



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, May 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 Vice-President, Douglas B. Groff called the meeting to order at 4:02 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:**

Douglas B. Groff, Vice-President  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

**Absent:** Dr. Dominick Potena, Board President  
Linda A. Brand

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

5. **Correspondence:** The letter was reviewed from Broder Law Group, P.C. to Ms. Maria Ortiz-Dabney dated May 17, 2019, regarding an OPRA request.

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 April 30, 2019, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Douglas B. Groff  
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 Matthew Heinle, the Board of Trustees accepted the Principal/Lead's Report dated May 30, 2019, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Douglas B. Groff  
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 – April 30, 2019:** The Board of Trustees accepted the Treasurer's Report for the month ending April 30, 2019, as attached.

9. **Budget Transfers 2018-2019 – April 30, 2019:** The Board of Trustees approved the budget transfers for the month ending April 30, 2019, as attached.
10. **Budget vs. Actual Report 2018-2019 – April 30, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending April 30, 2019, as attached.
11. **Board Secretary's Report – April 30, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending April 30, 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: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

14. **Payment of Bills.** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of April 1, 2019 through April 30, 2019, totaling **\$219,801.71** 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 **\$264,610.09** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Matthew Heinle

Nays: None

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

**FINANCE:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Finance Consent Items 15-16, as detailed below, by Roll Call Vote.

15. **Cancellation of Child Care Center License:** The Board of Trustees approved the cancellation of the Child Care Center for the 2019-2020 school year, as attached, since it is not fiscally advantageous to continue with a state sponsored program. The school will continue to operate an after school program on a non-state funded basis.

- 16. New Jersey Parent Summit 2019:** The Board of Trustees approved the attendance of twenty-five (25) parents at the New Jersey Parent Summit 2019, to be held at the Heldrich Hotel and Conference Center in New Brunswick, New Jersey on August 2-4, 2019, as attached, for the costs outlined below, by Roll Call Vote:

- Registration Cost: **\$60.00** per parent (total registration fee not to exceed **\$1,500.00**.)
- Transportation/Hotel Expenses: Total cost of **\$1,794.39**
- Total Gross Cost: **\$3,294.39**
- Reimbursement From Parents: **\$30.00** per parent reimbursement (which offsets the total balance by **\$750.00**).
- Final Net Cost After Reimbursement from Parents: **\$2,544.39**

(The Parent Summit 2019 will help increase parent participation and involvement at the school, and keep in compliance with Title I.)

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- 17. Approval of Treasurer of School Monies:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Treasurer of School Monies Agreement between Atlantic Community Charter School and Mr. Robert Sapp of MS Accounting Services, Inc., for the 2019-2020 school year, as attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- 18. Approval of School Medical Inspector:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Consulting Agreement between Atlantic Community Charter School and Dr. Glenn Budnick for the 2019-2020 school year, as attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

19. **Approval of Agreement to Provide Legal Services:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Agreement to Provide Legal Services between Atlantic Community Charter School and Broder Law Group, P.C., as attached, effective July 1, 2019 to June 30, 2020, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

20. **HUMAN RESOURCES:**

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

**Roll Call Vote:**

Ayes: Douglas B. Groff  
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 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: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- (c) **Confirmation, Approval and Ratification of Appointment of Aftercare Coordinator:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirms, approves and ratifies the appointment of Shammara Martin as an Aftercare Coordinator, effective May 10,

2019 to June 30, 2019, at a rate of **\$26.00** per hour, by Roll Call Vote. This assignment is in addition to her primary position as a Teacher.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- (d) Confirmation, Approval and Ratification of Appointment of Bus Aide:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees confirmed, approved and ratified the appointment of Iesha Hogans as a Bus Aide, effective April 17, 2019 to June 30, 2019, at a rate of **\$14.40** per hour, by Roll Call Vote. This assignment is in addition to her primary position as a Paraprofessional.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

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

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- (f) Appointment of Affirmative Action Officer:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the appointment of Kevin Kiesling, Senior HR Specialist, CSMI, LLC as the Affirmative Action Officer for the remaining 2018-2019 school year (replacing Taylor Cowan, CSMI, LLC), and for the 2019-2020 school year, at no additional compensation, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- (g) **Tuition Reimbursement:** 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 a tuition reimbursement for Jillian Garza, English as a Second Language (ESL) Teacher, in the amount of **\$1,000.00** for a graduate course on Urban Education, as attached, by Roll Call Vote. Reimbursement is subject to the Board Secretary's confirmation of a grade of "B" or higher and proof of payment.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- (h) **Resignation:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of Sarah McKim, Substitute Teacher, effective May 1, 2019, as attached, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

**21. BUILDINGS AND GROUNDS:**

- (a) **Approval of Custodial Contract Agreement:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Contract Agreement between Atlantic Community Charter School and Education Facility Management, LLC for custodial 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: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

**22. CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Curriculum and Regular/Special Education Consent Items 22(a) and 22(b), as detailed below, by Roll Call Vote.

- (a) **Approval of Homebound Instruction:** The Board of Trustees approved homebound instruction for Student ID # 190084 (1<sup>st</sup> Grade), effective April 29,

2019, for ten (10) hours per week, to conclude pending the outcome of a Child Study Team (CST) evaluation, by Roll Call Vote.

- (b) **Appointment of Homebound Instructor:** The Board of Trustees appointed Michaela Abraham as a Homebound Instructor for Student ID# 190084 (1st Grade) at the rate of **\$30.00** per hour, effective April 29, 2019, for ten (10) hours per week, to conclude pending the outcome of a CST evaluation, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

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

- (a) **Appointment of School Business Administrator/Board Secretary for the 2019-2020 Fiscal Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees appointed Ms. Donella Edwards as School Business Administrator, and Dr. Joseph Cappello as Board Secretary for the 2019-2020 fiscal year, effective July 1, 2019 to June 30, 2020, pursuant to the Agreement between the Atlantic Community Charter School and MAP Educational Consultants, LLC, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

**POLICY/GOVERNANCE/OPERATIONS/MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Items 23(b) and 23(c), as detailed below, by Roll Call Vote.

