



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Tuesday, April 30, 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
Matthew Heinle

Absent: Douglas B. Groff, Vice-President

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
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
Edmund Cetrullo – Principal/Lead, ACCS
Steve DiMatteo – Director of Special Services, 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 Regular Monthly Meeting held on March 21, 2019, 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. **Principal/Lead's Report:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead's Report dated April 30, 2019, as attached, by Voice Vote.

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

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

9. **Budget Transfers 2018-2019 – March 31, 2019:** The Board of Trustees approved the budget transfers for the month ending March 31, 2019, as attached.
10. **Budget vs. Actual Report 2018-2019 – March 31, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending March 31, 2019, as attached.
11. **Board Secretary's Report – March 31, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending March 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
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 March 1, 2019 through March 31, 2019, totaling **\$383,043.45** 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 **\$255,622.93** 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 (with respect to the CSMI payment)

15. **Approval of Reallocated Title I Funds:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the reallocated Title I Funds in the amount of **\$12,288.00**, as attached, 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
Matthew Heinle

Nays: None

- 16. Approval of Professional Staff In-Service Stipend:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of a **\$200.00** per day stipend to staff attending the August 19-22, 2019 In-Service Workshop, by Roll Call Vote. (A list of staff who attended will be provided by the Principal/Lead on August 23, 2019.)

Roll Call Vote:

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

Nays: None

17. HUMAN RESOURCES:

- (a) Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of April 30, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Appointment of Staff:** 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 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
Matthew Heinle

Nays: None

- (c) **Approval to Extend Term of Instructional Strategists:** 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 the extended term for Instructional Strategists, for early intervention purposes, as set forth on the attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Confirmation, Approval and Ratification of Leave Request:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the Leave Request submitted by Amanda Mumaw for Temporary Disability (Maternity), effective December 21, 2018, with a return date of April 15, 2019, as attached, providing all other documentation has been submitted to Human Resources and approved as valid, as required by FMLA/FLI/FLA Regulations, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

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

Employee	Position	Resignation Effective Date
Kristy Bird	4th Grade ELA/Social Studies	April 18, 2019
Amanda Mumaw	3 rd Grade Teacher	May 15, 2019
Sarah Pepe	3 rd -4 th Grade Spec Education/Resource	May 24, 2019

Roll Call Vote:

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

Nays: None

- (f) **Confirmation, Approval and Ratification of Breakview Training:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees confirmed, approved and ratified the presentation of Breakview Training for staff, with the topic “Creating an Inclusive Personal and School Culture”, held on March 27, 2019, at a total cost of **\$750.00**, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (g) **Approval of Job Description for Supervisor of Elementary Education:** 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 the job description for a Supervisor of Elementary Education, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (h) **Approval of Staff for Saturday Test Prep Sessions:** 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 approved the staff to work the Saturday test prep sessions, as set forth on the attached, and approved that the Principal/Lead will provide a list to the Board Secretary of staff services rendered (i.e. hours/days worked per staff member) at the conclusion of each session, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (i) **Approval of Teachers and Stipend for Tutoring:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, 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
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Matthew Heinle

Nays: None

18. BUILDINGS AND GROUNDS:

- (a) **Confirmation, Approval and Ratification of Earth Tech Contracting, Inc.:**
Tabled.

19. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Approval of Participation in the Special Education Medicaid Initiative (SEMI) Program:** 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 approved the participation of Atlantic Community Charter School in the Special Education Medicaid Initiative (SEMI) Program for the 2019-2020 school year, by Roll Call Vote. (The LEA Assurances and Application for Certification, as attached, was required only for the initial application, and is provided for information only.)

Roll Call Vote:

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

Nays: None

CURRICULUM AND REGULAR/SPECIAL EDUCATION: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Curriculum and Regular/Special Education Consent Items 19(b) and 19(c), as detailed below, by Roll Call Vote.

- (b) **Approval of Homebound Instruction:** The Board of Trustees approved homebound instruction for Student ID# 180092 (3rd Grade), effective April 11, 2019 for ten (10) hours, to conclude pending the outcome of a manifestation determination meeting.
- (c) **Appointment of Homebound Instructor:** The Board of Trustees appointed Mina Marruso as a homebound instructor for Student ID# 180092 (3rd Grade) at the rate of **\$30.00** per hour, effective April 11, 2019 for ten (10) hours, to conclude pending the outcome of a manifestation determination meeting.

