



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, January 20, 2022** **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 Vice-President, Dr. Kenneth King, called the meeting to order at 4:01 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. Kenneth King, Vice-President
Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer

Absent: Dr. Dominick Potena, President
Marlene D. Frayne

Also Present: Melindo A. Persi – MAP Educational Consultants, LLC
Donella Edwards - Board Secretary/School Business Administrator
Seth N. Broder, Esquire – Attorney for the Board
Jake Der Hagopian – President, CSMI, LLC
William Zarrilli – Executive Vice-President & Chief Financial Officer, CSMI, LLC
Barbara Kotcamp – Corporate Controller, CSMI, LLC
Craig Wigley – Vice-President of Academics and Curriculum, CSMI, LLC
Bob Parsons, ACCS Technology Director, CSMI, LLC
Susan S. Hodges, Esquire – Attorney, Parker McCay
Dr. Shelly Ward Richards – Lead Person, ACCS
Steve DiMatteo – Principal/Director of Special Education, ACCS
Janice Lynch – Human Resources Manager, ACCS

5. Correspondence: None.

6. Approval of Minutes: On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on December 16, 2021, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

7. Lead Person's Board Report: On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees accepted the Lead Person's Board Report for January 2022, as attached, by Voice Vote.

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

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

8. **Treasurer's Report – December 31, 2021:** The Board of Trustees accepted the Treasurer's Report for the month ending December 31, 2021, as attached.
9. **Budget Transfers 2021-2022 – December 31, 2021:** There were no budget transfers for the month ending December 31, 2021.
10. **Budget vs. Actual Report 2021-2022 – December 31, 2021:** The Board of Trustees approved the Budget vs. Actual Report 2021-2022 for the month ending December 31, 2021, as attached.
11. **Board Secretary's Report – December 31, 2021:** The Board of Trustees accepted the Board Secretary's Report for the month ending December 31, 2021, 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
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

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 December 1, 2021 through December 31, 2021, totaling **\$656,401.73** 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 **\$291,943.35** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King, Vice-President

Nays: None

Abstain: Peter Damon Seltzer (with respect to the CSMI payment)

- 15. Confirmation, Approval and Ratification of Addendum to Agreement with ESS Northeast, LLC:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the Addendum to Agreement between ESS Northeast, LLC and Atlantic Community Charter School, for the services of Substitute Teachers and Staff, effective December 21, 2021, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- 16. Approval of Professional Development Request:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the attendance of Steve DiMatteo, Principal, at the “New Jersey Association of Pupil Services Administration (NJAPSA) Winter Academy Conference for Directors, Supervisors, Child Study Teams (CST), Principals and Administration”, to be held on April 7, 2022 in Monroe, New Jersey, at a cost of **\$149.00** plus travel, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- 17. Approval of Stipend for School Nurse:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved a stipend of **\$3,000.00** for Mary Seddon, School Nurse, for ongoing and increased COVID-19 demands (including contact tracing), to be paid out **\$1,500.00** upon approval by the Board and the other **\$1,500.00** at the end of the school year, assuming Ms. Seddon is still an active employee and not on a prolonged leave of absence, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

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 January 20, 2022, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (b) Appointment of Staff:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Person and approved the appointment of staff for the 2021-2022 school year, as set forth on the attached, contingent upon receipt of all required documentation by Human Resources, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (c) Confirmation, Approval and Ratification of Requests for Leave of Absence (LOA):** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the staff LOA requests for Family and Medical Leave Act (FMLA), as outlined below, by Roll Call Vote:

Employee	Position	Duration	Supporting Information
Sandra Witzak	Teacher – Grade 5	October 28, 2021 (emergency LOA start); (1 st extension to January 1, 2022 approved on November 23, 2021); 2 nd extension request to February 28, 2022 due to a delay in treatment).	*This will use up the remaining (4) weeks of allowable (12) weeks of FMLA, as well as providing additional time.
Joanne Kunik	Teacher – Special Education (SPED); In-Class Support (ICS), Grade 4	January 5, 2022 to April 11, 2022	(Pending receipt of certification from healthcare provider; only initial physician's paperwork has been received as of now.) *This will use up the full (12) weeks of allowable FMLA, plus an extra week, (assuming physician's agreement.)
Patricia Bombara	Teacher – SPED Resource Room	January 5, 2022 to January 18, 2022	(Certification from healthcare provider was received.) *This will use (2) weeks of allowable (12) weeks of FMLA.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (d) Resignations:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the resignation of June Puryear, Substitute Teacher, effective January 10, 2022, as attached, and the verbal resignation of Jeffrey Krill, Instructional Strategist, whose last day worked was December 23, 2021, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

19. BUILDINGS AND GROUNDS:

- (a) Confirmation, Approval and Ratification of Facility Summary Information 2020-2021:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the Facility Summary Information 2020-2021, as attached, by Roll Call Vote.

