



## ATLANTIC COMMUNITY CHARTER SCHOOL

### **Board of Trustees Regular Monthly Meeting**

**Date: Thursday, March 19, 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.

**3. Flag Salute:**

**4. Board of Trustees Roll Call:**

Dr. Dominick Potena, President  
Douglas B. Groff, Vice-President  
Linda A. Brand  
Marlene D. Frayne  
Dr. Kenneth King



**Absent:** Matthew Heinle  
Peter Damon Seltzer

**Also Present:** Donella Edwards – Board Secretary/School Business Administrator  
Melindo A. Persi – MAP Educational Consultants, LLC  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian - President, CSMI, LLC  
William Zarrilli – Executive Vice-President & Chief Financial Officer, CSMI, LLC  
Barbara Kotcamp – Corporate Controller, CSMI, LLC  
Katherine Shilenok-Wright - Chief Human Resources Officer, CSMI, LLC  
Michael J. Coskey, Esquire - Attorney for CSMI, LLC  
Edmund Cetrullo - Principal/Lead, ACCS  
Steve DiMatteo – Director of Special Education, ACCS  
Linda O'Donnell – Math/Science Coach, ACCS

5. **Correspondence:** None.

6. **Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on February 20, 2020, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Linda A. Brand  
Marlene D. Frayne  
Dr. Kenneth King  
Douglas B. Groff  
Dr. Dominick Potena

**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 March 19, 2020, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Linda A. Brand  
Marlene D. Frayne  
Dr. Kenneth King  
Douglas B. Groff  
Dr. Dominick Potena

**Nays:** None

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

8. **Treasurer's Report – February 29, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending February 29, 2020, as attached.



9. **Budget Transfers 2019-2020 – February 29, 2020:** The Board of Trustees approved the budget transfers for the month ending February 29, 2020, as attached.
10. **Budget vs. Actual Report 2019-2020 – February 29, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending February 29, 2020, as attached.
11. **Board Secretary's Report – February 29, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending February 29, 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  
Dr. Kenneth King  
Douglas B. Groff  
Dr. Dominick Potena

**Nays:** None

14. **Payment of Bills.** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of February 1, 2020 through February 29, 2020, totaling **\$182,646.85** 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 **\$294,786.59** 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  
Dr. Dominick Potena

**Nays:** None

**Note:** Peter Damon Seltzer, Board Member, joined the meeting at 4:10 PM.

**FINANCE:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved Finance Consent Agenda Items 15 through 19, as detailed below, by Roll Call Vote.



15. **Approval of Tuition Reimbursements:** The Board of Trustees accepted the recommendation of the Principal/Lead and approved tuition reimbursements for Julia Tridante, Christopher Wells, Holly Keple, Dorothy Sheehan and Amber Mecke, Teachers, in the amount of **\$1,000.00** each, for continuing education, as attached.

(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.)

16. **Approval of Staff Incentives for Remaining 2019-2020 School Year:** The Board of Trustees approved the staff incentives, as set forth on the attached, for the remaining 2019-2020 school year.

(Incentives will be considered a "stipend", and will not be included in an employee's base salary.)

17. **Confirmation, Approval and Ratification of Fuel Education, LLC Online Educational Products and Services Order:** The Board of Trustees approved the Online Educational Products and Services Order between Atlantic Community Charter School and Fuel Education, LLC ("FuelEd") for online educational courseware and professional services, effective March 1, 2020 through June 30, 2020, at a total cost of **\$3,750.00**, as attached.

18. **Approval of School Assembly Agreement for Services:** The Board of Trustees approved the School Assembly Agreement for Services between Atlantic Community Charter School and VL Jack, Inc. for an interactive dance workshop, to be held on April 24, 2020, at a total cost of **\$899.00**, as attached, previously reviewed by the Board's attorney.

