



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting** **Date: Thursday, October 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 4:00 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. *\*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:**

Dr. Dominick Potena, President  
Douglas B. Groff, Vice-President  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer  
Dr. Kenneth King

**Absent:** 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  
Katherine Shilenok-Wright, Chief Human Resources Officer, CSMI, LLC  
Michael J. Coskey, Esquire – Attorney for CSMI, LLC  
Edmund Cetrullo – Principal/Lead, ACCS  
Steve DiMatteo – Director of Special Education, ACCS

**5. Correspondence:** Bowman & Company LLP letter dated October 16, 2020.

**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 September 24, 2020, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**7. Principal/Lead Report:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead Report dated October 9, 2020, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**FINANCE:** On a motion made by Peter Damon Seltzer 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 – September 30, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending September 30, 2020, as attached.
9. **Budget Transfers 2020-2021 – September 30, 2020:** There were no budget transfers for the month ending September 30, 2020.
10. **Budget vs. Actual Report 2020-2021 – September 30, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending September 30, 2020, as attached.
11. **Board Secretary's Report – September 30, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending September 30, 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  
Marlene D. Frayne  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees approved the payment of bills on the attached list, for the period of September 1, 2020 through September 30, 2020, totaling **\$915,570.59** 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 **\$268,495.94** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
 Marlene D. Frayne  
 Dr. Kenneth King  
 Douglas B. Groff, Vice-President  
 Dr. Dominick Potena, President

**Nays:** None

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

- 15. Approval of Tuition Reimbursements:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved tuition reimbursements for the following staff, as detailed below and as attached, by Roll Call Vote.

Employee	Coursework/Educational Facility	Reimbursement Amount
Julia Tridente, Teacher	Alternate Route Classes/Stockton University	\$2,000.00
Christopher Wells, Teacher	Alternate Route Classes/Stockton University	\$2,000.00

(Reimbursement request for Anthony Thawley was tabled.)

(Reimbursement is subject to the Board Secretary's confirmation of a grade of "B" or higher. Documentation showing proof of grade, completion of coursework, and proof of tuition payment must be submitted to the Principal/Lead prior to any reimbursement.)

(Staff are required to remain employed at the school for one (1) year after the receipt of tuition reimbursement, or be subject to returning the tuition reimbursement monies to the school.)

**Roll Call Vote:**

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

**Nays:** None

- 16. Confirmation, Approval and Ratification of Frontline Education Exhibit A Frontline Customer Order Form Q-36176:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved and ratified the Frontline Education Exhibit A Frontline Customer Order Form Q-36176, in the amount of **\$2,000.00** for annual recurring fees, effective July 1, 2020 through June 30, 2021, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**17. HUMAN RESOURCES:**

- (a) Position Control Table:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Position Control Table as of October 22, 2020, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) Confirmation, Approval and Ratification of Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees accepted the recommendation of the Principal/Lead and confirmed, approved and ratified the appointment of the individual to the position, term and salary for the 2020-2021 school year, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) Confirmation, Approval and Ratification of Resolution of Request for Accommodation Under the Americans with Disabilities Act (ADA) and the New Jersey Law Against Discrimination (NJLAD):** On a motion made by Dr. Kenneth King and seconded by the Peter Damon Seltzer, the Board of Trustees confirmed, approved and ratified the Resolution of Request for Accommodation under the ADA and the NJLAD, for Jasmine Gant, Secretary, effective September 1, 2020 through December 31, 2020, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Confirmation, Approval and Ratification of Staff Reassignment:** Whereas, the Board of Trustees approved a request for leave under the Family First Coronavirus Response Act (FFCRA) for Lauren Dotsey, Teacher, effective September 14, 2020 to November 24, 2020; and, whereas the FFCRA leave for Lauren Dotsey will be part-time, three (3) days per week, which allows the leave end date to be extended through December 31, 2020, as attached; and

Now therefore resolved: On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Principal/Lead and confirmed, approved and ratified the staff reassignment of Lauren Dotsey as a Second Grade teacher working five (5) days per week to a Gifted and Talented Kindergarten teacher working two (2) days per week, effective September 30, 2020 until December 31, 2020, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (e) **Approval of Appointment of Gifted and Talented Program Coordinator:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of Sharon Mauriello, Supervisor of Elementary Education, as the Gifted and Talented Program Coordinator, effective October 22, 2020 through June 30, 2021, at no additional compensation, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**18. BUILDINGS AND GROUNDS:**

- (a) **Cancellation of Snow Removal Contract and Approval of Development of Bid Specifications:** Whereas, Warriner's Construction, Inc. has notified the Board of Trustees of their intent to cancel their Snow Removal Contract, awarded by the Board on May 28, 2020, due to financial hardship caused by COVID-19, as attached; and

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 Snow Removal Contract, and further approved that the Board Secretary is authorized to develop specifications for Snow Removal Management, and for bids to be received by the Board Secretary on Tuesday, October 27, 2020 at 10:00 AM, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

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

- (a) **Approval of Proposed Modification to Current Hybrid School Plan:** 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 proposed modification to the current hybrid school plan, to allow for some self-contained special education students to return to school on a full-time basis, by Roll Call Vote.

