



School Board of Trustees Regular Monthly Meeting

Date: Tuesday, January 26, 2016

Time: 4:00 PM

Location: Meeting was moved due to flooding to:

Offices of: Parker McCay, PA
1809 Pacific Avenue – 2nd floor Conference Room
Atlantic City, NJ 08401

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:01 PM.

2. Notice of Meeting:

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were published in the Press of Atlantic City and filed with the Atlantic City Municipal Clerk's Office and posted on the Board of Trustees Bulletin Board, at the School. However, due to the flooding at the school a notice was placed on the door of the school and the school website that the meeting was moved to the offices of Parker Mc Kay at 1809 Pacific Avenue, Atlantic City, NJ.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

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

Absent: Marlene D. Frayne
Matthew Heinle

Also Present: Melindo Persi –Board Secretary/School Business Administrator
Dr. Anthony Novembre – Executive Vice President, ISS, LLC
Steve Bollar – Lead Person
Seth Broder, Esquire – Attorney for the Board
Jake Der Hagopian – President, CSMI, LLC
Bill Clinton – Chief Financial Officer, CSMI, LLC
Steven Lee – Executive Vice President/CAO, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC
Pat Sciamanna – Data Analyst for CSMI, LLC
Jessica Richard, Principal, Atlantic City Community Charter School
Dr. Mary Jane Gretzula, Special Education, Atlantic City Community Charter School

Public: None

5. Correspondence: None

Note: Matthew Heinle and Marlene Frayne joined the meeting at 4:07pm.

6. Approval of Minutes:

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees approved the **Board Minutes of the Regular Meeting of December 15, 2015** by Voice Vote.

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Abstained: Douglas B. Groff

7. Lead Person's Report: (Steve Bollar, Jessica Richard, Pat Sciamanna)

Steve Bollar and Pat Sciamanna reported on the PARCC test scores.

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees approved the **Lead Person's Report**, by Voice Vote.

8. Receipt and Approval of Treasurer's Report:

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees accepted the **Treasurer's Report as of December 31, 2015** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. Approval of Budget Transfers – 2015-2016 Budget:

On a motion made by Douglas Groff and seconded by Peter Seltzer, the Board of Trustees accepted the **Budget Transfers** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. Approval of Revised Budget – 2015-2016 Budget:

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees accepted the **Revised Budget** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

11. Approval of Board Secretary's Report:

On a motion made by Peter Seltzer and seconded by Douglas Groff, the Board of Trustees accepted the **Board Secretary's Report as of December 31, 2015** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

12. School Business Administrator's Certification of Accounts:

On a motion made by Peter Seltzer and seconded by Matthew Heinle, the Board of Trustees resolved that no major accounts or fund have been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

13. Board Certification of Accounts:

On a motion made by the Douglas Groff and seconded by Peter Seltzer, the Board of Trustees ascertained, to the best of their knowledge and ability, with the information provided, that no major account has been over-expended and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certified the school's budget as approved is being followed as reflected in the financial reports, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

14. Payment of Bills:

On a motion made by Matthew Heinle and seconded by Douglas Groff, the Board of Trustees approved by the following Roll Call Vote, the payment of bills dated **December 5, 2015 to January 8, 2016**, totaling **\$160,096.67**. Payroll and taxes were paid during the same period totaling **\$90,746.47** from the Board of Trustees' General and Payroll Accounts located at the Sun National Bank, Collingswood, NJ.

Roll Call Vote:

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

Nays: None

15. Resolutions: Consent Agenda A-H

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees approved items (a) – (h) by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

(a) Final Reading Policy/Regulations: The Board of Trustees approved for final reading, the following Policy/Regulations, subject to review by the Medical Inspector and the Board's Attorney.

- **Regulation R5300 – Automated External Defibrillators (AEDs)**
- **Policy 5305 – Health Services Personnel**
- **Policy 5307 – Nursing Services Plan**
- **Policy 5308 – Student Health Records**
- **Regulation R5308 – Student Health Records**
- **Policy 5310 – Health Services**
- **Regulation R5310 – Health Services**
- **Policy 5320 – Immunization**
- **Regulation R5320 – Immunization**
- **Policy 5330 – Administration of Medicine**
- **Regulation R5330 – Administration of Medication**

(b) Approval of Implementation Grant Acceptance: The Board of Trustees approved and authorized the acceptance of the Implementation Grant award #15E00089 for the 2015 Fiscal Year in the amount of \$275,000. Grant purchases are split into \$175,000 in the 2014-2015 school year and \$100,000 in the 2015-2016 school year.

(c) Audit Report: The Board of Trustees approves the audit report of the Comprehensive Annual Financial Report ("CAFR") for the 18 months which ended June 30, 2015. The School received revenue of \$57,341 from the management company which was required to bring the year end fund balance to \$0. Additionally, there were no audit findings requiring a Corrective Action Plan to be submitted to the Department of Education.

(d) Consolidated Monitoring Report: Dr. Mary Jane Gretzula reported and answered questions concerning the Exit Conference on the Consolidated Monitoring Report. Subsequently, the Board of Trustees approved the Consolidated Monitoring Report and directs the Lead Person and the Principal to develop a Corrective Action Plan to be submitted within thirty days to the Board of Trustees.

- (e) **Amendment to 2015-2016 School Calendar:** The Board of Trustees approved the request to amend the 2015-2016 School Calendar to implement one professional development day of **March 18, 2016** (same professional development date as Atlantic City Public Schools) where students will stay home and teachers will come in.

The Board of Trustees also approved the further amendment of the 2015-2016 School Calendar to implement a Snow Day for **January 25, 2016** when both students and teachers stayed home.

- (f) **Field Trip Requests:** The Board of Trustees approved the **Field Trip Request**, as detailed below.

Date of Trip	Destination	Grade(s)	Cost
2/19/16	Strikezone Bowling Alley	1 st	\$7 per person

- (g) **Title I Saturday School Tutoring Program:** Upon the recommendation of the Lead Person, the Board of Trustees approved a **Title I Saturday School Tutoring Program** from February 6, 2016 to June 30, 2016 (2/6, 2/20, 2/27, 3/5, 3/12, 3/19) and certified teaching staff to be compensated at the rate of \$60 per hour from 8:30 am to 12:30 pm and an administrator at \$300 per day. Students will be attending from 9:00 am to Noon. (Funding from Title I Grant.) It was also approved that the Business Administrator is authorized to arrange for student transportation.

- (h) **Extension of the TFB Management Agreement:** The Board of Trustees approved the extension of the Facilities Maintenance Agreement for the period of November 1, 2015 to June 30, 2016, subject to review by the Board's Attorney.

16. Informational Items: (a – e)

- (a) **Management Fee:** The Management Fee for the month of December was **\$18,750**. The cumulative total Management Fee for the 2015-2016 School Year was **\$112,500**, which was reversed as of December 31, 2015 due to the lack of available funds.
- (b) **Loan Activity:** There was no loan activity for the month of December 2015. The loan Balance due CSMI, LLC remains at \$0.
- (c) **School Medical Inspector:** The position of School Medical Inspector is fully operational with the appointment of Dr. Glenn Budnick. A meeting was held with Dr. Budnick to review the Job description and Policies related to Medical Issues.
- (d) **Report to Board on School District Contracts** –As a result of N.J.S.A. 18A:18A-42.2, the Board of Trustees reviewed the school contracts and includes the first six months covering July – December 2015. This report is informational only, and does not require any action taken by the Board.
- (e) **Bus Signage:** The Board acknowledged that signs listing the open enrollment period for 2016-2017 school year have been prepared and have been posted on the three school buses pursuant to N.J.S.A. 18A:39-31.

17. **HIB Report:** None
18. **Closed Session:** None
19. **Return to Public Session:** None
20. **New/Old Business: Recruiting for 2016-2017 School Year**

On a motion made by Douglas Groff and seconded by Marlene Frayne, the Board of Trustees confirmed and approved the initial recruitment period for the 2016-2017 school year commencing on January 14, 2016 and will run through March 11, 2016. If the number of applications exceeds the number of available seats, a lottery will be conducted on March 14, 2016.

