



## ATLANTIC COMMUNITY CHARTER SCHOOL

### **Board of Trustees Regular Monthly Meeting**

**Date: Thursday, March 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  
Douglas B. Groff, Vice-President  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** 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  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli, Chief Financial Officer, CSMI, LLC  
Barbara Kotcamp, Corporate Controller, CSMI, LLC  
Michael J. Coskey, Esquire – Attorney for CSMI, LLC  
Craig Wigley, Vice-President of Academics and Curriculum, CSMI, LLC  
Edmund Cetrullo – Principal/Lead, ACCS  
Steve DiMatteo – Director of Special Services, ACCS  
Sharon Mauriello – Culture Dean, ACCS

**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 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

**Abstain:** Douglas B. Groff

- 7. Principal/Lead's Report:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Principal/Lead's Report dated March 21, 2019, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**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 8-13, as detailed below, by Roll Call Vote.

- 8. Treasurer's Report – February 28, 2019:** The Board of Trustees accepted the Treasurer's Report for the month ending February 28, 2019, as attached.

9. **Budget Transfers 2018-2019 – February 28, 2019:** The Board of Trustees approved the budget transfers for the month ending February 28, 2019, as attached.
10. **Budget vs. Actual Report 2018-2019 – February 28, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending February 28, 2019, as attached.
11. **Board Secretary’s Report – February 28, 2019:** The Board of Trustees accepted the Board Secretary’s Report for the month ending February 28, 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  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer,

Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the payment of bills on the attached list, for the period of February 1, 2019 through February 28, 2019, totaling **\$257,889.83** 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 **\$237,085.09** from the Board of Trustees’ Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne

Nays: None

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

**FINANCE:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved Finance Consent Items 15-19, as detailed below, by Roll Call Vote.

15. **Approval of Banking Institution and Documentation:** The Board of Trustees approved Fulton Bank of Mount Laurel, New Jersey as the banking institution for the Operating, Payroll and Agency Accounts for the Atlantic Community Charter School, and authorized the Board Secretary to execute said documentation, as attached, subject to review by the Board's attorney.
16. **Approval of Heating, Ventilation and Air Conditioning (HVAC) Agreement with Modern Controls:** The Board of Trustees approved the HVAC maintenance agreement between Modern Controls and the Atlantic Community Charter School, from March 1, 2019 to February 29, 2020, as attached, subject to review by the Board's attorney.
17. **Approval of Proposed New Jersey Charter School Association Contract:** The Board of Trustees approved the proposed contract between the New Jersey Charter School Association and Atlantic Community Charter School, to provide school observations and feedback for a total contract cost of **\$2,400.00**, as attached, and previously reviewed by the Board's attorney.
18. **Approval of Budget for 2019-2020 School Year:** The Board of Trustees approved the budget for the 2019-2020 school year, as attached, and authorized the Board Secretary to file the budget with the New Jersey Department of Education by March 31, 2019.
19. **Award of Late Run Bus Quote from Integrity Transportation (Q-LR07-1819a):** Whereas quotations were requested for late run buses from James Transportation, Safety Bus Company, Durham Bus Company and Integrity Transportation, and Integrity Transportation was the sole transportation company to provide a quotation, as follows:

LR-01 Per Diem Route Cost: **\$145.00**; Per Diem Aide Cost: **\$30.00**; Total Daily Cost for LR-01 = **\$175.00**

LR-02 Per Diem Route Cost: **\$145.00**; Per Diem Aide Cost: **\$30.00**; Total Daily Cost for LR-02 = **\$175.00**

LR-03 Per Diem Route Cost: **\$145.00**; Per Diem Aide Cost: **\$30.00**; Total Daily Cost for LR-03 = **\$175.00**;

Total Quote for LR-01 through LR-03 Per Diem: **\$525.00** per diem

The Board of Trustees awarded the late run bus transportation contract to Integrity Transportation, effective March 18, 2019, for a total of thirty-two (32) days, at a total contract award of **\$16,800.00**, as attached.

**Roll Call Vote:**

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

Nays: None

- 17(a). Amended Resolution Regarding Approval of New Jersey Charter School Association Contract:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees amended the previous resolution under Agenda Item 17, and approved an increase in the total contract cost to **\$5,800.00**, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**20. 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 March 21, 2019, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (b) Appointment of Staff:** On a motion made by Douglas B. Groff 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 2018-2019 school year, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (c) Approval of Teacher Incentives Program:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Teacher Incentives Program, effective April 1, 2019, at a cost not to exceed **\$38,000.00**, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**(d) Elimination of Job Description:** Tabled.

