



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Thursday, December 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
Matthew Heinle
Peter Damon Seltzer

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
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 November 20, 2018, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

- 7. Principal/Lead's Report:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead's Report dated December 20, 2018, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

FINANCE: On a motion made by Linda A. Brand 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 – November 30, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending November 30, 2018, as attached.

9. **Budget Transfers 2018-2019 – November 30, 2018:** The Board of Trustees approved the budget transfers for the month ending November 30, 2018, as attached.
10. **Budget vs. Actual Report 2018-2019 – November 30, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending November 30, 2018, as attached.
11. **Board Secretary's Report – November 30, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending November 30, 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
Matthew Heinle
Peter Damon Seltzer

Nays: None

14. **Payment of Bills.** On a motion made by Matthew Heinle 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, 2018 through November 30, 2018, totaling **\$254,149.94** 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 **\$369,107.89** 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
Matthew Heinle

Nays: None

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

15. **Approval of Instructional Strategist Program:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the Instructional Strategist Program, as attached, at a cost not to exceed **\$45,500.00**, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 16. Disposal of Surplus IT Items:** Whereas the Board of Trustees approved the disposition of 240 iPads and 10 Bretford iPad Carts as surplus IT items no longer required for school purposes on August 23, 2018, and authorized the administration to transfer the materials to Coreteck Enterprises, LLC, for a total estimated amount of **\$9,710.00**; now therefore resolved:

On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved that the total number of iPads and Bretford iPad Carts that were disposed of were 236 and 10, respectively, for an actual amount of **\$7,095.00**, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

17. HUMAN RESOURCES:

- (a) Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the Position Control Table as of December 20, 2018, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Appointment of Staff:** On a motion made by Linda A. Brand 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 2018-2019 school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Acceptance of Resignations:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the resignations of the following staff members, as listed below and as attached, by Roll Call Vote:

Employee	Position	Effective Date
Andria Palmer	Second Grade Teacher	December 15, 2018
Kaitlyn Lazaro	Third Grade Teacher	December 20, 2018

Roll Call Vote:

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

Nays: None

- (d) **Confirmation, Approval and Ratification of Prior Resignations:** Whereas the Board of Trustees had not been provided with information concerning certain prior resignations; now therefore resolved:

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved and ratified the resignations of the following staff members, as listed below, by Roll Call Vote:

Employee	Position	Effective Date
Tia Tilton (Allen)	Substitute Teacher	August 29, 2018
Amerjeet Kaur	Afterschool Aide	October 5, 2018
Angelica Brown	Substitute Teacher	October 19, 2018
Kimberly Schwartz	Substitute Teacher	November 2, 2018
Priscilla Williams	Substitute Teacher	November 16, 2018

Roll Call Vote:

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

Nays: None

- (e) **Appointment of Additional Responsibilities/Positions:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of the following persons to the additional responsibilities/positions, as listed below for the 2018-2019 school year, without additional compensation, by Roll Call Vote:

Additional Responsibility/Position	Name/Job Title
Affirmative Action Officer	Taylor Cowan – HR Administrator, CSMI, LLC
District Anti-Bullying Coordinator	Steve DiMatteo – Director of Special Services, ACCS
Certifying Pension Officer	Virginia Magnus – State Aid Coordinator, CSMI, LLC
State Testing Coordinator for District	Edmund Cetrullo – Principal/Lead, ACCS
No Child Left Behind (NCLB) Coordinator	Edmund Cetrullo – Principal/Lead, ACCS
Bilingual/ESL/ELS Programs	Steve DiMatteo – Director of Special Services, ACCS
District Educational Stability Liaison	Steve DiMatteo – Director of Special Services, ACCS
Data Coordinator	Dr. Dan Weinles – VP of Assessment, Research and Evaluation, CSMI, LLC

Roll Call Vote:

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

Nays: None

18. BUILDINGS AND GROUNDS: None.

19. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Saturday PARCC Program Proposal:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the Saturday PARCC Program Proposal, effective March 2, 2019, in an amount not to exceed \$42,337.00, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Final Reading of Regulation 7510:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees approved Regulation 7510, for final reading, titled “Use of School Facilities”, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Final Reading of Policy 5512:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved Policy 5512, for final reading, titled “Harassment, Intimidation and Bullying”, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Dissolution of Before Care Program:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead, and approved the dissolution of the Before Care Program, due to lack of participation, effective November 30, 2018, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Eighth Grade Graduation Exercises:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead, and approved the Eighth Grade Graduation Exercises, at a cost not to exceed **\$3,811.75**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Attendance at Harassment, Intimidation and Bullying (HIB) Certification Workshop:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the attendance of Steve DiMatteo (District Anti-Bullying Coordinator) and Sharon Mauriello (Anti-Bullying Specialist) at the “HIB Certification for New Jersey School Safety/Climate Team Members” workshop in Voorhees, New Jersey on January 18, 2019, at no associated cost, by Roll Call Vote:

Roll Call Vote:

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

Nays: None

21. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Line of Credit Activity:** As of November 30, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **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.
- (d) **Bowman & Company LLP Letter:** Bowman and Company LLP letter dated December 12, 2018 regarding AudSum Submission for FY 2018 and Implementation of GASB Statement No. 75, “Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions”
- (e) **Change in Enrollment:**

ADA Percentage from November 8, 2018 – December 10, 2018 = 94.61%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		49	-2/+1
1 st Grade		77	+3
2 nd Grade		74	-1/+1
3 rd Grade		45	+1
4 th Grade		52	
5 th Grade		29	-1
6 th Grade		27	-1
7 th Grade		20	
8 th Grade		15	
TOTAL		388	

22. HIB Reports: None.

23. Closed Session: None.

24. Return to Public Session: N/A

25. New/Old Business:

- (a) **Appointment of Special Education Substitute Teacher:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and appointed Christine Garry to the position, term and pay rate, as set forth on the attached (current assignment from January 2, 2019 to January 29, 2019, twenty days), by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **First Reading of Revised Bylaws 0141:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the revised Bylaws 0141, for first reading, titled "Board Member Number and Term", as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Instructional Strategist Job Description:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the job description for an Instructional Strategist, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Appointment of Instructional Strategists:** 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 appointed the individuals to the positions, terms and pay rates, as set forth on the attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Modification to In-School Suspension (ISS) Room:** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees accepted the TFB Property Management, LLC proposal to make modifications to the ISS Room, as approved for a “Change of Use” by the Executive County Superintendent of Atlantic County Schools, at a cost not to exceed **\$4,000.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

26. **Public Comments: None.**

***The next meeting will be held on Wednesday, January 23, 2019.**

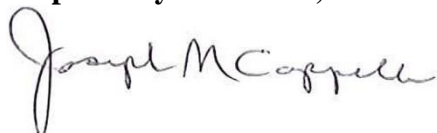
27. **Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Dr. Dominick Potena, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:35 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



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