Roll Call Vote:

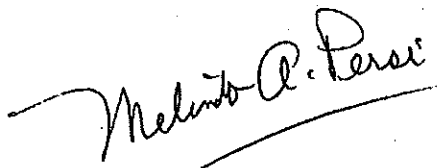
Ayes: Dr. Dominick Potena
Douglas B. Groff
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

21. **Public Comments:** None
22. **Adjournment**

On a motion made by Douglas Groff and seconded by Marlene Frayne, the Board of Trustees voted by Voice Vote to adjourn the meeting at 4:47 PM.

Respectfully Submitted,



Melindo A. Persi
Board Secretary/SBA

Attest: Dr. Dominick Potena, President

AC Board Minutes of January 26, 2016



Board of Trustees
Regular Monthly Meeting
Date: Tuesday, February 23, 2016
Time: 4:00 PM

Location: Atlantic City Community Charter School
200 North Texas Avenue
Atlantic City, NJ 08401

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.

2. Notice of Meeting:

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were published in the Press of Atlantic City and filed with the Atlantic City Municipal Clerk's Office and posted on the Board of Trustees Bulletin Board, at the School.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

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

Absent: Marlene D. Frayne
Matthew Heinle

Also Present: Melindo Persi –Board Secretary/School Business Administrator
Dr. Anthony Novembre – Executive Vice President, ISS, LLC
Steve Bollar – Lead Person
Seth Broder, Esquire – Attorney for the Board
Jake Der Hagopian – President, CSMI, LLC
Bill Clinton – Chief Financial Officer, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC
Jessica Richard, Principal, Atlantic City Community Charter School

Public: None

5. Correspondence:

The Board of Trustees acknowledged the acceptance of the **Correspondence** listed below.

- Letter from Sean Gorman, Division of Pensions & Benefits, State of New Jersey, dated February 9, 2016 confirming that the Federal Social Security Administration approved Social Security coverage on January 22, 2016 for eligible employees of the school, who were employed on March 26, 2015, retroactive to September 1, 2014.
- Letter from Commissioner David C. Hespe, Department of Education, State of New Jersey, dated February 22, 2016 granting our request to change the school name to “*Atlantic Community Charter School*.” (The school is required to submit a Certificate of Incorporation, and Federal Employer Identification Number documents under the new full legal name, which will be handled by the Board’s Attorney.)

Note: Marlene Frayne joined the meeting at 4:03pm.

6. Approval of Minutes:

On a motion made by Douglas Groff and seconded by Marlene Frayne, the Board of Trustees approved the **Board Minutes of the Regular Meeting of January 26, 2016** by Voice Vote.

7. Lead Person’s Report:

On a motion made by Marlene Frayne and seconded by Peter Seltzer, the Board of Trustees approved the **Lead Person’s Report**, by Roll Call Vote.

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

Nays: None

8. Receipt and Approval of Treasurer’s Report:

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees accepted the **Treasurer’s Report as of January 31, 2016** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. Approval of Budget Transfers – 2015-2016 Budget:

On a motion made by Douglas Groff and seconded by Peter Seltzer, the Board of Trustees accepted the **Budget Transfers** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. Approval of Revised Budget – 2015-2016 Budget:

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees accepted the **Revised Budget** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

11. Approval of Board Secretary's Report:

On a motion made by Peter Seltzer and seconded by Douglas Groff, the Board of Trustees accepted the **Board Secretary's Report as of January 31, 2016** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

12. School Business Administrator's Certification of Accounts:

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees resolved that no major accounts or fund have been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

13. Board Certification of Accounts:

On a motion made by the Douglas Groff and seconded by Peter Seltzer, the Board of Trustees ascertained, to the best of their knowledge and ability, with the information provided, that no major account has been over-expended and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certified the school's budget as approved is being followed as reflected in the financial reports, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

14. Payment of Bills:

On a motion made by Marlene Frayne and seconded by Douglas Groff, the Board of Trustees approved by the following Roll Call Vote, the payment of bills dated **January 12, 2016 to January 28, 2016** and totaling **\$176,187.42**. Payroll and taxes were paid during the same period totaling **\$93,516.42** from the Board of Trustees' General and Payroll Accounts located at the Sun National Bank, Collingswood, NJ.

Roll Call Vote:

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

Nays: None

15. Human Resources: (a)

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees approved item (a) and tabled item (b), by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

(a) **Resignation of Mary Jane Gretzula** – The Board of Trustees accepted Dr. Mary Jane Gretzula’s resignation with regret effective February 26, 2016.

(b) **Job Description – Director of Special Education: (Tabled)**

16. Resolutions: Consent Agenda (b – e)

On a motion made by Peter Seltzer and seconded by Douglas Groff, the Board of Trustees tabled item (a), and approved items (b) – (e) by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

(a) **First Reading Bylaws, Policies and Regulations: (Tabled)**

(b) **Amendment to 2015-2016 School Calendar:** The Board of Trustees approved the amended 2015-2016 School Calendar due to flooding on February 8th.

(c) **Approve Change in Payroll Companies:** The Board of Trustees approved the recommendation to change payroll companies from ADP to CASA Payroll. The cost to the school will not exceed what we are currently paying.

(d) **Title I Monitoring/Corrective Action Report** – The Board of Trustees accepted the **Corrective Action Report**, which was submitted by the Lead Person and the Principal.

(e) **Authorization to Bid Wireless Upgrade:** The Board of Trustees approved the specifications as prepared by the School Business Administrator for the Wireless Network Upgrade (Galloway campus) and to receive bids on March 22, 2016 at 11:00 AM at the School Offices.

17. Informational Items: (a – e)

(a) **Management Fee:** The Management Fee for the month of January was **\$18,625**. The cumulative total Management Fee for the 2015-2016 School Year is **\$18,625**.

(b) **Loan Activity:** There was no loan activity for the month of January 2016. The loan Balance due CSMI, LLC remains at \$0.

- (c) **Designation of Language Arts/Curriculum Supervisor:** Mr. Steven Bollar presented a resume for Dr. Robin Harden Daniels, as a Language Arts/Curriculum Supervisor to provide support, direction and professional development one day per week, from February 22 to June 30, 2016. This position will be employed and funded by the management company, CSMI, LLC.

Note: The Board requested that a Criminal Background Application be filed by Dr. Robin Harden Daniels.

- (d) **Report to Board on School District Contracts:** As result of N.J.S.A. 18A:18A-42.2, the Board of Trustees reviewed the school contracts for the 2015-2016 school year through January 2016. This report is informational only, and does not require any action taken by the Board.

- (e) **Galloway Lease:** It was reported that the Lease signed for the Galloway Property is with Education Capital Solutions and that the contract is from July 1, 2016 through June 30, 2018.

18. **HIB Report:** None

19. **Closed Session:** None

20. **Return to Public Session:** None

21. **New/Old Business: (a – d)**

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees approved items (a), (b) and (d), and tabled item (c), by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (a) **Award of Saturday Academy Transportation for Title I Program:** The Board of Trustees awarded the quotation to Safety Bus Company in the amount of \$2,590, as the lowest of two quotes received.

- (b) **Approval of SEMI Waiver for Fiscal Year17:** The Board of Trustees approved the request for a Waiver from the Atlantic County Superintendent of Schools to provide a SEMI Program for Fiscal Year 17 due to the projected enrollment of only ten (10) students.

- (c) **Appoint Director of Special Education: (Tabled)** – Pending additional information.

- (d) **Approval of Amazing Transformations Agreement:** The Board of Trustees approved the Agreement with Amazing Transformations to provide Behavior Consultation and Autism Support services for the period of February 1, 2016 through June 30, 2016, subject to review by the Board's Attorney.

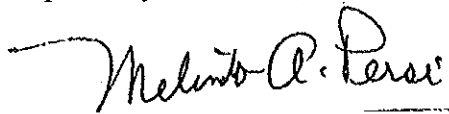
22. Public Comments:

- Principal Jessica Richards provided a report concerning the successful Saturday Academy Program initiated on February 20, 2016. While 44 students were enrolled, only 34 students were present due to a transportation problem.
- Steven Bollar reported that on March 18, 2016, schools will be closed to accommodate a Staff-in-Service Day.

