



**ATLANTIC COMMUNITY
CHARTER SCHOOL**

**Board of Trustees
Annual Reorganization Meeting**

Date: Tuesday, July 26, 2016

Time: 4:00 PM

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

MINUTES

1. Call to Order:

The Board Secretary, Dr. Anthony Novembre, 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.

3. Flag Salute:

The Flag Salute was conducted.

4. Board of Trustees Roll Call:

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

Absent: None

Also Present: Dr. Anthony Novembre – Board Secretary
Melindo Persi –President, ISS, LLC
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC

5. Election of Officers for 2016-2017 Fiscal Year:

- (a) **Call for the Election of the President by the Board Secretary:** Dr. Anthony Novembre called for nominations for President. Marlene D. Frayne nominated Dr. Dominick Potena, and it was seconded by Douglas B. Groff. No other nominations were offered and it was moved that Dr. Dominick Potena was elected President by the following Roll Call Vote:

Roll Call Vote:

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

Nays: None

- (b) **Call for the Election of the Vice President by the President:** Dr. Dominick Potena, called for nominations for Vice-President. Peter Damon Seltzer nominated Douglas B. Groff, seconded by Marlene D. Frayne. The President called for other nominations, hearing none, Douglas B. Groff was elected Vice President 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

6. Certification of Oath of Office:

The Board of Trustees reviewed the attached Oath of Office for School Board Members and approved by Voice Vote; and that each member affirmed compliance by signing and dating the Oath of Office and returning to the Board Secretary.

7. Acknowledgement and Filing by the Board Members of the Code of Ethics:

On a motion made by Dr. Dominick Potena and seconded by Marlene D. Frayne, the Board of Trustees reviewed the attached Code of Ethics for School Board Members and approved by Voice Vote; and that each member affirmed compliance by signing and dating the Code of Ethics and returning to the Board Secretary.

8. Petty Cash Account:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees, by the following Roll Call Vote, established a Petty Cash Account as follows:

- The account shall be established at \$500.00;
- The maximum single expenditure for the account shall not exceed \$100.00;
- The Principal shall be responsible for the disposition of the funds;

- The account may be refunded by the monthly presentation of the Board of Trustees Voucher together with all applicable receipts; and
- At the conclusion of the school year, all funds shall be returned to the Board of Trustees Petty Cash Account.

Roll Call Vote:

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

Nays: None

9. Designation of Depository of School Funds:

On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees, by the following Roll Call Vote, designated the Fulton Bank of New Jersey as the depository of school funds, and further noted that all Drafts, Notes, Warrants or Checks be signed by Dr. Dominick Potena, President; Dr. Anthony Novembre, Board Secretary; and Robert Sapp, Treasurer, whose signatures shall be certified to the Fulton Bank and that no Drafts, Notes, Warrants or Checks shall be released unless signed.

Roll Call Vote:

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

Nays: None

10. Transfer of Funds between Board Meetings:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees, by the following Roll Call Vote, authorized the Board Secretary to make transfer of funds to balance accounts, between Board Meetings, and the Board Secretary shall report all transfers to the Board of Trustees at the next meeting.

Roll Call Vote:

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

Nays: None

11. Adoption of Roberts Rules of Order:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees, by Voice Vote, adopted Roberts Rules of Order to be the Parliamentary authority for all meetings.

12. Designation of Official Newspaper and Alternate:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees, by Voice Vote, designated The Press of Atlantic City as the official newspaper of the Board of Trustees, and The Philadelphia Inquirer as the alternate newspaper.

13. Approval for First Reading: Atlantic Community Charter School Bylaws, Policies and Regulations:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees, by Voice Vote, approved that the Bylaws and Policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the Atlantic Community Charter School Board of Trustees” are hereby adopted for first reading.

14. Reaffirmation of School Calendar:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees, by Voice Vote, reaffirmed the adoption of the 2016-2017 school calendar, as previously adopted.

15. Appointment of Auxiliary Positions:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees, by Voice Vote, approved that the following persons are appointed to the additional positions as listed for the 2016-2017 school year, without additional compensation.

