



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, December 19, 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.

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
Marlene D. Frayne
Peter Damon Seltzer

Absent: Matthew Heinle

Also Present: Melindo A. Persi – Pro-Tem Board Secretary
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
Michael J. Coskey, Esquire - Attorney for CSMI, LLC
Edmund Cetrullo - Principal/Lead, ACCS
Steve DiMatteo – Director of Special 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 November 25, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

7. **Principal/Lead’s Report:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead’s Report dated December 19, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

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

8. **Treasurer’s Report – November 30, 2019:** The Board of Trustees accepted the Treasurer’s Report for the month ending November 30, 2019, as attached.

9. **Budget Transfers 2019-2020 – November 30, 2019:** The Board of Trustees approved the Budget Transfers 2019-2020 for the month ending November 30, 2019, as attached.
10. **Budget vs. Actual Report 2019-2020 – November 30, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending November 30, 2019, as attached.
11. **Board Secretary's Report – November 30, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending November 30, 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
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena

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 November 1, 2019 through November 30, 2019, totaling **\$176,486.40** 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 **\$421,273.34** 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
Douglas B. Groff
Dr. Dominick Potena

Nays: None

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

15. **Acceptance of Annual Audit:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Annual Audit conducted by Bowman and Company LLP for the fiscal year 2018-2019, as detailed on the attached, and as on file in the Office of the Board Secretary, and further approved that the Annual Audit Report be filed with the New Jersey Department of Education, as required, by Roll Call Vote.

(The Summary of Audit Report is available for public review, upon request.)

Roll Call Vote:

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

Nays: None

16. **Approval of Perfect Attendance Incentive Trip:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved a Perfect Attendance Incentive Trip for the 2nd marking period, for 100 students, to visit Young's Skating Rink, located in Mays Landing, New Jersey, on February 14, 2020, from 11:00 AM to 1:00 PM, at an estimated cost of **\$695.00**, plus transportation costs, which are not included, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

17. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Position Control Table as of December 19, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Confirmation, Approval and Ratification of Bus Aide Appointment:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the appointment of Taylor Corbitt, as a Bus Aide, effective December 9, 2019 through June 26, 2020, as assigned, at the rate of **\$14.83** per hour, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena
Nays: None

- (c) **Appointment of Staff for After School Tutoring/Activities:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the appointments of Iesha Hogans and Jasmine Seney, as Advisors for the Black History Month Celebration, as part of After School Tutoring/Activities, effective January 2, 2020 through April 30, 2020, as assigned, at the rate of **\$30.00** per hour, by Roll Call Vote. (Both employees are certified Substitute Teachers.)

Roll Call Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena
Nays: None

- (d) **Additional Appointment for After School Tutoring/Activities:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of Patricia O'Connell, as Supervisor of Elementary Education, for After School Tutoring/Activities, effective January 2, 2020 through April 30, 2020, as assigned, at the rate of **\$30.00** per hour, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena
Nays: None

- (e) **Approval of Job Description for Parent Coordinator:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the job description for a Parent Coordinator, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena
Nays: None

18. BUILDINGS AND GROUNDS:

- (a) **Confirmation, Approval and Ratification of Facilities Management Agreement:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified the Facilities Management Agreement between TFB Property Management, LLC and Atlantic Community Charter School, effective July 1, 2019 through June 30, 2020, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena
Nays: None

19. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Approval of Estimates from Atlantic Cape Community College for Saturday Test Prep Program and Parent Teacher Organization (PTO) Meetings:** Whereas, the Board of Trustees approved the facility usage agreements with Atlantic Cape Community College for a Saturday Test Prep Program and related PTO meetings on November 25, 2019, and authorized the Board Secretary to execute the documents, subject to review by the Board's attorney; and

Now, therefore resolved: On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the cost estimate of **\$25,984.00** for the Saturday Test Prep Program, and the cost estimate of **\$600.00** for PTO meetings, as set forth on the attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Master Collaborative Educational Services Agreement:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Master Collaborative Educational Services Agreement between the Educational Services Commission of New Jersey and Atlantic Community Charter School, effective November 25, 2019 through June 30, 2020, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Mentoring Fee Reimbursement:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved a total mentoring fee reimbursement in the amount of **\$3,350.00** (to be paid out over (2) years), with an **\$850.00** reimbursement requested at this time, to Steve DiMatteo, Director of Special Education, for initial registration with the State of New Jersey for a required two (2) year mentoring program, by Roll Call Vote.

