



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, July 23, 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 4:21 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

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
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 Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on June 25, 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, Vice-President

Nays: None

Abstain Dr. Dominick Potena, President

7. Principal/Lead's Report: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead's Report dated July 23, 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, Vice-President
Dr. Dominick Potena, President

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 – June 30, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending June 30, 2020, as attached.
9. **Budget Transfers 2019-2020 – June 30, 2020:** There were no budget transfers for the month of June 2020.
10. **Budget vs. Actual Report 2019-2020 – June 30, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending June 30, 2020, as attached.
11. **Board Secretary's Report – June 30, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending June 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
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 Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of June 1, 2020 through June 30, 2020, totaling **\$45,473.90** 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 **\$271,702.75** 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
Dr. Dominick Potena, President

Nays: None

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

FINANCE: On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees approved Finance Consent Agenda Items 15-17, as detailed below, by Roll Call Vote.

- 15. Approval of Professional Development for Reading Mastery:** The Board of Trustees approved the proposal for one (1) day of professional development in Reading Mastery, for Kindergarten through Grade 2, conducted by Patrice Riffin Consulting, LLC, at a total cost of **\$850.00**, as attached.
- 16. Approval of Delta-T Group Staffing Services Agreement:** The Board of Trustees approved the Staffing Services Agreement between Atlantic Community Charter School and Delta-T Group North Jersey, Inc., effective July 1, 2020 through July 30, 2021, as attached.
- 17. Approval of Business Lease Agreement:** The Board of Trustees approved the Business Lease Agreement between Atlantic Community Charter School and Hewlett-Packard Financial Services Company, for the lease of thirty-five (35) laptops for school staff, at a cost of **\$602.57** per month (**\$7,230.84** per year), with a final cost of **\$28,923.36** over the forty-eight (48) month lease term (a \$1.00 buyout option is available at the lease's end.)

Roll Call Vote:

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

Nays: None

18. 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 July 23, 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, Vice-President
Dr. Dominick Potena, President

Nays: None

- (b) **Approval of Job Description for School Psychologist:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the job description for a School Psychologist, for Kindergarten through Grade 8, 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
Dr. Dominick Potena, President

Nays: None

- (c) **Appointment of Staff:** 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, Vice-President
Dr. Dominick Potena, President

Nays: None

HUMAN RESOURCES: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Human Resources Consent Agenda Items 18(d), 18(e), and 18(f), as detailed below, by Roll Call Vote.

- (d) **Approval of Reimbursement for “New Jersey Leaders to Leaders” (NJ-L2L):** The Board of Trustees approved a reimbursement in the amount of **\$850.00** to Linda O’Donnell, Assistant Principal, for completion of the “New Jersey Leaders to Leaders (NJ-L2L) mentoring program, as attached.

- (e) **Approval of Human Resources Handbook 2020-2021:** The Board of Trustees approved the Human Resources Handbook 2020-2021, as attached.
- (f) **Approval of Reimbursement for Mentoring Fees:** The Board of Trustees approved a reimbursement to Samantha Bolognese, Teacher, in the amount of **\$283.33**, for mentoring fees paid above the **\$550.00** requirement for Certificate of Eligibility with Advanced Standing (CEAS) candidates.

Roll Call Vote:

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

Nays: None

19. BUILDINGS AND GROUNDS: None.

20. CURRICULUM AND REGULAR/SPECIAL EDUCATION: None.

21. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 21(a), 21(b), and 21(c), as detailed below, by Roll Call Vote.

(a) **Approval of ACCS Restart and Recovery Plan 2020:** The Board of Trustees approved the ACCS Restart and Recovery Plan 2020, for the 2020-2021 school year, as attached.

(b) **Approval of Atlantic Community Charter School SY 2020-21 School Improvement Plan:** The Board of Trustees approved the Atlantic Community Charter School SY 2020-21 School Improvement Plan, as attached.

(c) **Approval of Charter and Renaissance Schools Annual Report for SY 2019-2020:** The Board of Trustees approved the Charter and Renaissance Schools Annual Report for SY 2019-2020, 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
Dr. Dominick Potena, President

Nays: None

- (d) **Approval of Revised Policy 8210:** On a motion made by Peter Damon Seltzer and seconded by Dr. Kenneth King, the Board of Trustees approved the revised Policy 8210, titled “School Year”, for final read, 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
Dr. Dominick Potena, President

Nays: None

- (e) **Approval of Revised Policy 8220 and Regulation R 8220:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 8220, titled “School Day”, and Regulation R 8220, titled “School Closings”, for final read, 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
Dr. Dominick Potena, President

Nays: None

- (f) **Approval of Policies 3421.13 and 4421.13:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Policy 3421.13, titled “Postnatal Accommodations” for Teaching Staff Members, and Policy 4421.13 titled “Postnatal Accommodations” for Support Staff Members, for first read, 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
Dr. Dominick Potena, President

Nays: None

- (g) **Approval of Revised Regulation R 8600:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved revised Regulation R 8600, titled “Student Transportation”, to specifically address transportation of students in foster care, for first read, 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
Dr. Dominick Potena, President

Nays: None

- (h) **Approval of Parent-Student Handbook 2020-2021:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Parent-Student Handbook 2020-2021, 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
Dr. Dominick Potena, President

Nays: None

22. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on June 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 May 10, 2020 – June 16, 2020 = N/A			
District	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 Graduated
TOTAL		338	

23. HIB Reports: None.

24. Public Comments: None.

25. 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 4:48 PM to discuss matters related to litigation, 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
Dr. Dominick Potena, President

Nays: None

26. Return to Public Session: 5:02 PM

27. New/Old Business: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved New/Old Business Consent Agenda Items 27(a), 27(b), and 27(c), as detailed below, by Roll Call Vote.

- (a) **Approval of the Resolution Regarding the Entering Into a Special Education Settlement Agreement:** The Board of Trustees approved the Resolution Regarding the Entering Into a Special Education Settlement Agreement, as attached.
- (b) **Resignation:** The Board of Trustees accepted the resignation of Amber Mecke, Music Teacher, effective July 20, 2020, as attached.
- (c) **Approval of Administrator Goals 2020-2021:** The Board of Trustees approved the Administrator Goals 2020-2021, for Edmund F. Cetrullo, Jr., 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
Dr. Dominick Potena, President

Nays: None

The next Regular Board Meeting will be held on Thursday, August 20, 2020.

28. **Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Linda A. Brand, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 5:04 PM.

Voice Vote:

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

Nays:

Respectfully submitted,



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