



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Thursday, October 25, 2018 Time: 4:00 PM

Location: Atlantic Community Charter School
112 South New York Road
Galloway, NJ 08206

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 4:02 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:

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
Donella Edwards, School Business Administrator
Melindo A. Persi – President, *MAP* Educational Consultants, LLC
Seth N. Broder, Esquire – Attorney for the Board
Dr. Jay Dugan - Lead Person, ACCS
Mr. Edmund Cetrullo – Principal/Lead Person, ACCS
Steve DiMatteo – Director of Special Services, ACCS
Sharon Mauriello – Culture Dean, ACCS
Jake Der Hagopian – President, CSMI, LLC
Michael J. Coskey, Esquire – Attorney for CSMI, LLC
Craig Wigley, Vice-President of Academics and Curriculum, CSMI, LLC
Katherine Shilenok-Wright, Chief Human Resources Officer, CSMI, LLC
Barbara Kotcamp, Corporate Controller, CSMI, LLC

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 September 27, 2018, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

- 7. Lead Persons'/Principal's Report:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Lead Persons' Reports dated October 25, 2018 and the Principal's Report for the month of October 2018, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

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

- 8. Treasurer's Report – September 30, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending September 30, 2018, as attached.

9. **Budget Transfers 2018-2019 – September 30, 2018:** The Board of Trustees approved the budget transfers for the month ending September 30, 2018, as attached.
10. **Approval of Budget vs. Actual Report 2018-2019 – September 30, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending September 30, 2018, as attached.
11. **Approval of Board Secretary's Report – September 30, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending September 30, 2018, 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
Linda A. Brand
Matthew Heinle
Peter Damon Seltzer

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, 2018 through September 30, 2018, totaling **\$223,346.66** 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 **\$258,655.30** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

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

Nays: None

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

FINANCE: On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees approved Finance Consent Items 15-18, as detailed below, by Roll Call Vote.

15. **Professional Development for Language Arts Literacy and Writing:** The Board of Trustees approved the contract between Mr. Mike Devono, Language Arts Literacy Consultant and Writing Coordinator and the Atlantic Community Charter School for

twenty-one (21) professional development days for the 2018-2019 school year, at **\$1,000.00** per day, as attached.

- 16. Atlantic County Association of School Administrators (ACASA) Membership Enrollment:** The Board of Trustees approved membership enrollment in the ACASA for Dr. Jay Dugan and Mr. Craig Wigley in the amount of **\$325.00**, as attached.

(CSMI, LLC will reimburse the Atlantic Community Charter School for fees.)

- 17. Field Trip Quotation for Washington, D.C. Trip:** Whereas the Board Secretary was authorized on September 27, 2018 to solicit transportation quotations for the remaining field trips for the 2018-2019 school year; the Board of Trustees approved the quote in the amount of **\$2,024.56** from U.S. Coachways for one (1) transit bus for a field trip to the Smithsonian Museum in Washington, D.C. on June 5, 2019.

- 18. Field Trip Quotations for Cape May Zoo Trips:** Whereas a partial bid was awarded to James Transportation on September 27, 2018 for four (4) fifty-four (54)-passenger buses for a field trip to the Cape May Zoo, and the Board Secretary was authorized on September 27, 2018 to solicit transportation quotations for the remaining field trips for the 2018-2019 school year; the Board of Trustees confirmed, approved, and ratified the following quotes from James Transportation for three (3) Cape May Zoo field trips, at a total of **\$5,500.00**, plus any additional costs, as detailed below:

- **October 17 – Three (3) buses for Grades K-1** (125 students plus staff). The price will be as bid, **\$550.00** per bus for the first five (5) hours and **\$90.00** per hour for any trip that exceeds five (5) hours in total duration;
- **October 23rd – Three (3) buses for Grades 2-3** (128 students plus staff). The price will be as bid, **\$550.00** per bus for the first five (5) hours and **\$90.00** per hour for any trip that exceeds five (5) hours in total duration;
- ***October 24th – Four (4) buses for Grades 4-8** (152 students plus staff). The price will be as bid, **\$550.00** per bus for the first five (5) hours and **\$90.00** per hour for any trip that exceeds five (5) hours in total duration;

*(Quote previously approved on September 27, 2018.)

Roll Call Vote:

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

Nays: None

FINANCE: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Finance Consent Items 19-22, as detailed below, by Roll Call Vote.

- 19. Disposal of Broken Headphones:** The Board of Trustees approved the disposal of the following broken headphones, at a grand total cost of **\$702.42**, which are declared surplus

and no longer required for school purposes, and approved that the items listed below be scrapped due to their condition:

- 029009-CALIFONE 3068 AVSTEREO/MOMO Headphones
Quantity: 33
Unit Price: **\$9.97**
Total Price: **\$329.01**
- USB HEADPHONES STOCK
Quantity: 27
Unit Price: **\$13.83**
Total Price: **\$373.41**

- 20. Amendment to Contract with Robins' Nest, Inc:** The Board of Trustees approved the Amendment to contract between Robins' Nest, Inc. and the Atlantic Community Charter School, as attached, subject to review by the Board's attorney.
- 21. Rescind and Award of Transportation Contract:** Whereas transportation contract ACCS#1 in the amount of **\$51,883.20** was mistakenly awarded to Integrity Transportation of Egg Harbor Township, New Jersey on July 19, 2018, and transportation contract ACCS#2 in the amount of **\$39,283.20** should have been awarded to Integrity Transportation of Egg Harbor Township, New Jersey; the Board of Trustees approved the changes in award for the transportation contracts listed above.
- 22. Additional Staff Training for Before and After Care Staff:** Whereas the Board of Trustees approved on September 27, 2018 training for sixteen (16) staff members for the Before and After Care Program as offered by the American Red Cross Full Service Training Agreement, the Board of Trustees approved the participation of Edmund Cetrullo and Mary Seddon, at an additional cost of **\$176.00**.

