



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Thursday, October 24, 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
Linda A. Brand
Peter Damon Seltzer
Matthew Heinle

Absent: Douglas B. Groff
Marlene D. Frayne

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
Katherine Shilenok-Wright - Chief Human Resources 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 Education, ACCS
Patricia O’Connell – Teacher, ACC

5. **Correspondence:** Bowman & Company LLP letter dated October 13, 2019 regarding the delay in issuing the School’s audit for the fiscal year ended June 30, 2019.

6. **Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Minutes of the Regular Monthly Meeting, held on September 26, 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 Matthew Heinle, the Board of Trustees accepted the Principal/Lead’s Report dated October 24, 2019, 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 – September 30, 2019:** The Board of Trustees accepted the Treasurer’s Report for the month ending September 30, 2019, as attached.

9. **Budget Transfers 2019-2020 – September 30, 2019:** The Board of Trustees approved the Budget Transfers 2019-2020 for the month ending September 30, 2019, as attached.
10. **Budget vs. Actual Report 2019-2020 – September 30, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending September 30, 2019, as attached.
11. **Board Secretary's Report – September 30, 2019:** The Board of Trustees accepts the Board Secretary's Report for the month ending September 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: 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 September 1, 2019 through September 30, 2019, totaling **\$215,830.65** 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 **\$298,218.44** 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 Attendance at the NJASA/NJASBO/NJSBA Conference:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the attendance of the following individuals at the NJASA/NJASBO/NJSBA Conference, to be held on October 21-24, 2019 in Atlantic City, New Jersey, at a group rate of **\$1,700.00** (for up to twenty (20) attendees), by Roll Call Vote:

- Dr. Dominick Potena, Board President
- Douglas B. Groff, Board Vice-President
- Craig Wigley, CSMI, LLC, Vice-President of Academics and Curriculum
- Dr. Joseph Cappello, Board Secretary
- Melindo A. Persi, *MAP* Educational Consultants, LLC

(Note: CSMI, LLC will reimburse the school for their employees.)

Roll Call Vote:

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

Nays: None

- 16. Approval to Prepare and Advertise Bid Specifications for Replacement Bus Route:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the preparation of specifications and advertisement to request bids for a replacement bus route (Bid #ACCS3-1920 – Bus Run #7), which will cover a portion of existing Bus Run #8, as no quotations were received upon original quotation solicitation (Route #Q-ACCS3-1920) of October 2, 2019, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 17. Approval of Field Trips:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the tentative list of field trips for the 2019-2020 school year at an estimated cost of **\$10,620.50**, as attached, which does not include transportation costs, and further resolved that the Board Secretary is authorized to advertise for competitive transportation bids, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 18. Approval of Black History Month Program:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Black History Month Program, as attached, 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**, by Roll Call Vote.

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 Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Position Control Table as of October 24, 2019, 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 Linda A. Brand and seconded by Peter Damon Seltzer, 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: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena
Nays: None

- (c) **Approval of Leave Request:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the submitted Leave Request, as indicated below and as attached, providing all documentation has been submitted to Human Resources and approved as valid, as required by FMLA/FLI/FLA Regulations, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena
Nays: None

- (d) **Termination:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the termination of employment of Kevin Jones, Physical Education Teacher, due to abandonment of position, effective October 17, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Resignations:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the resignations of the following individuals, as detailed below and as attached, by Roll Call Vote.

EMPLOYEE NAME	POSITION	EFFECTIVE DATE
Sarah Carrasquillo	Teacher – SPED In Class Support	October 24, 2019
Michele Miller	Teacher – SPED In Class Support	October 25, 2019
Ahmad Huckaby-Davis	Paraprofessional	October 25, 2019

Roll Call Vote:

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

Nays: None

- (f) **Approval of After Care Program Appointment:** 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 the appointment of Tracy Nuzzo as an After Care Aide, at a rate of **\$14.00** per hour, as assigned, by Roll Call Vote.