504 Committee Officer	<i>(Director of Special Education)</i>
ADA Officer	<i>(Director of Special Education)</i>
Affirmative Action Officer	Janet Boyle
Anti-Bullying Coordinator.....	<i>(Guidance Counselor)</i>
Chemical Hygiene Officer and Plan	Dr. Joseph Cappello, SBA
HIB Coordinator	<i>(Guidance Counselor)</i>
Homeless Liaison.....	<i>(Principal)</i>
Indoor Air Quality Designee.....	Dr. Joseph Cappello, SBA
Integrated Pest Management Coordinator and IPM Plan	Dr. Joseph Cappello, SBA
PARCC Officer	<i>(Principal)</i>
Right to Know Officer	Dr. Joseph Cappello, SBA
Substance Awareness Coordinator	<i>(Guidance Counselor)</i>
Title I Coordinator	<i>(Principal)</i>

16. Approval of Qualifying Purchasing Agent:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees, by Voice Vote, approved the appointment of James Shoop as Qualifying Purchasing Agent, from July 1, 2016 to June 30, 2017, subject to the terms and conditions, as detailed in the contract with Integrated Support Solutions, LLC.

17. Appointment of Custodian of School Records: (OPRA)

On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees, by Voice Vote, appointed Dr. Anthony Novembre, Board Secretary, as the Custodian of School Records.

18. New/Old Business:

19. Public Comments: Susan Coll-Guedes, Art teacher, introduced herself.

20. Adjournment:

There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:12 PM.

Respectfully submitted,



Dr. Anthony Novembre
Board Secretary

AC Annual Reorganization Meeting of July 26, 2016



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Tuesday, July 26, 2016 Time: 4:30 PM

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

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:30 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 dispensed with since it was conducted at the Reorganization Meeting.

4. Board of Trustees Roll Call:

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

Absent: None

Also Present: Dr. Anthony Novembre – Board Secretary
Melindo Persi –President, ISS, LLC
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC

Public: Susan Coll-Guedes – ACCS, Art Teacher

5. Correspondences: None

6. Approval of Minutes:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the presented Board Minutes of the Regular Meeting of June 22, 2016, by Voice Vote.

7. Lead Persons Report:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Report dated July 18, 2016, by Voice Vote.

FINANCE:

8. 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 presented Treasurer's Report dated June 30, 2016, 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 2015-2016 Budget Transfers:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the presented Preliminary Budget Transfers for June, 2016, 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 2015-2016 Revised Budget:

On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the presented 2015-2016 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 Preliminary version of the Final 2015-2016 Year End Budget and YTD Transfers:

On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the presented Preliminary version of the Final 2015-2016 Year End Budget and Transfers made year-to-date to balance all accounts, 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. Approval of Board Secretary's Report – June 30, 2016:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the presented Board Secretary's Report for June, 2016, 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. School Business Administrator's Certification of Accounts:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff , the Board of Trustees resolved that no major accounts or fund has 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, 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. Board Certification of Accounts:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, 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, 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

15. Payment of Bills:

On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the payment of bills on the presented list, for the period of June 7, 2016 to July 6, 2016, totaling **\$165,586.23**. Payroll and taxes were paid during the same period, totaling **\$132,342.48** from the Board of Trustees' General and Payroll Accounts located at Sun National Bank, Collingswood, NJ., 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

16. Cancellation of Outstanding Open Purchase Orders:

On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the presented Report of Open Purchase Orders, which have been cancelled and closed for the 2015-2016 school 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

17. Human Resources Report:

(a) **New Hires:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Person, and appointed the new hires at the salaries, term and positions on the presented list, 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

- (b) **Authorization to Fill Positions:** On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees authorized the Lead Person, Steven Bollar, to fill vacancies for open staff positions prior to the August Board of Trustees meeting, and report same to the Board of Trustees at the August meeting, by the following Roll Call Vote.

(It is noted that the purpose of the aforementioned authorization is to ensure that the school is properly staffed prior to the start of school. All teachers are to return to school on August 22, 2016, prior to the August Board meeting. All appointments will be brought forward to the Board of Trustees during the August Meeting for formal confirmation.)

Roll Call Vote:

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

Nays: None

18. Resolutions – Consent Agenda (b), (c), (e)-(f), (i), (j), (k) & (l):

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees authorized the following:

- (b) **Approved for Adoption: Atlantic Community Charter School Bylaws, Policies and Regulations:** The Board of Trustees approved that the Bylaws and Policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the Atlantic Community Charter School Board of Trustees” are hereby adopted, and that all Bylaws and Policies previously adopted and inconsistent with the Bylaws and Policies hereby adopted, are rescinded.

In the event any Policy, part of a Policy or section of the Bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by the Board, the remaining Bylaws, Policies and parts of Policies shall remain in full effect.

