



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, September 26, 2019** **Time: 4:00 PM**

Location: Atlantic Community Charter School
112 South New York Road
Galloway, NJ 08205

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), is to inspire today's learners to be tomorrow's leaders by empowering students, through the development of the necessary academic, social, and emotional skill sets, to prepare them for success in their future. Students will be active participants in an educational environment characterized by high expectations for their academic achievement and demonstrated proficiency of the New Jersey Student Learning Standards.

1. Call to Order:

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

2. Open Public Meetings Act Notice:

In compliance with the Open Public Meeting Act, date, time and location of this meeting has been filed with the Atlantic City Municipal Clerk's Office, the Municipal Clerk's Office of each district of residence that are included in the School's Charter and published in the newspapers designated by the Board to receive such notice. Additionally, the notice of this meeting was also posted on the Board of Trustees Bulletin Board, at the School, reserved for public notice.

3. Flag Salute:

4. Board of Trustees Roll Call:

Dr. Dominick Potena, President
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Matthew Heinle

Absent:

Also Present: Melindo A. Persi – Pro-Tem Board Secretary
Donella Edwards - School Business Administrator
Seth N. Broder, Esquire – Attorney for the Board
Jake Der Hagopian - President, CSMI, LLC
William Zarrilli - Executive Vice-President and Chief Financial Officer, CSMI, LLC
Kevin Kiesling, Senior Human Resources Manager, CSMI, LLC
Barbara Kotcamp - Corporate Controller, CSMI, LLC
Michael J. Coskey, Esquire - Attorney for CSMI, LLC
Craig Wigley – Vice-President of Academics and Curriculum, CSMI, LLC
Edmund Cetrullo - Principal/Lead, ACCS
Steve DiMatteo - Director of Special Education, ACCS
Sharon Mauriello - Supervisor of Elementary Education, ACCS
Patricia O’Connell, Teacher, ACCS

5. Correspondence: None.

- 6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on August 22, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

Abstain: Douglas B. Groff

- 7. Principal/Lead’s Report:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Principal/Lead’s Report dated September 26, 2019, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

FINANCE: On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

- 8. Treasurer’s Report – August 31, 2019:** The Board of Trustees accepted the Treasurer’s Report for the month ending August 31, 2019, as attached.

9. **Budget Transfers 2019-2020 – August 31, 2019: None.**
10. **Budget vs. Actual Report 2019-2020 – August 31, 2019:** The Board of Trustees approved the Budget vs. Actual Report 2019-2020 for the month ending August 31, 2019, as attached.
11. **Board Secretary's Report – August 31, 2019:** The Board of Trustees accepted the Board Secretary's Report for the month ending August 31, 2019, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

Roll Call Vote:

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

Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of August 1, 2019 through August 31, 2019, totaling **\$699,978.86** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$221,335.63** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

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

Nays: None

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

15. **Approval of Addendum to Extend Agreement and Exhibit "A" Pricing Plan:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the Addendum to Extend Agreement and Exhibit "A" Pricing Plan between ESS Northeast, LLC and Atlantic Community Charter School, effective July 1,

2019 through June 30, 2020, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 16. Approval of Galloway Township Public School District Dinner Program Contract:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Dinner Program Contract between the Galloway Township Public School District and Atlantic Community Charter School for management of the Child and Adult Care Food Program for the 2019-2020 school year, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

Abstain: Douglas B. Groff

- 17. Approval of Student Transportation Contract Renewal #2 for the 2019-2020 School Year:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees previously approved the Student Transportation Contract Renewal for the 2019-2020 school year, for a total cost of **\$39,283.20** on June 27, 2019; now therefore resolved that the Board of Trustees approved Renewal #2 to said contract, which increases the cost from **\$39,283.20** to **\$39,852.00**, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

18. HUMAN RESOURCES:

- (a) **Position Control Table:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Position Control Table as of September 26, 2019, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and appointed the individuals to the positions, terms and salaries, as set forth on the attached for the 2019-2020 school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Reappointment of Staff:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Principal/Lead and reappointed the individuals to the positions, terms and salaries, as set forth on the attached for the 2019-2020 school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Approval of After Care Program Appointments:** Whereas, the Board of Trustees previously approved the continuation and modification of the After Care Program at a total cost not to exceed **\$64,800.00**; now therefore resolved that on a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the appointment of individuals for the After Care Program, as set forth on the attached, beginning September 16, 2019 and ending June 30, 2020, five (5) days per week, two (2) hours per day, at a total revised cost not to exceed **\$77,175.00**, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Approval of After School Tutoring and Activities Appointments:** Whereas, the Board of Trustees previously approved the continuation and modification of After School Tutoring and Activities at a cost of **\$31,200.00**, with a quote for bus transportation forthcoming; now therefore resolved that on a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the appointment of individuals for After School Tutoring and Activities, as set forth on the attached, beginning October 1, 2019 and ending April 30, 2020, four (4) days per week, 1.25 hours per day, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (f) **Resignations:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the resignations of the following individuals, as attached, by Roll Call Vote.

