



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, June 27, 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
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
Barbara Kotcamp, Corporate Controller, 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
Patricia O’Connell – Teacher, ACCS

5. **Correspondence:** The letter was reviewed from Ms. Shati Gerald, M.A., regarding the After Care Program, dated May 30, 2019.

6. **Approval of Minutes:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Minutes of the Special Meeting held on May 14, 2019 and the Regular Monthly Meeting held on May 30, 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

At this time, the Board President complimented the school administration for an outstanding 8th Grade Graduation ceremony.

7. **Principal/Lead’s Report:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead’s Report dated June 27, 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

The Board of Trustees requested that the Principal/Lead supply the Board with a monthly written report of progress with respect to the School Improvement Plan.

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 – May 31, 2019:** The Board of Trustees accepted the Treasurer's Report for the month ending May 31, 2019, as attached.
9. **Budget Transfers 2018-2019 – May 31, 2019:** The Board of Trustees approved the budget transfers for the month ending May 31, 2019, as attached.
10. **Budget vs. Actual Report 2018-2019 – May 31, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending May 31, 2019, as attached.
11. **Board Secretary's Report – May 31, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending May 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
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Nays: None

14. **Payment of Bills.** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of May 1, 2019 through May 31, 2019, totaling **\$278,693.40** 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 **\$386,572.00** 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)

15. **Approval of Online Subscription Agreement:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Online Subscription Agreement between Atlantic Community Charter School and Dude Solutions, Inc. (together with its direct and indirect subsidiaries, collectively, “DSI”), for online management of miscellaneous business operations during the 2019-2020 school year, as attached, previously reviewed by the Board’s attorney, 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

FINANCE: On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved Finance Consent Items 16-21, as detailed below, by Roll Call Vote.

16. **Approval of Rejection of Title III Grant Funding:** Whereas the allocation of Title III Grant Funding for the 2019-2020 school year to the Atlantic Community Charter School is **\$1,997.00**, and in order to secure the funding, the school would be required to join a consortium as directed by regulations, and said consortium does not exist; therefore, the Board of Trustees approved the rejection of Title III Grant Funding for the 2019-2020 school year.
17. **Approval of the Submission of the Application for Title I SIA Part A Grant Funding for the 2019-2020 School Year:** The Board of Trustees approved the submission of the application for Title I SIA Part A Grant Funding for the 2019-2020 school year in the amount of **\$45,600.00**. These funds will be utilized for the Instructional Strategist staff to improve student achievement.
18. **Approval of the Submission of the Application for Title II-A Grant Funding for the 2019-2020 School Year:** The Board of Trustees approved the submission of the application for Title II Grant Funding for the 2019-2020 school year in the amount of **\$32,139.00**. These funds will be used for professional development training with Mr. Mike Devono and McGraw Hill Reading Mastery Training.
19. **Approval of the Submission of the Application for Title IV Part A Grant Funding for the 2019-2020 School Year:** The Board of Trustees approved the submission of the application for Title IV Part A Grant Funding for the 2019-2020 school year in the amount of **\$13,688.00**. These funds will be used toward professional development in technology training and assemblies/programs for student well-being activities.
20. **Approval of the Submission of the Application for Title I Grant Funding for the 2019-2020 School Year:** The Board of Trustees approved the submission of the application for Title I Grant Funding for the 2019-2020 school year in the amount of **\$289,858.00**. These funds will be used to support our After Care Program/Teachers, Extended School Year (ESY), Summer School, Saturday Test Prep, and various professional development, reading and math supplies.

21. **Approval of the Submission of the Application for Title I Reallocation Grant Funding for the 2019-2020 School Year:** The Board of Trustees approved the submission of the application for Title I Reallocation Grant Funding for the 2019-2020 school year in the amount of **\$7,681.00**. These funds will be used to support the Calm Classroom Program and other professional development expenses.

Roll Call Vote:

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

Nays: None

22. **Payment of Outstanding Bills – June 30, 2019:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees authorized the Administration to pay outstanding bills for the 2018-2019 fiscal year, and to report the transactions to the Board at the Board of Trustees' July meeting, 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. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Position Control Table as of June 27, 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 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 remaining 2018-2019 school year and for the 2019-2020 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) **Appointment of Staff for Summer School:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and appointed the individuals to the positions and hourly rates for working the Summer School, as set forth on the attached, beginning July 8, 2019 through August 8, 2019, 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) **Appointment of Staff for the Extended School Year (ESY) Program:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and appointed the individuals to the positions and hourly rates for working the ESY Program, as set forth on the attached, beginning July 8, 2019 through August 8, 2019, 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) **Resignation:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of Kelsey Tierney, First Grade Teacher, effective June 30, 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

24. **BUILDINGS AND GROUNDS:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved Buildings and Grounds Consent Items 24(a) and 24(b), as detailed below, by Roll Call Vote.

- (a) **Approval of Snow Removal Contract:** The Board of Trustees approved the Snow Removal Contract between Atlantic Community Charter School and Warriner's Construction, Inc. for snow removal services during the 2019-2020 school year, as attached, previously reviewed by the Board's attorney.
- (b) **Approval of Landscape Maintenance Agreement:** The Board of Trustees approved the Landscape Maintenance Agreement between Atlantic Community Charter School and Macchione Property Management, LLC, for landscape maintenance services during the 2019-2020 school year, as attached, previously reviewed by the Board's attorney.