Roll Call Vote:

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

Nays: None

23. 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 October 25, 2018, as attached, by Roll Call Vote.

Roll Call Vote:

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

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 Lead Persons and appointed the individuals to the positions, terms and salaries annotated for the 2018-2019 school year, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Appointment of Substitute Before and After Care Aide:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees appointed Michael Tarsitano as a substitute Before and After Care Aide, pursuant to the Addendum to Extend Agreement between the Atlantic Community Charter School and ESS Northeast (Source4Teachers), as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Abandonment of Position:** Tabled.

- (e) **Salary Adjustment:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Persons and approved a salary adjustment for the individual annotated, for the 2018-2019 school year, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (f) **Paraprofessional Hours:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the employment of paraprofessionals from August 20, 2018 to June 30, 2019, for 33.75 hours per week at **\$14.40** per hour, exclusive of bus duty or after care assignment, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. BUILDINGS AND GROUNDS:

- (a) **Snow Removal Management Contract:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the snow removal management contract between Warriner's Construction, Inc. and the Atlantic Community Charter School for the 2018-2019 school year, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

25. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Health/Physical Education Curriculum for Grades 4-8:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Persons and approved the Health/Physical Education Curriculum for Grades 4-8 for the 2018-2019 school year, by Roll Call Vote.

(A copy of each curriculum is available in the office of the Lead Persons.)

Roll Call Vote:

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

Nays: None

26. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Final Reading of Regulation 7510:** Tabled.
- (b) **First Reading of Policy and Regulation 5561:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the first reading of Policy and Regulation 5561, titled "Use of Physical Restraint and Seclusion Techniques for Students with Disabilities", as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Implementation of the Child Assault Prevention (CAP) Program:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the implementation of the CAP Program as follows, by Roll Call Vote:

- Student Program: Six (6) consecutive days (from March 4-March 11, 2019)
- Staff Program Meeting: February 22, 2019 from 1:00-2:00 PM; and
- Parent Meeting: February 28, 2019 at 6:30 PM.

Roll Call Vote:

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

Nays: None

- (d) **Approval of “New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act” for the 2017-2018 School Year:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, 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, 2017 through June 30, 2018, 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: Dr. Dominick Potena
Linda A. Brand
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (e) **Approval of Annual Charter/Renaissance School Fiscal Questionnaire:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Annual Charter/Renaissance School Fiscal Questionnaire for the 2018-2019 fiscal year, 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: Dr. Dominick Potena
Linda A. Brand
Matthew Heinle
Peter Damon Seltzer

Nays: None

27. Informational Items:

- (a) **Management Fee:** The Corporate Controller of CSMI, LLC presented the attached report concerning management fees.
- (b) **Line of Credit Activity:** As of September 30, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **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.
- (d) **Change in Enrollment:**

ADA Percentage from September 13, 2018 – October 12, 2018 = 95.31%		
District Grade	By	# of Students
Kindergarten		50
1 st Grade		73
2 nd Grade		76
3 rd Grade		44
4 th Grade		52
5 th Grade		30
6 th Grade		28
7 th Grade		20
8 th Grade		15
TOTAL		388

28. HIB Reports: None.

29. Closed Session: On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved going into Closed Session at 4:27 PM to discuss certain personnel matters which are rendered confidential or excluded from discussion in public, by Voice Vote.

Voice Vote:

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

Nays: None

30. Return to Public Session: 4:31 PM.

31. New/Old Business:

(a) Correspondence: On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the letter from the State of New Jersey, Department of Education dated September 26, 2018 regarding the addition of a satellite campus for the Atlantic Community Charter School, as attached, by Roll Call Vote

Roll Call Vote:

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

Nays: None

(b) Resolution Regarding the Entering into of a Lease Agreement Relating to the Charter School Facilities to be located at 110 S. New York Road, Galloway Township: On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Resolution Regarding the Entering into of a Lease Agreement Relating to the Charter School Facilities to be located at 110 S. New York Road, Galloway Township, as attached, and the corresponding Lease Agreement (available in the office of the Board Secretary), subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

(c) Resignation: On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the resignation of Joanne Kunik, Teacher, effective November 5, 2018, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Administration Agreement:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Administration Agreement between Integrated Behavioral Health, Inc., and the Atlantic Community Charter School, as attached, subject to review by the Board's Attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

32. **Public Comments: None.**

The next meeting will be held on Tuesday, November 20, 2018.

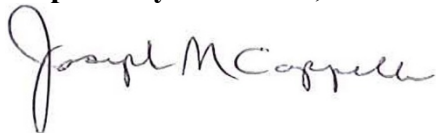
33. **Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Matthew Heinle, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:34 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



**Dr. Joseph Cappello, Board Secretary
Atlantic Community Charter School**