EMPLOYEE NAME	POSITION	EFFECTIVE DATE
Jennie Placid	Paraprofessional	September 6, 2019
Michelle Occhiolini	Teacher	September 27, 2019

Roll Call Vote:

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

Nays: None

19. **BUILDINGS AND GROUNDS:** None.

20. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Approval of “In-Class Support and Co-Teaching Framework and Guidelines for Administration and Teaching Staff”:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the “In-Class Support and Co-Teaching Framework and Guidelines for Administration and Teaching Staff” for the 2019-2020 School Year”, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

21. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Final Reading of Revised Policy 5610 and Regulation R 5610:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 5610 and Regulation R 5610, titled “Suspension” and “Suspension Procedures” respectively, for final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Final Reading of Revised Policy 5620:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised Policy 5620, titled “Expulsion”, for final reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **First Reading of Revised Policy 5613 and Regulation R 5613:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 5613 and Regulation R 5613, titled "Removal of Students for Assaults with Weapons Offenses", for first reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **First Reading of Revised Policy 8600 and Regulation R 8600:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the revised Policy 8600 and Regulation R 8600, titled "Student Transportation", for first reading, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **First Reading of Revised Policy 8630 and Regulation R 8630:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the revised Policy 8630 and Regulation R 8630, titled "Bus Driver/Bus Aide Responsibility" and "Emergency School Bus Procedures" respectively, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (f) **Statement of Assurance Regarding the Use of Paraprofessional Staff:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2019-2020 school year, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (g) **Approval of "New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act" for the 2018-2019 School Year:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the "New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act", from July 1, 2018 through June 30, 2019, as attached, and authorized the Board Secretary to submit same to the New Jersey Department of Education, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (h) **Approval of Revised Professional Development Plan for the 2019-2020 School Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Professional Development Plan for the 2019-2020 school year, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

22. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on August School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

(c) **Change in Enrollment:**

ADA Percentage from August 14, 2019 to September 17, 2019 = 95.11%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		47	-1
1 st Grade		42	-7
2 nd Grade		67	-6
3 rd Grade		61	-2
4 th Grade		37	-2
5 th Grade		41	-2
6 th Grade		28	-1
7 th Grade		24	-1
8 th Grade		20	0
TOTAL		367	

23. **HIB Reports: None.**

24. **New/Old Business:**

- (a) **Award of Bid for Student Transportation Services (Late Run Buses) for the 2019-2020 School Year:** Whereas, the Board of Trustees previously approved the continuation of after school tutoring and activities, beginning October 1, 2019 and ending April 30, 2020, Monday through Thursday for approximately two (2) hours per day, and whereas, bids were received, opened and publicly read aloud for Student Transportation Services (Late Run Buses) for the 2019-2020 school year by the Pro-Tem Board Secretary on Wednesday, September 25, 2019 at 12:00 PM from the following:

➤ Integrity Transportation Total Bid Amount: **\$53,025.00**

Now therefore resolved: On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees awarded the contract for Student Transportation Service (Late Run Buses) for the 2019-2020 school year to Integrity Transportation, pursuant to the specifications of Bid No. ACCS-LR1-1920, at a cost of **\$175.00** per bus, three (3) buses per day, for four (4) days per week, for a total daily cost of **\$525.00**, beginning October 1, 2019 and ending April 30, 2020 (approximately 101 days), for an estimated total cost of **\$53,025.00**, and authorized the Board President and Board Secretary to execute the appropriate contract, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved homebound instruction for Student ID# 170103 (7th Grade), effective September 23, 2019 for ten (10) hours per week, to conclude pending a medical action plan from the student's physician, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Appointment of Homebound Instructor:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees appointed Casey Clisham as a homebound instructor for Student ID# 170103 (7th Grade), at the rate of **\$30.00** per hour, effective September 23, 2019 for one (1) day, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Appointment of Staff (Revised):** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Principal/Lead and appointed the individual to the position, term and salary, as set forth on the attached, for the 2019-2020 school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

25. Public Comments: None.

- 26. Closed Session:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved going into Closed Session at 4:30 PM, to discuss pending or anticipated litigation, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

27. Return to Public Session: 4:45 PM.

- 28. Presentation to Board titled "Comprehensive Academic and Non-Academic Performance and Trends School Year 2018-2019" by Dr. Dan Weinles from CSMI, LLC.**

The next Regular Board Meeting will be held on Thursday, October 24, 2019.

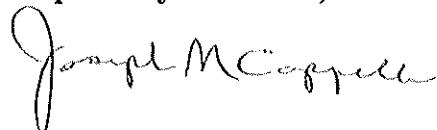
- 29. Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Linda A. Brand, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 5:07 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



**Dr. Joseph Cappello, Board Secretary
Atlantic Community Charter School**