



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Tuesday, April 28, 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 4:11 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
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King

Absent: None

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
Josh Totoro – IT Director, CSMI, LLC
Michael J. Coskey, Esquire - Attorney for CSMI, LLC
Edmund Cetrullo - Principal/Lead, ACCS
Steve DiMatteo – Director of Special Education, ACCS

5. Correspondence: None.

6. Approval of Minutes: On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on March 19, 2020, 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
Dr. Dominick Potena

Nays: None

7. Principal/Lead's Report: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Principal/Lead's Report dated April 28, 2020, 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
Dr. Dominick Potena

Nays: None

FINANCE: On a motion made by Peter Damon Seltzer 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 – March 31, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending March 31, 2020, as attached.
9. **Budget Transfers 2019-2020 – March 31, 2020:** There were no budget transfers for the month ending March 31, 2020.
10. **Budget vs. Actual Report 2019-2020 – March 31, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending March 31, 2020, as attached.
11. **Board Secretary's Report – March 31, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending March 31, 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
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King
Douglas B. Groff
Dr. Dominick Potena

Nays: None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the payment of bills on the attached list, for the period of March 1, 2020 through March 31, 2020, totaling **\$137,089.29** 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 **\$298,518.09** 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
Dr. Dominick Potena

Nays: None

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

15. HUMAN RESOURCES:

- (a) **Position Control Table:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of April 28, 2020, 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
Dr. Dominick Potena

Nays: None

- (b) **Confirmation, Approval and Ratification of Leave Requests:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved and ratified the submitted Leave Requests, as indicated below, and as attached, providing all documentation has been submitted to Human Resources, and approved as valid, as required by FMLA/FLI/FLA Regulations, by Roll Call Vote..

| <u>Name</u> | <u>Type of Leave</u> | <u>Expected Duration</u> |
|-------------------|----------------------|--------------------------|
| Donald Douglas | FMLA - Medical | 10-6-19 to 4-27-20 |
| Ebony Mays-Dorris | FMLA - Medical | 3-11-20 to 4-30-20 |
| Christina Klotz | FMLA - Medical | 3-11-20 to 4-13-20 |

Roll Call Vote:

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

Nays: None

16. **BUILDINGS AND GROUNDS:** None.

17. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:**

- (a) **Approval of Summer School Academy and Extended School Year (ESY):** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the operation of a Summer School Academy and Extended School Year (ESY) Program, for four (4) days per week, from 9:00 AM to 1:00 PM, beginning July 6, 2020 and ending August 6, 2020, 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
Dr. Dominick Potena

Nays: None

Marlene D. Frayne left the meeting at 4:20 PM.

18. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Approval of Food Service Contract with Galloway Township Public School District:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Food Service Contract and Agreement for School Food Authorities (SFAs) Consolidation of School Nutrition Programs between the Galloway Township Public School District and Atlantic Community Charter School, to provide food services for the 2020-2021 school year, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King
Douglas B. Groff
Dr. Dominick Potena

Nays: None

- (b) **Approval of Resolution Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Resolution Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Matthew Heinle
Peter Damon Seltzer
Dr. Kenneth King
Douglas B. Groff
Dr. Dominick Potena

Nays: None

19. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on March 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 from March 11, 2020 – April 10, 2020 = 96.89% | | | |
|--|----|---------------|--------------------|
| District Grade | By | # of Students | Transferred Out/In |
| Kindergarten | | 44 | |
| 1 st Grade | | 47 | |
| 2 nd Grade | | 66 | |
| 3 rd Grade | | 56 | |
| 4 th Grade | | 36 | |
| 5 th Grade | | 41 | |
| 6 th Grade | | 27 | |
| 7 th Grade | | 21 | |
| 8 th Grade | | 19 | |
| TOTAL | | 357 | |

20. HIB Reports: None.

21. Public Comments: None.

22. Closed Session: None.

23. Return to Public Session: N/A.

Marlene D. Frayne returned to the meeting at 4:22 PM.

24. New/Old Business:

(a) Staff Reappointments for the 2020-2021 School Year: 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 2020-2021 School Year, 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
Dr. Dominick Potena

Nays: None

(b) Approval of Application for a Promissory Note: Whereas, the Atlantic Community Charter School is eligible to apply for a Payroll Protection Program Loan, pursuant to the recently enacted CARES Act; and

Now, therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the application for a Payroll Protection Program Loan from the Fulton Bank, pursuant to the terms of the CARES Act, in the amount of **\$704,994.00**, and authorized the Board President to sign any and all documents as required in connection with the Payroll Protection Loan Program, 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
Dr. Dominick Potena

Nays: None

***The next Regular Board Meeting will be held on Thursday, May 28, 2020.**

25. 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 4:28 PM.

Voice Vote:

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

Nays:

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Donella Edwards', with a stylized flourish extending to the right.

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