Roll Call Vote:

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

Nays: None

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

- (a) **Approval of Itinerant Services Agreement:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Itinerant Services Agreement between Atlantic Community Charter School and the Cape May County Special Services School District, for special needs services during the 2019-2020 school year, as attached, previously reviewed by the Board's attorney, 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

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

- (a) **Approval and Ratification of School Improvement Plan:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved and ratified the School Improvement Plan, as attached, and authorized the filing of said plan with the Atlantic County Superintendent of Schools and the New Jersey Department of Education, Charter School Office, 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) **Approval of Learning Sciences International Marzano Teacher and School Leader/Principal Evaluation System:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the Learning Sciences International Marzano Teacher and School Leader/Principal Evaluation System, for use during the 2019-2020 school year, at a cost of **\$1,100.00**, 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

- (c) **Approval of Dual Use Classrooms:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees authorized the Principal/Lead and Board Secretary to make an application to the Executive County Superintendent of Schools for Atlantic County for the dual use of the following classrooms for the 2019-2020 school year, as attached, by Roll Call Vote:

- Room 19: Grades K-2 Pull Out and Grades 3-5 Pull Out
- Room 20: English as a Second Language (ESL) and Pull Out
- Room 21: Grades 3-5 Pull Out and Grades 6-8 Pull Out

Roll Call Vote:

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

Nays: None

- (d) **Approval of Alternate Method of Compliance for Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees authorized the Principal/Lead to make an application to the Executive County Superintendent of Schools for Atlantic County for an alternate method of compliance for toilet room facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classroom Numbers 15 and 17 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

- (e) **Award of Summer Transportation Routes:** Whereas quotations were solicited from the following vendors for two (2) bus routes for a twenty-five (25) day summer school program:

Integrity Transportation
James Transportation
Safety Bus
Sheppard Bus Service
Durham School Services
Student One Transport
Stout Transport

In addition, only one quote was received from James Transportation, as attached, and as detailed below:

Route S-ACCS-01-19: \$342.00 per diem total (inclusive of bus aide cost) + - **\$2.00** per mile;

Route S-ACCS-02-19: \$342.00 per diem total (inclusive of bus aide cost) + - **\$2.00** per mile;

Total Cost: \$17,100.00 (below the State threshold)

Now, therefore confirmed: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees awarded the contract for the routes listed above to James Transportation, and further authorized the Board Secretary and Board President to execute the appropriate agreements, pending review by the Board's attorney, 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 Policy 5611 and Regulation R 5611:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 5611 and Regulation R 5611, titled "Removal of Students for Firearms Offenses", 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 Revised 2019-2020 School Calendar:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised 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

27. 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 May 31, 2019, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on May 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) **New Jersey Department of Education Broadcast of June 19, 2019 and Harassment, Bullying and Intimidation (HIB) Grades for the 2017-2018 School Year.**
- (e) **Draft Human Resources Handbook for the 2019-2020 School Year:** A draft of a complete revision to the Human Resources Handbook for the 2019-2020 school year is submitted for review, in preparation for approval during the July Regular Meeting of the Board of Trustees.

(f) Change in Enrollment:

ADA Percentage from April 12, 2019 – May 13, 2019 = 93.32%			
District	By	# of Students	Transferred Out/In
Kindergarten		50	
1 st Grade		77	
2 nd Grade		76	
3 rd Grade		44	
4 th Grade		51	
5 th Grade		29	
6 th Grade		29	
7 th Grade		20	
8 th Grade		14	
TOTAL		390	

28. HIB Reports: None.

29. New/Old Business:

- (a) Approval of Student Transportation Contract Renewal for the 2019-2020 School Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Student Transportation Contract Renewal for the 2019-2020 school year, for a total amount of **\$39,283.20**, as attached, subject to review by the Board's attorney, 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) Human Resources – Donaldson Hearings:

Camika Holland
Ellen-Simpson Ford
Josette Hill

(While the Agenda called for the Donaldson Hearings for Ms. Simpson-Ford and Ms. Hill to be held in Closed Session, as no response had been received by either staff member within the requested timeframe; both hearings were moved to Public Session in response to handwritten letters from the non-renewed staff, which were presented to the Board's attorney at the meeting, as attached. The non-renewed staff members presented supporting documentation, which is available at the Board Secretary's office.)

30. Public Comments: The following members of the public were in attendance:

- Josette Hill
- Ellen-Simpson Ford
- Camika Holland
- Laura Spruill
- Darrell Dabney, Sr.
- Maria-Ortiz Dabney
- Darrell Dabney, Jr.

Mr. Dabney, Sr., addressed the Board to comment on non-renewed staff members.

31. Closed Session: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved going into Closed Session at 5:20 PM to discuss matters deemed confidential, 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

32. Return to Public Session: 5:35 PM

The Annual Reorganization Meeting and next Regular Board Meeting will be held on Thursday, July 25, 2019.

33. Adjournment: There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Linda A. Brand, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 5:40 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 that reads "Joseph Cappello". The signature is written in black ink and is positioned below the phrase "Respectfully submitted,".

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