



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Monday, November 25, 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. A moment of silence was held in memory of Micah "DJ Drew" Tennant, the ten year old son of Angela Tennant, an ACCS employee.

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
Douglas B. Groff, Vice-President
Linda A. Brand
Peter Damon Seltzer
Matthew Heinle

Absent: 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
William Zarrilli – Executive Vice-President & Chief Financial Officer, 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
Sharon Mauriello – Supervisor of Elementary Education, ACCS
Patricia O’Connell – Teacher, ACCS

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 October 24, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

Abstain: Douglas B. Groff

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 November 25, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

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

8. **Treasurer's Report – October 31, 2019:** The Board of Trustees accepted the Treasurer's Report for the month ending October 31, 2019, as attached.
9. **Budget Transfers 2019-2020 – October 31, 2019:** The Board of Trustees approved the Budget Transfers 2019-2020 for the month ending October 31, 2019, as attached.
10. **Budget vs. Actual Report 2019-2020 – October 31, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending October 31, 2019, as attached.
11. **Board Secretary's Report – October 31, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending October 31, 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
Douglas B. Groff
Dr. Dominick Potena

Nays: None

14. **Payment of Bills.** On a motion made by Douglas B. Groff 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, 2019 through October 31, 2019, totaling **\$560,900.74** 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 **\$287,607.92** 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
Douglas B. Groff
Dr. Dominick Potena

Nays: None

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

15. **Tuition Reimbursement:** 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 tuition reimbursement for Patricia O'Connell, Supervisor

of Elementary Education, in the amount of **\$1,000.00**, for a Supervisor Certification Program, as attached, by Roll Call Vote. Reimbursement is subject to the Board Secretary's confirmation of a grade of "B" or higher.

Roll Call Vote:

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

Nays: None

- 16. Attendance at the "TECHSPO '20" Annual Technology Conference:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the attendance of Edmund Cetrullo, Atlantic Community Charter School, and Craig Wigley, CSMI, LLC, at the "TECHSPO '20" Annual Technology Conference, to be held on January 30 and January 31, 2020 in Atlantic City, New Jersey, at a total cost of **\$1,144.00**, by Roll Call Vote. (CSMI, LLC will reimburse the school for the cost of Mr. Craig Wigley's attendance.)

Roll Call Vote:

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

Nays: None

- 17. Approval of Quote for Late Run Bus Aides:** Whereas, the Board of Trustees awarded the contract for Student Transportation Services (Late Run Buses) for the 2019-2020 school year to Integrity Transportation on September 26, 2019, pursuant to the specifications of Bid No. ACCS-LR1-1920, for an estimated total of **\$53,025.00**; now therefore resolved:

On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the quote from Integrity Transportation for three (3) late run bus aides under Route Number Q-LR1A-1920 (LR-1, LR-2, LR-3 Aides), for **\$40.00** per aide per day, for a total cost of **\$120.00** per day, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 18. Approval of Quote for Field Trip:** Whereas, 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** (not including transportation costs), and further authorized the Board Secretary to advertise for competitive transportation bids; now therefore resolved:

On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the quote for bus transportation for a field trip to King Pin Bowling Center on November 20, 2019, at a transportation cost of **\$1,200.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

19. 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 November 25, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

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

- (b) **Appointment of Staff:** 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 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
Douglas B. Groff
Dr. Dominick Potena
Nays: None

- (c) **Approval of After Care Program Appointments:** 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 approved the appointments of Denise Vincent and Cynthia Verderber as After Care Aides, 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
Douglas B. Groff
Dr. Dominick Potena

Nays: None

- (d) **Resignations:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, 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
Jesse Morvay	Teacher (Middle School) – Science/Social Studies	November 4, 2019
Stacey Russak	Teacher – Kindergarten	November 29, 2019

Roll Call Vote:

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

Nays: None

20. BUILDINGS AND GROUNDS:

- (a) **Confirmation, Approval and Ratification of Earth Tech Contracting, Inc. Service Agreement:** Whereas, the Board of Trustees tabled the resolution to confirm, approve and ratify the Service Agreement between Earth Tech Contracting, Inc. and Atlantic Community Charter School during the Board of Trustees meeting held on April 30, 2019, pending revisions requested by the Board's attorney; now therefore resolved:

On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified the revised Service Agreement between Earth Tech Contracting, Inc. and Atlantic Community Charter School, in the amount of **\$1,476.00** per month, from April 1, 2019 to June 30, 2022, as attached, by Roll Call Vote.