- (b) **Authorization for Development of a Comprehensive Equity Plan:** The Board of Trustees authorized the Affirmative Action team to conduct a needs assessment and develop a Comprehensive Equity Plan for the 2019-2022 school years.
- (c) **Adoption of the 2019-2022 Comprehensive Equity Plan:** The Board of Trustees approved the adoption of the Comprehensive Equity Plan for the 2019-2022 school years, as attached, and approved submission of the Comprehensive Equity Plan to the New Jersey Department of Education for the 2019-2022 school years.



**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- (d) **Final Reading of Revised Policy 8461 and Regulation R 8461:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 8461 and Regulation R 8461, titled “Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses”, for final reading, as attached, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- (e) **Approval of Field Trip:** Whereas the Board of Trustees approved a field trip to the Smithsonian Museum in Washington, D.C. on June 5, 2019 in the amount of **\$2,024.56**; now therefore resolved:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the cancellation of said trip, and instead approved a field trip to the New Jersey State House and Museum in Trenton, New Jersey, on June 11, 2019 for approximately thirty (30) students and six (6) chaperones, by Roll Call Vote. A quote is pending for one passenger bus; there is no cost for the tour of the State House and Museum. Source of funding is from the previously planned trip.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- (f) **Adoption of Board Meeting Schedule for 2019-2020 School Year:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Board Meeting Schedule for the 2019-2020 school year, as attached, and also approved that the meeting schedule be advertised in the two official Board of Trustees newspapers, posted at the school, and shared with the Atlantic City Municipal Clerk, and the Municipal Clerk’s Office of each district of residence, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
 Marlene D. Frayne  
 Peter Damon Seltzer  
 Matthew Heinle

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 April 30, 2019, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on April 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 April 12, 2019 – May 13, 2019 = 93.32%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		50	
1 <sup>st</sup> Grade		77	
2 <sup>nd</sup> Grade		76	
3 <sup>rd</sup> Grade		44	
4 <sup>th</sup> Grade		51	
5 <sup>th</sup> Grade		29	
6 <sup>th</sup> Grade		29	
7 <sup>th</sup> Grade		20	
8 <sup>th</sup> Grade		14	
<b>TOTAL</b>		<b>390</b>	

**25. HIB Reports:** None.

- 26. New/Old Business:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved New/Old Business Consent Items 26(a) and 26(b), as detailed below, by Roll Call Vote.

**(a) Approval of Homebound Instruction:**

The Board of Trustees approved homebound instruction for Student ID# 150075 (6<sup>th</sup> Grade), effective June 3, 2019, for ten (10) hours, following a ten (10) day suspension for a code of conduct issue, by Roll Call Vote.

**(b) Appointment of Homebound Instructor:**

The Board of Trustees appointed Michelle Occhiolini as a Homebound Instructor for Student ID# 150075 (6<sup>th</sup> Grade), at the rate of **\$30.00** per hour, effective June 3, 2019, for ten (10) hours, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

- 27. Public Comments:** The Board's Attorney reviewed Bylaws 0167 with respect to participation of the public during the Public Session. The following individuals were present from the public, and input from those who spoke at the meeting are detailed below:

Josette Hill  
Laketta Monroe  
Raymond Wayne, and his daughter Dymond Wayne  
Nareisha Washington  
Denise Osias  
Maria Dattilo  
Monique Doggett  
Darrell Dabney, Sr., and Maria Dabney  
Steven L. Young  
Malik Saadia

- (a) Ms. Lakeeta Monroe indicated concern that the After Care program was being terminated as of May 30, 2019.
- (b) Ms. Josette Hill is a staff member who was not offered employment for the 2019-2020 school year, and shared a document with the Board of Trustees.
- (c) Mr. Raymond Wayne showed support for a non-renewed teacher.
- (d) Ms. Nareisha Washington inquired about the evaluation process.
- (e) Ms. Denise Osias supported the reinstitution of the After Care program.
- (f) Ms. Maria Dattilo spoke, as a staff member who was terminated on May 10, 2019.
- (g) Ms. Monique Doggett spoke in support of a non-renewed teacher.
- (h) Mr. Darrell Dabney, Sr. and Ms. Maria Dabney also spoke in support of a non-renewed teacher.
- (i) Mr. Steven Young represented a National Action Chapter concerned about the cancellation of the After Care program. Mr. Young inquired about the racial make-up of the non-renewed staff members and student body.
- (j) Mr. Raymond Wayne indicated concern for the future of the Parent Teacher Organization (PTO) and the evaluation of the Principal/Lead Person.

28. **Closed Session:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved going into Closed Session at 5:07 PM to discuss matters deemed confidential, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

29. **Return to Public Session:** 5:18 PM

30. **State of New Jersey Department of Education Letter dated May 23, 2019:** Whereas the Presiding Officer presented the attached letter to the Board of Trustees and to the members of the public in attendance; now therefore resolved:

On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees acknowledged receipt by the Board and those in attendance, of the letter dated May 23, 2019 from the New Jersey Department of Education, and authorized the school administration to develop a comprehensive remedial plan and the Board President to sign all necessary documentation in furtherance of same, for submission to the New Jersey Department of Education by no later than June 7, 2019, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

31. **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 5:22 PM.

**Voice Vote:**

Ayes: Douglas B. Groff  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle

Nays: None

**The next Regular Board meeting will be held on Thursday, June 27, 2019.**

Respectfully submitted,



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