



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting** **Date: Thursday, January 21, 2021** **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 4:01 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. *\*In accordance with the New Jersey Department of Community Affairs Local Operations Guidance – COVID-19 Guidance for Remote Public Meetings in New Jersey, please note that the meeting location has been changed to a video conference format, until further notice from the Atlantic Community Charter School.*

### **3. Flag Salute:**

**4. Board of Trustees Roll Call:**

Douglas B. Groff, Vice-President  
Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King

**Absent:** Dr. Dominick Potena, President  
Marlene D. Frayne  
Matthew Heinle

**Also Present:** Melindo A. Persi – MAP Educational Consultants, LLC  
Donella Edwards - Board Secretary/School Business Administrator  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Executive Vice-President & Chief Financial 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 Education, ACCS

**5. Correspondence: None.**

- 6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on December 17, 2020, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

- 7. Principal/Lead Report:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees accepted the Principal/Lead Report dated January 11, 2021, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

**FINANCE:** On a motion made by Dr. Kenneth King and seconded by Linda A. Brand, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

8. **Treasurer's Report – December 31, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending December 31, 2020, as attached.
9. **Budget Transfers 2020-2021 – December 31, 2020:** There were no budget transfers for the month ending December 31, 2020.
10. **Budget vs. Actual Report 2020-2021 – December 31, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending December 31, 2020, as attached.
11. **Board Secretary's Report – December 31, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending December 31, 2020, 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:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees approved the payment of bills on the attached list, for the period of December 1, 2020 through December 31, 2020, totaling **\$781,342.95** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$287,219.29** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

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

15. **Approval of Revised Budget Submission for 2020-2021 School Year:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised budget submission for the 2020-2021 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

16. **Confirmation, Approval and Ratification of Clement's Education Writing Professional Development Program:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified Clement's Education Writing Professional Development Program for the 2020-2021 school year (September 2020-June 2021), at a total cost of **\$6,700.00**, as set forth on the attached, by Roll Call Vote. (Funding available from previously budgeted Writing with Spice Program, Mike Devono Consultant, which was cancelled.)

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

17. **Acceptance of New Jersey Schools Insurance Group (NJSIG) Safety Grant:** Whereas the Board of Trustees approved submission of a 2020 Safety Grant Application with NJSIG on May 28, 2020 in the amount of **\$2,789.00** to fund the installation of bulletproof glass in the school's vestibule area; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees formally accepted said Safety Grant in the amount of **\$2,789.00**, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

18. **Approval of Revised Annual Compensation for the Treasurer of School Monies:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised annual compensation (July 1, 2020 to June 30, 2021) for the Treasurer of School Monies, Mr. Robert Sapp of MS Accounting Services, Inc., to **\$4,000.00**, effective January 1, 2021 and prorated from January 1, 2021, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

**19. 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 January 21, 2021, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

- (b) **Confirmation, Approval and Ratification of 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 confirmed, approved, and ratified the appointment of the individuals to the positions, terms, and salaries for the 2020-2021 school year, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

- (c) **Confirmation, Approval and Ratification of Change of Assignments:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified the change of assignments for the following staff, as detailed below, at no additional compensation, by Roll Call Vote.

Name	From Position	To Position	Term	Employee Replaced
Christopher Wells	Teacher, Special Education (SPED) In-House Support, Grade 4	Teacher, Self-Contained SPED, Grades 6-8	12-14-20 to 6-30-21	Lisa Davis-Pikunas (resigned)
Teresa Moody-Butler	Teacher, SPED Grade 4	Teacher, SPED In-House Support, Grade 4	12-14-20 to 6-30-21	Christopher Wells

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

- (d) **Approval of Temporary Employment End Date:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the temporary employment end date of December 22, 2020 for Grace Maccarella, Office Secretary, due to the return of the permanent Office Secretary on January 4, 2021 from a Leave of Absence, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

- (e) **Acknowledgement of Assignments to Auxiliary Positions:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees acknowledged the assignments by CSMI, LLC of Janice Lynch as the ACCS Affirmative Action Officer, effective November 17, 2020, and Bob Parsons as the ACCS Technology Director, effective December 18, 2020, both at no additional compensation, by Roll Call Vote. (The Technology Director position is required by the New Jersey Department of Education.)

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

- (f) **Approval of Job Description:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the job description for a Curriculum Supervisor/Instructional Coach, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

- (g) **Approval of Job Title Change:** Whereas Patricia O’Connell, Coach-Reading/Social Studies, has obtained her New Jersey Department of Education Supervisor’s Certificate; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved a job title change for Patricia O’Connell from Coach-Reading/Social Studies to Curriculum Supervisor/Instructional Coach, effective January 22, 2021 through June 30, 2021, at no additional compensation, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

**20. BUILDINGS AND GROUNDS: None.**

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

- (a) **Confirmation, Approval and Ratification of Stockton University Student Teacher Placements:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified the placement of Stockton University Student Teachers, as detailed below, by Roll Call Vote.

Student Teacher/Fieldwork	Grade/Supporting Teacher	Dates
Lauren Kennedy/CP1 Introductory Fieldwork	Kindergarten/Jinelle Nevoso	January 19, 2021 to April 30, 2021
Nicole Weaver/Final Clinical Practice Placement	5 <sup>th</sup> Grade/Gayle Sarapochillo	January 4, 2021 to June 4, 2021

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

**22. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Dr. Kenneth King, the Board of Trustees approved the Policy/Governance/Operations/Miscellaneous Consent Agenda Items 22(a) through 22(d), as detailed below, by Roll Call Vote.

- (a) **Approval of Revised Policy 2270:** The Board of Trustees approved the revised Policy 2270 titled “Religion in the Schools”, for final read, as attached.

- (b) **Approval of New Policy 5330.05 and Regulation R 5330.05:** The Board of Trustees approved the new Policy 5330.05 and Regulation R 5330.05, titled “Seizure Action Plan”, for first read, as attached.
- (c) **Approval of Revised Policy 7440 and Regulation R 7440:** The Board of Trustees approved revised Policy 7440 and Regulation R 7440, titled “School District Security, for final read, as attached.
- (d) **Approval of Revised Policy 8420:** The Board of Trustees approved the revised Policy 8420, titled “Emergency and Crisis Situations”, for final read, as attached.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

**23. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on December 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.
- (c) **Change in Enrollment:**

ADA Percentage: December 9, 2020 – January 11, 2021: 77.98%		
District By Grade	# of Students	Transferred Out/In
Kindergarten	26	-1
1 <sup>st</sup> Grade	46	+1
2 <sup>nd</sup> Grade	47	
3 <sup>rd</sup> Grade	67	
4 <sup>th</sup> Grade	51	
5 <sup>th</sup> Grade	34	
6 <sup>th</sup> Grade	38	+1
7 <sup>th</sup> Grade	25	
8 <sup>th</sup> Grade	21	
<b>TOTAL</b>	<b>355</b>	



24. **HIB Reports: None.**
25. **Public Comments: None.**
26. **Closed Session: None.**
27. **Return to Public Session: N/A**
28. **New/Old Business: None.**

**The next Regular Board Meeting will be held on Thursday, February 18, 2021. Note: Board Meetings scheduled for February 2021 through April 2021 will continue to be virtual meetings.**

29. **Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Linda A. Brand, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:21 PM.

**Voice Vote:**

**Ayes:** Linda A. Brand  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

**Respectfully submitted,**



**Donella Edwards, Board Secretary  
Atlantic Community Charter School**