23. Adjournment

On a motion made by Marlene Frayne and seconded by Douglas Groff, the Board of Trustees voted by Voice Vote to adjourn the meeting at 4:20 PM.

Respectfully Submitted,



Melindo A. Persi
Board Secretary/SBA



Attest: Dr. Dominick Potena, President

AC Board Minutes of February 23, 2016



**Board of Trustees
Special Meeting
Date: Tuesday, March 8, 2016
Time: 4:00 PM**

Location: Atlantic Community Charter School
200 North Texas Avenue
Atlantic City, NJ 08401

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.

2. Notice of Meeting:

In compliance with the Open Public Meeting Act, the date, time and location of this special meeting was published on March 5, 2016 in the Press of Atlantic City and filed with the Atlantic City Municipal Clerk's Office and posted on the Board of Trustees Bulletin Board, at the School.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

Roll Call: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Peter Damon Seltzer

Absent: Marlene D. Frayne

Also Present: Melindo Persi –Board Secretary/School Business Administrator
Seth Broder, Esquire – Attorney for the Board
Jake Der Hagopian – President, CSMI, LLC
Bill Clinton – Chief Financial Officer, CSMI, LLC

Public: None

5. Resolutions:

On a motion made by Peter Seltzer and seconded by Douglas Groff, the Board of Trustees approved item (a) by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena,
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (a) **Approval of Amended Charter:** The Board of Trustees approved amending the School's Charter to include the address of the new school building located at 112 South New York Road, Galloway Township, New Jersey 08205, and authorized the Board Attorney to forward said Resolution to the New Jersey Commissioner of Education and the school districts named therein.

Note: Marlene Frayne entered the meeting at 4:03 PM.

On a motion made by Peter Seltzer and seconded by Marlene Frayne, the Board of Trustees approved item (b) by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena,
Douglas B. Groff
Matthew Heinle
Marlene Frayne
Peter Damon Seltzer

Nays: None

- (b) **Amendment of Charter due to Plan of Consolidation:** The Board of Trustees authorized the Board Attorney to prepare an amendment to the School Charter, if necessary, as the Board approved a plan of consolidating the school operation to the new Galloway Township location by closing the school building(s) in Atlantic City, and authorized the Board Attorney to notify the landlord of the building(s) of said closing.

6. Closed Session: None

7. Return to Public Session: None

8. New/Old Business:

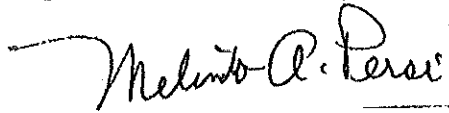
9. Public Comments:

- (a) The next Regular Monthly Meeting will be on March 31, 2016.

10. Adjournment

On a motion made by Peter Seltzer and seconded by Douglas Groff, the Board of Trustees voted by Voice Vote to adjourn the meeting at 4:05 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Melindo A. Persi". The signature is fluid and cursive, with a horizontal line underneath the name.

Melindo A. Persi
Board Secretary/SBA

A handwritten signature in black ink, appearing to read "Dominick Potena". The signature is fluid and cursive, with a horizontal line underneath the name.

Attest: Dr. Dominick Potena, President

AC Board Minutes of Special Meeting of March 8, 2016



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Thursday, March 31, 2016 Time: 4:00 PM

Location: Atlantic Community Charter School
200 North Texas Avenue
Atlantic City, NJ 08401

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.

2. Notice of Meeting:

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were published in the Press of Atlantic City and filed with the Atlantic City Municipal Clerk's Office and posted on the Board of Trustees Bulletin Board, at the School.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

Roll Call: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Peter Damon Seltzer (Joined the meeting at 4:09 PM)

Also Present: Melindo Persi –Board Secretary/School Business Administrator
Dr. Anthony Novembre – Executive Vice President, ISS, LLC
Seth Broder, Esquire – Attorney for the Board
Steve Bollar – Lead Person
Steve Lee – CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Bill Clinton – Chief Financial Officer, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC

5. Correspondence:

The Board of Trustees acknowledged the acceptance of the **Correspondence** listed below.

- Letter dated March 7, 2016 from Richard Stepura, Ed.D., Interim Executive County Superintendent of Schools granting the request for a Special Education Medicaid-Initiative (SEMI) waiver for the 2017 fiscal school year.
- Letter dated March 10, 2016 from the Board's Attorney to Commissioner David C. Hespe requesting an amendment to the Charter and an additional school building address for Galloway.

6. Approval of Minutes:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the **Board Minutes of the Regular Meeting of February 23, 2016** and the **Board Minutes of the Special Meeting of March 8, 2016** by Voice Vote.

7. Lead Person's Report:

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the **Lead Person's Report**, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

8. Receipt and Approval of Treasurer's Report:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the **Treasurer's Report as of February 29, 2016** by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

9. Approval of Budget Transfers – 2015-2016 Budget:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the **Budget Transfers** by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

10. Approval of Revised Budget – 2015-2016 Budget:

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the **Revised Budget** by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

11. Approval of Board Secretary's Report:

On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the **Board Secretary's Report as of February 29, 2016** by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

12. School Business Administrator's Certification of Accounts:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees resolved that no major accounts or fund have been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

13. Board Certification of Accounts:

On a motion made by the Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees ascertained, to the best of their knowledge and ability, with the information provided, that no major account has been over-expended and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certified the school's budget as approved is being followed as reflected in the financial reports, by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

14. Payment of Bills:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved by the following Roll Call Vote, the payment of bills dated February 6, 2016 to March 7, 2016 totaling **\$146,583.65**, and payroll and taxes paid during the same period totaling **\$88,990.40**, from the Board of Trustees' General and Payroll Accounts located at the Sun National Bank, Collingswood, NJ.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

15. Human Resources: (a)

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved item (a) by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne

Nays: None

(a) Approval of Job Description – Director of Special Education: The Board of Trustees accepted the Job Description for **Director of Special Education** as presented and reviewed by the Board's Attorney.

Note: Peter Damon Seltzer entered the meeting at 4:09 PM.

16. Resolutions: Consent Agenda (a – j)

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved items (a) – (j) by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (a) **Field Trip Request:** The Board of Trustees approved the **Field Trip Request** as detailed below, subject to availability of funds in the budget.

Date of Trip	Destination	Grade(s)	Cost
5/13/16	Cape May Zoo	1 st 36 Students 6 Chaperones	\$0 – Free Admission
		Bus Parking Fee @ Zoo	\$60.00
		Round Trip Transportation 1 Bus (TBD)	
TOTAL COST			\$60.00

- (b) **Approval of Standard Solution Holding, LLC Agreement:** The Board of Trustees approved the presented **Standards Solution Holding, LLC Agreement** to provide consulting services in Aligning Practices with the Common Core State Standards, at a cost not to exceed \$1,800 effective March 24, 2016 through June 30, 2016, subject to review by the Board's Attorney.
- (c) **Appointment of Director of Special Education:** The Board of Trustees approved the appointment of **Jane Migliori-Bilik** as Director of Special Education effective March 7, 2016, at a salary of \$500 per day for two days per week through June 30, 2016.
- (d) **Approval of Home Bound Instruction by Cynthia Stokes:** The Board of Trustees approved the home bound instruction of a student, per the IEP Report. The instruction will be provided by Special Education teacher, Cynthia Stokes, during normal school hours, at no extra compensation.
- (e) **Rescinded Contract with the Boys and Girls Club of Atlantic City:** The Board of Trustees rescinded the approval of item #16(d) of the November 24, 2015 Meeting Agenda entitled "Approval of Contract with Boys & Girls Club of Atlantic City", and at this time in the school year, it has been decided not to pursue further.
- (f) **Rescinded Agreement with Rutgers University:** The Board of Trustees rescinded the approval of item #16(e) of the November 24, 2015 Meeting Agenda entitled "Approval of Agreement with Rutgers University to Provide Nutrition Training". However, Rutgers University offered a similar nutrition program with benefits to the school and students that did not require a formalized agreement. Therefore, it has been decided to proceed with the alternate nutrition training program, once the school is added to Rutgers University's schedule.
- (g) **Approval of 2016-2017 Proposed Budget:** The Board of Trustees approved the presented Proposed Budget for the 2016-2017 school year and authorized the Board Secretary to submit said budget to the Department of Education.
- (h) **Approval of Inventory of Curriculum Items at Galloway Location:** The Board of Trustees approved five staff members to inventory curriculum items at the Galloway school location on Saturdays, at a cost of \$25 per hour for a maximum of eight days with a maximum of \$100 per day per person, limited to a maximum of \$800 per person. The total cost of the project is limited to \$4,000.

