the Vice President by the President:** Dr. Dominick Potena called for nominations for Vice-President. Marlene D. Frayne nominated Douglas B. Groff, seconded by Linda A. Brand. The President called for other nominations; hearing none, Douglas B. Groff was elected Vice President by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Nays: None

6-7. Acknowledgement and Filing by the Board Members of the Oath of Allegiance and Code of Ethics:

On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees reviewed the attached Oath of Allegiance and Code of Ethics for School Board Members and approved, by Voice Vote, that each member affirmed compliance by signing and dating the documents and returning same to the Board Secretary.

Voice Vote:

Ayes: Dr. Dominick Potena
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Nays: None

Consent Items 8-16. On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the following Consent Items 8-16, by Roll Call Vote:

8. Acknowledgement of Appointments:

The Board of Trustees acknowledged the previously appointed persons from July 1, 2018 to June 30, 2019, as follows:

- Dr. Joseph Cappello, Board Secretary
- Seth N. Broder, Esquire, Board Attorney
- Robert Sapp, Treasurer of School Monies
- Dr. Glenn Budnick, School Medical Inspector

9. Appointment of Auditor:

The Board of Trustees acknowledged the appointment of Bowman & Company LLP as official Auditors for the 2018-2019 fiscal year for the School, pursuant to the previously approved agreement.

10. Rescind Appointment of School Business Administrator and Appointment of New School Business Administrator:

The Board of Trustees rescinded the appointment of Mark Resnick as the School Business Administrator, and appointed Donella Edwards as the School Business Administrator for the 2018-2019 fiscal year effective July 1, 2018, resume attached, pursuant to the Agreement between the School and MAP Educational Consultants, LLC.

11. Establishment of Petty Cash Account:

The Board of Trustees established a Petty Cash Account as follows:

- a. The account shall be established at \$500.00;
- b. The maximum single expenditure for the account shall not exceed \$100.00;
- c. The Principal shall be responsible for the disposition of the funds;
- d. The account may be refunded by the monthly presentation of the Board of Trustees Voucher together with all applicable receipts; and
- e. At the conclusion of the school year, all funds shall be returned to the Board of Trustees Petty Cash Account.

12. Designation of Depository of School Funds:

The Board of Trustees designated the Fulton Bank of New Jersey as the depository of school funds, and further noted that all Drafts, Notes, Warrants or Checks be signed by

Dr. Dominick Potena, Board President; Dr. Joseph Cappello, Board Secretary; and Robert Sapp, Treasurer of School Monies, whose signatures shall be certified to the Fulton Bank, and that no Drafts, Notes, Warrants or Checks shall be released unless so signed.

13. Transfer of Funds Between Board Meetings:

The Board of Trustee authorized the Board Secretary to make transfer of funds to balance accounts between Board meetings, and the Board Secretary shall report all transfers to the Board of Trustees at the next meeting.

14. Payment of Bills Between Board Meetings:

The Board of Trustees authorized the Board Secretary to pay bills between Board meetings, and the Board Secretary shall report all bill payments to the Board of Trustees at the next meeting.

15. Appointment of Insurance Broker of Record:

The Board of Trustees appointed Conner Strong & Buckelew as the insurance broker of record for the 2018-2019 fiscal year.

16. Approval of Field Trips:

The Board of Trustees approved the tentative list of field trips for the 2018-2019 school year, as attached, and authorized the Board Secretary to advertise for competitive bids.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Nays: None

Note: Matthew Heinle joined the meeting at 4:05 p.m.

17. Approval of Travel Expenditures:

On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees, by the following Roll Call Vote, certified the maximum travel expenditure established for the 2017-2018 school year was **\$2,500.00**, and **\$0** were spent; and the travel budget supported by Federal Funds was **\$0** for the 2016-2017 and 2017-2018 school years, and that the maximum travel expenditure for the 2018-2019 fiscal year is established at **\$2,500.00**.

Roll Call Vote:

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

Nays: None

Consent Items 18-26: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the following Consent Items 18-26, by Roll Call Vote:

18. Adoption of Roberts Rules of Order:

The Board of Trustees adopted the Roberts Rules of Order to be the Parliamentary authority for all meetings.

19. Schedule of Board Meeting Dates 2018-2019:

The Board of Trustees discussed the possibility of revising the schedule by changing the August meeting date to August 30, 2018, however; the Board instead approved keeping the current schedule in which the August meeting will be held on August 23, 2018, as attached. The Board authorized that the meeting schedule be posted at the School and advertised in the two (2) official newspapers, pursuant to New Jersey Statutes.