(As required by the New Jersey Department of Education (NJDOE), the documentation was uploaded to NJ Homeroom on January 11, 2022.)

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (b) Approval to Use Gymnasium:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved that AtlantiCare of Egg Harbor Township, New Jersey may use the school's gymnasium for a Vaccination Clinic on February 2, 2022 and February 23, 2022, from 4 PM to 6 PM, by Roll Call Vote.

(A vendor agreement is being prepared by the Board's attorney, and the Lead Person will obtain a Certificate of Insurance for this event.)

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

20. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) Approval of English Language Learners (ELL) Three Year Plan:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the ELL Three Year Plan 2021-2024, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- 21. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 21(a) and 21 (b), as detailed below, by Roll Call Vote.

- (a) **Approval of New Policy and Regulation 3223:** The Board of Trustees approved the new Policy and Regulation 3223, titled “Evaluation of Administrators, Excluding the Principal and Assistant Principal”, for final read, as attached.
- (b) **Approval of New Policy and Regulation 3224:** The Board of Trustees approved the new Policy and Regulation 3224, titled “Evaluation of the Principal and Assistant Principal”, for final read, as attached.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (c) **Approval of Chief School Administrator (CSA) Timeline for Evaluation:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the CSA Timeline for Evaluation, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (d) **Approval to Change Board Meeting Date in April 2022:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved a change of date for the April 2022 Board of Trustees meeting, from April 21, 2022 to April 28, 2022, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (e) **Approval of Revised School Calendar 2021-2022:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the revised school calendar for the 2021-2022 school year, as attached, by Roll Call Vote.

(The school was closed on January 3, January 4 and January 7, 2022 due to inclement weather. A Single Session Day has been added on February 25, April

29, and June 23-24, 2022. A Professional Development Day, no students, has been added on March 11, 2022. The school will be closed on June 17, 2022 in observance of Juneteenth.)

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

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 December 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) **Revised Walk-Through Document:** A revised walk-through document outlining the process for observation of classrooms and providing informal feedback to teachers is provided, as attached.
- (d) **Change in Enrollment:**

ADA Percentage: December 7, 2021 – January 10, 2022: 84.17%		
By Grade	# of Students	Transferred Out/In
Kindergarten	37	-1
1 st Grade	28	+6
2 nd Grade	45	-1
3 rd Grade	41	-1
4 th Grade	55	-4
5 th Grade	41	-1
6 th Grade	28	-1
7 th Grade	28	0
8 th Grade	19	0
TOTAL	322	

23. HIB Reports: None.

24. Public Comments: None.

25. **Closed Session:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved going into Closed Session at 4:22 PM to discuss a confidential matter and a personnel matter, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

26. **Return to Public Session: 4:46 PM.**

27. **New/Old Business:**

- (a) **Approval of Termination of Employment:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees, based upon the recommendation of the Lead Person, approved the termination of employment of Staff Member # 1941, effective January 20, 2022, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (b) **Approval of Revised Board Packet Distribution Schedule 2021-2022 School Year and Revised Public Notice Schedule of Board Meetings:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised Board Packet Distribution Schedule 2021-2022 and the revised Public Notice Schedule of Board Meetings, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- (c) **Approval of Revised Reappointment Schedule Procedure:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised Reappointment Schedule Procedure, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

- 28. Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Douglas B. Groff and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:49 PM.

Voice Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King, Vice-President

Nays: None

The next Regular Monthly Board Meeting will be held on Thursday, February 17, 2022. Note: The Board Meeting scheduled for February 2022 will be an “in person” meeting and will be held in the School’s Conference Room.

Respectfully submitted,



**Donella Edwards, Board Secretary
Atlantic Community Charter School**



**Dr. Dominick Potena, Board President
Atlantic Community Charter School**