



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, August 23, 2018**  
**Time: 4:00 PM**

**Location:** Atlantic Community Charter School  
112 South New York Road  
Galloway, NJ 08206

## **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. Mr. Melindo A. Persi was announced as Pro-Tem Board Secretary.

### **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.

### **3. Flag Salute:**

### **4. Board of Trustees Roll Call:**

**Roll Call:** Dr. Dominick Potena, President  
Douglas B. Groff, Vice-President  
Linda A. Brand  
Peter Damon Seltzer

**Absent:** Marlene D. Frayne  
Matthew Heinle

**Also Present:** Melindo A. Persi – President, *MAP* Educational Consultants, LLC –  
Pro-Tem Board Secretary  
Seth N. Broder, Esquire – Attorney for the Board  
Dr. Jay Dugan - Lead Person, ACCS  
Mr. Ned Cetrullo – Principal, ACCS  
Steve DiMatteo – Director of Special Services, ACCS  
Sharon Mauriello – Culture Dean, ACCS  
Jake Der Hagopian – President, CSMI, LLC  
William Zarilli – Chief Financial Officer, CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer,  
CSMI, LLC  
Barbara Kotcamp – Corporate Comptroller, CSMI, LLC  
Michael J. Coskey, Esquire – Attorney for CSMI, LLC  
Craig Wigley, Vice-President of Academics and Curriculum,  
CSMI, LLC  
Donella Edwards, School Business Administrator

**5. Correspondence: None.**

- 6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of both the Reorganization Meeting and the Regular Monthly Meeting held on July 19, 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

- 7. Lead Person's/Principal's Report:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the Lead Person's Report dated August 23, 2018, as attached, by Voice Vote. (Dr. Jay Dugan introduced the new Principal, Mr. Ned Cetrullo, and reviewed the Lead Person's Report).

**Voice Vote:**

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

**Nays:** None

**FINANCE:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Finance Consent Items 8-13, as detailed below, by Roll Call Vote.

- 8. Treasurer's Report – July 31, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending July 31, 2018, as attached.

9. **Budget Transfers 2018-2019 – July 31, 2018:** The Board of Trustees approved the budget transfers for the month ending July 31, 2018.
10. **Approval of Budget vs. Actual Report 2018-2019 – July 31, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending July 31, 2018, as attached.
11. **Approval of Board Secretary's Report – July 31, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending July 31, 2018, 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: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Peter Damon Seltzer

Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the payment of bills on the attached list, for the period of July 1, 2018 through July 31, 2018, totaling **\$281,447.28** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$177,811.21** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand

Nays: None

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

**FINANCE:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Finance Consent Items 15-19, as detailed below, by Roll Call Vote.

15. **Approval of New Jersey Provider Agreement:** The Board of Trustees approved the New Jersey Provider Agreement with Conduent State & Local Solutions, Inc., for Automated Swipe Equipment for the ECC Program, as attached, subject to review by the Board's attorney.

16. **Approval of Modern Controls Maintenance Agreement:** The Board of Trustees approved the Heating, Ventilation and Air Conditioning (HVAC) Preventive Maintenance Agreement between the Atlantic Community Charter School and Modern Controls, effective from March 1, 2018 through February 28, 2019 at a cost of **\$5,055.00**, as attached, subject to review by the Board's attorney.
17. **Approval of Membership Renewal with New Jersey Charter Schools Association:** The Board of Trustees approved membership renewal for the Atlantic Community Charter School with the New Jersey Charters Schools Association for the 2018-2019 school year, at a cost of **\$4,800.00**, as attached.
18. **Approval of Supplement to Promissory Note:** The Board of Trustees approved the Fulton Bank Supplement to Promissory Note, as attached, which extends the maturity of the school's line of credit from July 31, 2018 to July 31, 2019, subject to review by the Board's attorney.
19. **Approval of Contract with Sweetwater Environmental Management, LLC:** The Board of Trustees approved the contract between Sweetwater Environmental Management, LLC and Atlantic Community Charter School to provide a Potable Water Operator System, including site visits, maintenance, sampling and analysis with a monthly fee of **\$200.00**, plus **\$135.00** for a consumer confidence report, as attached, subject to review by the Board's attorney.

**Roll Call Vote:**

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

Nays: None

20. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Position Control Table as of August 23, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (b) **Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and appointed the individuals to the positions, terms and salaries annotated for the 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (c) **Resignations:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees accepted the resignations of the following individuals, as detailed below, by Roll Call Vote.

