



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, February 18, 2021** **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
Dr. Kenneth King

Absent: Marlene D. Frayne
Peter Damon Seltzer

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
Craig Wigley – Vice-President of Academics and Curriculum, CSMI, LLC
Bob Parsons, ACCS Technology Director, 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

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 January 21, 2021, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

7. Principal/Lead Report: On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees accepted the Principal/Lead Report dated February 8, 2021, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

FINANCE: On a motion made by Dr. Kenneth King 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 – January 31, 2021:** The Board of Trustees accepted the Treasurer's Report for the month ending January 31, 2021, as attached.
9. **Budget Transfers 2020-2021 – January 31, 2021:** The Board of Trustees approved the Budget Transfers 2020-2021, as attached.
10. **Budget vs. Actual Report 2020-2021 – January 31, 2021:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending January 31, 2021, as attached.
11. **Board Secretary's Report – January 31, 2021:** The Board of Trustees accepted the Board Secretary's Report for the month ending January 31, 2021, 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
Matthew Heinle
Dr. Kenneth King
Douglas B. Groff, Vice-President
Dr. Dominick Potena, President

Nays: None

14. **Payment of Bills.** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved the payment of bills on the attached list, for the period of January 1, 2021 through January 31, 2021, totaling **\$273,002.86** 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 **\$293,158.37** 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
Dr. Kenneth King
Douglas B. Groff, Vice-President
Dr. Dominick Potena, Board President

Nays: None

- 15. Approval of Professional Development Reimbursement:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved a professional development reimbursement of **\$32.00** for Andrea Nestman, Music Teacher, upon proof of attendance at the New Jersey Music Educator's Association Virtual Conference being held on February 18-20, 2021, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 16. Approval of Tuition Reimbursements:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved tuition reimbursements in the amount of **\$2,000.00** each for the following staff, upon successful completion of continuing education courses, as detailed below and as attached, by Roll Call Vote.

Staff Member	Position	Course
Mina Marruso	Special Education (SPED) Teacher	"Clinical Practice with Students with Disabilities"
Teresa Moody-Butler	SPED Teacher	"Social Cognition"
Dorothy Sheehan	4 th Grade Teacher	"Curriculum Planning, Accommodations and Modifications for Students with Disabilities"

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

Roll Call Vote:

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

Nays: None

- 17. Acceptance of Annual Audit:** Whereas Bowman & Company LLP's letter dated October 16, 2020 advised that completion of the annual audit would be delayed due to a delay by the State of New Jersey in issuing the information required for compliance; and

Now therefore resolved: On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees accepted the Annual Audit conducted by Bowman & Company LLP for the fiscal year 2019-2020, as detailed on the attached and on file in the Office of the Board Secretary, and further resolved that the Annual Audit Report be filed with the New Jersey Department of Education, as required, by Roll Call Vote.

(The Synopsis of Audit Report is available for public review, pursuant to Code requirements.)

Roll Call Vote:

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

Nays: None

- 18. Approval of Lease of Canon Copier:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the lease of a Canon Copier from Docutrend, as set forth on the attached Document Technology Proposal (New Jersey State Contract # A40462/G-2075) dated February 10, 2021, for a 48-month lease effective March 2021 through January 2025, at a cost of **\$442.15** per month, by Roll Call Vote.

(Note: A Purchase Order will be issued in February 2021, but the lease will not commence until copier delivery, which is expected in March 2021.)

Roll Call Vote:

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

Nays: None

19. HUMAN RESOURCES:

- (a) **Position Control Table:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees accepted the Position Control Table as of February 18, 2021, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Revised Offer Letter:** Whereas Rachel Cohen was approved for hire as a Substitute Teacher on January 21, 2021 for a term beginning January 22, 2021 through June 30, 2021; and whereas there was a subsequent delay in her available start date; and

Now, therefore resolved: On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved a revised Offer Letter for Rachel Cohen for a term beginning February 10, 2021 through June 30, 2021, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Appointment of Special Counsel:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees appointed Susan Hodges, Esquire of Parker McCay as Special Counsel to handle an employment issue, pursuant to the attached Agreement for Legal Services, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

20. BUILDINGS AND GROUNDS: None.

21. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Approval of Special Education Medicaid Initiative (SEMI) Action Plan:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the SEMI Action Plan dated February 5, 2021, prepared by the school's Director of Special Education, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

22. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Policy/Governance/Operations/Miscellaneous Consent Agenda Items 22(a) and 22(b), as detailed below, by Roll Call Vote.

