



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, December 17, 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
Marlene D. Frayne
Peter Damon Seltzer
Dr. Kenneth King

Absent: Matthew Heinle

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
Craig Wigley – Vice-President of Academics and Curriculum, CSMI, LLC
Michael J. Coskey, Esquire – Attorney for CSMI, LLC
Edmund Cetrullo – Principal/Lead, ACCS
Linda O'Donnell – Vice-Principal, ACCS
Steve DiMatteo – Director of Special Education, ACCS

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 November 24, 2020, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

- 7. Principal/Lead Report:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Principal/Lead Report dated December 7, 2020, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

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

8. **Treasurer's Report – November 30, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending November 30, 2020, as attached.
9. **Budget Transfers 2020-2021 – November 30, 2020:** There were no budget transfers for the month ending November 30, 2020.
10. **Budget vs. Actual Report 2020-2021 – November 30, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending November 30, 2020, as attached.
11. **Board Secretary's Report – November 30, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending November 30, 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
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 Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the payment of bills on the attached list, for the period of November 1, 2020 through November 30, 2020, totaling **\$258,316.12** 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 **\$289,486.42** 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
 Dr. Kenneth King
 Douglas B. Groff, Vice-President
 Dr. Dominick Potena, President

Nays: None

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

***Note: Matthew Heinle, Board Member, entered the meeting at 4:08 PM.**

- 15. Confirmation, Approval and Ratification of Paychex ESR Services Addendum:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the Paychex ESR Services Addendum, effective November 16, 2020, to provide the required 1094/1095 forms at a cost of **\$2,000.00** for a one-time set-up fee and a monthly administrative fee of **\$170.00**, as attached, by Roll Call Vote.

(The Paychex ESR Services Addendum is supplemental to the Paychex Payroll Agreement approved on November 19, 2019 and will remain in effect concurrent with the Paychex Payroll Agreement, which is open-ended until cancellation.)

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 Professional Development Reimbursement:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved a professional development reimbursement for the following staff member, upon successful completion of stated coursework, as detailed below and as attached, by Roll Call Vote.

Employee	Professional Development	Reimbursement Amount
Eleana Benedict, Teacher	Two Part Workshop: "Hook'em Early Via Song and Story" and "Creating Opportunities for Meaningful and Purposeful Language Use with Content Based Instruction"	\$45.00

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

17. 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 December 17, 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 individuals to the positions, terms, and salaries 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) Resignations:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignations of Jessica Garman, Kindergarten Teacher, effective December 14, 2020, and Lisa Pikunas, Special Education Self-Contained Teacher, effective December 22, 2020 (date determined by the Principal/Lead), 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

18. BUILDINGS AND GROUNDS:

- (a) Award of Snow Removal Management Bid:** Whereas, 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; and

Whereas, the bid from J. Macchione Landscape Construction, LLC was opened and publicly read aloud by the Pro-Tem Board Secretary on December 8, 2020 at 10:00 AM for Snow Removal Management for the 2020-2021 school year; and

Whereas, there were no other bidders; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees awarded the Snow Removal Management bid to J. Macchione Landscape Construction, LLC for the 2020-2021 school year, at a total combined hourly rate of **\$505.00**, as set forth on the attached Bid Proposal/Pricing Form and Snow Removal Management Contract, and authorized the Board Secretary and Board President to execute said contract, 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

19. CURRICULUM AND REGULAR/SPECIAL EDUCATION: None.

- 20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Policy/ Governance/Operations/Miscellaneous Consent Agenda Items 20(a) through 20(g), as detailed below, by Roll Call Vote.

- (a) Approval of Revised Policy 2270:** The Board of Trustees approved the revised Policy 2270 titled “Religion in the Schools”, for first read, as attached.

- (b) **Approval of Revised Policy 2622:** The Board of Trustees approved the revised Policy 2622, titled “Student Assessment”, for final read, as attached.
- (c) **Approval of Revised Policy 5320 and Regulation R 5320:** The Board of Trustees approved revised Policy 5320 and Regulation R 5320, titled “Immunization”, for final read, as attached.
- (d) **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 final read, as attached.
- (e) **Approval of Revised Policy 5620:** The Board of Trustees approved the revised Policy 5620, titled “Expulsion”, for final read, as attached.
- (f) **Approval of Revised Policy 7440 and Regulation R 7440:** The Board of Trustees approved the revised Policy 7440 and Regulation R 7440, titled “School District Security”, for first read, as attached.
- (g) **Approval of Revised Policy 8420:** The Board of Trustees approved the revised Policy 8420, titled “Emergency and Crisis Situations”, 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

- (h) **Approval of Bylaw 0164.6:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees suspended Bylaw 0131, which requires two readings to adopt a Bylaw or Policy, and approved Bylaw 0164.6, titled “Remote Public Board Meetings During a Declared Emergency”, as attached, with one reading, to be in compliance with the new emergency regulations regarding remote meetings held during a Governor-declared emergency, N.J.A.C. 5:39-1.1 through 1.7, promulgated by the Department of Community Affairs, 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

- (i) **Approval of Memorandum of Understanding (MOU):** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the MOU between Atlantic Community Charter School and the Galloway Township Police Department for the 2020-2021 school year, approved and signed as attached, with the complete, original document on file in the Board Secretary's office and the Principal/Lead's office, 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

- (j) **Approval of Resolution Regarding the Authority for Principal/Lead Person Edmund Cetrullo, Jr. to Provide Assistance to Galloway Education, LLC in Connection with Litigation Affecting the School Property**

Whereas, Galloway Education, LLC, the landlord of the school's building, is a party to a litigation involving the Township of Galloway captioned Galloway Education, LLC v. Galloway Township, Tax Court of New Jersey, Docket No. 005-841-2020, and requires the Principal/Lead Person, Edmund Cetrullo, Jr., to provide any assistance reasonably requested from Galloway Education, LLC, subject to approval of the Board Solicitor; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Atlantic Community Charter School Board of Trustees finds, declares and certifies that Edmund Cetrullo, Jr., Principal/Lead Person, is authorized to provide any assistance reasonably requested from Galloway Education, LLC, subject to the approval of the Board Solicitor, with regard to Galloway Education, LLC v. Galloway Township, Tax Court of New Jersey, Docket No. 005-841-2020, 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. Informational Items:

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

- (b) **Report to Board on November 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) **Affirmative Action Officer:** Janice Lynch, a Human Resources Manager employed by CSMI, LLC, will be the Affirmative Action Officer for ACCS for the remaining 2020-2021 school year.
- (d) **Change in Enrollment:**

ADA Percentage: November 13, 2020 – December 7, 2020: 81.58%		
District By Grade	# of Students	Transferred Out/In
Kindergarten	27	-1
1 st Grade	45	
2 nd Grade	47	
3 rd Grade	67	
4 th Grade	51	
5 th Grade	34	
6 th Grade	37	
7 th Grade	25	
8 th Grade	21	
TOTAL	354	

22. **HIB Reports: None.**
23. **Public Comments: None.**
24. **Closed Session: None.**
25. **Return to Public Session: N/A**
26. **New/Old Business: None.**

The next Regular Board Meeting will be held on Thursday, January 21, 2021. Note: Board Meetings scheduled for January 2021 through April 2021 will continue to be virtual meetings.

27. **Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:29 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,

A handwritten signature in black ink, appearing to be 'Donella Edwards', with a stylized flourish extending to the right.

**Donella Edwards, Board Secretary
Atlantic Community Charter School**