- (i) **Wireless Upgrade Bid - Rejection of All Bids:** On Tuesday, March 22, 2016 at 11:00AM, three (3) submitted bids were opened and publicly read aloud by the Board Secretary in the presence of the Assistant Board Secretary at the Atlantic Community Charter School for the Wireless Network Upgrade Bid - #01-PW-16.

Upon review of the received bid prices, the Board of Trustees rejected all bids, pursuant to N.J.S.A. 18A:18A-22(a),(b), as the lowest bid received substantially exceeded the school's appropriation and substantially exceeds the cost estimated for the project, and the School Business Administrator/Board Secretary is authorized to re-advertise this project pursuant to law.

<u>Name of Company</u>	<u>Total Bid Price</u>
➤ Coastal Communications, Pennsauken, NJ	\$63,623.96
➤ GDW Government. LLC, Vernon Hills, IL	\$52,661.32
➤ Technotone Business Solution, East Rutherford, NJ	\$69,173.70

- (j) **Approval to Extend Enrollment Period:** The Board of Trustees approved the extension of the Atlantic Community Charter School Initial Enrollment Period to April 22, 2016.

17. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of February was **\$18,750**. The cumulative total Management Fee for the 2015-2016 School Year is **\$37,375**.
- (b) **Loan Activity:** There was no loan activity for the month of February 2016. The loan Balance due CSMI, LLC remains at \$0.
- (c) **8th Annual NJ Charter Schools Conference:** Dr. Sarah Tantillo, is presenting at the 8th Annual NJ Charter Schools Conference on May 25-26 at Bally's Hotel and Casino in Atlantic City. Her session entitled "How to Use the Common Core Standards to Help Students Succeed" is of particular interest. Some Board members expressed an interest in attending and will advise the Board Secretary to register them.
- (d) **Report to Board on February School District Contracts:** As result of N.J.S.A. 18A:18A-42.2, the Board of Trustees reviewed the school contracts for the 2015-2016 school year through February 2016. (This report is informational only, and does not require any action be taken by the Board.)

18. HIB Report: None

19. Closed Session: None

20. Return to Public Session: None

21. New/Old Business:

On a motion made by Peter Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved item (a) by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

(a) Name Change Amendment:

The Board of Trustees approved the Amendment to the Certificate of Incorporation to include the name change to Atlantic Community Charter School and that copies of said resolution be filed with the NJ Commissioner of Education.

17. Public Comments:

(a) Next Meeting will be on Tuesday, April 26, 2016.

18. Adjournment

On a motion made by Peter Seltzer and seconded by Marlene D. Frayne, the Board of Trustees voted by Voice Vote to adjourn the meeting at 4:14 PM.

Respectfully Submitted,



Melindo A. Persi
Board Secretary/SBA



Attest: Dr. Dominick Potena, President

AC Board Minutes of Regular Meeting of March 31, 2016



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Tuesday, April 26, 2016 Time: 4:00 PM

Location: Atlantic Community Charter School
200 North Texas Avenue
Atlantic City, NJ 08401

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.

2. Notice of Meeting:

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were published in the Press of Atlantic City and filed with the Atlantic City Municipal Clerk's Office and posted on the Board of Trustees Bulletin Board at the School.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

Roll Call: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Peter Damon Seltzer

Absent: Marlene D. Frayne (entered meeting at 4:02 pm)

Also Present: Melindo Persi –Board Secretary/School Business Administrator
Dr. Anthony Novembre – Executive Vice President, ISS, LLC
Seth Broder, Esquire – Attorney for the Board
Steve Bollar –CSMI, LLC
Steve Lee – CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier –Interim CFO, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC

Public: Dana Speller – Vice President, ACCS PTO

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 **Board Minutes of the Regular Meeting of March 31, 2016** by Voice Vote.

Note: Marlene D. Frayne entered meeting at 4:02 pm

7. Lead Person's Report:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached **Lead Person's Report**, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

8. Receipt and Approval of Treasurer's Report:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached **Treasurer's Report as of March 31, 2016** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. Approval of Budget Transfers – 2015-2016 Budget:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached **Budget Transfers** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. Approval of Revised Budget – 2015-2016 Budget:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached **Revised Budget** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

11. Approval of Board Secretary's Report:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached **Board Secretary's Report as of March 31, 2016** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

12. School Business Administrator's Certification of Accounts:

On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees resolved that no major accounts or fund have been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

13. Board Certification of Accounts:

On a motion made by the Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees ascertained, to the best of their knowledge and ability, with the information provided, that no major account has been over-expended and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certified the school's budget as approved is being followed as reflected in the financial reports, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

14. Payment of Bills:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved by the following Roll Call Vote, the payment of bills on the attached list dated March 8, 2016 to April 7, 2016 and totaling **\$125,963.37**. Payroll and taxes were paid during the same period totaling **\$95,059.98** from the Board of Trustees' General and Payroll Accounts located at the Sun National Bank, Collingswood, NJ.

Roll Call Vote:

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

Nays: None

15. Human Resources:

(a) Appointment of Staff for 2016-2017 Fiscal Year:

TABLED - pending further information.

16. (a) Approval of Revolving Line of Credit with Fulton Bank of New Jersey:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved, by the following Roll Call Vote, the term sheet issued by Fulton Bank of New Jersey for a Revolving Line of Credit of \$650,000, subject to review by the Board's Attorney, and authorized the Board President and Secretary to execute the necessary paperwork to obtain the Revolving Line of Credit.

Roll Call Vote:

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

Nays: None

16. Resolutions: Consent Agenda (b – i)

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved items (b) – (i) by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

(b) **Approved for First Reading – Title I - School-Wide Parental Involvement:** The Board of Trustees approved for **First Reading – Title I - School-Wide Parental Involvement Policy**, as attached.

(c) **Adoption of 2016-2017 School Year Calendar:** The Board of Trustees approved the attached school calendar for the 2016-2017 school year.

(d) **Approval of Renewal of Camden County Educational Services Commission – General Services Contract:** The Board of Trustees approved the renewal of the attached **Camden County Educational Services Commission – General Services Contract** for the period of July 1, 2016 to June 30, 2017, with actual services provided to be determined based on the school's needs, subject to review by the Board's Attorney.

(e) **Approval of Appointment of Staff for Galloway Curriculum Materials Project:** –WHEREAS at the March Public Meeting of the Board of Trustees, approval was granted for five (5) staff members to inventory surplus curriculum materials at the Galloway School for eight (8) Saturdays, at a cost of \$25 per hour per staff member, with a maximum of \$100 each day for each staff member.

