



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, May 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 4:03 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

Absent: Dr. Kenneth King

Also Present: Melindo A. Persi – Pro-Tem Board Secretary
Donella Edwards – 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
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
Sharon Mauriello – Supervisor of Elementary Education, ACCS

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 April 28, 2020, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

7. Principal/Lead's Report: On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the Principal/Lead's Report dated May 28, 2020, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer
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 – April 30, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending April 30, 2020, as attached.
9. **Budget Transfers 2019-2020 – April 30, 2020:** The Board of Trustees approved the budget transfers for the month ending April 30, 2020, as attached.
10. **Budget vs. Actual Report 2019-2020 – April 30, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending April 30, 2020, as attached.
11. **Board Secretary's Report – April 30, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending April 30, 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
Douglas B. Groff
Dr. Dominick Potena

Nays: None

14. **Payment of Bills.** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of April 1, 2020 through April 30, 2020, totaling **\$101,734.01** 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 **\$277,827.73** 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
Douglas B. Groff
Dr. Dominick Potena

Nays: None

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

FINANCE: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Agenda Items 15-16, as detailed below, by Roll Call Vote.

15. Approval of Memorandum of Understanding (MOU) for Federal Emergency Management Agency (FEMA) Grant Funding: The Board of Trustees approved the MOU by and between the State of New Jersey and Atlantic Community Charter School, Inc., and application for FEMA grant funding, as attached, and authorized the Board President to execute the appropriate documents.

16. Approval of Submission of 2020 Safety Grant Application: The Board of Trustees approved the submission of a 2020 Safety Grant Application with New Jersey Schools Insurance Group (NJSIG), in the amount of **\$2,789.00**, as attached, to be available in the Fall of 2020, and to be used to partially fund the installation of bulletproof glass in the vestibule area.

Roll Call Vote:

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

Nays: None

17. Approval of Treasurer of School Monies: On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the Treasurer of School Monies Agreement between MS Accounting Services, Inc. (Robert Sapp) and Atlantic Community Charter School, 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
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena

Nays: None

- 18. Approval of Consulting Agreement – School Physician/Medical Inspector:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the Consulting Agreement between Dr. Glenn R. Budnick as School Physician/Medical Inspector Consultant and Atlantic Community Charter School, effective September 1, 2020 through June 30, 2021, as attached, previously reviewed by the Board’s attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 19. Approval of Agreement to Provide Educational Consulting and Support Services:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Agreement to Provide Educational Consulting and Support Services between MAP Educational Consultants, LLC and Atlantic Community Charter School, from July 1, 2020 to June 30, 2021, as attached, previously reviewed by the Board’s attorney, by Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer
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 20-22, as detailed below, by Roll Call Vote.

- 20. Approval of Online Professional Development with Global Compliance Network:** The Board of Trustees approved online professional development, provided by Global Compliance Network, Inc., for the 2020-2021 school year, at a cost not to exceed **\$500.00**, as attached.

- 21. Approval of Online Subscription Agreement with Dude Solutions, Inc.:** The Board of Trustees approved Quote Q-173031, Quote Q-177371, and the Online Subscription Agreement between Dude Solutions, Inc. (together with its direct and indirect subsidiaries, collectively, “DSI”), and Atlantic Community Charter School, for online management of miscellaneous business operations during the 2020-2021 school year, at a total cost of **\$2,824.35**, as attached, previously reviewed by the Board’s attorney.

22. **Approval of Learning Sciences International – Marzano Full Package Protocol and Library Renewal:** The Board of Trustees approved the Learning Sciences International Marzano Full Package Protocol and Library Renewal, for use during the 2020-2021 school year, at a cost of **\$1,100.00**, as attached.

Roll Call Vote:

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

Nays: None

23. **Approval of Resolution Regarding The Entering Into Of A Second Amendment to Lease Agreement Relating To The Facilities Located At 112 South New York Road And 110 South New York Road, Galloway Township:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the Resolution Regarding The Entering Into Of A Second Amendment to Lease Agreement Relating To The Facilities Located At 112 South New York Road And 110 South New York Road, Galloway Township, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. **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 May 28, 2020, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Appointment of Homeless Liaison Coordinator:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of Dr. Pamela Luke, School Social Worker, as the Homeless Liaison Coordinator for the remaining 2019-2020 school year (replacing Kacey Burke, former School Psychologist), at no additional compensation, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Instructional Staff Assignments:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the instructional staff assignments for the 2020-2021 school year, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Approval of Salary Increase:** Whereas, the Board of Trustees approved the reappointment of Holly Keple, Teacher, for the 2020-2021 school year, at the Board of Trustees meeting held on April 28, 2020; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved a salary increase of **\$1,000.00** for Holly Keple, for the 2020-2021 school year, based upon completion of her Master's Degree, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Approval of Appointments for Virtual Summer School Academy and Extended School Year (ESY) Program:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the following appointments for the virtual 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, at the rate of **\$35.00** per hour, by Roll Call Vote:

Michaela Abraham, Teacher – Summer School Academy
Ian Anderson, Teacher – Summer School Academy
Teresa Moody-Butler, Teacher – Summer School Academy
Anthony Thawley, Teacher – Summer School Academy
Mina Marruso, Teacher – ESY Program
Megan Hawkinson, Teacher – ESY Program

Roll Call Vote:

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

Nays: None

25. BUILDINGS AND GROUNDS:

- (a) **Approval of Snow Removal Contract:** On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees approved the Snow Removal Contract between Warriner's Construction, Inc. and Atlantic Community Charter School, 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
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer
Douglas B. Groff
Dr. Dominick Potena

Nays: None

26. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Approval of Stockton University Student Teaching/Final Clinical Practice Placement Request:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Student Teaching/Final Clinical Practice Placement Request for a Stockton University student candidate, to participate in CP2/Intermediate Fieldwork from August 2020 through December 2020, and Student Teaching, from January 4, 2021 through May 7, 2021, at Atlantic Community Charter School, as set forth on the attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Agreements with Inspired Instruction, LLC:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the agreements between Inspired Instruction, LLC and Atlantic Community Charter School, for Math Coaching, English Language Arts (ELA) Coaching, and Professional Development during the 2020-2021 school year, with dates to be determined, at a total cost not to exceed **\$24,300.00**, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

27. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Approval of Revised 2019-2020 School Calendar:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the revised school calendar for the 2019-2020 school year, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Updated Plan for Closure Due to COVID-19:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the updated Plan for Closure Due to COVID-19, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

28. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on April 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) **Letter from Atlantic County Department of Public Safety dated May 5, 2020.**
- (d) **Letter from ACCS Lead Person/Principal, Edmund F. Cetrullo, Regarding School Closure for Remainder of School Year and 8th Grade Graduation, dated May 12, 2020.**
- (e) **New Jersey School Boards Association (NJSBA) Code of Conduct for Remote Meetings**
- (f) **Change in Enrollment:**

ADA Percentage from April 10, 2020 – May 15, 2020 = 100%		
District Grade	By	# of Students
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

- 29. **HIB Reports:** None.
- 30. **Public Comments:** None.
- 31. **Closed Session:** None.
- 32. **Return to Public Session:** N/A.
- 33. **New/Old Business:** None.

The next Regular Board Meeting will be held on Thursday, June 25, 2020.

- 34. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Marlene D. Frayne, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:26 PM.

Voice Vote:

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

Nays:

Respectfully submitted,



**Melindo A. Persi, Pro-Tem Board Secretary
Atlantic Community Charter School**