- (c) **Rejection of Application for Title III Grant for 2016-2017:** The Board of Trustees approved the rejection of Title III Grant monies, and the change in the prior resolution reflected therein.

➤ Title III - \$4,366

(While the Board of Trustees approved the Application for the Title Grants for the 2016-2017 school year at the June 22, 2016 Board meeting, it has been determined that because the funds were under \$10,000, and the school was not yet in a consortium that had been approved by the NJDOE, the Board of Trustees has to refuse the funds for the Title III Grant as noted above.)

- (e) **Approved Adoption of New Jersey Department of Education Math Curriculum:** The Board of Trustees accepted the recommendation of the Lead Person, and adopted the New Jersey Department of Education Mathematics Curriculum Framework for grades K-8, as presented.

- (f) **Adoption of 2016-2017 Purchasing Manual:** The Board of Trustees adopted the presented 2016-2017 Atlantic Community Charter School Purchasing Manual, which has been updated and revised accordingly by James Shoop, the Purchasing Agent.
- (i) **Adopt Agreement for Local Education Agencies (LEAs) Consolidation of School Nutrition Programs:** The Board of Trustees approved the presented Agreement for Local Education Agencies (LEAs) Consolidation of School Nutrition Programs in favor of the Galloway Township Board of Education, from September 1, 2016 to June 30, 2017; and authorized the Board Secretary to execute the appropriate agreement, subject to review by the Board's Attorney.
- (j) **Adopt 2016-2017 through 2018-2019 Comprehensive Equity Plan:** The Board of Trustees adopted, for submission to the New Jersey State Department of Education, the presented 2016-2017 through 2018-2019 Comprehensive Equity Plan.
- (k) **Approve the 2015-2016 Annual Report:** The Board of Trustees approved the 2015-2016 Annual Report for Atlantic Community Charter School, and authorized the Board Secretary to file the report with the Department of Education.
- (l) **Approve Submission of the Application of the IDEA Grant for the 2016-2017 School Year:** The Board of Trustees approved the submission of the application for the IDEA Grant for the 2016-2017 school year, in the amount of \$33,762.

Resolutions – Consent Agenda (a) (d) (g) (h):

- (a) **Approved Additional Assistance Request:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, The Board of Trustees approved, by the following Roll Call Vote, the Request for Additional Assistance to prepare the school for opening by approving the appointment of three teachers, at a cost of \$25 per hour, for ten hours each to assist in moving items and preparing the building for opening. Total cost not to exceed \$750.00

(Although all staff will not be used, approval of use of all teaching staff is requested as needed.)

Roll Call Vote:

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

Nays: None

- (d) **Approve Extension of American Reading Company Agreement and Reading Program Proposal:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved, by the following Roll Call Vote, the extension of the current American Reading Company Agreement for the 2016-2017 school year, subject to review by the Board's Attorney, and that the Board of Trustees approved the Reading Program Proposal outlined on the attached, in the amount of \$134,043.

Roll Call Vote:

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

Nays: Douglas B. Groff

- (g) **Award of Counseling Services and Anti Bullying Training and Professional Development (RFP # 02-17 (AC)):** A proposal was received, opened and publicly read aloud on Tuesday, June 28, 2016 at 10:30 AM by the Pro-Tem Board Secretary for Counseling and Anti Bullying Training and Professional Development as follows:

Robin's Nest, Inc. \$430 per day (5.5 hour day)

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees awards, by the following Roll Call Vote, contract #02-17 (AC) to Robin's Nest, Inc. of Glassboro, NJ, as the sole quotation; and the Board of Trustees authorized the President and the Board Secretary to execute the appropriate contract, subject to review by the Board's Attorney.

Roll Call Vote:

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

Nays: None

- (h) **Award of Landscaping Maintenance Services Bid (Bid #02AC-17):** Bids (#2AC-17) were received, opened and publicly read aloud on Tuesday, June 28, 2016 at 11:00 AM by the Pro-Tem Board Secretary for Landscape Maintenance Services as follows:

Macchione Landscaping, Inc. Total Bid: \$15,325.00

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees awards contract #02AC-17 to Macchione Landscaping, Inc. of Galloway Township, NJ, as the sole bidder; and the Board of Trustees authorized the President and the Board Secretary to execute the appropriate contract, subject to review by the Board's Attorney.