19. **Approval of 7<sup>th</sup> Grade Field Trip:** The Board of Trustees approved a 7<sup>th</sup> Grade field trip to Tree to Tree Adventure park at the Cape May Zoo, in Cape May, New Jersey, on May 27, 2020 for approximately eleven (11) students, from 9:00 AM to 2:30 PM, at a total cost of **\$331.00**, as attached, not including transportation costs.

**Roll Call Vote:**

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

**Nays:** None

20. **HUMAN RESOURCES:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Human Resources Consent Agenda Items 20(a), 20(c), 20(e), 20(f), and 20(g) as detailed below, by Roll Call Vote.

(a) **Position Control Table:** The Board of Trustees accepted the Position Control Table as of March 19, 2020, as attached.



- (c) **Approval of Job Description for Assistant Principal:** The Board of Trustees accepted the recommendation of the Principal/Lead and approved the job description for an Assistant Principal, as attached.
- (e) **Confirmation, Approval and Ratification of Reassignments:** The Board of Trustees confirmed, approved and ratified the reassignments of Lisa Davis-Pikunas from Special Education (SPED) Resource Room Teacher to SPED Self-Contained Classroom Teacher, effective March 16, 2020 through June 30, 2020; and Patricia Bombara from First Grade Teacher to SPED Resource Room Teacher, effective March 10, 2020 through June 30, 2020.
- (f) **Approval of Appointment for After School Tutoring/Activities:** The Board of Trustees approved the appointment of Mary Seddon, School Nurse, to work in After School Tutoring/Activities, effective date to be determined, through April 30, 2020, at the rate of **\$30.00** per hour, for 1.25 hours per day, as assigned.
- (g) **Confirmation, Approval and Ratification of Appointment for Saturday Test Prep Program:** The Board of Trustees confirmed, approved and ratified the appointment of James Brown as a Paraprofessional for the Saturday Test Prep Program on March 7, 200, at the rate of **\$20.00** per hour, for three (3) hours.

**Roll Call Vote:**

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

**Nays:** None

- 20(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 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  
 Dr. Kenneth King  
 Douglas B. Groff  
 Dr. Dominick Potena

**Nays:** None

- 20(d) Approval of Reassignment to Assistant Principal:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the reassignment of Linda O'Donnell, Math/Science Coach, to the position of Assistant Principal,



effective March 20, 2020 through June 30, 2020, without additional compensation, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**20(h) Resignations:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignations of the following individuals, as attached and as detailed below, by Roll Call Vote.

NAME	POSITION	EFFECTIVE DATE
Jessica Kempton-Dreager	Teacher, Second Grade	March 25, 2020
Ian Jones	Teacher, Second Grade	March 27, 2020

**Roll Call Vote:**

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

**Nays:** None

**21. BUILDINGS AND GROUNDS:** None.

**22. CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved Curriculum and Regular/Special Education Consent Agenda Items 22(a) through 22(c), as detailed below, by Roll Call Vote.

**(a) Confirmation, Approval and Ratification of Delta-T Rate Sheet for School Psychologist:** The Board of Trustees confirmed, approved and ratified the Delta-T Rate Sheet for a School Psychologist, at a standard hourly rate of **\$65.00**, effective February 20, 2020 through June 30, 2020, as attached.

**(b) Confirmation, Approval and Ratification of Delta-T Rate Sheet for Functional Behavioral Assessment:** The Board of Trustees confirmed, approved and ratified the Delta-T Rate Sheet for a Functional Behavioral Assessment, at a standard rate of **\$550.00**, effective February 24, 2020 through June 30, 2020, as attached.

**(c) Confirmation, Approval and Ratification of Kaleidoscope Education Solutions Letter Agreement and Rate Sheet:** The Board of Trustees confirmed, approved and ratified the Kaleidoscope Education Solutions Letter Agreement



and Rate Sheet for supplemental staffing needs, effective March 4, 2020 through June 30, 2020, as attached.

