



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Wednesday, January 22, 2020
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 4:08 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
Peter Damon Seltzer
Matthew Heinle

Absent: Douglas B. Groff, Vice-President
Marlene D. Frayne

Also Present: Melindo A. Persi – Pro-Tem Board Secretary
Donella Edwards - 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
Katherine Shilenok-Wright - Chief Human Resources Officer, CSMI, LLC
Barbara Kotcamp - Corporate Controller, CSMI, LLC
Michael J. Coskey, Esquire - Attorney for CSMI, LLC
Edmund Cetrullo - Principal/Lead, ACCS
Steve DiMatteo – Director of Special Education, ACCS
Sharon Mauriello – Supervisor of Elementary Education, 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 December 19, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

7. **Principal/Lead's Report:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Principal/Lead's Report dated January 22, 2020, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

FINANCE: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

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

9. **Budget Transfers 2019-2020 – December 31, 2019:** There were no budget transfers for the month of December 2019.

10. **Budget vs. Actual Report 2019-2020 – December 31, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending December 31, 2019, as attached.

11. **Board Secretary's Report – December 31, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending December 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: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the payment of bills on the attached list, for the period of December 1, 2019 through December 31, 2019, totaling **\$169,338.11** 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 **\$271,447.16** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

Ayes: Linda A. Brand
Matthew Heinle
Dr. Dominick Potena

Nays: None

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

15. **Approval of Transportation Quote Q-T2-1920:** Whereas, the Board of Trustees approved a Perfect Attendance Incentive Trip on December 19, 2019, for the 2nd marking period, for 100 students to visit Young's Skating Rink located in Mays Landing, New Jersey, on February 14, 2020, from 11:00 AM to 1:00 PM, at an estimated cost of **\$695.00**, not including transportation; and

Now therefore resolved: On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees approved Transportation Quote Q-T2-1920 from Student Transportation of America (STA) for three (3) fifty-four (54) passenger buses, at the rate of **\$400.00** per bus for the first five (5) hours, and **\$85.00** per hour per bus over the first five (5) hours, for an estimated cost of **\$1,200.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 16. Approval of Revised 2019-2020 Budget Submission:** On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees approved the revised 2019-2020 budget for January 31, 2020 submission to the New Jersey Department of Education, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 17. Approval of Non-Disclosure Agreement:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Non-Disclosure Agreement with Copy Products, as attached, and previously reviewed by the Board's attorney, by Roll Call Vote. (Copy Products will be presenting technology solutions to assist in automating certain aspects of the accounts payable process.)

Roll Call Vote:

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

Nays: None

- 18. Tuition Reimbursements:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Principal/Lead and approved tuition reimbursements for Anthony Thawley and Jennifer Braddock, Teachers, in the amount of **\$1,000.00** each, for continuing education, as attached, by Roll Call Vote. Reimbursement is subject to the Board Secretary's confirmation of a grade of "B" or higher.

Roll Call Vote:

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

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 22, 2020, as attached, by Roll Call Vote.

Roll Call Vote:

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

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 individual to the position, term and salary, as set forth on the attached, for the 2019-2020 school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

HUMAN RESOURCES: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Human Resources Consent Agenda Items 19(c), 19(d), and 19(e), as detailed below, by Roll Call Vote.

- (c) **Confirmation, Approval and Ratification of Revised Resignation Date:** Whereas, the Board of Trustees accepted the resignation of Nicole Sammartino, Teacher, on November 25, 2019, effective January 19, 2020 (or sooner, if a replacement was found); now therefore resolved that the Board of Trustees confirmed, approved and ratified a revised resignation date of January 10, 2020 for Nicole Sammartino, Teacher.
- (d) **Confirmation, Approval and Ratification of Return from Leave of Absence:** The Board of Trustees confirmed, approved and ratified the return of Jillian Garza, Teacher, from a leave of absence, effective January 6, 2020. (The Family and Medical Leave Act (FMLA) Return to Work Certification is on file in Human Resources and the Board Secretary's office.)
- (e) **Approval of Request for Personal Unpaid Leave of Absence:** The Board of Trustees approved the request for a Personal Unpaid Leave of Absence for Jillian Garza, Teacher, effective February 8, 2020 through June 30, 2020, as attached.

Roll Call Vote:

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

Nays: None

20. BUILDINGS AND GROUNDS: None.

21. CURRICULUM AND REGULAR/SPECIAL EDUCATION: On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved Curriculum and Regular/Special Education Consent Agenda Items 21(a) and 21(b), as detailed below, by Roll Call Vote.