Roll Call Vote:

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

Nays: None

18. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of June was **\$18,500**. The cumulative total Management Fee for the 2015-2016 School Year is **\$111,375**.

- (b) **Loan Activity:** There was no loan activity for the month of June 2016. The loan Balance due CSMI, LLC remains at \$0.
- (c) **Report of the Results of the Board of Trustees Self-Assessment Evaluation:** Will be presented to the Board at the August meeting.
- (d) **Report to Board on June School District Contracts – Attachment “T”**
As pursuant to N.J.S.A. 18A:18A-42.2, the presented cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

19. **HIB Report: None**

20. **Closed Session: None**

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

WHEREAS, N.J.S.A. 10:4
during a Public Meeting, and

-12 allows for

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);

_____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.

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

22. **New/Old Business:**

- (a) **Award of Student Transportation Bids for the 2016-2017 School Year:** Student Transportation Bids were received, opened and publicly read aloud by the pro-tem Secretary on Thursday, July 21, 2016 at 11:00 AM as follows:

Integrated Transportation of Egg Harbor, NJ:

- Route 7AC: \$180.00 per diem ,
\$1.00 Increase/Decrease and \$50.00 per diem for an Aide
- Route 8AC: \$180.00 per diem,
\$1.00 Increase/Decrease and \$50.00 per diem for an Aide
- Route 9AC: \$180.00 per diem,
\$1.00 Increase/Decrease and \$50.00 per diem for an Aide

(Note: Vehicles are without air conditioning)

Safety Bus Service, Inc., Pennsauken, NJ:

- Route 9AC: \$295.84 per diem,
\$1.50 Increase/ Decrease, and \$62.77 per diem for an Aide

On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees, by the following Roll Call Vote, awards the Bids received for Routes 7AC, 8AC, and 9AC to Integrated Transportation of Egg Harbor Township, NJ as the lowest responsible bidder, and that the President and Board Secretary are authorized to execute the appropriate contracts.

Roll Call Vote:

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

Nays: None

- (a-2) **Authorization to Award Student Transportation Bids:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees, by the following Roll Call Vote, resolves that the remaining Bids for Student Transportation be awarded by the Board Secretary, after consultation with the Atlantic City Board of Education after August 10, 2016, and that the result be shared with the Board of Trustees at the August Meeting.

Roll Call Vote:

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

Nays: None

- (b) **Sale of Surplus Materials to the Camden Community Charter School for One Dollar: Tabled**

23. Public/Board Comments:

- Questions concerning vacancies: Total of 9 (8 staff, plus Principal);
- What are we doing to attract applicants?
- Interviews are being conducted Thursday and Friday of this week;
- Principal interviews set for this Friday;
- Contact Galloway Public Schools for names of teacher applicants;
- Suggested posting on NJHire.com and NJSchooljobs.com
- Susan Coll-Guedes – ACCS, Art Teacher noted that she was happy to be here and is looking forward to working with the ACCCS staff.
- **The next meeting will be held on Wednesday, August 24, 2016.**

24. Adjournment:

There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:42 PM.

Respectfully Submitted,



Dr. Anthony Novembre, Board Secretary



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Wednesday, August 24, 2016 Time: 4:00 PM

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

MINUTES

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:02 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:

4. Board of Trustees Roll Call:

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

Absent: None

Also Present: Dr. Anthony Novembre – Board Secretary
Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Jeanine Bethel – Principal
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Van McPherson, Esquire – Attorney for CSMI, LLC

Public: Diana James– Parent

5. Correspondences: None

6. Approval of Minutes:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Board Minutes of both the Reorganization Meeting of July 26, 2016, and the Regular Meeting of July 26, 2016, by Voice Vote.

7. Lead Persons Report:

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the attached Lead Person's Report dated August 16, 2016, by Voice Vote.

FINANCE:

8. 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 dated July 31, 2016, 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 2016-2017 Budget Transfers:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Budget Transfers for July, 2016, 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 2016-2017 Revised Budget:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached 2016-2017 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 – July 31, 2016:

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 for July 31, 2016, 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 Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees resolved that no major accounts or fund has 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, 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 Douglas B. Groff and seconded by Marlene D. Frayne, 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, 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 Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached payment of bills, for both Fiscal Year 2015-2016 and Fiscal Year 2016-2017, as follows, by the following Roll Call Vote

- (a) **Fiscal Year 2015-2016:** For the period of July 7, 2016 to August 6, totaling **\$66,124.71**. Payroll and taxes were paid during the same period, totaling **\$70,319.66** from the Board of Trustees' General and Payroll Accounts located at Sun National Bank, Collingswood, NJ.