**Roll Call Vote:**

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

**Nays:** None

- 23. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 23(a) through 23(e), as detailed below, by Roll Call Vote.

- (a) Approval of Revised Policy 3159:** The Board of Trustees approved the revised Policy 1359, titled “Teaching Staff Member/School District Reporting Responsibilities”, for final reading, as attached.
- (b) Approval of Revised Policy and Regulation 7440:** The Board of Trustees approved the revised Policy and Regulation 7440 R 7440, titled “School District Security”, for final reading, as attached.
- (c) Approval of Revised Policy and Regulation 7441:** The Board of Trustees approved the revised Policy 7441 and Regulation R 7441, titled “Electronic Surveillance in School Buildings and on School Grounds”, for final reading, as attached.
- (d) Approval of Addendum to Live Streaming Memorandum of Understanding (MOU):** The Board of Trustees approved the Addendum to Page 46 of the Live Streaming Memorandum of Understanding between the Atlantic Community Charter School and the Galloway Township Police Department, regarding live streaming of security cameras and surveillance at the school, as attached.
- (e) Approval of School Calendar for 2020-2021:** The Board of Trustees approved the school calendar for the 2020-2021 school year, as attached.

**Roll Call Vote:**

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

**Nays:** None



**24. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on February 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) **New Jersey Department of Education Novel Coronavirus (COVID-19) Guidance.**
- (d) **Change in Enrollment:**

ADA Percentage from February 11, 2020 – March 10, 2020 = 94.00%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		44	
1 <sup>st</sup> Grade		47	
2 <sup>nd</sup> Grade		66	-1
3 <sup>rd</sup> Grade		56	
4 <sup>th</sup> Grade		36	-1
5 <sup>th</sup> Grade		41	-1
6 <sup>th</sup> Grade		27	
7 <sup>th</sup> Grade		21	-2
8 <sup>th</sup> Grade		19	
<b>TOTAL</b>		<b>357</b>	

**25. HIB Reports:** None.

**26. New/Old Business:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved Consent Agenda Items 26 (a) through 26(d), as detailed below, by Roll Call Vote.

- (a) **Approval of Budget for 2020-2021 School Year:** The Board of Trustees approved the budget for the 2020-2021 school year, as attached.
- (b) **Confirmation, Approval and Ratification of Reassignment:** The Board of Trustees confirmed, approved and ratified the reassignment of Ian Anderson from Substitute Teacher to “Teacher, Unassigned”, with a temporary assignment as a



Kindergarten Teacher, effective March 13, 2020 through June 30, 2020, as attached.

- (c) **Approval of Shared Services Agreement:** The Board of Trustees approved the Shared Services Agreement between Atlantic Community Charter School and its sending districts (i.e. Absecon, Atlantic City, Egg Harbor City, Egg Harbor Township, Galloway Township, Hamilton Township, Northfield, Pleasantville, and Port Republic), to provide food services to those students on free or reduced lunch programs, during the closure of the school due to the Coronavirus emergency, as attached.
- (d) **Confirmation, Approval and Ratification of School Closure and Waiving of 180 Day Requirement:** The Board of Trustees confirmed, approved and ratified the action of the Principal/Lead in filing a plan to educate students during the time that schools are closed due to the Coronavirus emergency, as required by the Atlantic County Interim Executive Superintendent of Schools in order to have the 180 day attendance requirement waived, as attached; and, also approved that the school will be closed indefinitely, effective March 17, 2020 until further notice.

**Roll Call Vote:**

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

Nays: None

27. **Public Comments:** None.
28. **Closed Session:** None.
29. **Return to Public Session:** N/A.

**\*The next Regular Board Meeting will be held on Tuesday, April 28, 2020.**

30. **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 4:25 PM.

**Voice Vote:**

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

Nays: None



**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'Donella Edwards', with a large, sweeping flourish extending to the right.

**Donella Edwards, Board Secretary/School Business Administrator  
Atlantic Community Charter School**