



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting**

**Date: Tuesday, November 20, 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 4:00 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:**

**Roll Call:** Dr. Dominick Potena, President  
Douglas B. Groff, Vice President  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** Matthew Heinle

**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  
Edmund Cetrullo – Principal/Lead, ACCS  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli, Chief Financial Officer, 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  
Dr. Jay Dugan, CSMI, LLC

5. **Correspondence: None.**

6. **Approval of Minutes:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on October 25, 2018, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

**Abstain:** Douglas B. Groff

7. **Principal/Lead's Report:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Principal/Lead's Report dated November 20, 2018, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

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

8. **Treasurer's Report – October 31, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending October 31, 2018, as attached.

9. **Budget Transfers 2018-2019 – October 31, 2018:** The Board of Trustees approved the budget transfers for the month ending October 31, 2018, as attached.

10. **Budget vs. Actual Report 2018-2019 – October 31, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending October 31, 2018, as attached.
11. **Board Secretary's Report – October 31, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending October 31, 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  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of October 1, 2018 through October 31, 2018, totaling **\$901,622.54** 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 **\$242,302.49** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne

Nays: None

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

15. **Amendment to TFB Property Management, LLC Contract:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the administrative overhead fee increase in the TFB Property Management, LLC contract dated July 24, 2018 for the 2018-2019 school year, from 14% to 16%, effective October 31, 2018, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- 16. Confirmation, Approval and Ratification of Annual Salary Adjustments:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified the annual salary adjustments effective November 1, 2018 for the individuals outlined, as set forth on the attached, due to an increase in health benefits costs, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

**17. HUMAN RESOURCES:**

- (a) Position Control Table:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of November 20, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- (b) Appointment of Staff:** On a motion made by Douglas B. Groff 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 2018-2019 school year, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- (c) **Rescind Substitute Teacher Appointment/Approve Appointment of a Permanent Building Substitute:** Whereas the Board of Trustees appointed the individual set forth on the attached as a Substitute Teacher at the Regular Meeting held on October 25, 2018; now therefore resolved:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead to rescind the previous appointment, and approve the appointment of same aforementioned individual as a Permanent Building Substitute, retroactive to November 5, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas G. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- (d) **Confirmation, Approval and Ratification of Appointment/Termination:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees confirmed, approved, and ratified the appointment of Latoya Mcglone as a Substitute Teacher during the 2018-2019 school year, effective September 1, 2018, and terminated her appointment as a Substitute Teacher, effective October 15, 2018 by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- (e) **Termination:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the termination of Mark Impagliazzo, Social Studies/Special Education Teacher, due to the abandonment of his position on October 1, 2018, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

**18. BUILDINGS AND GROUNDS:**

- (a) **Donation of Shed from Parent-Teacher Organization (PTO):** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the donation of a shed from the PTO, to be used for storage of PTO items, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

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

- (a) **Approval of Report Card:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved a Report Card for the 2018-2019 school year, as attached, with new competencies for English/Language Arts and Math as follows, by Roll Call Vote:

**Competencies Grading Scale:**

- **AT** – All of the Time
- **MT** – Most of the Time
- **ST** – Some of the Time
- **WS** – With Support

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

**Abstain:** Douglas B. Groff

(The Principal/Lead was requested to provide additional information prior to the next meeting.)

**20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Second Reading of Amended Regulation 7510:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the amended Regulation 7510, for second reading, titled “Use of School Facilities”, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

- (b) **Final Reading of Policy and Regulation 5561:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved Policy and Regulation 5561, for final reading, titled “Use of Physical Restraint and Seclusion Techniques for Students with Disabilities” by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- (c) **First Reading of Revised Policy 5512:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the revised Policy 5512, for first reading, titled “Harassment, Intimidation and Bullying”, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- (d) **Abolishment of Regulation R 5512:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the abolishment of Regulation R 5512, titled “Harassment, Intimidation or Bullying”, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- (e) **Submission of District Statement of Assurance:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the submission of the Statement of Assurance to the Executive Superintendent of the Atlantic County Schools, to comply with the requirements of the District Professional Development Plan, by Roll Call Vote:

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene F. Frayne  
Peter Damon Seltzer

**Nays:** None

- (f) **Approval of Teacher-Mentor Handbook:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Teacher-Mentor Handbook for the 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

**21 Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented two reports concerning management fees; one for the final 2017-2018 reconciliation, the other for the month of October 2018.
- (b) **Line of Credit Activity:** As of October 31, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on October 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 October 14, 2018 – November 7, 2018 = 94.95%			
District	By	# of Students	Transferred Out/In
Kindergarten		50	
1 <sup>st</sup> Grade		74	-1/+2
2 <sup>nd</sup> Grade		74	-2
3 <sup>rd</sup> Grade		44	-1/+1
4 <sup>th</sup> Grade		52	
5 <sup>th</sup> Grade		30	
6 <sup>th</sup> Grade		28	
7 <sup>th</sup> Grade		20	
8 <sup>th</sup> Grade		15	
TOTAL		387	

(e) **Memorandum from Principal:** A memorandum from Principal Cetrullo relative to the suspensions for the month was reviewed.

22. **HIB Reports: None.**

23. **Closed Session:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved going into Closed Session at 4:21 PM to discuss possible litigation which is rendered confidential or excluded from discussion in public, by Voice Vote.

**Voice Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

24. **Return to Public Session: 4:24 PM**

25. **New/Old Business:**

(a) **Submission of Grants:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the submission of the following grants for the 2018-2019 school year, by Roll Call Vote:

1. Early Learning Transitional Programs ESEA 1112 (b) (1) (K)
2. Social and Emotional Learning ESES 4107 (c) (3) (J)
3. STEM Curriculum ESES 4107

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

- (b) **Open Enrollment Period:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the open enrollment period for the 2019-2020 school year from November 26, 2018 to February 22, 2019, by Roll Call Vote.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

26. **Public Comments: None.**

**The next meeting will be held on Thursday, December 20, 2018.**

27. **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 4:34 PM.

**Voice Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

Nays: None

**Respectfully submitted,**



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