Roll Call Vote:

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

21. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved Curriculum and Regular/Special Education Consent Agenda Items 21(a) and 21(b), as detailed below, by Roll Call Vote.

- (a) **Approval of Homebound Instruction and Appointment of Homebound Instructor:** The Board of Trustees approved homebound instruction for Student ID# 150129 (6th Grade) due to physical aggression towards staff, effective November 11, 2019 for ten (10) hours per week, and appointed Jessica Dreager as the homebound instructor, at the rate of **\$30.00** per hour, to conclude pending the decision made at the manifestation determination meeting and/or alternative placement.
- (b) **Approval of Homebound Instruction and Appointment of Homebound Instructor:** The Board of Trustees approved homebound instruction for Student ID# 180090 (6th Grade) due to terroristic threats towards staff, effective November 18, 2019, and appointed Shammara Martin as the homebound instructor for Student ID# 180090, and for Student ID# 180092 (whose homebound instruction was approved at the Board of Trustees meeting held on October 24, 2019, but instruction with private agency never began), at the rate of **\$30.00** per hour, for a total of ten (10) hours per week (students are siblings and instruction will be simultaneous), to conclude pending the outcome of psychiatric evaluation(s) and Child Study Team (CST) evaluation(s), and/or admittance into an Outpatient Behavioral Program.

Roll Call Vote:

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

- (c) **Approval of Agreements with Atlantic Cape Community College for Saturday Test Prep Program:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Agreements with Atlantic Cape Community College, as attached, for facility usage for a Saturday Test Prep Program and related Parent-Teacher Organization (PTO) meetings, and authorized the Board Secretary to execute the documents, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Approval of Stockton University Placement Requests:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the placement requests for Stockton University pre-student teaching candidates, as set forth on the attached, to participate in Clinical Practice (CP) 1/Introductory Fieldwork at the Atlantic Community Charter School, consisting of eighty (80) hours of observation in the annotated classroom levels, as needed, from January 21, 2020 to May 1, 2020, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

22. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **New Student Initial Enrollment Period for the 2019-2020 School Year:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees established the new student initial enrollment period for the 2020-2021 school year, to open on November 18, 2019, and conclude on February 21, 2020, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Final 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 final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **First Reading of Revised Policy 5337:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised Policy 5337, titled “Service Animals”, for first reading, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Peter Damon Seltzer
Matthew Heinle
Douglas B. Groff
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 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) **Audit Filing:** The New Jersey Department of Education (NJDOE) released the Governmental Accounting Standards Board Statement No. 75 (GASB No. 75) data on November 7, 2019. Problems with the data have been noted by the school’s auditing firm, Bowman & Company, LLP, as well as by other firms across the State. Once these issues are resolved, work on the Comprehensive Annual Financial Report (CAFR) will begin. N.J.S.A. 18A:23-1 et seq. requires that the CAFR be filed with the NJDOE no later than December 5, 2019. The NJDOE has informed the school that given the challenges presented in complying with GASB No. 75, submission of the CAFR on or before Monday, December 23, 2019, will not result in any adverse findings by NJDOE including (a) penalizing the school for purposes of the Quality Single Accountability Continuum and (b) considering a school district to have violated N.J.S.A. 18A:7A-55 a (8) late audit submission as a factor in the appointment of a State monitor.