The Board of Trustees approved that the following staff members be appointed to complete the aforementioned project, in keeping with the foregoing resolution:

- Jacqueline Ceresini
- Courtney Foster
- Jennifer Houser
- Kimberly Smitelli
- Denise Vincent

(f) **Field Trip Requests:** The Board of Trustees approved the **Field Trip Requests** as detailed below:

Date of Trip	Destination	Grade(s)	Cost
May 20, 2016	Atlantic City Miniature Golf	2 nd	\$8.00 per/person 17 Students 3 Chaperones
Sub-TOTAL COST			\$160.00
May 25, 2016	Wyndham Skyline Tower	2 nd & 5 th	\$0 32 Students 5 Chaperones
Sub-TOTAL BUS Cost:			\$319.54

Date of Trip	Destination	Grade(s)	Cost
May 27, 2016	Cape May Zoo	Kindergarten	\$0 31 Students 6 Chaperones
		Bus Cost:	\$382.89
		Parking Permit	\$60.00
		Sub-TOTAL COST	\$442.89
		TOTAL COST FIELD TRIPS:	\$922.43

- (g) **Award of Contract—Wireless Network Upgrade Re-Bid--#02-PW16:** On Thursday, April 14, 2016 at 11:00 am, two (2) bids for Wireless Network Upgrade Re-Bid #02 PW-16 were received, opened and publicly read aloud for the following companies:

Jersey State Controls
1105 Industrial Parkway
Brick, NJ 08724
\$59,214.50

Technotime Business Solutions
1 Madison Street B4
East Rutherford, NJ 07073
\$42,455.25

Upon review of Mr. Josh Totoro, IT Director, and upon recommendation of Mr. Melindo A. Persi, School Business Administrator/Board Secretary, the Atlantic Community Charter School Board of Trustees hereby awards the contract to:

Technotime Business Solutions
VENDOR SPIN #143034749
1 Madison Street B4
East Rutherford, NJ 07073

as the lowest responsible bid price of \$42,455.25. Technotime will provide all labor and materials, as specified in Bid #02PW-16, for the Wireless Network Upgrade project at the Galloway Township Campus.

Federal E-rate Project

Upon approval, Atlantic Community Charter School will file Form 471 to request an 85% reimbursement of this contract. This Form 471 will be connected to Form 470 #160028264. Work will begin after July 1st 2016.

The Board's Attorney will prepare the contract and the Board Secretary and President are authorized to execute the Agreement.

- (h) **Creation of After School Tutoring Program/Appointment of Staff:** The Board of Trustees approved the creation of an After School Tutoring Program, four days per week, from 3:30 to 4:30 PM, from May 16, 2016 to June 17, 2016, with a staff consisting of six (6) teachers, paid at a rate of \$40 per hour for four (4) hours (paid via Title I Budget) for five (5) weeks, and

BE IT FURTHER RESOLVED that the following teachers are appointed to the After School Tutoring Program:

- Jennifer Houser
- Amanda McCawley
- Gabrielle Miller
- Kelly Ryan
- Mary Theresa Smith
- Ellen Wilson

- (i) **Disposition of Excess Assets:** The Board of Trustees determined that the items on the attached **Excess Assets** list are not required for school purposes, and are considered surplus, and should be disposed of as scrap, having no value.

17. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of March was **\$18,500**. The cumulative total Management Fee for the 2015-2016 School Year is **\$55,875**.
- (b) **Loan Activity:** There was no loan activity for the month of March 2016. The loan Balance due CSML, LLC remains at \$0.
- (c) **8th Annual NJ Charter Schools Conference May 24-25, 2016:** The following individuals will be attending the conference representing Atlantic Community Charter School.
- Melindo A. Persi
 - Dr. Dominick Potena
 - Seth N. Broder, Esq.
- (d) **Report to Board on March School District Contracts:** As a result of N.J.S.A. 18A:18A-42.2, the attached cumulative report is in compliance with this requirement, and includes the period of July 2015 through March 2016. (This report is informational only, and does not require any action be taken by the Board.)
- (e) **School Ethics Forms:** A copy of the School Ethics Commission profile is attached indicating that all the Board members and Administrators have filed their School Ethics forms for 2016 and they have been accepted by the NJ Department of Education.
- (f) **Flood Claim:** We filed an Estimate of Loss Notice for losses sustained during the Flood of January, 2016 with the Board's insurance carrier in the amount of **\$16,499.40**. To date, **\$11,702.15** has been verified by the adjuster and a check in that amount has been received.
- (g) **Open House Event – Galloway:** There will be an Open House event for the Galloway community on May 21, 2016 at the Galloway campus. Refreshments will be provided and there will be some activities for the children. The budgeted cost of the event will be assumed by the School, and has already been included in the Recruiting budget.

18. HIB Report: None

19. Closed Session: None

20. Return to Public Session: None

21. New/Old Business:

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved item (a) by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

- a. **Open Enrollment Period:** The Board of Trustees approved conducting an Open Enrollment Period for Atlantic Community Charter School during the period of April 25, 2016 through May 27, 2016.

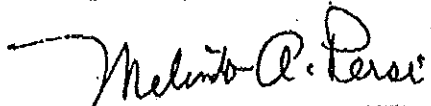
22. Public Comments:

- By Dana Steller, President of the School P.T.O., asked about funding for class trips.

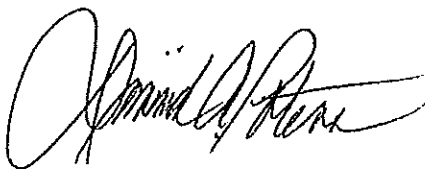
23. Adjournment

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees voted by Voice Vote to adjourn the meeting at 4:17 PM.

Respectfully Submitted,



Melindo A. Persi
Board Secretary/SBA



Attest: Dr. Dominick Potena, President

Next Meeting will be on Tuesday, May 24, 2016.

AC Board Minutes of Regular Meeting of April 26, 2016



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Special Meeting **Date: Thursday, May 5, 2016** **Time: 9:00 AM**

Location: Atlantic Community Charter School
200 Texas Avenue
Atlantic City, NJ 08401

MINUTES

1. Call to Order

The Board President, Dr. Dominick Potena, called the meeting to order at 9:03 AM.

2. Open Public Meetings Act Notice:

In compliance with the Open Public Meeting Act, date, time and location of this Special Meeting was published in The Press of Atlantic City on April 30, 2016, and with the Atlantic City Municipal Clerk's Office. Additionally, the notice of this meeting was also posted on the Board of Trustees Bulletin Board at the School. Action will be taken on items on the Agenda and any other matter to come before the Board.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

Roll Call: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Marlene D. Frayne
Peter Damon Seltzer

Also Present: Melindo Persi –Board Secretary/School Business Administrator
Dr. Anthony Novembre – Executive Vice President, ISS, LLC
Seth Broder, Esquire – Attorney for the Board
Steve Bollar –CSMI, LLC
Steve Lee – CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier –Interim CFO, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC

5. Closed Session: 9:10 AM

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved entering into a **Closed Session** to discuss **Personnel Appointments**, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

***ATLANTIC COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES
RESOLUTION
AUTHORIZING EXECUTIVE SESSION***

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Trustees of the Atlantic Community Charter School has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board of Trustees will reconvene at the conclusion of closed session, at approximately 4:30 p.m. this evening.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Atlantic Community Charter School will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

_____Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: _____);

_____Any matter in which the release of information would impair a right to receive funds from the federal government;

_____Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

_____Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body school clerk position;

_____Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____Any investigations of violations or possible violations of the law;

_____Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney -client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is: _____)

(If contract negotiation the nature of the contract and interested party is _____)

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the District's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

X Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed; by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is:

Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

BE IT FURTHER RESOLVED that the Board of Trustees hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Trustees that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Trustees, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

6. Discussion Items:

- (a) Salary List as Presented
- (b) Discussion of Principal's Performance

7. Return to Public Session: 9:18 AM

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved to return to an **Open Session** by Voice Vote.

8. Appointment of Staff for 2016-2017 Fiscal Year:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the Appointment of Staff for the 2016-2017 fiscal year for the term, position and salary as presented, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. Appointment of Principal for 2016-2017 Fiscal Year:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the reappointment of Jessica Richard as Principal from July 1, 2016 to June 30, 2017, at the annual salary of \$112,750, by the following Roll Call Vote.

Roll Call Vote:

Ayes: Matthew Heinle
Marlene D. Frayne
Peter Damon Seltzer
Douglas B. Groff

Nays: Dr. Dominick Potena

10. New/Old Business: None

11. Public Comments: None

12. Adjournment: On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees voted by Voice Vote to adjourn the meeting at 9:20 AM.

Next Regular Meeting will be on Tuesday, May 24, 2016.

Respectfully submitted,



Melindo A. Persi
Board Secretary/SBA



Attest: Dr. Dominick Potena, President

AC Board Minutes of Special Meeting of May 5, 2016



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Tuesday, May 24, 2016 Time: 4:00 PM

Location: Atlantic Community Charter School
200 North Texas Avenue
Atlantic City, NJ 08401

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.