Roll Call Vote:

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

Nays: None

- (d) **Approval of General Services Contract with Camden County Education Services Commission:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the General Services Contract between Camden County Education Services Commission and Atlantic Community Charter School for the 2019-2020 school year, as attached, 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
Matthew Heinle

Nays: None

- (e) **Approval of School Staffing Agreement with Preferred Home Health Care and Nursing Services, Inc.:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the School Staffing Agreement between Preferred Home Health Care and Nursing Services, Inc. and Atlantic Community Charter School for the 2019-2020 school year, as attached, 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
Matthew Heinle

Nays: None

- (f) **Approval of Summer School Program:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the

operation of a summer school program (ACCS Summer Academic Campus) for four (4) days each week from July 8, 2019 to August 8, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Final Reading of Revised Policy 2415.06:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the revised Policy 2415.06, titled “Unsafe School Choice Option”, 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
Matthew Heinle

Nays: None

- (b) **Final 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 final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Final Reading of Revised Policy 5600 and Regulation R 5600:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the revised Policy 5600 and Regulation R 5600, titled “Student Discipline/Code of Conduct”, 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
Matthew Heinle

Nays: None

- (d) **Final Reading of Revised Policy 5410 and Regulation R 5410:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the revised Policy 5410 and Regulation R 5410, titled “Promotion and Retention”, 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
Matthew Heinle

Nays: None

- (e) **Confirmation, Approval and Ratification of First Amendment to Comcast Enterprise Service Sales Order:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the First Amendment to Comcast Enterprise Service Sales Order, as attached, and previously reviewed 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
Matthew Heinle

Nays: None

- (f) **Approval of Food Services Contract with Galloway Township Public School District:** On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees approved the Food Services Contract between the Galloway Township Public School District and Atlantic Community Charter School to provide food services for the 2019-2020 school year, as attached, 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
Matthew Heinle

Nays: None

- (g) **Approval of Agreement to Provide Educational Consulting and Support Services with MAP Educational Consultants, LLC:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Agreement to Provide Educational Consulting and Support Services between MAP Educational Consultants, LLC and Atlantic Community Charter School, from July 1, 2019 to June 30, 2020, as attached, and previously reviewed 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
Matthew Heinle

Nays: None

- (h) **Approval of Revised 2018-2019 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 2018-2019 school year, as attached, by Roll Call Vote.

Roll Call Vote:

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

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 March 31, 2019, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on March 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 March 12, 2019 – April 11, 2019 = 93.53%			
District	By	# of Students	Transferred Out/In
Kindergarten		50	
1 st Grade		77	-1
2 nd Grade		76	+2
3 rd Grade		44	
4 th Grade		55	-1
5 th Grade		29	
6 th Grade		29	
7 th Grade		20	
8 th Grade		14	
TOTAL		390	

22. **HIB Reports:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees voted to affirm the Principal/Lead's HIB Report regarding Incident #001-2019, by Roll Call Vote.

Roll Call Vote:

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

Nays: Matthew Heinle

23. **Closed Session:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved going into Closed Session at 4:25 PM to discuss matters rendered confidential or excluded from discussion in public, including student matters, by Voice Vote.

Voice Vote:

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

Nays: None

24. **Return to Public Session:** 4:28 PM

25. **New/Old Business:** None.

26. **Public Comments:** Present at the Public Session was Mr. Ivan Lassiter and Ms. Chakeeta Thomas of Atlantic City, New Jersey. Both Mr. Lassiter and Ms. Thomas expressed concerns that the administration should consider, and Ms. Thomas provided the attached letter to the Board of Trustees. Dr. Potena indicated that the Board would take the comments made under advisement.

A Special Board meeting will be held on Tuesday, May 14, 2019 at 12:00 PM, at the CSMI offices located at 48 Old New York Road, Suite B3, Galloway, NJ 08205, and the next Regular Board meeting will be held on Thursday, May 30, 2019.

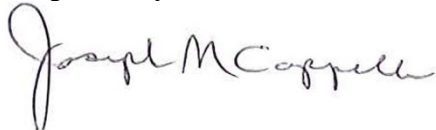
27. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:50 PM.

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**