



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, February 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 4:04 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.

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

Absent: Matthew Heinle
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
 Katherine Shilenok-Wright - Chief Human Resources Officer, CSMI, LLC
 William Morlok, Esquire - Attorney for CSMI, LLC
 Edmund Cetrullo - Principal/Lead, ACCS
 Sharon Mauriello – Supervisor of Elementary Education, ACCS
 Patricia O’Connell – Coach, Reading/Social Studies, ACCS
 Lonniyell Sykes, Parent Coordinator, ACCS
 Dr. Kenneth King, New Board Member (pending)
 Azar Yisrael, Student’s Aunt, ACCS
 Corynne McKenney-Collier, Student’s Guardian, ACCS
 Sharnica Barnes, Daycare Owner

The Board President introduced and welcomed Lonniyell Sykes, the new Parent Coordinator for Atlantic Community Charter School.

5. **Appointment of Dr. Kenneth King as New Board Member:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees appointed Dr. Kenneth King as a member of the Board of Trustees, effective February 20, 2020 through June 30, 2020, by Voice Vote.

Voice Vote:

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

Nays: None

6. **Correspondence:** None.
7. **Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on January 22, 2020, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

Abstain: Douglas B. Groff

8. **Principal/Lead's Report:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the Principal/Lead's Report dated February 20, 2020, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

FINANCE: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Agenda Items 9-14, as detailed below, by Roll Call Vote.

9. **Treasurer's Report – January 31, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending January 31, 2020, as attached.
10. **Budget Transfers 2019-2020 – January 31, 2020:** The Board of Trustees approved the budget transfers for the month ending January 31, 2020, as attached.
11. **Budget vs. Actual Report 2019-2020 – January 31, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending January 31, 2020, as attached.
12. **Board Secretary's Report – January 31, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending January 31, 2020, as attached.
13. **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.
14. **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
Douglas B. Groff
Dr. Dominick Potena

Nays: None

15. **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 January 1, 2020 through January 31, 2020, totaling **\$283,314.13** 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 **\$275,494.05** 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
Douglas B. Groff
Dr. Dominick Potena

Nays: None

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

FINANCE: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Agenda Items 16-17, as detailed below, by Roll Call Vote.

- 16. Approval of Field Trip to Washington Crossing:** The Board of Trustees approved a field trip to Washington Crossing in Titusville, New Jersey on May 28, 2020 from 9:30 AM to 2:30 PM, for approximately fifteen (15) students, plus teachers, at an estimated cost of **\$200.00**, not including transportation.

- 17. Approval of Quote Q-T3-1920 for Field Trip Transportation:** Whereas, a request for quotations was developed and sent to the following vendors on January 26, 2020:

Integrity Transportation
James Transportation
Safety Bus Company
Kerry Bus Service
Student Transportation of America
Durham Bus Company
Sheppard Bus Company
Stout Transportation; and

Whereas, only one quote was received from Student Transportation of America; the Board of Trustees approved Quote Q-T3-1920 from Student Transportation of America for transportation of approximately fifteen (15) students, plus teachers, for a field trip to Washington Crossing in Titusville, New Jersey, on May 28, 2020 from 9:30 AM to 2:30 PM, at the rate of **\$450.00** for one (1) bus, with an additional cost of **\$75.00** per bus, per hour, over the first five (5) hours, as attached.

Roll Call Vote:

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

Nays: None

- 18. Approval of Longevity Incentive/Tuition Reimbursements:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved a longevity incentive of **\$1,000.00**, effective in the current 2019-2020 school year, to be

available for teachers with three (3) full school years of service as of June 30, 2020, and administrative staff with three (3) full calendar years of employment by June 30, 2020, as set forth on the attached; and, further resolved that the Board of Trustees approved an increase in the tuition reimbursement amount per year from \$1,000.00 to \$2,000.00, effective in the 2020-2021 school year, by Roll Call Vote. (All other terms and conditions for tuition reimbursement will remain unchanged.)

Roll Call Vote:

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

Nays: None

19. **HUMAN RESOURCES:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved Human Resources Consent Agenda Items 19(a) through 19(d), as detailed below, by Roll Call Vote.

- (a) **Position Control Table:** The Board of Trustees accepted the Position Control Table as of February 20, 2020, as attached.
- (b) **Confirmation, Approval and Ratification of Appointment of Staff:** The Board of Trustees accepted the recommendation of the Principal/Lead and confirmed, approved and ratified the appointment of the individuals to the positions, terms and salaries, as set forth on the attached, for the 2019-2020 school year.
- (c) **Approval of After School Tutoring and Activities Appointments:** The Board of Trustees accepted the recommendation of the Principal/Lead and approved the appointment of individuals for After School Tutoring and Activities, as set forth on the attached.
- (d) **Approval of Substitute Aftercare Directors:** The Board of Trustees approved Edmund Cetrullo (Principal/Lead), Patricia O'Connell (Coach, Reading/Social Studies), and Steve DiMatteo (Director of Special Education) as Substitute Aftercare Directors, on an "as needed" basis, at the rate of \$32.00 per hour, for an average of two (2) hours per day.