20. Designation of Official Newspapers:

The Board of Trustees designated the Press of Atlantic City and the Philadelphia Inquirer as the official newspapers of the Board of Trustees.

21. Approval of Atlantic Community Charter School Bylaws, Policies and Regulations:

The Board of Trustees approved the Bylaws and Policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the Atlantic Community Charter School Board of Trustees” are hereby adopted, and all Bylaws and Policies previously adopted and inconsistent with the Bylaws and Policies hereby adopted, are rescinded, and that in the event any Policy, part of a Policy or section of the Bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by the Board, the remaining Bylaws, Policies and parts of Policies shall remain in full effect, as attached.

22. Adoption of Curriculum and Textbooks:

The Board of Trustees adopted the curriculum and textbooks for use during the 2018-2019 school year, as attached.

23. Reaffirmation of School Calendar:

The Board of Trustees reaffirmed the previously adopted 2018-2019 school calendar, as attached.

24. Appointment of Additional Positions:

The Board of Trustees approved the appointment of the following persons to the additional positions, as listed for the 2018-2019 school year, without additional compensation:

504 Committee Officer	Steven DiMatteo – Director of Special Services
ADA Officer	Steven DiMatteo – Director of Special Services
Affirmative Action Officer	Kersteen Forsythe – Assistant Human Resources Manager
Anti-Bullying Specialist	Sharon Mauriello – Culture Dean
Foster Care Liaison	Kacey Burke – School Psychologist
Chemical Hygiene Officer and Plan	John Fraunhoffer, CSMI, LLC
HIB Coordinator	Steven DiMatteo – Director of Special Services
Homeless Liaison	Kacey Burke – School Psychologist
Indoor Air Quality Designee	John Fraunhoffer, CSMI, LLC
Integrated Pest Management Coordinator and IPM Plan	John Fraunhoffer, CSMI, LLC
PARCC Officer	Edmund F. Cetrullo, Principal
Right to Know Officer	Edmund F. Cetrullo, Principal
Substance Awareness Coordinator	Steven DiMatteo – Director of Special Services
Title I Coordinator	Edmund F. Cetrullo, Principal
Title IX Coordinator; School Safety Specialist	Sharon Mauriello, Culture Dean

25. Appointment of Purchasing Agent:

The Board of Trustees appointed James Shoop as Purchasing Agent from July 1, 2018 to June 30, 2019, subject to the terms and conditions of the Agreement with MAP Educational Consultants, LLC.

26. Appointment of Custodian of School Records: (OPRA)

The Board of Trustees appointed Dr. Joseph Cappello, Board Secretary as the Custodian of School Records.

Roll Call Vote:

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

Nays: None

27. New/Old Business:

28. Public Comments:

29. Adjournment:

There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:10 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joseph Cappello".

Dr. Joseph Cappello, Board Secretary
Atlantic Community Charter School



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, July 19, 2018

Time: 4:10 PM (immediately following the Reorganization Meeting)

Location: Atlantic Community Charter School
112 South New York Road
Galloway, NJ 08206

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 4:10 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:

Roll Call: Dr. Dominick Potena, President
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Matthew Heinle

Absent: Douglas B. Groff, Vice-President
Also Present: Dr. Joseph Cappello, Board Secretary
Melindo A. Persi – President, *MAP* Educational Consultants, LLC
Seth N. Broder, Esquire – Attorney for the Board
Dr. Jay Dugan - Lead Person
Steve DiMatteo – Director of Special Services
Jake Der Hagopian – President, CSMI, LLC
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC
Barbara Kotcamp – Corporate Comptroller, CSMI, LLC
Michael J. Coskey, Esquire - Attorney for CSMI, LLC
Donella Edwards, School Business Administrator

5. Correspondence: None.

- 6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Meeting held on June 28, 2018, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

- 7. Lead Person's/Principal's Report:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person's Report dated July 19, 2018, as attached, by Roll Call Vote. There was no Principal's Report for the month of July 2018 due to vacancy.

Roll Call Vote:

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

Nays: None

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

- 8. Treasurer's Report – June 30, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending June 30, 2018, as attached.
- 9. Budget Transfers 2017-2018 – June 30, 2018:** The Board of Trustees approved the budget transfers for the month ending June 30, 2018.
- 10. Approval of Budget vs. Actual Report 2017-2018 – June 30, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending June 30, 2018, as attached.