2. Notice of Meeting:

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were published in the Press of Atlantic City and filed with the Atlantic City Municipal Clerk's Office and posted on the Board of Trustees Bulletin Board at the School.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

Roll Call: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Matthew Heinle
Peter Damon Seltzer

Absent: Marlene D. Frayne (entered meeting at 4:03 pm)

Also Present: Melindo Persi –Board Secretary/School Business Administrator
Dr. Anthony Novembre – Executive Vice President, ISS, LLC
Dr. Joseph Cappello – ISS, LLC
Seth Broder, Esquire – Attorney for the Board
Steve Bollar –CSMI, LLC
Steve Lee – CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC

Public: None

Note: Marlene D. Frayne entered meeting at 4:03 pm

5. Correspondence: Letter from Principal

The Attorney indicated that there were three options available to the Board as follows:

- Take no action
- Modify existing agreement
- Discuss in Closed session at next month's Board meeting

Matthew Heinle moved to discuss at next month's Board meeting; however, his motion did not get a second.

The President again called for a motion. No motion was offered.

6. Approval of Minutes:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved both the **Board Minutes of the Regular Meeting of April 26, 2016** and the **Special Meeting of May 5, 2016** by Voice Vote.

7. Lead Person's Report:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the attached **Lead Person's Report**, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

8. Receipt and Approval of Treasurer's Report:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached **Treasurer's Report as of April 30, 2016** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. Approval of Budget Transfers – 2015-2016 Budget:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached **Budget Transfers** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. Approval of Revised Budget – 2015-2016 Budget:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached **Revised Budget** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

11. Approval of Board Secretary's Report:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached **Board Secretary's Report as of April 30, 2016** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

12. School Business Administrator's Certification of Accounts:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees resolved that no major accounts or fund have been over expended in violation of N.J.A.C. 6A:23-2.11, and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

13. Board Certification of Accounts:

On a motion made by the Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees ascertained, to the best of their knowledge and ability, with the information provided, that no major account has been over-expended and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certified the school's budget as approved is being followed as reflected in the financial reports, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

14. Payment of Bills:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the payment of bills on the attached list dated April 8, 2016 to May 2, 2016, totaling **\$66,699.63**. Payroll and taxes were paid during the same period totaling **\$89,747.96** from the Board of Trustees' General and Payroll Accounts located at the Sun National Bank, Collingswood, NJ.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Matthew Heinle
Marlene D. Frayne

Abstention: Peter Damon Seltzer

Nays: None

15. Human Resources: None

16. Resolutions:

Resolutions: Consent Agenda (a – p):

(a) Approved First Reading – Title I - School-Wide Parental Involvement Policy:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the First Reading of the Title I – School Wide Parental Involvement Policy, and authorized the Board Secretary to complete the blanks with the appropriate responses and present to the Board at the next meeting.

Roll Call Vote:

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

Nays: None

(b) Adoption of Revised 2015-2016 School Year Calendar:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the revised school calendar for the 2015-2016 school year to reflect that the school was closed on Friday, May 6, 2016 due to flooding.

Roll Call Vote:

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

Nays: None

(c) Field Trip Requests:

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved by the following Roll Call Vote, the **Field Trip Requests** detailed below:

Date of Trip	Destination	Grade(s)	Cost
June 8, 2016	Cape May Zoo – Cape May Courthouse	3 rd , 4 th & 5 th	\$60 per Bus (2 buses)
			61 Students
			12 Chaperones
Bus Cost:			(TBC) \$805.38
Sub-TOTAL COST			\$925.38
June 9, 2016	IMAX Theatre – “A Beautiful Plant 3D” – Atlantic City	3 rd , 4 th & 5 th	\$15 p/p
			61 Students
			12 Chaperones
Sub-TOTAL COST			\$1,095

June 13, 2016 (Rain Date: 6/14 or 6/15)	Atlantic City Beach	3 rd , 4 th & 5 th	\$0 63 Students 14 Chaperones
Sub-TOTAL COST			\$0
TOTAL COST FIELD TRIPS:			\$2,020.38

Roll Call Vote:

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

Nays: None

(d) Approved Application for Alternate Compliance of Kindergarten Lavatories:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees authorized by the following Roll Call Vote, the Board Secretary to make application to the Atlantic County Executive County Superintendent of Schools for an Alternate Method of Compliance for N.J.A.C. 6A:26-6.3 for the 2016-2017 school year.

Roll Call Vote:

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

Nays: None

(e) Approved Appointment of Auditor (Bowman and Company) to Complete Annual Audit:

On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees approved by the following Roll Call Vote, the appointment of Bowman & Company LLP to conduct the Annual Fiscal 2015-2016 Audit at the Annual Fee of \$23,000, pursuant to the engagement letter dated May 10, 2016, and subject to review by the Board's Attorney.

Roll Call Vote:

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

Nays: None

(f) Approved Broder Law Group, P.C. Renewal as Board Attorney:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, renewing the agreement with Broder Law Group, P.C. to provide Board Attorney Legal Services for the period of July 1, 2016 through June 30, 2017, as per the terms and compensation stated in the attached retainer agreement.

Roll Call Vote:

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

Nays: None

(g) Approved ISS LLC Contract Renewal:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, renewing the contract for ISS, LLC to provide School Business Administrator services from July 1, 2016 to June 30, 2017, as per the terms and compensation stated in the attached contract, subject to review by the Board's Attorney.

Roll Call Vote:

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

Nays: None

(h) Appointment of School Business Administrator and Board Secretary for the 2016-2017 School Year:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the appointment of Dr. Joseph Cappello as School Business Administrator, and Dr. Anthony Novembre as Board Secretary from July 1, 2016 to June 30, 2017 pursuant to the Agreement between the Board of Trustees and Integrated Support Solutions.

Roll Call Vote:

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

Nays: None

(i) Appointment of Treasurer of School Monies 2016-2017 School Year:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the appointment of Robert Sapp as Treasurer of school monies from July 1, 2016 to June 30, 2017, at the annual salary of \$3,000.

Roll Call Vote:

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

Nays: None

(j) Approved Renewal of Dr. Glenn R. Budnick as Medical Inspector:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, to renew the attached consulting agreement for Dr. Glenn R. Budnick to provide School Physician/ Medical Inspector services from July 1, 2016 to June 30, 2017, as per the terms and compensation stated in the contract, subject to review by the Board's Attorney.

Roll Call Vote:

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

Nays: None

(k) Approved TFB Property Management LLC Renewal for Facilities Management:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the renewal of the attached facilities management agreement for TFB Property Management, LLC to provide facilities management services from July 1, 2016 to June 30, 2017, as per the terms and compensation stated in the contract, subject to review by the Board's Attorney.

Roll Call Vote:

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

Nays: None

(I) **Approved Renewal of Contract - Staffing Plus - Substitute Staffing Services**

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, a renewal of the attached current Staffing Plus contract for Substitute Staffing, subject to review by the Board's Attorney.

Roll Call Vote:

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

Nays: None

In accordance with N.J.S.A. 18A:18A-42, and based upon the recommendation of Mr. Melindo A. Persi, School Business Administrator/Board Secretary that Staffing Plus has provided services to the Atlantic Community Charter School in an effective and efficient manner, the Board of Trustees hereby approves the renewal of contract with **Staffing Plus**, 551 W. Lancaster Avenue, Haverford, PA 19041, for the company to provide Substitute Staffing Services for the Atlantic Community Charter School, 112 South New York Road, Galloway, NJ 08205, in accordance with the terms and conditions as outlined in Bid #02AC-16 specifications and at the costs listed below which represents a **0% increase** from the original 2015-2016 contract:

	<u>School Year</u> <u>2015-2016</u>	<u>School Year</u> <u>2016-2017</u>	<u>School Year</u> <u>2017-2018</u>
PCA/Teacher's Aide	\$108 per day \$75 ½ day	\$108 per day \$75 ½ day	\$108 per day \$75 ½ day
Clerical Long Term	\$14.40 per Hour	\$14.40 per Hour	\$14.40 per Hour
Clerical Worker	\$14.40 per Hour	\$14.40 per Hour	\$14.40 per Hour
Clerical After Care	\$14.40 per Hour	\$14.40 per Hour	\$14.40 per Hour

The term of contract is from **July 1, 2016** through **June 30, 2018**, a two (2) year renewal contract.