- (b) **Fiscal Year 2016-2017:** For the period of July 7, 2016 to August 6, totaling **\$135,153.67**. Payroll and taxes were paid during the same period, totaling **\$21,309.17** 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
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

15. HUMAN RESOURCES:

- (a) **Approved Appointment of Principal:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of Jeanine Bethel, as Principal of Atlantic Community Charter School from July 1, 2016 to June 30, 2017, at the annual salary of \$120,000, prorated from August 9, 2016, 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

- (b) **Approved Appointment of Director of Pupil Services:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment, subject to receipt of certification, of Dr. Tina Figueroa, as Director of Pupil Services of Atlantic Community Charter School (combining the Director of Special Education and Culture Dean positions), from July 1, 2016 to June 30, 2017, at the annual salary of \$110,000, prorated from her actual start date, 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

Human Resources Consent Agenda Items (c) – (g): On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the Human Resource Consent Agenda items (c), (d), (e), (f) and (g), by the following Roll Call Vote:

- (c) **Appointments:** The Board of Trustees appointed the personnel at the salaries, terms and positions, as attached.
- (d) **Approved to Rescind Appointment:** The Board of Trustees approved to rescind the appointment made on July 26, 2016 of Amanda Carty, as School Nurse.

- (e) **Assigned Staff for the 2016-2017:** The Board of Trustees approved the assignment of staff for the 2016-2017 school year, to the positions on the attached.
- (f) **Authorization to Fill Positions:** The Board of Trustees authorized the Lead Person, Steven Bollar, to fill vacancies for open staff positions prior to the September Board of Trustees meeting, and report same to the Board of Trustees at the September meeting for formal confirmation
- (g) **Adoption of 2016-2017 Human Resources Employee Handbook:** The Board of Trustees adopted the attached 2016-2017 Atlantic Community Charter School Human Resources Employee Handbook, which has been updated and revised, and reviewed by the Board's Attorney.

Roll Call Vote:

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

Nays: None

16. BUILDINGS AND GROUNDS:

Approved Rent Adjustment for 2016-2017 School Year: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the adjusted rent of \$36,086.25 per month, effective July 1, 2016, which may change once the renovation has been finalized in late September, 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

17. CURRICULUM/SPECIAL EDUCATION:

- (a) **Approved 2016-2017 Curriculum:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the curriculum and textbooks for the 2016-2017 school year, as attached, 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

Note: Dr. Dominick Potena and Douglas B. Groff noted an exception and did not approve the textbook vendor, American Reading Company.

18. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Miscellaneous Consent Agenda items (a) – (i), by the following Roll Call Vote:

- (a) **Approved Charter School Year 2 Implementation Grant:** The Board of Trustees approved the intention to comply with the submitted CS Year 2 Implementation Grant, by spending \$100,000 as designated by the grant application.
- (b) **Approved Sale of Six (6) SMART Boards:** The Board of Trustees authorized the sale of six (6) SMART Boards, Model SB660 w/speaker add-on, from Atlantic Community Charter School to Chester Community Charter School for \$1.00, as the items are declared surplus and no longer needed for school purposes.
- (c) **Approved Sale of Excess Furniture and Laptop Computers:** The Board of Trustees authorized the sale of excess furniture and laptop computers, on the attached lists, from Atlantic Community Charter School to Chester Community Charter School for \$1.00, and Camden Community Charter School for \$1.00, respectively, as the items are declared surplus and no longer needed for school purposes.
- (d) **Approved McRel Teacher Evaluation Model Outline:** The Board of Trustees approved the McRel Model Outline and the expenditure to support the program, not to exceed \$5,350 (an additional \$5,000 will be paid by an Implementation Grant).
- (e) **Approved Uniform State Memorandum of Agreement between Education and Law Enforcement Officials:** The Board of Trustees approved the Uniform State Memorandum of Agreement, as attached, between Education and Law Enforcement Officials (MOA) for 2016, which remains unchanged from last year, but must be reaffirmed and signed annually
- (f) **Approved Student Transportation Parent Handbook:** The Board of Trustees approved the attached Student Transportation Parent Handbook, subject to review by the Board's Attorney.
- (g) **Approved Student Transportation Manual for Schools:** The Board of Trustees approved the attached Student Transportation Manual for Schools, subject to review by the Board's Attorney.
- (h) **Award of Emergency Student Transportation Contract (Bid # 01TAC-1617) –Route 6AC for the 2016-2017 School Year:** The Board of Trustees approved the issuance of an emergency transportation contract with Integrity Transportation of Egg Harbor Township for Route 6AC, and authorized the President and Board Secretary to execute the appropriate contract; and also authorized the Board Secretary to advertise and receive Bids for Route 6AC.