➤ Holly Berenotto	Teacher	Effective: July 31, 2018
➤ Melissa Monclus	Teacher	Effective: August 17, 2018
➤ Mary-Teresa Smith	Teacher	Effective: August 17, 2018
➤ Kaity Washington	Teacher	Effective: August 19, 2018
➤ Colleen Culmone	Teacher	Effective: August 19, 2018

**Roll Call Vote:**

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

Nays: None

**21. BUILDINGS AND GROUNDS:**

- (a) **Approval of Facilities Management Agreement with TFB Property Management, LLC:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Agreement between TFB Property Management, LLC and Atlantic Community Charter School for facilities maintenance during the 2018-2019 school year, as attached, by Roll Call Vote, previously reviewed by the Board's attorney.

**Roll Call Vote:**

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

Nays: None

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

- (a) **Approval to Attend Special Education Seminar:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the attendance of the Director of Special Services at the "Special Education Law in New Jersey" seminar, being held in Mount Laurel, New Jersey on October 9, 2018 at a cost of **\$199.00**, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved Curriculum and Regular/Special Education Consent Items 22(b) and 22(c), as detailed below, by Roll Call Vote.

**(b) Approval of Personnel for Curriculum Writing:** The Board of Trustees approved the following personnel for curriculum writing, as detailed below:

➤ Patricia O'Connell:	Grade 8 Language Arts Literacy	\$1,400.00
	Grade 8 Social Studies	\$1,400.00
➤ Jillian Garza:	Grade 6 English Language	
	Learners (ELL)	\$1,400.00
➤ Crystal Ganley:	Grades 4-8 Health and Physical	
	Education	\$7,000.00
➤ *Catherine Simone:	Grade 8 Mathematics	\$1,400.00
	Grade 8 Science	<u>\$1,400.00</u>
		<b>\$14,000.00</b>

**(c) Confirmation, Approval and Ratification of Summer Work:** The Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved and ratified fifteen (15) days of summer work for Patricia O'Connell, outlined as attached, beginning July 27, 2018 at a cost not to exceed **\$5,221.00**.

**Roll Call Vote:**

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

Nays: None

**CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved Curriculum and Regular/Special Education Consent Items 22(d) and 22(e), as detailed below, by Roll Call Vote.

**(d) Approval of Mathematics Curriculum for Grade 8:** The Board of Trustees accepted the recommendation of the Lead Person and approved the mathematics curriculum for Grade 8 for the 2018-2019 school year, as attached.

**(e) Approval of Science Curriculum for Grade 8:** The Board of Trustees accepted the recommendation of the Lead Person and approved the science curriculum for Grade 8 for the 2018-2019 school year, as outlined on the attached synopsis. A copy of the entire curriculum is available upon request.

**Roll Call Vote:**

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

Nays: None

23. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Items 23(a) through 23(g), as detailed below, by Roll Call Vote.

- (a) **Approval of Itinerant Services Agreement with Cape May County Special Services School District (CMCSSD):** The Board of Trustees approved the Itinerant Services Agreement between the CMCSSD and Atlantic Community Charter School for various itinerant services during the 2018-2019 school year, as attached, previously reviewed by the Board's attorney.
- (b) **Approval of Professional Services Agreement with Delta T Group:** The Board of Trustees approved the Professional Services Agreement between Delta T Group and Atlantic Community Charter School for various professional services during the 2018-2019 school year, as attached, previously reviewed by the Board's attorney.
- (c) **Approval of Memorandum of Understanding/Agreement with Robins' Nest, Inc.:** The Board of Trustees approved the Memorandum of Understanding/Agreement between Robins' Nest, Inc. and Atlantic Community Charter School for special services during the 2018-2019 school year, as attached, previously approved by the Board's attorney.
- (d) **Approval of Itinerant/Shared Services Agreement with Atlantic County Special Services School District (ACSSSD):** The Board of Trustees approved the Itinerant Services Agreement between the ACSSSD and Atlantic Community Charter School for various itinerant services during the 2018-2019 school year, as attached, previously reviewed by the Board's attorney.
- (e) **Approval of Staffing Agreement with Staffing Plus, Inc:** The Board of Trustees approved the Staffing Agreement between Staffing Plus, Inc., and Atlantic Community Charter School for substitute staffing services during the 2018-2019 school year, as attached, previously reviewed by the Board's attorney.
- (f) **Approval of Professional Development Plan:** The Board of Trustees accepted the recommendation of the Lead Person and approved the Professional Development Plan for the 2018-2019 school year, as attached.
- (g) **Approval of Attendance at the New Jersey Charter Schools Conference:** The Board of Trustees approved the attendance of Melindo A. Persi, Dr. Jay Dugan, and Seth N. Broder, Esquire at the New Jersey Charter Schools Conference to be held on October 11, 2018 in Newark, New Jersey, at a cost of **\$195.00** per person (if registered by August 31, 2018).

**Roll Call Vote:**

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

Nays: None

- (h) **Approval of 2017-2018 Annual Report:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and approved the 2017-2018 Annual Report, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (i) **Approval of First Reading of Policy 9204:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the first reading of Policy 9204, titled “Atlantic Community Charter School Jump Start Program Use of Technology and Social Media Policy”, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Items 23(j) and 23(k), as detailed below, by Roll Call Vote.