This contract is subject to the availability of funds as may be required to meet the extended obligation. If sufficient funds are not appropriated, the Board of Trustees may cancel the contract.

The following documents, when required, are on file with the Business Office:

- Certificate of Employee Information Report—AA Evidence
- New Jersey Business Registration Certificate
- Disclosure of Investment Activities in Iran Form

The Board Attorney will prepare the appropriate contract.

(m) Approved Renewal of Contract - Source4Teachers - Substitute Staffing:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved by the following Roll Call Vote, a renewal of the current Source4Teachers contract for Substitute Staffing, subject to review by the Board's Attorney.

Roll Call Vote:

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

Nays: None

In accordance with N.J.S.A. 18A:18A-42, and based upon the recommendation of Mr. Melindo A. Persi, School Business Administrator/Board Secretary that Staffing Plus has provided services to the Atlantic Community Charter School in an effective and efficient manner, the Board of Trustees hereby approves the renewal of contract with **Source4Teachers**, 800 Kings Highway North, Suite 405, Cherry Hill, NJ 08034, for the company to provide Substitute Staffing Services for the Atlantic Community Charter School, 112 South New York Road, Galloway, NJ 08205, in accordance with the terms and conditions as outlined in Bid #02AC-16 specifications and at the costs listed below which represents a **0% increase** from the original 2015-2016 contract:

		School Year <u>2015-2016</u>	School Year <u>2016-2017</u>	School Year <u>2017-2018</u>
Teacher – NJ Certified	Full Day	\$123.30	\$123.30	\$123.30
	Half Day	\$62.65	\$62.65	\$62.65
Teacher – Substitute Certificate w/Teacher Certificate	Full Day	\$123.30	\$123.30	\$123.30
	Half Day	\$62.65	\$62.65	\$62.65
Teacher – Substitute Certificate (BA/BS) – No Teacher Certificate	Full Day	\$123.30	\$123.30	\$123.30
	Half Day	\$62.65	\$62.65	\$62.65
Long Term Teacher	Full Day	\$137.00	\$137.00	\$137.00
	Half Day	\$68.50	\$68.50	\$68.50
Paraprofessional - Teacher Assistant - Classroom Aide	Full Day	\$123.30	\$123.30	\$123.30
	Half Day	\$61.65	\$61.65	\$61.65
Clerical Worker	Hourly	\$13.70	\$13.70	\$13.70
Long Term Clerical	Hourly	\$13.70	\$13.70	\$13.70
After-Care Clerical	Hourly	\$13.70	\$13.70	\$13.70

The term of contract is from **July 1, 2016** through **June 30, 2018**, a two (2) year renewal contract.

This contract is subject to the availability of funds as may be required to meet the extended obligation. If sufficient funds are not appropriated, the Board of Trustees may cancel the contract.

The following documents, when required, are on file with the Business Office:

- Certificate of Employee Information Report—AA Evidence
- New Jersey Business Registration Certificate
- Disclosure of Investment Activities in Iran Form

The Board Attorney will prepare the appropriate contract.

(n) Approved to Advertise and Receive Bids for Custodial Services:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the specifications as prepared by the School Business Administrator for advertisement for Custodial Services for the Galloway campus, for the period of July 1, 2016 to June 30, 2017; and to receive bids on June 9, 2016 at 11:00 AM at the Galloway school location.

Roll Call Vote:

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

Nays: None

(o) Approved to Advertise and Receive RFPs for Substitute Certified School Nursing Services:

On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees approved by the following Roll Call Vote, specifications as prepared by the School Business Administrator for advertisement to receive Proposals for Substitute Certified School Nurse Services for the period of July 1, 2016 to June 30, 2017.

Roll Call Vote:

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

Nays: None

(p) Approval to Change Teacher Evaluation Program:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the recommendation of the Lead Person to change the current teacher evaluation program to the **McRel Evaluation System**, effective July 1, 2016, along with a two day training program.

Roll Call Vote:

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

Nays: None

17. Informational Items:

- (a) Management Fee:** The Management Fee for the month of April was **\$18,500**. The cumulative total Management Fee for the 2015-2016 School Year is **\$74,375**.
- (b) Loan Activity:** There was no loan activity for the month of April 2016. The loan Balance due CSMI, LLC remains at \$0.
- (c) Report to Board on April School District Contracts:** As a result of N.J.S.A. 18A:18A-42.2, the attached cumulative report is in compliance with this requirement, and includes the period of July 2015 through April 2016. (This report is informational only, and does not require any action be taken by the Board.)
- (d) Pension Fund:** After a twenty two (22) month wait, all staff members are enrolled in the appropriate NJ Pension Fund as of June 1, 2016.
- (e) Food Service Program:** The Board Secretary met with representatives from Atlantic City Board of Education to discuss the possibility of operating the food service program at the Galloway location for the 2016-2017 school year.

18. HIB Report: None

19. Closed Session: None

20. Return to Public Session:

21. New/Old Business:

(a) Adopt New Jersey School Board Association Evaluation Tools:

- Board Self-Evaluation Tool
- School Leader Evaluation Tool

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Roll Call Vote, the adoption of the New Jersey School Board Association's guidance for Board Self-Evaluation and School Leader Evaluation Tools.

Roll Call Vote:

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

Nays: None

➤ **Adjournment**

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees voted by Voice Vote to adjourn the meeting at 4:40 PM.

Respectfully Submitted,



Melindo A. Persi
Board Secretary/SBA



Attest: Dr. Dominick Potena, President

Next Meeting will be on Tuesday, June 22, 2016.

AC Board Minutes of Regular Meeting of May 24, 2016



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Wednesday, June 22, 2016 Time: 4:00 PM

Location: Atlantic Community Charter School
200 North Texas Avenue
Atlantic City, NJ 08401

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.

2. Notice of Meeting:

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were published in the Press of Atlantic City and filed with the Atlantic City Municipal Clerk's Office and posted on the Board of Trustees Bulletin Board at the School.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

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

Absent: Marlene D. Frayne
Matthew Heinle

Also Present: Melindo Persi –Board Secretary/School Business Administrator
Dr. Anthony Novembre – Executive Vice President, ISS, LLC
Dr. Joseph Cappello – ISS, LLC
Seth Broder, Esquire – Attorney for the Board
Steve Bollar –CSMI, LLC
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Monique Bonnier – CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC
Jessica Richard – Principal, Atlantic Community Charter School

Public: None

5. Correspondence: Letter from Gabrielle Loesch-Miller (attached).

The President called for a motion on the matter. No motion was offered. Previous approval remains unchanged.

6. Approval of Minutes:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the attached **Board Minutes of the Regular Meeting of May 24, 2016**, by Voice Vote.

7. Lead Person's Report:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the attached **Lead Person's Report** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

8. Receipt and Approval of Treasurer's Report:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the attached **Treasurer's Report as of May 31, 2016** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. Approval of Budget Transfers – 2015-2016 Budget:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the attached **Budget Transfers** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. Approval of Revised Budget – 2015-2016 Budget:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the attached **Revised 2015-2016 Budget** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

11. Approval of Board Secretary's Report:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the attached **Board Secretary's Report as of May 31, 2016** by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

12. School Business Administrator's Certification of Accounts:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees resolved that no major accounts or fund have been over expended in violation of N.J.A.C. 6A:23-2.11, and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

13. Board Certification of Accounts:

On a motion made by the Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees ascertained, to the best of their knowledge and ability, with the information provided, that no major account has been over-expended and that sufficient funds were available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certified the school's budget as approved is being followed as reflected in the financial reports, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

14. Payment of Bills:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved by the following Roll Call Vote, the payment of bills on the attached list dated May 6, 2016 to June 6, 2016, totaling **\$95,155.12**. Payroll and taxes were paid during the same period totaling **\$86,594.18** from the Board of Trustees' General and Payroll Accounts located at Sun National Bank, Collingswood, NJ.