(The Atlantic County Interim Executive Superintendent has determined that the above modification can be implemented without formally revising the current hybrid school plan.)

**Roll Call Vote:**

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

**Nays:** None

- (b) **Confirmation, Approval and Ratification of Acceptance of New Jersey Student Learning Assessment Science (NJSLA-S) School Performance Level Summary Reports for 2018-2019:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified the acceptance of the NJSLA-S Science Grade 5 and Grade 8 School Performance

Level Summary Reports for the 2018-2019 school year, with related documentation, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Confirmation, Approval and Ratification of Stockton University Placement Request:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees confirmed, approved and ratified the placement request for a Stockton University student candidate, as set forth on the attached, to participate in a Clinical Experience (50 hours) Placement for the Fall 2020 Semester at the Atlantic Community Charter School, in the annotated classroom levels for Art, effective September 8, 2020 to December 18, 2020, by Roll Call Vote

**Roll Call Vote:**

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

**Nays:** None

- (d) **Approval of Frontline Education Professional Services Proposal:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Frontline Education Professional Services Proposal, for remote consultative training in Individual Education Plans (IEPs) for school case managers, at a cost of **\$600.00**, as attached, by Roll Call Vote

**Roll Call Vote:**

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

**Nays:** None

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



- (a) **Approval of Revised Policy 1110:** The Board of Trustees approved the revised Policy 1110, titled “Organizational Chart”, for final read, as attached.
- (b) **Approval of Policy 1648:** The Board of Trustees approved the Policy 1648, titled “Restart and Recovery Plan”, for final read, as attached.
- (c) **Approval of Policy 1648.03:** The Board of Trustees approved Policy 1648.03, titled “Restart and Recovery Plan – Full-Time Remote Instruction”, for final read, as attached.
- (d) **Approval of Policy 1649:** The Board of Trustees approved Policy 1649, titled “Federal Families First Coronavirus (COVID-19) Response Act”, for final read, as attached.
- (e) **Approval of Revised Policy 2422:** The Board of Trustees approved the revised Policy 2422, titled “Health and Physical Education”, for final read, as attached.
- (f) **Approval of Revised Policy 2464:** The Board of Trustees approved the revised Policy 2464, titled “Gifted and Talented Students”, for first read, as attached.
- (g) **Approval of Revised Policy 5200 and Regulation R 5200:** The Board of Trustees approved the revised Policy 5200 and Regulation R 5200, titled “Attendance”, for final read, as attached.
- (h) **Approval of Revised Policy 5330 and Regulation R 5330:** The Board of Trustees approved the revised Policy 5330 and Regulation R 5330, titled “Administration of Medication”, for final read, as attached.
- (i) **Approval of Revised Policy 8462:** The Board of Trustees approved the revised Policy 8462, titled “Reporting Potentially Missing or Abused Children”, for final read, as attached.

**Roll Call Vote:**

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

**Nays:** None

- (j) **Approval of “New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act”, 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 “New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act”, from July 1, 2019 through June 30, 2020, as attached, and authorized the Board Secretary to submit same to the New Jersey Department of Education, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**21. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on September 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) **Board Certified Behavioral Analyst from Delta-T Group:** Kim Shigo, a Board Certified Behavioral Analyst (BCBA) from one of the school's staffing vendors, Delta-T Group, started at ACCS on October 6, 2020, and will work on Tuesdays and Fridays to assist with behavioral supports, as well as behavior plan implementation.
- (d) **Change in Enrollment:**

<b>ADA Percentage: September 17, 2020-October 9, 2020: 81.4%</b>			
<b>District Grade</b>	<b>By</b>	<b># of Students</b>	<b>Transferred Out/In</b>
Kindergarten		27	+4
1 <sup>st</sup> Grade		44	+2
2 <sup>nd</sup> Grade		47	+2
3 <sup>rd</sup> Grade		67	+3
4 <sup>th</sup> Grade		52	
5 <sup>th</sup> Grade		34	
6 <sup>th</sup> Grade		38	
7 <sup>th</sup> Grade		26	
8 <sup>th</sup> Grade		21	
<b>TOTAL</b>		<b>356</b>	

**22. HIB Reports: None.**

- 23. **Public Comments:** None.
- 24. **Closed Session:** None.
- 25. **Return to Public Session:** N/A
- 26. **New/Old Business:** None.

**The next Regular Board Meeting will be held on Tuesday, November 24, 2020.  
(Determination for virtual or in-person return still pending.)**

- 27. **Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:32 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**



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