



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Tuesday, November 24, 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
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King

Absent: Marlene D. Frayne

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

Katherine Shilenok-Wright, Chief Human Resources Officer, CSMI, LLC

Michael J. Coskey, Esquire – Attorney for CSMI, LLC

Josh Totoro, Director of Information Technology (IT), CSMI, LLC

Edmund Cetrullo – Principal/Lead, ACCS

Steve DiMatteo – Director of Special Education, ACCS

Patricia O'Connell – Coach (Reading/Social Studies), ACCS

5. Correspondence: None.

- 6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on October 22, 2020, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King
Douglas B. Groff, Vice-President
Dr. Dominick Potena, President

Nays: None

Note: Marlene D. Frayne, Board Member, entered the meeting at 4:07 PM.

- 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 November 12, 2020, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Matthew Heinle
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 Matthew Heinle, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

8. **Treasurer's Report – October 31, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending October 31, 2020, as attached.
9. **Budget Transfers 2020-2021 – October 31, 2020:** There were no budget transfers for the month ending October 31, 2020.
10. **Budget vs. Actual Report 2020-2021 – October 31, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending October 31, 2020, as attached.
11. **Board Secretary's Report – October 31, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending October 31, 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
Matthew Heinle
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 Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of October 1, 2020 through October 31, 2020, totaling **\$151,914.06** 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 **\$444,773.86** 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
Matthew Heinle
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 Professional Development Reimbursements:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees approved professional development reimbursements for the following staff, as detailed below and as attached, by Roll Call Vote.

Employee	Professional Development	Reimbursement Amount
Patricia Bombara, Teacher	Engage Early Learners with EdPuzzle	\$82.00
Cynthia Verderber, Teacher	GoogleTools/Classroom	\$150.00

Roll Call Vote:

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

Nays: None

- 16. Approval of Tuition Reimbursement:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved a tuition reimbursement in the amount of **\$2,000.00** for Anthony Thawley, Teacher, for successful completion of a graduate class at Stockton University, as attached, by Roll Call Vote.

(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 can be subject to returning the tuition reimbursement monies to the school.)

Roll Call Vote:

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

Nays: None

- 17. Approval of Payment of Staff Incentive for Recruitment of Teacher Hires:** Whereas, the Board of Trustees approved the Human Resources Handbook 2020-2021 on July 23, 2020; and whereas said handbook presented a Staff Incentive for Recruitment of Teacher Hires, which approved a payment of **\$1,000.00** to a staff member who has recruited a new teacher hire after the new hire's first ninety (90) days, and another **\$1,000.00** payment after the new hire's first year anniversary with the school; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the first payment in the amount of **\$1,000.00** to Leighann Miller, First Grade Teacher, who recruited Gayle Sarapochillo, Fifth Grade Teacher, upon completion of Ms. Sarapochillo's first ninety (90) days at the school, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 18. Confirmation, Approval and Ratification of PowerSchool Group LLC Quote:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified Quote# Q-432715-1 between Atlantic Community Charter School and PowerSchool Group LLC ("Schoolology"), for a Professional Learning Subscription and Remote Professional Development Training Services, effective October 1, 2020 through June 30, 2021, at a total cost of **\$2,921.92**, as attached, by Roll Call Vote.

(Quote# Q-432715-1 is supplemental to the existing PowerSchool Group LLC Master Services Agreement, previously reviewed by the Board's attorney and approved by the Board of Trustees in June 2020.)

Roll Call Vote:

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

Nays: None

- 19. Confirmation, Approval and Ratification of myStaffingPro Proposal:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified the myStaffingPro Proposal for custom E-Forms, at a one-time fee of **\$250.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 20. 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, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

21. HUMAN RESOURCES:

- (a) Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of November 24, 2020, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Confirmation, Approval and Ratification of Reassignment of Staff:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees confirmed, approved and ratified the reassignment of the staff member, 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
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King
Douglas B. Groff, Vice-President
Dr. Dominick Potena, President

Nays: None

- (d) **Resignation:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the resignation of Shammara Martin, Teacher, effective October 28, 2020, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

22. BUILDINGS AND GROUNDS:

- (a) Confirmation, Approval and Ratification of Authorization for Re-Advertisement for Snow Removal Management Bid:** Whereas, the Board of Trustees authorized the Board Secretary to develop bid specifications for Snow Removal Management at its meeting held on September 24, 2020, and to receive such bids on Tuesday, October 27, 2020 at 10:00 AM, and; whereas no bids were received; and

Whereas, the Board of Trustees confirmed, approved and ratified the authorization for the Board Secretary to re-advertise the request for Snow Removal Management bids, and to receive such bids on Tuesday, November 17, 2020 at 10:00 AM; and