Roll Call Vote:

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

Nays: None

15. Authorization to Pay Outstanding Bills as of June 30, 2016:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved by the following Roll Call Vote, that the Board Secretary is authorized to pay outstanding bills as of June 30, 2016, and to report said payments at the July, 2016 Board of Trustees meeting.

Roll Call Vote:

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

Nays: None

16. Cancellation of Outstanding Purchase Orders:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved by the following Roll Call Vote, that the Board Secretary is authorized to cancel outstanding purchase orders that have been open for 90 days and over, and transfer the balance of the purchase orders to the Reserve Account, located at Sun National Bank, Collingswood, NJ, and will report to the Board of Trustees the items that were cancelled, at the next meeting.

Roll Call Vote:

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

Nays: None

17. Authorization to Make Budget Transfers as of June 30, 2016:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved by the following Roll Call Vote, that the Board Secretary is authorized to make budget transfers to balance all accounts as of June 30, 2016, and to report said transfers to the Board of Trustees at the next Board Meeting.

Roll Call Vote:

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

Nays: None

18. Human Resources:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved by the following Roll Call Vote, to accept the resignation of the staff indicated below and to rescind the appointment of Jessica Richard.

(a) Resignation of Staff:

Resignation	Position	Date of Resignation
Kelly Ryan	Reading Specialist	8/21/16
Jaime Cook	Art Teacher	8/21/16

(b) Rescind Appointment (Jessica Richard):**Roll Call Vote:**

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

Nays: None

19. Resolutions: Consent Agenda: (a – e) (h) (j-k)

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved by the following Roll Call Vote, the following:

Roll Call Vote:

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

Nays: None

(a) **Professional Conference Request:**

The Board of Trustees approved the Request for Absence to Attend a Professional Conference, along with the associated cost, for the following:

<u>Name</u>	<u>Dates</u>	<u>Conference</u>	<u>Cost</u>
Courtney Foster	July 18 – 22, 2016	Cooper Learning Center – Orton-Gillingham Training	\$795

- (b) **Final Reading – Title I - School-Wide Parental Involvement:** The Board of Trustees adopted the Title I – School-Wide Parental Involvement Policy.
- (c) **Approved of Board of Trustees Meeting Schedule for 2016-2017 Fiscal Year:** The Board of Trustees approved the attached Board Packet Distribution Schedule for the 2016-2017 Fiscal Year, inclusive of meeting dates, and authorized the Board Secretary to advertise a notice and post the notice pursuant to Law and Code.
- (d) **Approved Advertisement of Specifications for Request for Proposal for Counseling Services for the 2016-2017 Fiscal Year:** The Board of Trustees approved the specifications as prepared by the School Business Administrator for the advertisement for Requests for Proposals (RFP #02-17(AC)) for Counseling Services & Anti-Bullying Training and Professional Development for the period of July 1, 2016 to June 30, 2017, and to receive proposals on June 28, 2016 at 10:00 AM at the Galloway school location.
- (e) **Approved Advertisement of Specifications and to Receive Bids for Landscape Maintenance Services:** The Board of Trustees approved the specifications as prepared by the School Business Administrator for the advertisement to request Bids for Landscape Maintenance Services (Bid #02AC-17) for the Galloway Campus for the period of July 1, 2016 to June 30, 2017, and to open received bids on June 28, 2016 at 11:00 AM at the Galloway school location.
- (h) **Approved to Advertise and to Receive Bids for Student Transportation Services:** The Board of Trustees approved that the Board Secretary prepare bid specifications, to be advertised for the purpose of receiving bids for Student Transportation Services, for the period of July 1, 2016 to June 30, 2017.
- (j) **Approved to Name Broker of Record – Insurance Services:** The Board of Trustees appointed Connor Strong as Broker of Record for obtaining various required insurance services for the 2016-2017 school year.
- (k) **Approved Signatories for General Account:** The Board of Trustees approved the attached Bank Resolution to certify signatories on the Board of Trustees' Corporate General Account, located at Sun National Bank, Collingswood, NJ.

19. Resolutions: Consent Agenda: (f) (g) (i) (l)

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved by the following Roll Call Vote, the following:

Roll Call Vote:

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

Nays: None

- (f) Award of Custodial Services Bid 2016-2017:** Bids for Custodial Services for the 2016-2017 school year were received, opened and publicly read aloud by the Acting Board Secretary at 11:00 AM on Friday, June 9, 2016 as follows:

- Educational Facility Management, LLC - Cherry Hill, NJ \$35,280
- All Clean Building Services, Inc - Lawrenceville, NJ \$39,280

The Board of Trustees approved the award of the 2016-2017 Custodial Services contract to Educational Facility Management, LLC, in the amount of \$35,280, as the lowest responsible bidder, pursuant to the advertised bid specifications; and that the President and Board Secretary are authorized to execute the appropriate contract, pending review by the Board's Attorney.

- (g) Award of Request for Proposal for Substitute School Nursing Services:** Requests for Proposals for Substitute Nursing Services were received by the Board Secretary by 12:00 PM (Noon) on Friday, June 3, 2016 as follows:

- Delta T Group: Certified Nurse: \$44.25 per hour
Non-Certified Nurse: \$43.25 per hour
- Wright Choice: Certified Nurse: \$51.00 per hour
Non-Certified Nurse: \$51.00 per hour
- Bayada: Non-Certified Nurse: \$55.00 per hour
- Staffing Plus Certified Nurse: \$56.00 per hour

The Board of Trustees awarded the 2016-2017 Substitute Nursing Services contract to **Delta T Group** at the rate of \$44.25 per hour for a Certified Nurse, and at a rate of \$43.25 per hour for a Non-Certified Nurse; and the President and Board Secretary are authorized to execute the appropriate contract, pending review by the Board's Attorney.

- (i) Approved to Extend Contract for Director of Special Education – Jane Bilik:** The Board of Trustees approved the request of the Lead Person, that Jane Bilik's contract, as Director of Special Education, be extended through the summer for the period of July 1, 2016 – August 30, 2016, at the same terms of compensation and service (\$500 per day, for two days per week).

- (l) **Approved Application for Titles I, II, and III Grants for 2016-2017:** The Board of Trustees approved the Application for the following Title Grants for the 2016-2017 school year:

- Title I - \$141,591
- Title II - \$767
- Title III - \$4,366

The Board of Trustees accepted a declaration from Camden Community Charter School to become a Consortium Leader for Atlantic County Community Charter School, and to have a Memorandum of Understanding for this partnership, subject to review by the Board's Attorney.

20. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of May was **\$18,500**. The cumulative total Management Fee for the 2015-2016 School Year is **\$92,875**.
- (b) **Loan Activity:** There was no loan activity for the month of May 2016. The loan Balance due CSMI, LLC remains at \$0.
- (c) **Board of Trustees Self Evaluation**
- (d) **Lead Person Evaluation by the Board of Trustees**
- (e) **Report to Board on May School District Contracts:** As a result of N.J.S.A. 18A:18A-42.2, the attached cumulative report is in compliance with this requirement, and includes the period of July 2015 through May 2016. (This report is informational only, and does not require any action be taken by the Board.)
- (f) **Designation of Curriculum Supervisor of Math and Science:** Upon the recommendation of the Lead Person, CSMI, LLC designates Angela Stewart, as a Curriculum Supervisor of Math and Science to provide support, direction and professional development, from July 1, 2016 to June 30, 2017. This position will be funded by CSMI.
- (g) **Galloway Food Service:** The Galloway Board of Education will provide food service for the 2016-2017 school year – a contract will be forthcoming.

21. HIB Report: None

22. Closed Session: None

23. Return to Public Session:

24. New/Old Business: None

25. Public Comments:

There was a discussion held by the Board relative to the evaluation of the Lead Person. The Board and the Lead Person will meet in July to determine evaluation objectives.

26. Adjournment

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees voted by Voice Vote to adjourn the meeting at 4:24 PM.

Respectfully Submitted,



Melindo A. Persi
Board Secretary/SBA



Attest: Dr. Dominick Potena, President

Next Meeting will be on Tuesday, July 26, 2016.

AC Board Minutes of Regular Meeting of June 22, 2016