



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, March 25, 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 Vice-President, Douglas B. Groff, 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:**

Douglas B. Groff, Vice-President  
Linda A. Brand  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King

**Absent:** Dr. Dominick Potena

**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  
Barbara Kotcamp – Corporate Controller, 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  
Josh Totoro, Information Technology Director, CSMI, LLC  
Michael J. Coskey, Esquire – Attorney for CSMI, LLC  
Susan Hodges, Esquire – Parker McCay  
Edmund Cetrullo – Principal/Lead, ACCS  
Steve DiMatteo – Director of Special Education, ACCS  
Sharon Mauriello – Supervisor of Elementary Education, ACCS  
Patricia O’Connell – Curriculum Supervisor/Instructional Coach, ACCS

**5. Correspondence: None.**

**6. Approval of Minutes:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on February 18, 2021, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**7. Principal/Lead Report:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead Report dated March 15, 2021, as attached, by Voice Vote.

**Voice Vote:**

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

**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 28, 2021:** The Board of Trustees accepted the Treasurer's Report for the month ending February 28, 2021, as attached.
9. **Budget Transfers 2020-2021 – February 28, 2021:** The Board of Trustees approved the Budget Transfers 2020-2021, as attached.
10. **Budget vs. Actual Report 2020-2021 – February 28, 2021:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending February 28, 2021, as attached.
11. **Board Secretary's Report – February 28, 2021:** The Board of Trustees accepted the Board Secretary's Report for the month ending February 28, 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  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the payment of bills on the attached list, for the period of February 1, 2021 through February 28, 2021, totaling **\$352,889.90** 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 **\$291,347.37** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

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

- 15. Approval of Annual Budget 2021-2022:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Annual Budget for the 2021-2022 school year and authorized that said budget will be filed with the New Jersey Department of Education, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Marlene D. Frayne  
Matthew Heinle  
Peter Damo Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

- 16. Approval of New Jersey School Boards Association (NJSBA) Cooperative Pricing System Agreement:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the NJSBA Cooperative Pricing System Agreement E8801-ACESCPS, 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

**Nays:** None

**17. HUMAN RESOURCES:**

- (a) Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of March 25, 2021, 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

**Nays:** None

- (b) Confirmation, Approval and Ratification of Request for Leave:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified a Request for Leave under the Family and Medical Leave Act (FMLA) for Teresa Moody-Butler, Teacher, beginning February 23, 2021 and ending on April 2, 2021, by Roll Call Vote. (An application for New Jersey Disability Insurance will be processed by Human Resources.)

**Roll Call Vote:**

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

**Nays:** None

- (c) Approval of Job Description:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the job description for a Custodian – Full-Time, 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

**Nays:** None

**18. BUILDINGS AND GROUNDS: 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 Consent Agenda Items 20(a) and 20(b), as detailed below, by Roll Call Vote.

- (a) Approval of Revised Policy 1648:** The Board of Trustees approved the revised Policy 1648, titled “Restart and Recovery Plan, for final read, as attached.

- (b) **Approval of School Calendar 2021-2022:** The Board of Trustees approved the school calendar for 2021-2022 and authorized the Board Secretary to file said calendar with the Atlantic County Executive Superintendent of Schools, 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

**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 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) **Change in Enrollment:**

ADA Percentage: February 8, 2021 – March 9, 2021: 85.80%		
District By Grade	# of Students	Transferred Out/In
Kindergarten	26	
1 <sup>st</sup> Grade	46	
2 <sup>nd</sup> Grade	45	-2
3 <sup>rd</sup> Grade	67	
4 <sup>th</sup> Grade	51	
5 <sup>th</sup> Grade	34	
6 <sup>th</sup> Grade	38	
7 <sup>th</sup> Grade	25	
8 <sup>th</sup> Grade	21	
<b>TOTAL</b>	<b>353</b>	

**22. HIB Reports: None.**

**23. Public Comments: None.**

24. **Closed Session:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved going into Closed Session at 4:20 PM to discuss personnel matters, 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

**Nays:** None

25. **Return to Public Session:** 4:35 PM.

26. **New/Old Business:** None.

**The next Regular Board Meeting will be held on Thursday, April 22, 2021. Note: The Board Meeting scheduled for April 2021 through will continue to be a virtual meeting.**

27. **Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Marlene D. Frayne, 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  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President

**Nays:** None

Respectfully submitted,



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