



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, February 21, 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
Marlene D. Frayne
Peter Damon Seltzer

Absent: Douglas B. Groff, Vice President
Matthew Heinle

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

5. **Correspondence: None.**

6. **Approval of Minutes:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on January 23, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

7. **Principal/Lead's Report:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Principal/Lead's Report dated February 21, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

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

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

9. **Budget Transfers 2018-2019 – January 31, 2019:** The Board of Trustees approved the budget transfers for the month ending January 31, 2019, as attached.
10. **Budget vs. Actual Report 2018-2019 – January 31, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending January 31, 2019, as attached.
11. **Board Secretary’s Report – January 31, 2019:** The Board of Trustees accepted the Board Secretary’s Report for the month ending January 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: Dr. Dominick Potena
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer,

Nays: None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of January 1, 2019 through January 31, 2019, totaling **\$246,403.33** 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 **\$243,351.73** 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

Nays: None

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

15. **Approval of Donation from Elks of Galloway:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved a donation from Elks of Galloway, in the amount of **\$500.00**, to be used for the purchase of equipment for Field Day, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

16. **Revised PARCC Prep Budget:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised PARCC Prep Budget, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

17. **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 February 21, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Appointment of Staff:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, 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 2018-2019 school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Appointment of Building Substitute Teacher:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of the individual, as set forth on the attached, as a Building Substitute Teacher, at the rate of **\$140.00** per day, not to exceed four (4) days per week, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Confirmation, Approval and Ratification of Weekly Stipend for Temporary Additional Teaching Assignment:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified a stipend in the amount of **\$700.00** weekly for Patricia O'Connell, for a temporary additional teaching assignment in the 7th/8th Grade English Language Arts (ELA) Program, effective February 7, 2019, until a permanent teacher can be appointed, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Confirmation, Approval and Ratification of Placement Request:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the placement request for a Stockton University pre-student teaching candidate, as set forth on the attached, to participate in Clinical Practice 2 (CP2)/Intermediate Fieldwork at the Atlantic Community Charter School, consisting of one hundred (100) hours of observation in a first grade classroom, as well as small group or one-on-one classroom participation, as needed from January 15, 2019 to April 26, 2019, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (f) **Acceptance of Resignations:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignations of the following staff members, as listed below and as attached, by Roll Call Vote:

Employee	Position	Effective Date
Anne Marciano (verbal resignation)	Substitute	February 4, 2019
Steven Cohen	Seventh/Eighth Grade English/Language Arts Teacher	February 6, 2019

Roll Call Vote:

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

Nays: None

- (g) **Confirmation, Approval and Ratification of Terminations:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the terminations, as set forth on the attached, for the remaining 2018-2019 school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

18. **BUILDINGS AND GROUNDS:** None.

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

- (a) **Approval of Agreement with Atlantic Cape Community College for the Saturday PARCC Program:** Whereas the Board of Trustees approved the Saturday PARCC Program on December 20, 2018, to begin on March 2, 2019, for a total amount not to exceed **\$42,337.00**, now therefore resolved:

On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Facility Usage Form for the Atlantic Cape Community College, as attached, and authorized the Board Secretary to execute the document, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) Final Reading of Policy and Regulation 1613:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the final reading of Policy 1613 and Regulation R 1613, titled “Disclosure and Review of Applicant’s Employment History”, for final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Final Reading of Revised Policy and Regulation 5116:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Policy 5116 and Regulation R 5116, titled “Education of Homeless Children”, for final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) First Reading of Revised Policy 2610:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 2610, titled “Educational Program Evaluation”, for first reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) First Reading of Revised Policy 2422:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 2422, titled “Health and Physical Education”, for first reading, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **First Reading of Revised Policy and Regulation 7440:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 7440 and Regulation R 7440, titled “School District Security”, for first reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (f) **Approval of School Nurse Evaluation Form:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the School Nurse Evaluation Form, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (g) **Confirmation, Approval and Ratification of the School Calendar for the 2018-2019 School Year: Attachment “V”**

WHEREAS it became necessary to close the school due to inclement weather on January 31, 2019, February 11, 2019 and February 20, 2019; now therefore resolved:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead to revise the school calendar, as attached, by Roll Call Vote.

(This change confirmed, approved and ratified the closures for inclement weather on January 31, 2019, February 11, 2019 and February 20, 2019.)

Roll Call Vote:

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

Nays: None

21. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Line of Credit Activity:** As of January 31, 2019, the school had no outstanding balance on the line of credit from Fulton Bank.

- (c) **Report to Board on January 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) **Change in Enrollment:**

ADA Percentage from January 11, 2019 – February 8, 2019 = 91.99%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		49	
1 st Grade		76	-1
2 nd Grade		74	-2/+2
3 rd Grade		44	-1/+1
4 th Grade		52	
5 th Grade		29	-1/+1
6 th Grade		28	+2
7 th Grade		20	-1/+1
8 th Grade		14	1
TOTAL		386	

22. **HIB Reports:** Harassment, Intimidation and Bullying (HIB) Board of Trustees Report, as entered into the School Safety Data System for July 1, 2018 through December 31, 2018, as attached.
23. **Closed Session:** On motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved going into Closed Session at 4:23 PM to discuss confidential legal matters and pending litigation, by Voice Vote.

Voice Vote:

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

Nays: None

24. **Return to Public Session:** 4:35 PM.

25. New/Old Business:

(a) Acceptance of Annual Audit: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Annual Audit conducted by Bowman and Company LLP for the fiscal year 2017-2018, on file in the Office of the Board Secretary, and approved that the Annual Audit Report and Synopsis be filed with the Department of Education, as required, by Roll Call Vote. (There were no audit recommendations).

Roll Call Vote:

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

Nays: None

26. Public Comments: None.

The next meeting will be held on Thursday, March 21, 2019.

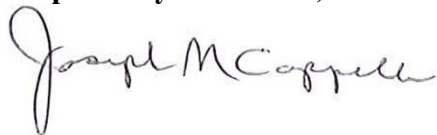
27. Adjournment: There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:45 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,

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

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