Roll Call Vote:

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

Nays: None

- (e) **Approval of Reassignment:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved a position reassignment for Angela Tennant, from Paraprofessional to Part-Time Paraprofessional

(Substitute), to remain at the current hourly pay rate of **\$14.83** per hour, effective February 21, 2020 through June 30, 2020, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

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

NAME	POSITION	EFFECTIVE DATE
Thomas Shafer	Science/Social Studies Teacher	February 12, 2020
Shelly Ward-Richards	Instructional Practices Mentor	February 26, 2020
Cristine Stamelos	First Grade Teacher	February 27, 2020
Kacey Burke	School Psychologist	March 13, 2020

Roll Call Vote:

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

Nays: None

20. BUILDINGS AND GROUNDS:

- (a) **Approval of Agreement with ModernControls:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Heating, Ventilation and Air Conditioning (HVAC) Maintenance Agreement between ModernControls and Atlantic Community Charter School, effective March 1, 2020 to February 28, 2021, at a total cost of **\$5,360.00**, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: 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 Curriculum and Regular/Special Education Consent Agenda Items 21(a) and 21(b), as detailed below, by Roll Call Vote.

- (a) **Approval of Hourly Pay Rates and Appointments for Saturday Test Prep Program:** Whereas, on December 19, 2019, the Board of Trustees approved a cost estimate of **\$25,984.00** for facility usage for the Saturday Test Prep Program; the Board of Trustees approved an hourly pay rate of **\$35.00** for teachers, and an hourly pay rate of **\$20.00** for paraprofessionals (who hold a certificate), and appointed the proposed individuals, as set forth on the attached, to work the Saturday Test Prep Program.
- (b) **Approval of Appointment of Co-Directors for Saturday Test Prep Program:** The Board of Trustees approved the appointment of Linda O'Donnell (Coach, Math/Science) and Patricia O'Connell (Coach, Reading/Social Studies), as Co-Directors of the Saturday Test Prep Program, at a total stipend of **\$1,350.00** each, for duties including curriculum coordination, staff and site management, parent communication, daily class rosters/tiered grouping/attendance, and incentive management.

Roll Call Vote:

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

Nays: None

- (c) **Confirmation, Approval and Ratification of Homebound Instruction:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified homebound instruction for Student ID# 170099 (6th Grade), effective on or about January 27, 2020 for ten (10) hours per week, with the homebound instructor provided by Delta-T Group at the rate of **\$40.00** per hour, to conclude pending the outcome of a Psychiatric Fit to Return evaluation, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Approval of World Languages Curriculum Grades K-8:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the World Languages Curriculum for Grades K-8, by Roll Call Vote. (The curriculum is available for review in the office of the Principal/Lead.)

Roll Call Vote:

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

Nays: None

CURRICULUM AND REGULAR/SPECIAL EDUCATION: On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved Curriculum and Regular/Special Education Consent Agenda Items 21(e) through 21(g), as detailed below, by Roll Call Vote.

- (e) **Approval of Agreement with Inspired Instruction, LLC:** The Board of Trustees approved the agreement between Inspired Instruction, LLC and Atlantic Community Charter School, for Math and English Language Coaching during the 2019-2020 school year, with dates to be determined, at a total cost not to exceed \$17,600.00, as attached, previously reviewed by the Board's attorney.
- (f) **Confirmation, Approval and Ratification of Agreement with Therapia Staffing, LLC:** The Board of Trustees confirmed, approved and ratified the Staffing Agreement between Therapia Staffing, LLC and Atlantic Community Charter School, for supplemental staffing needs, effective February 4, 2020 through February 4, 2021, with an automatic renewal unless terminated within thirty (30) days prior, at an estimated bill rate of \$65.00-\$75.00 per hour, as attached, previously reviewed by the Board's attorney.
- (g) **Approval of Free Demonstration for the Science, Technology, Engineering and Math (STEM) Club:** The Board of Trustees approved a free demonstration for the school's STEM Club from Pamela Cohn, Organic Chemist in the Chemistry Program at Stockton University, as well as her undergraduate students, during the week of March 15, 2020.

Roll Call Vote:

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

Nays: None

22. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 22(a) through 22(c), as detailed below, by Roll Call Vote.

- (a) **Approval of Revised Policy 3159:** The Board of Trustees approved the revised Policy 1359, titled "Teaching Staff Member/School District Reporting Responsibilities", for first reading, as attached.

- (b) **Approval of Revised Policy and Regulation 7440:** The Board of Trustees approved the revised Policy 7440 and Regulation R 7440, titled “School District Security”, for first reading, as attached.
- (c) **Approval of Revised Policy and Regulation 7441:** The Board of Trustees approved the revised Policy 7441 and Regulation R 7441, titled “Electronic Surveillance in School Buildings and on School Grounds”, for first reading, as attached.

Roll Call Vote:

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

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 January 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) **Second Submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff 2019-2020 School Year:** The second submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2019-2020 School Year was sent to the Atlantic County Office of the New Jersey Department of Education on January 28, 2020, as required.
- (d) **Revised Start Dates for New Hires:** Two new hire start dates were revised: Leighann Miller, Teacher, revised start date January 6, 2020; Lonniyell Sykes, Parent Coordinator, revised start date January 27, 2020.
- (e) **Parent-Teacher Organization (PTO) Meeting Flyer.**

(f) **Change in Enrollment:**

ADA Percentage from January 10, 2020 – February 10, 2020 = 91.27%		
District Grade	By # of Students	Transferred Out/In
Kindergarten	44	-2
1 st Grade	47	-1
2 nd Grade	67	
3 rd Grade	56	-1
4 th Grade	37	+1
5 th Grade	42	
6 th Grade	27	
7 th Grade	23	
8 th Grade	19	
TOTAL	362	

24. **HIB Reports:** Harassment, Intimidation and Bullying (HIB) Board of Trustees Report, as entered into the School Safety Data System for July 1, 2019 through December 13, 2019.
25. **New/Old Business:** None.
26. **Public Comments:** None.
27. **Closed Session:** None.
28. **Return to Public Session:** N/A.

***The next Regular Board Meeting will be held on Thursday, March 19, 2020.**

29. **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 4:30 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



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