**(e) Approval of Job Description for Supervisor of Elementary Education:** Tabled.

**(f) Approval of Change in Title:** Tabled.

- (g) Approval of Revised Job Description for Paraprofessional:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised job description for a Paraprofessional, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (h) Approval of Paraprofessional Evaluation Form and Paraprofessional's Job Responsibilities – Principal's Expectations Form:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the Paraprofessional Evaluation Form and Paraprofessional's Job Responsibilities – Principal's Expectations Form, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (i) Approval of Revised Job Description for Administrative Assistant:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised job description for an Administrative Assistant, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (j) **Approval of School Secretary Annual Performance Report:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the School Secretary Annual Performance Report, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (k) **Approval of Revised Job Description for Secretary – Student Affairs:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the revised job description for Secretary – Student Affairs, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (l) **Approval of Job Description for Instructional Practices Mentor:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the job description for an Instructional Practices Mentor, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (m) **Approval of Stipend for Paraprofessionals Working as Teaching Substitutes:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved a stipend for Paraprofessionals in the amount of **\$25.00** per day, in

addition to their hourly rate, when working as a certified teaching substitute, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (n) **Approval of Teachers and Stipends for Tutoring:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the teachers, as set forth on the attached, to serve as tutors when needed, at a stipend of **\$30.00** per hour, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**21. BUILDINGS AND GROUNDS:**

(a) **Use of Parking Lot by the Elks of Galloway:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the use of the parking lot by the Elks of Galloway for overflow parking for the events listed below, by Roll Call Vote:

- |                      |             |
|----------------------|-------------|
| ➤ May 26, 2019       | Clam Bake   |
| ➤ June 22, 2019      | Chicken BBQ |
| ➤ July 13, 2019      | Lobsterfest |
| ➤ August 24, 2019    | Pig Roast   |
| ➤ September 21, 2019 | 50's Night  |

**Roll Call Vote:**

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

Nays: None

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

- (a) **Approval of Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved homebound instruction for Student ID# 170123 (2<sup>nd</sup> Grade), effective March 14,



2019, to conclude pending the outcome of a Child Study Team (CST) evaluation, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (b) **Appointment of Homebound Instructor:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees appointed Ellen Ford as a homebound instructor for Student ID# 170123 (2<sup>nd</sup> Grade) at the rate of **\$30.00** per hour, effective March 14, 2019, to conclude pending the outcome of a CST evaluation, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

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

- (a) **Final Reading of Revised Policy 2610:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised Policy 2610, titled “Educational Program Evaluation”, for final reading, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (b) **Final Reading of Revised Policy 2422:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the revised Policy 2422, titled “Health and Physical Education”, for final reading, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (c) **Final Reading of Revised Policy 7440 and Regulation R 7440:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised Policy 7440 and Regulation R 7440, titled “School District Security”, for final reading, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (d) **First Reading of Revised Policy 2415.06:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the revised Policy 2415.06, titled “Unsafe School Choice Option”, for first reading, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (e) **First Reading of Revised Regulation R 2460.8:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Regulation R 2460.8, titled “Special Education – Free and Appropriate Public Education”, for first reading, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (f) **First Reading of Revised Policy and Regulation 5600:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees

approved the revised Policy 5600 and Regulation R 5600, titled “Student Discipline/Code of Conduct”, for first reading, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

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

**Roll Call Vote:**

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

Nays: None

- (h) **Wireless Network Upgrade (ACCS ERATE 01-20):** Whereas thirty-nine (39) vendors were notified of the availability of specifications for the Wireless Network Upgrade, and a legal advertisement was placed in the newspapers of record on February 4, 2019 announcing the availability of the specifications; bids were received, opened and publicly read aloud by the Pro Tem Board Secretary at 11:00 AM on Tuesday, March 12, 2019, as follows:

➤ Technotime Business Solutions: Total Bid Amount: **\$43,196.51**

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees rejected the bid, due to unforeseen circumstances, and authorized the Board Secretary to notify the bidder of the Board’s decision, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**24. 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 February 28, 2019, the school had no outstanding balance on the line of credit from Fulton Bank.

- (c) **Report to Board on February 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) **Stockton University Field Trip Rescheduled:** The 7<sup>th</sup> Grade field trip to Stockton University, originally set for April 3, 2019, has been rescheduled to March 27, 2019, due an availability conflict at the university.
- (e) **Change in Enrollment:**

ADA Percentage from February 12, 2019 – March 11, 2019 = 94.21%			
District	By	# of Students	Transferred Out/In
Kindergarten		50	+1
1 <sup>st</sup> Grade		78	+2
2 <sup>nd</sup> Grade		76	+2
3 <sup>rd</sup> Grade		44	
4 <sup>th</sup> Grade		52	
5 <sup>th</sup> Grade		29	
6 <sup>th</sup> Grade		29	+1
7 <sup>th</sup> Grade		20	
8 <sup>th</sup> Grade		14	-1/+1
TOTAL		392	

25. **HIB Reports:** None.

26. **Closed Session:** None.

27. **Return to Public Session:** N/A.

28. **New/Old Business:**

- (a) **Approval of Revised PARCC Prep Budget:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the revised PARCC Prep budget for the 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (b) **Resolution Regarding The Entering Into A First Amendment To Lease Agreement Relating To The Charter School Facilities Currently Located At 112 South New York Road And To Be Located At 110 South New York Road, Galloway Township:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Resolution Regarding The Entering Into A First Amendment To Lease Agreement Relating To The Charter School Facilities Currently Located At 112 South New York Road And To Be Located at 110 South New York Road, Galloway Township, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (c) **First Reading of Revised Policy 5410 and Regulation R 5410:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised Policy 5410 and Regulation R 5410, titled "Promotion and Retention", for first reading, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

29. **Public Comments: None.**

**The next meeting will be held on Tuesday, April 30, 2019.**

- 30. Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:32 PM.

**Voice Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

**Respectfully submitted,**

A handwritten signature in cursive script, reading "Joseph Cappello". The signature is written in dark ink and is positioned below the "Respectfully submitted," text.

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