11. **Approval of Board Secretary's Report – June 30, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending June 30, 2018, 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: Dr. Dominick Potena
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Matthew Heinle

Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of June 1, 2018 through June 30, 2018, totaling **\$254,491.79** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$286,191.91** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Linda A. Brand
Marlene D. Frayne
Matthew Heinle

Nays: None

Abstain: Peter Damon Seltzer

15. **Approval of Additional Registration Fee for Summer Conference:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved, by Roll Call Vote, a maximum fee of **\$619.00** for attendance at the National Association of School Psychologists Summer Conference.

Roll Call Vote:

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

Nays: None

FINANCE: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Items 16-21, as detailed below, by Roll Call Vote.

16. **Approval of the Submission of Application of Title I Grant Funding for the 2018-2019 School Year:** The Board of Trustees approved the submission of the application for the Title I Grant for the 2018-2019 school year in the amount of **\$255,692.00**.
17. **Approval of the Submission of Application of Title II Grant Funding for the 2018-2019 School Year:** The Board of Trustees approved the submission of the application for the Title II Grant for the 2018-2019 school year in the amount of **\$29,850.00**.
18. **Approval of the Submission of Application of Title IV Grant Funding for the 2018-2019 School Year:** The Board of Trustees approved the submission of the application for the Title IV Grant for the 2018-2019 school year in the amount of **\$14,087.00**.
19. **Approval of the Submission of Application of the IDEA Grant for the 2018-2019 School Year:** The Board of Trustees approved the submission of the application for the IDEA Grant for the 2018-2019 school year in the amount of **\$80,531.00**, as attached.
20. **Refusal of Title III Funds:** The Board of Trustees approved the refusal of Title III funding, as Title III regulations require that a Local Education Agency (LEA) must be part of a Title III consortium.
21. **Approval of Resolution to Join/Renew Membership with New Jersey Schools Insurance Group (NJSIG):** The Board of Trustees approved the resolution to join/renew membership with the NJSIG, previously reviewed by the Board's attorney, as attached.

Roll Call Vote:

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

Nays: None

22. **Approval of Stipend:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved, by Roll Call Vote, a stipend in the amount of **\$3,500.00** to Ebony Mays-Dorris, for additional responsibilities with respect to student recruiting for the 2018-2019 school year, as attached.

Roll Call Vote:

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

Nays: None

23. **New Jersey Parent Summit 2018:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved, by Roll Call Vote, the attendance at the New Jersey Parent Summit 2018 for four (4) teachers and twenty-five (25) parents on August 5, 2018, at a cost of **\$60.00** per person or **\$1,740.00**, as attached.

Roll Call Vote:

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

Nays: None

24. **HUMAN RESOURCES:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Human Resources Consent Items 24 (a) and 24 (b), as detailed below, were approved by Roll Call Vote.

(a) **Position Control Table:** The Board of Trustees accepted the Position Control Table as of July 19, 2018, as attached.

(b) **Appointment of Staff:** The Board of Trustees accepted the recommendation of the Lead Person and appointed the individuals to the positions, terms and salaries annotated for the 2018-2019 school year, as attached.

Roll Call Vote:

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

Nays: None

(c) **Approval of Placement Fee:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved, by Roll Call Vote, the Staffing Plus placement fee of **\$3,500.00** for the hiring of an Administrative Assistant (Student Affairs).

Roll Call Vote:

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

Nays: None

HUMAN RESOURCES: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Human Resources Consent Items 24 (d) and 24 (e), as detailed below, were approved by Roll Call Vote.

(d) **Assignment of Staff:** The Board of Trustees accepted the recommendation of the Lead Person and approved the assignment of staff for the 2018-2019 school year, as attached.

- (e) **Rescind Appointment of Mathematics and Science Coach/LDTC:** The Board of Trustees rescinded the appointment of Catherine Simone as a Mathematics and Science Coach/LDTC for the 2018-2019 school year, which was approved by the Board on June 28, 2018, due to Ms. Simone's subsequent declination of the offer.

Roll Call Vote:

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

Nays: None

25. **BUILDINGS AND GROUNDS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Buildings and Grounds Consent Items 25 (a), 25 (b), 25 (c) and 25 (d), as detailed below, were approved by Roll Call Vote.

- (a) **Use of Parking Lot by the Elks of Galloway:** The Board of Trustees approved a change in date from August 18, 2018 to August 25, 2018 for overflow parking for a Pig Roast to be held by the Elks of Galloway.