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:**

- (a) **Approval of Delta-T Group Rate Sheet for Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the use of Delta-T Group to provide homebound instruction for Student ID# 170103 (7th Grade), at the rate of **\$40.00** per hour, as set forth on the attached Rate Sheet, effective September 24, 2019 for ten (10) hours per week (replacing Casey Clisham), to conclude pending a medical action plan from the student's physician, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved homebound instruction for Student ID# 180092 (4th Grade) due to unsafe behavior and aggression towards staff, effective October 7, 2019 for ten (10) hours per week, at the rate of **\$40.00** per hour for an instructor from Delta-T Group, to conclude upon the student's admittance into an Outpatient Behavioral Program, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Itinerant/Shared Services Agreement:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Itinerant/Shared Services Agreement between the Atlantic County Special Services School District and the Atlantic Community Charter School, effective July 1, 2019 to June 30, 2020, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

22. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Final Reading of Revised Policy 5613 and Regulation R 5613:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the revised Policy 5613 and Regulation R 5613, titled "Removal of Students for Assaults with Weapons Offenses", for final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 22(b) and 22(c), as detailed below, by Roll Call Vote.

- (b) **Final Reading of Revised Policy 8600 and Regulation R 8600:** The Board of Trustees approved the revised Policy 8600 and Regulation R 8600, titled “Student Transportation”, for final reading, as attached, by Roll Call Vote.
- (c) **Final Reading of Revised Policy 8630 and Regulation R 8630:** The Board of Trustees approved the revised Policy 8630 and Regulation R 8630, titled “Bus Driver/Bus Aide Responsibility” and “Emergency School Bus Procedures” respectively, for final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **First Reading of Revised Policy 5111:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised Policy 5111, titled “Admissions”, for first reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Approval of Danielson Evaluation Tool:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the use of the Danielson Evaluation Tool for the School Social Worker and School Psychologist, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (f) **Approval of After School Clubs and Activities:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the list of After School Clubs and Activities, from October 1, 2019 to April 30, 2020, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (g) **Approval of 2019-2020 Memorandum of Agreement:** 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 approved the 2019-2020 Memorandum of Agreement (MOA) between the Atlantic Community Charter School and the Galloway Police Department, as on file in the Board Secretary's office and available for review upon request, and further resolved that the Board Secretary file said approved agreement with the Executive Superintendent of the Atlantic County Schools, 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 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) **New Jersey Charter School Association:** The Atlantic Community Charter School's membership in the New Jersey Charter School Association (NJCSA) ended on June 30, 2019.

(d) **Change in Enrollment:**

ADA Percentage from September 18, 2019 – October 15, 2019 = 97.15%			
District	By	# of Students	Transferred Out/In
Kindergarten		50	+4/-2
1 st Grade		46	+4
2 nd Grade		66	-1
3 rd Grade		59	-2
4 th Grade		37	
5 th Grade		42	+1
6 th Grade		28	
7 th Grade		24	
8 th Grade		19	-1
TOTAL		371	

24. **HIB Reports: None.**

25. **New/Old Business:**

- (a) **Appointment of Staff:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, 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: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Dr. Dominick Potena

Nays: None

- (b) **Resignation:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the resignation of Kelly Cummins, 4th Grade Teacher, effective November 15, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved homebound instruction for Student ID# 190089 (3rd Grade), due to unsafe behaviors, elopement, and aggression toward students, effective October 28, 2019 for ten (10) hours per week, to conclude pending the outcome of a Child Study Team (CST) evaluation, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Approval of Homebound Instructor:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees appointed Teresa Moody-Butler as a homebound instructor for Student ID # 190089 (3rd Grade), at the rate of **\$30.00** per hour, effective October 28, 2019 for ten (10) hours per week, to conclude pending the outcome of a CST evaluation, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **“Chefs in the Classroom – Food for Thought” Presentation:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved a “Chefs in the Classroom – Food for Thought” presentation to Grade 8 students, scheduled for November 15, 2019, at no cost, by Roll Call Vote. (This is a follow-up to the school garden grant project, using vegetables from the school’s home grown garden. A Certificate of Insurance will be requested.)

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 4:25 PM, to discuss pending or anticipated litigation, 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:** 4:29 PM.

The next Regular Board Meeting will be held on *Monday, November 25, 2019.*

29. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Matthew Heinle, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:30 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



Dr. Joseph Cappello, Board Secretary
Atlantic Community Charter School