(a) Approval of Delta-T Group Homebound Instructor: Whereas, the Board of Trustees approved homebound instruction on December 19, 2019 for Student ID# 200021 (Kindegarten), effective January 2, 2020 for ten (10) hours per week, with the homebound instructor to be determined, at the rate of **\$30.00** per hour, to conclude pending the outcome of a Child Study Team (CST) evaluation; now therefore resolved that the Board of Trustees approved Delta-T Group as the provider of a homebound instructor for Student ID# 200021, effective on or about January 2, 2020 for ten (10) hours per week, at the rate of **\$40.00** per hour, to conclude pending the outcome of a CST evaluation.

(b) Confirmation, Approval and Ratification of Homebound Instruction and Appointment of Homebound Instructor: The Board of Trustees confirmed, approved and ratified homebound instruction for Student ID# 170123 (3rd Grade), per medical documentation received, effective January 2, 2020 through March 31, 2020, for ten (10) hours per week, and appointed Shammara Martin as the homebound instructor, at the rate of **\$30.00** per hour.

Roll Call Vote:

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

Nays: None

CURRICULUM AND REGULAR/SPECIAL EDUCATION: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Curriculum and Regular/Special Education Consent Agenda Items 21(c) and 21(d), as detailed below, by Roll Call Vote.

(c) Approval of Stockton University Placement Requests: The Board of Trustees approved the placement requests for two (2) Stockton University student candidates, as set forth on the attached, to participate in CP1/Introductory Fieldwork for the Spring 2020 Semester at the Atlantic Community Charter School, in the annotated classroom levels, as needed, from January 21, 2020 to May 1, 2020.

- (d) **Approval of Change of Venue and Time for Black History Month Program:** Whereas, the Board of Trustees approved on October 24, 2019 a Black History Month Program to be held on Saturday, February 29, 2020 at the Pleasantville High School auditorium, from 1:00 PM to 5:30 PM, for approximately 350 attendees, at a cost not to exceed **\$1,500.00**; now therefore resolved that the Board of Trustees accepted the recommendation of the Principal/Lead and approved a change of venue and time for the Black History Month Program, due to unforeseen unavailability, to the auditorium at Atlantic Cape Community College located in Mays Landing, New Jersey, from 1:30 PM to 5:30 PM, at an estimated cost of **\$675.00**, as attached.

Roll Call Vote:

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

Nays: None

22. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Confirmation, Approval and Ratification of Appointment of Public Agency Compliance Officer:** On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees confirmed, approved and ratified the appointment of Katherine Shilenok-Wright, Chief Human Resources Officer, CSMI, LLC, as the Public Agency Compliance Officer for the Atlantic Community Charter School, effective on or about January 6, 2020, for one year, as required by the State of New Jersey, Equal Employment Opportunity (EEO) Monitoring Program, by Roll Call Vote.

Roll Call Vote:

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

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) **Buena Regional School District Resolution of December 17, 2019.**

(d) **Change in Enrollment:**

ADA Percentage from December 10, 2019 – January 9, 2020 = 93.24%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		46	
1 st Grade		48	
2 nd Grade		67	
3 rd Grade		57	
4 th Grade		36	
5 th Grade		42	
6 th Grade		27	
7 th Grade		23	
8 th Grade		19	
TOTAL		365	

24. **HIB Reports:** None.

25. **New/Old Business:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved New/Old Business Consent Agenda Items 25(a) and 25(b), as detailed below, by Roll Call Vote.

- (a) **Confirmation, Approval and Ratification of Homebound Instruction:** The Board of Trustees confirmed, approved and ratified homebound instruction for Student ID# 190101 (7th Grade), effective on or about January 21, 2020 for ten (10) hours per week, with the homebound instructor provided by Delta-T Group, at the rate of **\$40.00** per hour, to conclude pending the outcome of a Child Study Team (CST) evaluation.
- (b) **Confirmation, Approval and Ratification of Agreement to Provide Transportation:** The Board of Trustees confirmed, approved and ratified the Agreement to Provide Transportation between the ACCS Board of Trustees (ACCSBoT) and the Egg Harbor City Board of Education (EHCBoE), to provide daily “to and from” transportation for ACCS students who reside in Egg Harbor City, New Jersey, effective September 1, 2019 through June 30, 2020 (prorated), as attached.

Roll Call Vote:

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

Nays: None

26. Public Comments: None.

27. Closed Session: On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved going into Closed Session at 4:24 PM, to discuss confidential matters, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

28. Return to Public Session: 4:39 PM.

***The next Regular Board Meeting will be held on Thursday, February 20, 2020.**

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 4:40 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



**Melinda A. Persi, Pro-Tem Board Secretary
Atlantic Community Charter School**