(Mr. DiMatteo agrees to commit to ACCS employment for two (2) calendar years beyond the mentoring end date, to show good faith on the reimbursement of fees. Mr. DiMatteo will submit proof of payment for reimbursement of the initial **\$850.00** fee, as well as for subsequent fees, and agrees to pay back any monies reimbursed if he leaves his position before completion of the two (2) year mentoring program, or the entire cost of the program if he leaves before satisfying his two (2) year commitment beyond the end date of his mentoring.)

Roll Call Vote:

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

Nays: None

- (d) **Approval of Stockton University Placement Request:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the placement request for a Stockton University student candidate, as set forth on the attached, to participate in a Student Teaching/Final Clinical Practice for the Spring 2020 Semester at the Atlantic Community Charter School, in the annotated classroom levels, as needed, from January 2, 2020 to April 17, 2020, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Final Reading of Revised Policy 5337:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 5337, titled “Service Animals”, for final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Statement of Assurance for the Health and Safety Evaluation of School Buildings Checklist:** 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 Statement of Assurance for the Health and Safety Evaluation of School Buildings Checklist for the 2019-2020 school year, 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
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena

Nays: None

- (c) **Approval of Annual Charter/Renaissance School Fiscal Questionnaire:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Annual Charter/Renaissance School Fiscal Questionnaire for the 2019-2020 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: Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena

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) **Egg Harbor Township Schools Letter dated December 6, 2019 regarding the Atlantic County Institute of Technology (ACIT)**

(d) **Change in Enrollment:**

ADA Percentage from November 19, 2019 – December 9, 2019 = 93.52%			
District	By	# of Students	Transferred Out/In
Kindergarten		47	-3
1 st Grade		48	0
2 nd Grade		67	0
3 rd Grade		57	0
4 th Grade		36	-1
5 th Grade		42	0
6 th Grade		27	0
7 th Grade		23	-1
8 th Grade		19	0
TOTAL		366	

22. **HIB Reports:** None.

23. **New/Old Business:**

- (a) **Appointment of Staff:** 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 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
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena

Nays: None

- (b) **Approval of Stockton University Placement Request:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the placement request for a Stockton University pre-student candidate, 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 a 5th grade classroom, as needed, from January 21, 2020 to May 1, 2020, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved homebound instruction for Student ID# 200021 (Kindergarten), effective January 2, 2020 for ten (10) hours per week, with the homebound instructor to be determined, at the rate of **\$30.00** per hour, to conclude pending the outcome of a Child Study Team (CST) evaluation, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Approval of Replacement Board Secretary:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Donella Edwards, School Business Administrator, in an additional assignment as the Board Secretary, replacing Dr. Joseph Cappello, pursuant to the terms and conditions included in the Agreement between MAP Educational Consultants, LLC and the Atlantic Community Charter School, effective February 1, 2020, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. **Public Comments:** Ms. Letanya Gregory addressed the Board at 4:20 PM regarding her child, and Dr. Potena advised her concerns would be reviewed. Public comments ended at 4:29 PM.
25. **Closed Session:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved going into Closed Session at 4:30 PM, to discuss pending litigation, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

26. Return to Public Session: 4:35 PM.

- 27. Approval of Compensatory Education:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the agreement for compensatory education, consisting of twelve (12) hours of tutoring, in connection with a Due Process Petition filed in the matter of D.J. o/b/o E.R. v. Atlantic Community Charter School, which said matter has been settled and therefore the Board has approved the settlement, and directs and authorizes the Board President and Board Secretary to execute the Settlement Agreement to be prepared by the Board Attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

***The next Regular Board Meeting will be held on Wednesday, January 22, 2020. (A change to the meeting date was made.)**

- 28. Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Douglas B. Groff, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:36 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



**Melinda A. Persi, Pro-Tem Board Secretary
Atlantic Community Charter School**