(Approval has been received by Education Capital Solutions and the Board's Attorney has provided guidance with respect to these requests).

- (b) **Approval of Proposal from Macchione Property Management LLC:** The Board of Trustees approved the proposal from Macchione Property Management LLC for stone removal and preparation and installation of rubber mulch, as attached, subject to review by the Board's attorney.

- (c) **Approval of Landscape Maintenance Agreement:** The Board of Trustees approved the Landscape Maintenance Agreement between Macchione Property Management LLC and Atlantic Community Charter School for the 2018-2019 school year, as attached, subject to review by the Board's attorney.

- (d) **Approval of Proposal from Fasttrak Coating Company:** The Board of Trustees approved the proposal from Fasttrak Coating Company to install a decorative epoxy broadcast floor coating system for the boys' bathroom, as attached, subject to review by the Board's attorney.

Roll Call Vote:

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

Nays: None

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

- (a) **Approval of Special Education and Related Services Manual:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted, by Roll Call Vote, the recommendation of the Lead Person and

approved the Special Education and Related Services Manual for the 2018-2019 school year, as attached.

Roll Call Vote:

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

Nays: None

27. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Policy/Governance/Operations/Miscellaneous Consent Items 27(a), 27(b), 27(c), 27(d), 27 (e) and 27 (f), as detailed below, were approved by Roll Call Vote.

- (a) **Approval of Contract Agreement with Education Facility Management, LLC:** The Board of Trustees approved the Contract Agreement between Education Facility Management, LLC and Atlantic Community Charter School for the 2018-2019 school year, at the monthly billing amount of **\$3,090.00**, as attached, previously approved by the Board's attorney.
- (b) **Approval of Transportation Contract (Q-SMAC01-18) for Extended School Year (ESY) Students:** The Board of Trustees awarded transportation contract Q-SMAC01-18 to Integrity Transportation of Egg Harbor City, New Jersey, for a total amount of **\$6,700.00 (\$275.00** per day for a bus and driver, plus **\$60.00** per day for an Aide for twenty (20) days of ESY school).

Quotes were requested for the transportation of two (2) ESY students as follows:

- Integrity Transportation: **\$275.00 (bus & driver) plus \$60.00 (bus aide) = \$335.00/diem***
- James Transportation: **\$197.00 (bus & driver) plus \$44.00 (bus aide) = \$241.00/diem****

*The quote was awarded to Integrity Transportation, since their route is shorter in duration. **James Transportation's route would have been over an hour on the bus each morning.)

- (c) **Approval of Student Transportation Contract Renewal for the 2018-2019 School Year:** The Board of Trustees approved the Student Transportation Contract Renewal for the 2018-2019 school year, for a total amount of **\$91,166.40**, as attached, subject to review by the Board's attorney.
- (d) **Approval of the Intervention and Referral Services Manual:** The Board of Trustees accepted the recommendation of the Lead Person and approved the Intervention and Referral Services Manual for the 2018-2019 school year, as attached.
- (e) **Approval of the Parent-Student Handbook:** The Board of Trustees accepted the recommendation of the Lead Person and approved the Parent-Student Handbook for the 2018-2019 school year, as attached.

- (f) **Approval of Revised School Hours:** The Board of Trustees accepted the recommendation of the Lead Person and approved the revised school start and end times for the 2018-2019 school year, as detailed below:

Start Time: 8:45 a.m.

End Time: 3:45 p.m.

Roll Call Vote:

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

Nays: None

28. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of June was **\$130,131.25**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in June. As of June 30, 2018, the contractual cumulative total Management Fee for the 2017-2018 school year is **\$1,609,537.50**. The cumulative total Management Fee is reduced to **\$1,488,072.00** based on unaudited financial results of the school for the 2017-2018 school year. Total cumulative payments to date equal **\$750,000.00**. The balance of **\$738,072.00** due for 2017-2018 will be paid no later than September 30, 2018.
- (b) **Line of Credit Activity:** As of June 30, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on June 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.
- (d) **New Jersey Department of Education Annual School Planning 2018-2019.**

29. HIB Reports: None.

30. Closed Session: None.

31. Return to Public Session: N/A.

32. New/Old Business:

33. Public Comments: None.

The next meeting will be held on Thursday, August 23, 2018.

- 34. Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Marlene D. Frayne, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:30 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joseph Cappello".

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