



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, July 25, 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  
William Zarrilli, Executive VP and Chief Financial Officer, CSMI, LLC  
Katherine Shilenok-Wright, Chief Human Resources Officer, CSMI, LLC  
Kevin Kiesling – Senior Human Resources Manager, CSMI, LLC  
Michael J. Coskey, Esquire – Attorney for CSMI, LLC  
Edmund Cetrullo – Principal/Lead, ACCS  
Sharon Mauriello – Supervisor of Elementary Education, ACCS  
Patricia O’Connell – Teacher, ACCS

5. **Correspondence:** The letter was reviewed from the State of New Jersey, Department of Education dated July 8, 2019, which formally approved the Comprehensive Equity Plan for 2019-2022.

6. **Approval of Minutes:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on 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

7. **Principal/Lead’s Report:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead’s Report dated July 25, 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 Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

8. **Treasurer’s Report – June 30, 2019:** The Board of Trustees accepted the Treasurer’s Report for the month ending June 30, 2019, as attached.

9. **Budget Transfers 2018-2019 – June 30, 2019:** The Board of Trustees approved the budget transfers for the month ending June 30, 2019, as attached.
10. **Budget vs. Actual Report 2018-2019 – June 30, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending June 30, 2019, as attached.
11. **Board Secretary's Report – June 30, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending June 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: 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 June 1, 2019 through June 30, 2019, totaling **\$263,863.87** 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 **\$241,698.70** 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. **Adoption of Revised Budget for the 2019-2020 School Year:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees adopted the revised budget for the 2019-2020 school year, as attached, and approved submission of said budget to the New Jersey Department of Education, 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

- 16. Approval of Application for IDEA Grant for the 2019-2020 School Year:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the application for the IDEA Grant for the 2019-2020 School Year, totaling **\$82,344.00**, which will be used primarily for Physical Therapy, Speech and Occupational Therapy, and Counseling Services for students with an Individual Education Plan, 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

**17. HUMAN RESOURCES:**

- (a) Position Control Table:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of July 25, 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 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, terms and salaries, as set forth on the attached 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 Linda A. Brand, the Board of Trustees accepted the recommendation of the Principal/Lead and appointed the individuals to the positions, terms and pay rates, for providing services for 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) **Approval of Human Resources Handbook for the 2019-2020 School Year:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the final revised version of the Human Resources Handbook 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) **Resignation:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the resignation of Gina Crescenzo, Music 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

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

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

(a) **Approval of Special Education and Related Services Manual for the 2019-2020 School Year:** The Board of Trustees approved the Special Education and Related Services Manual for the 2019-2020 School Year.

(b) **Approval of Attendance at “Handle with Care Trainer Recertification”:** The Board of Trustees approved the attendance of Steve DiMatteo, Director of Special Education, at the “Handle with Care Trainer Recertification” training, to be held on October 10, 2019 in Vineland, New Jersey, at a total cost of **\$450.00**, by Roll Call Vote. This training is required yearly in order to keep the “Handle with Care Trainer” certification active.

**Roll Call Vote:**

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

Nays: None

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

(a) **Award of Summer Transportation Routes:** Whereas the Board of Trustees awarded a contract on June 27, 2019 to James Transportation for summer transportation routes at a total cost of **\$17,100.00** (below the State threshold), and further authorized the Board Secretary and Board President to execute the appropriate agreements, now therefore resolved:

On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved a revision to said contract to correct the number of days from twenty-five (25) to twenty (20), which decreased the total cost to **\$13,680.00**, as attached, and further authorized the Board Secretary and Board President to execute the revised agreement, 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

- (b) **Final Reading of Policy 5611 and Regulation R 5611:** On a motion made by Linda A. Brand 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 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

**POLICY/GOVERNANCE/OPERATIONS/MISCELLANEOUS:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 20(c) and 20(d), as detailed below, by Roll Call Vote.

- (c) **Approval of Parent-Student Handbook for the 2019-2020 School Year:** The Board of Trustees approved the Parent-Student Handbook for the 2019-2020 School Year, as attached, by Roll Call Vote:

- (d) **Approval of Intervention and Referral Services Manual for the 2019-2020 School Year:** The Board of Trustees approved the Intervention and Referral Services Manual 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) **Approval of Procedure for Staff Observation:** Tabled.

- (f) **Approval of Agreement with Bowman & Company LLP:** Whereas the Board of Trustees appointed Bowman & Company LLP as official Auditors for the 2018-2019 fiscal year for the Atlantic Community Charter School in July 2018, now therefore resolved:

On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the Agreement with Bowman & Company LLP to conduct the Audit for the 2018-2019 fiscal year at a cost not to exceed **\$25,750.00**, 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

- (g) **Approval of 2018-2019 Annual Report:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the 2018-2019 Annual 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

**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 June 30, 2019, the school had no outstanding balance on the line of credit from Fulton Bank. Given the financial stability of the school and the lack of activity during the past twenty-four (24) months, the line of credit with Fulton Bank will not be renewed upon its expiration date of July 31, 2019.
- (c) **Report to Board on June 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 June 18, 2019 – June 21, 2019 = 79.97%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		46	-3
1 <sup>st</sup> Grade		72	-4
2 <sup>nd</sup> Grade		73	-3
3 <sup>rd</sup> Grade		44	
4 <sup>th</sup> Grade		51	-1
5 <sup>th</sup> Grade		29	
6 <sup>th</sup> Grade		29	
7 <sup>th</sup> Grade		20	
8 <sup>th</sup> Grade		0	-14
TOTAL		364	

22. **HIB Reports:** None.

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

24. **Public Comments:** None.

25. **Closed Session:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved going into Closed Session at 4:27 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

26. **Return to Public Session:** 4:55 PM

**The next Regular Board Meeting will be held on Thursday, August 22, 2019.**

27. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Douglas B. Groff, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 5:00 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**