- (j) **Confirmation, Approval and Ratification of Comcast Agreement:** The Board of Trustees confirmed, approved and ratified the agreement between Atlantic Community Charter School and Comcast Enterprise Services, as attached, subject to review by the Board’s attorney.
- (k) **Acceptance of Donated Musical Instruments:** The Board of Trustees accepted the donation from Dr. Jay Dugan of musical instruments totaling **\$688.86**, as attached.



**Roll Call Vote:**

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

Nays: None

- (l) **Approval of Proposal from Brett DiNovi & Associates, LLC:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the proposal from Brett DiNovi & Associates, LLC for the 2018-2019 school year, as attached, by Roll Call Vote, subject to review by the Board's attorney.

**Roll Call Vote:**

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

Nays: None

- (m) **Approval of Amendment to School Calendar for the 2018-2019 School Year:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and approved the amended 2018-2019 school calendar, as attached, which corrects the dismissal time for students during professional development days or single session days, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (n) **Approval of Field Trip Bids:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees acknowledged that bids for field trips for the 2018-2019 school year (ACCS-T1-1819) were opened and publicly read aloud by the Pro-Tem Board Secretary at 11:00 AM on Thursday, August 16, 2018 as follows:

➤ James Transportation: Partial Bid - **\$8,098.95**

The Board of Trustees approved the award of the partial bid to James Transportation in the amount of **\$8,098.95**, as attached, by Roll Call Vote, and authorized the Board Secretary to solicit bids for the remaining field trips.

**Roll Call Vote:**

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

Nays: None

- (o) **Approval of Dual Use of Room 20:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the dual use of Room 20 for small group instruction, as attached, by Roll Call Vote, and authorized the Board Secretary to make an application to the Executive County Superintendent of Atlantic County for same.

**Roll Call Vote:**

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

Nays: None

- (p) **Approval of Tuition Reimbursement:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, Item 23(p) was tabled.

**Voice Vote:**

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

Nays: None

**24. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of July was **\$136,114.58**. As of July 31, 2018, the cumulative total Management Fee for the 2018-2019 school year is **\$136,114.58** and the total cumulative payments equal **\$0**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in July.
- (b) **Line of Credit Activity:** As of July 31, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **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.
- (d) **Parent Summit:** Atlantic Community Charter School was well represented by parents and staff at the Parent Summit held on August 9-12, 2018 in Mount Laurel, New Jersey. Our own Karen Merricks was awarded Parent Leader of the Year at the summit.

**25. HIB Reports: None.**

**26. Closed Session:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved going into Closed Session at 4:30 PM to discuss certain personnel matters which are rendered confidential or excluded from discussion in public, by Voice Vote.

**Voice Vote:**

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

Nays: None

**27. Return to Public Session: 4:33 PM.**

**28. New/Old Business:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved New/Old Business Consent Items 28(a) through 28(c), as detailed below, by Roll Call Vote.

(a) **Painting of Bathrooms:** The Board of Trustees approved the painting of the school's bathrooms by Julian Douglas, not to exceed 32 hours at a rate of **\$20.00** per hour, for a total cost not to exceed **\$640.00**.

(b) **Disposal of Surplus Materials (Books):** The Board of Trustees declared the list of books valued at **\$27,610.00** are surplus and no longer required for school purposes, and authorized the administration to donate the books to the Chester Community Charter School, as attached.

(c) **Disposal of Surplus IT Items:** The Board of Trustees declared the listed IT items are surplus and no longer required for school purposes, and authorized the administration to transfer the materials to Coreteck Enterprises, LLC, for the total estimated amount of **\$9,710.00**, as attached.

**Roll Call Vote:**

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

Nays: None

(d) **Acceptance of Resignation:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the resignation of Lauren Carney, Grade 5 Math/Science Teacher, effective August 21, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (e) **Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and appointed the individuals to the positions, terms, and salaries annotated for the 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (f) **Issuance of Charter School Bonds:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees authorized the Board President to sign the Term Sheet between Galloway Education, Inc. and Hamlin Capital Management, LLC, setting forth the terms for the issuance of Charter School Bonds, Series 2018, in connection with the purchase of the land and building located at 110 South New York Road, Galloway, New Jersey; renovation of the existing building; acquisition of furniture, fixtures, and equipment; fund debt service reserve fund; fund a repair and replacement fund; fund capitalized interest; and pay the cost of issuance of the Bonds related to the facilities, which shall be leased to Atlantic Community Charter School, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

29. **Public Comments:** There were no public comments. The Board of Trustees welcomed Mr. Ned Cetrullo, Principal and Mr. Craig Wigley, Vice-President of Academics and Curriculum at CSMI, LLC.

**The next meeting will be held on Thursday, September 27, 2018.**

30. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:37 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**



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