- (a) **Approval of New Policy 5330.05 and Regulation R 5330.05:** The Board of Trustees approved the new Policy 5330.05 and Regulation R 5330.05, titled "Seizure Action Plan", for final read, as attached.
- (b) **Approval of Revised Policy 1648:** The Board of Trustees approved the revised Policy 1648, titled "Restart and Recovery Plan, for first read, as attached.

Roll Call Vote:

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

Nays: None

POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved the Policy/Governance/Operations/Miscellaneous Consent Agenda Items 22(c) and 22(d), as detailed below, Roll Call Vote.

- (c) **Approval of Revised School Calendar 2020-2021:** The Board of Trustees approved the revised school calendar for the 2020-2021 school year, as attached.

(The school calendar is being revised due to closure for inclement weather on February 1-2, 2021.)

- (d) **Approval of Total Virtual Learning as a Result of Inclement Weather:** The Board of Trustees authorized the Principal/Lead to offer Total Virtual Learning for all students on those days when there is inclement weather, and further resolved

that the Principal/Lead will report such action to the Board Secretary's office on a reoccurring basis, and that record of such action will be maintained at the school office in keeping with the approved practices of the School Register of Attendance.

Roll Call Vote:

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

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 January 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) **Change in Enrollment:**

ADA Percentage: January 12, 2021 – February 5, 2021: 84.63%		
District By Grade	# of Students	Transferred Out/In
Kindergarten	26	
1 st Grade	46	
2 nd Grade	47	-1
3 rd Grade	67	
4 th Grade	51	
5 th Grade	34	
6 th Grade	38	
7 th Grade	25	
8 th Grade	21	
TOTAL	355	

24. HIB Reports: None.

25. Public Comments: None.

26. **Closed Session:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved going into Closed Session at 4:25 PM to discuss an employment issue, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

27. **Return to Public Session:** 4:38 PM.

28. **New/Old Business:**

- (a) **Approval of Termination of Employment:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees approved a termination of employment for Angela Tennant, Paraprofessional, effective immediately, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Dr. Kenneth King
Douglas B. Groff, Vice-President
Dr. Dominick Potena, Vice-President

Nays: Matthew Heinle

- (b) **Approval of Heating, Ventilation and Air Conditioning (HVAC) Preventive Maintenance Agreement:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees approved the HVAC Preventive Maintenance Agreement # 221-3368 between Atlantic Community Charter School and ModernControls, effective March 1, 2021 at an annual cost of **\$5,520.00**, payable in two installments of **\$2,760.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Confirmation, Approval and Ratification of Teacher Leave Request:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees confirmed, approved and ratified Emergency Paid Sick Leave (EPSL) for Theresa Lustenberger, Teacher (Math Grades 6-8) effective January 19, 2021 through February 2, 2021, personal sick leave effective February 3, 2021 through February 11, 2021, and both personal leave and Family and Medical Leave Act

(FMLA) effective February 12, 2021, with a return date on or before May 12, 2021, pending receipt of further documentation, as attached, by Roll Call Vote.

(The Human Resources (HR) Manager has advised that this staff member was still within the allowed fifteen (15) days for complete documentation submission for FMLA; therefore, the HR Manager and Principal/Lead will sign the attached once full documentation is received.)

Roll Call Vote:

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

Nays: None

- (d) Confirmation, Approval and Ratification of Paraprofessional Leave Request:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees confirmed, approved and ratified FMLA for Iesha Hogans, Paraprofessional, effective January 23, 2021 with a return date on or about March 29, 2021, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) Confirmation, Approval and Ratification of Change of Assignments:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees confirmed, approved and ratified the change of assignments for the following staff, as detailed below, at no additional compensation, by Roll Call Vote.

Name	From Position	To Position	Term	Employee Replaced
Viktoria Rockelman	Teacher-Floater	Kindergarten Teacher	February 11, 2021 to June 30, 2021	Jinelle Nevoso
Jinelle Nevoso *Has Certificate for Math Specialization in Grades 5-8, as attached.	Kindergarten Teacher	Math Teacher (Grades 6-8)	February 11, 2021 to June 30, 2021	Theresa Lustenberger (Leave of Absence)

Roll Call Vote:

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

Nays: None

- (f) **Appointment of Substitute Secretary:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees approved the appointment of a Substitute Secretary, effective February 19, 2021 through June 30, 2021, as set forth on the attached, by Roll Call Vote.

(The Substitute Secretary may only work after budgetary pre-approval is obtained.)

Roll Call Vote:

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

Nays: None

The next Regular Board Meeting will be held on Thursday, March 25, 2021. Note: Board Meetings scheduled for March 2021 through April 2021 will continue to be virtual meetings.

29. **Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Linda A. Brand, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:47 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



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