



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, August 20, 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 4:02 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  
Peter Damon Seltzer  
Dr. Kenneth King

**Absent:** Matthew Heinle

**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  
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

**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 Annual Reorganization Meeting and Regular Monthly Meeting held on July 23, 2020, as attached, by Voice Vote.**

**Voice Vote:**

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

**Nays:** None

**7. Lead Person/Principal's Report: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person/Principal's Report dated August 10, 2020, as attached, by Voice Vote.**

**Voice Vote:**

**Ayes:** Linda A. Brand  
Marlene D. Frayne  
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 – July 31, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending July 31, 2020, as attached.
9. **Budget Transfers 2020-2021 – July 31, 2020:** There were no budget transfers for the month ending July 31, 2020.
10. **Budget vs. Actual Report 2020-2021 – July 31, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending July 31, 2020, as attached.
11. **Board Secretary's Report – July 31, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending July 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  
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 Dr. Kenneth King, the Board of Trustees approved the payment of bills on the attached list, for the period of July 1, 2020 through July 31, 2020, totaling **\$239,865.07** 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 **\$249,704.95** 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, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

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

**FINANCE:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Finance Consent Agenda Items 15-18, as detailed below, by Roll Call Vote.

- 15. Confirmation, Approval and Ratification of Engagement Letter with Bowman & Company LLP:** The Board of Trustees confirmed, approved and ratified the Engagement Letter between Bowman & Company LLP and Atlantic Community Charter School, for preparation of the Annual Audit for the school year 2019-2020, at a total cost not to exceed **\$26,500.00**, as attached, subject to review by the Board's attorney.
- 16. Approval of Student Transportation Contract (ACCS#2, Bus#6) Renewal for the 2020-2021 School Year:** The Board of Trustees approved the Student Transportation Contract (ACCS#2, Bus#6) Renewal between Integrity Transportation and Atlantic Community Charter School for the 2020-2021 school year, at a total cost of **\$40,528.80**, as attached, subject to review by the Board's attorney.
- 17. Approval of Student Transportation Contract (ACCS#3, Bus#7) Renewal for the 2020-2021 School Year:** The Board of Trustees approved the Student Transportation Contract (ACCS#3, Bus#7) Renewal between Integrity Transportation and Atlantic Community Charter School for the 2020-2021 school year, at a total cost of **\$69,318.00**, as attached, subject to review by the Board's attorney.
- 18. Confirmation, Approval and Ratification of Service Agreement with UltraTitanX, LLC:** The Board of Trustees confirmed, approved and ratified the Service Agreement between UltraTitanX, LLC and Atlantic Community Charter School, for school disinfecting services scheduled for August 11, 2020 at a cost of **\$3,875.00**, with a potential contract value of **\$11,520.00** if further applications are requested, as attached, previously reviewed by the Board's attorney.

**Roll Call Vote:**

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

**Nays:** None

**19. 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 August 20, 2020, 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, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (b) **Appointment of Staff:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person/Principal and appointed the individuals to the positions, terms and salaries for the 2020-2021 school year, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Approval of Part-Time Custodian:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the appointment of Julian Douglas as a Part-Time Custodian, three (3) hours per day, school days only, effective September 1, 2020 to June 25, 2021, at the rate of **\$18.12** per hour, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Resignation:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of Suzanne Sule, Instructional Strategist (Interventionist), effective June 19, 2020, 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, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

**20. BUILDINGS AND GROUNDS: None.**

**21. CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved Consent Agenda Items 21(a) and 21(b), as detailed below, by Roll Call Vote.

- (a) Approval of Affiliation Agreement:** The Board of Trustees approved the Affiliation Agreement between West Chester University and Atlantic Community Charter School, for a Social Worker student teaching placement (school support professional will be Dr. Pamela Luke, School Social Worker), effective September 2020 through May 2020, as attached, previously reviewed by the Board's attorney.
- (b) Approval of Participation in Stockton University Student Teaching Programs for the 2020-2021 School Year:** The Board of Trustees approved the school's participation in the Stockton University student teaching programs for the 2020-2021 school year, and approved the planned student teaching placements, as set forth on the attached.

**Roll Call Vote:**

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

**Nays:** None

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

- (a) 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 final read, 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, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

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

**Nays:** None

- (c) **Approval of Policy 1648.02:** On a motion made by Peter Damon Seltzer and seconded by Marlene, D. Frayne, the Board of Trustees approved Policy 1648.02, titled “Remote Learning Options for Families”, for first read, 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, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (d) **Approval of COVID-19 Cleaning and Sanitizing Manual:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the COVID-19 Cleaning and Sanitizing Manual, 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, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (e) **Approval of ACCS Restart & Recovery Plan 2020:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the ACCS Restart & Recovery Plan 2020, 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, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

**23. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on July 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:**

<b>ADA Percentage: N/A</b>		
<b>District Grade</b>	<b>By</b>	<b># of Students</b>
Kindergarten		44
1 <sup>st</sup> Grade		47
2 <sup>nd</sup> Grade		66
3 <sup>rd</sup> Grade		56
4 <sup>th</sup> Grade		36
5 <sup>th</sup> Grade		41
6 <sup>th</sup> Grade		27
7 <sup>th</sup> Grade		21
8 <sup>th</sup> Grade		19 Graduated
<b>TOTAL</b>		<b>338</b>

24. **HIB Reports: None.**

25. **Public Comments: None.**

26. **Closed Session: None.**

27. **Return to Public Session: N/A.**

28. **New/Old Business:**

- (a) **Confirmation, Approval and Ratification of Agreement to Provide One-on-One Aide Services for the 2019-2020 School Year and Approval of Agreement to Provide One-on-One Aide Services for the 2020-2021 School Year:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved and ratified the Agreement to Provide One-on-One Aide Services between the Atlantic Community Charter School and the Atlantic City Board of Education for the 2019-2020 school year, as well as approved the Agreement to Provide One-On-One Aide Services between the Atlantic Community Charter School and the Atlantic City Board of Education for the 2020-2021 school year, as attached, and further authorized the Board President and Board Secretary/School Business Administrator to execute said agreements, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Linda A. Brand  
Marlene D. Frayne  
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, September 24, 2020, with a tentative plan for return to an “in-person” format.**

- 29. 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 4:36 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**



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