(d) **Change in Enrollment:**

ADA Percentage from October 16, 2019 – November 18, 2019 = 93.02%			
District	By	# of Students	Transferred Out/In
Kindergarten		50	-1/+1
1 st Grade		48	-1/+3
2 nd Grade		67	+1
3 rd Grade		57	-2
4 th Grade		37	
5 th Grade		42	
6 th Grade		27	-1
7 th Grade		24	
8 th Grade		19	
TOTAL		371	

24. **HIB Reports:** Three reports: November 7, November 14, and November 18, 2019.

25. **New/Old Business:**

- (a) **Award of Bid for Replacement Bus Route (Bid No. ACCS3-1920):** Whereas, specifications were developed and an advertisement was published requesting bids for a Replacement Bus Route, Bid No. ACCS3-1920, for the 2019-2020 school year, and bids were received, opened and publicly read aloud by the Pro-Tem Board Secretary on Tuesday, November 19, 2019 at 10:30 AM as follows:

Integrity Transportation

Bid Amount: **\$300** per day (plus **\$80.00** per day for Aide)

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees awarded Bid No. ACCS3-1920 to Integrity Transportation in the amount of **\$380.00** per day (**\$300.00** plus **\$80.00** daily for an Aide), as set forth on the attached, and further resolved that the Board President and Board Secretary are authorized to execute the appropriate contracts, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Award of Bid for Field Trips (Bid No. ACCS-T1-1920):** Whereas, specifications were developed and an advertisement was published requesting bids for Field Trips, Bid No. ACCS-T1-1920, for the 2019-2020 school year, and bids were received, opened and publicly read aloud by the Pro-Tem Board Secretary on Tuesday, November 19, 2019 at 11:00 AM as follows:

James Transportation (Ten field trips) Bid Amount: **\$8,875.00**

Now therefore resolved: On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees awarded Bid No. ACCS-T1-1920 to James Transportation in the amount of **\$8,875.00**, as set forth on the attached, and further resolved that the Board President and Board Secretary are authorized to execute the appropriate contracts, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) Approval of Agreement with Paychex Payroll Services:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Agreement between Paychex Payroll Services and Atlantic Community Charter School, effective January 1, 2020, at a total annual cost of **\$12,438.96**, as attached, by Roll Call Vote. (Paychex will provide multiple enhanced services, including integrated time and attendance, and will eliminate timesheets and manual calculations.)

Roll Call Vote:

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

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 Nicole Sammartino, First Grade Teacher, effective January 19, 2020, as attached, by Roll Call Vote. (The effective date may be sooner, if a suitable replacement is found.)

Roll Call Vote:

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

Nays: None

- (e) **Approval of Homebound Instruction and Appointment of Homebound Instructor:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved homebound instruction for Student ID# 170189 (4th Grade) as a result of a HIB investigation remedial measures, effective on or around November 20, 2019 for ten (10) hours per week, and appointed Teresa Moody-Butler as the homebound instructor, at the rate of **\$30.00** per hour, to conclude pending the outcome of a psychiatric evaluations, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

26. **Public Comments: None.**

27. **Closed Session:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved going into Closed Session at 4:25 PM, to discuss matters deemed confidential, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

28. **Return to Public Session: 4:28 PM.**

29. **Resolution to Affirm Consequences of HIB Case 001-2020-ACCS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees affirmed the Principal/Lead's determination of consequences for HIB Case 001-2020-ACCS of November 7, 2019, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

30. **Resolution to Affirm Consequences of HIB Case 002-2020-ACCS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees affirmed the Principal/Lead's determination of consequences for HIB Case 002-2020-ACCS of November 14, 2019, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

31. **Resolution to Affirm Consequences of HIB Case 003-2020-ACCS:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees affirmed the Principal/Lead's determination of consequences for HIB Case 003-2020-ACCS of November 18, 2019, by Roll Call Vote .

Roll Call Vote:

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

Nays: None

The next Regular Board Meeting will be held on Thursday, December 19, 2019.

32. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:35 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,

A handwritten signature in black ink, reading "Joseph Cappello". The signature is written in a cursive style with a large initial "J" and a distinct "C" for "Cappello".

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