Whereas, the Interim Board Secretary opened and publicly read aloud the one bid (Bid #02AC-21) for Snow Removal Management at 10:00 AM on Tuesday, November 17, 2020 from J. Macchione Landscape Construction, LLC (bid documents on file with the Board Secretary), and, whereas the bid was incomplete and the vendor altered the parameters of the specification; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees rejected the bid as offered on November 17, 2020 by J. Macchione Landscape Construction, LLC and authorized the Board Secretary to re-advertise the request for Snow Removal Management bids a third time and to receive such bids on Tuesday, December 8, 2020 at 10:00 AM., by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Health and Safety Evaluation of School Buildings Checklist Statement of Assurance School Year 2020-2021:** 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 Health and Safety

Evaluation of School Buildings Checklist Statement of Assurance School Year 2020-2021, as attached, and authorized the Board Secretary to submit same to the Executive County Superintendent, Atlantic County Office, New Jersey Department of Education, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

23. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) Approval of ACCS Multi-Year Curriculum Revision Schedule (2020-2026):**
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 the ACCS Multi-Year Curriculum Revision Schedule (2020-2026), as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Approval of Clinical Practice – Students with Disabilities Placement Request and Agreement with Rowan University:** 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 and approved the Clinical Practice – Students with Disabilities Placement Request, and the related Agreement with Rowan University, effective January 19, 2021 through March 15, 2021, for Mina Marruso, Teacher, to obtain her Teacher of Students with Disabilities Graduate Endorsement, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Approval of Nominees for Governor’s Educator of the Year (GEOY) for the 2020-2021 School Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Rachel Riendeau, Middle School English Language Arts (ELA) Teacher, and Karen Solomon, Paraprofessional, as nominees for the GEOY 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
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King
Douglas B. Groff, Vice-President
Dr. Dominick Potena, President

Nays: None

POLICY/GOVERNANCE/OPERATIONS/MISCELLANEOUS: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Policy/ Governance/Operations/Miscellaneous Consent Agenda Items 24(b) through 24(f), as detailed below, by Roll Call Vote.

- (b) **Approval of Revised Policy 2464:** The Board of Trustees approved the revised Policy 2464 titled “Gifted and Talented Students”, for final read, as attached.
- (c) **Approval of Revised Policy 2622:** The Board of Trustees approved the revised Policy 2622, titled “Student Assessment”, for first read, as attached.
- (d) **Approval of Revised Policy 5320 and Regulation R 5320:** The Board of Trustees approved revised Policy 5320 and Regulation R 5320, titled “Immunization”, for first read, as attached.
- (e) **Approval of Revised Policy 5610 and Regulation R 5610:** The Board of Trustees approved the revised Policy 5610 titled “Suspension” and Regulation R 5610, titled “Suspension Procedures”, for first read, as attached.

- (f) **Approval of Revised Policy 5620:** The Board of Trustees approved the revised Policy 5620, titled “Expulsion”, for first read, as attached.

Roll Call Vote:

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

Nays: None

- (g) **Approval of School Safety and Security Plan Annual Review Statement of Assurance:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the School Safety and Security Plan Annual Review Statement of Assurance, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (h) **Approval of Initial Enrollment Period 2021-2022 School Year:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Initial Enrollment Period 2021-2022 school year, opening on November 30, 2020 and closing on February 26, 2021, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

25. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.

- (b) **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.
- (c) **Use of School Parking Lot by Elks of Galloway:** The Elks of Galloway used the parking lot at the school, 112 South New York Road, on October 7, October 24, and October 31, 2020 for overflow parking. Certificates of insurance were obtained and provided to the Board Secretary's office.
- (d) **Submission of District Statement of Assurance and Mentoring Statement of Assurance for School District Professional Development Programs:** The Principal/Lead has confirmed that the District Statement of Assurance and the Mentoring Statement of Assurance for School District Professional Development Programs has been submitted through NJ Homeroom, as required by the New Jersey Department of Education.
- (e) **Change in Enrollment:**

ADA Percentage: October 13, 2020 - November 12, 2020: 81.55%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		28	+2
1 st Grade		45	-1, +2
2 nd Grade		47	-1, +1
3 rd Grade		67	-1, +1
4 th Grade		51	-1
5 th Grade		34	
6 th Grade		37	-1
7 th Grade		25	
8 th Grade		21	
TOTAL		355	

26. **HIB Reports: None.**
27. **Public Comments: None.**
28. **Closed Session: None.**
29. **Return to Public Session: N/A**
30. **New/Old Business: None.**

The next Regular Board Meeting will be held on Thursday, December 17, 2020.
(Determination for virtual or in-person return still pending.)

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

Voice Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Matthew Heinle
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