- (i) **Approved Shared Services Agreement with Atlantic City Board of Education for the 2016-2017 School Year - Student Transportation:** The Board of Trustees approved the school entering into the attached Shared Services Agreement with the Atlantic City Board of Education to provide Student Transportation for the 2016-2017 School Year, and authorized the Board's Attorney to make any necessary revisions to the contract as pursuant to further discussion with the Atlantic City School District's Solicitor; and authorized the President and Board Secretary to execute the final version of the Shared Services Agreement.

Roll Call Vote:

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

Nays: None

19. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of July was **\$50,258.33**. The cumulative total Management Fee for the 2016-2017 School Year is **\$50,258.33**.
- (b) **Line of Credit Activity:** As of July 31, 2016, the school had an outstanding balance of \$50,000 on the line of credit from Fulton Bank.
- (c) **Report Results of the Board of Trustees Self-Assessment Evaluation:** Dr. Novembre made a presentation concerning the Board's Self-Assessment Evaluation.
- (d) **Back to School Night:** A Back to School Night will be held on September 8, 2016 from 6:00 – 8:00 PM for all students, parents and teachers.
- (e) **Report to Board on July School District Contracts:** As pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.
- (f) **Interaction Communication Chart:** The updated Interaction Communication Chart was provided to the Board of Trustees for communication and informational purposes only, and does not indicate any reporting structure.

20. HIB Report: None

21. Closed Session: None

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

WHEREAS, N.J.S.A. 10:4
during a Public Meeting, and

-12 allows for

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);

_____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.

22. Return to Public Session: N/A

23. New/Old Business:

- (a) **Rejection of Transportation Bid (Bid #01TAC-1617) – Routes 1AC, 2AC, 3AC, 4AC, 5AC:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees rejected the transportation bids from Safety Bus Service Inc., for Routes 1AC, 2AC, 3AC, 4AC, and 5AC, and directs the Board Secretary to notify bidder of its decision, as the Atlantic City Board of Education has agreed to provide transportation, pursuant to the Shared Services Agreement between the Board of Trustees and the Atlantic City Board of Education, as approved in Item 18(i) above, 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

- (b) **Approved Upgrade of Internet Service with Comcast:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the upgrade of internet service at the Galloway campus, at a cost of \$1,420 for up to two months, of which 90% will be recovered through an E-Rate Grant, 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

- (c) **Approved Quote from Camden County Educational Services Commission for School Psychologist:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the attached quote from Camden County Educational Services Commission to supply a School Psychologist for three days per week, at a total cost not to exceed \$51,408, for the 2016-2017 school 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

24. Public/Board Comments:

Diana James – Parent (107 Sycamore St, Egg Harbor Twp) – Raised the following issues?

1. Letters received regarding transportation
2. After-Care – Why only PM and not AM?
A: Availability of Staff
3. Are there late buses?
A: No
4. Clubs for Students?
A: Will look into it
5. Parent Resource Center?
A: Will look into it
6. PTO Activity?
September 22 – Dad bring kids to school.
A: Will look into it
7. Who is Title I Program Coordinator?
A: Principal
8. Reason why Board meeting is held at 4:00 PM since parents need to work and cannot attend at that time?
A: That is the time of the meetings

The next meeting will be held on Thursday, September 29, 2016.

25. Adjournment:

There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:42 PM.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Dr. Anthony Novembre". The signature is written in a cursive style with a large initial "A".

Dr. Anthony Novembre, Board Secretary



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Thursday, September 29, 2016 Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), in partnership with home and community, is to empower today's learners to be tomorrow's leaders. A core component of the school's program is to assist students in developing the necessary academic, social, and emotional skill sets to prepare them for successful academic experiences in high school, post-secondary education, and beyond.

Students will be active participants in an educational environment characterized by high expectations for their academic achievement and demonstrated proficiency of the New Jersey Core Curriculum Content Standards. Students will be members of a diverse student body, which includes English language learners and students with disabilities, in a program that challenges them to excel as:

- Lifelong Learners
- Independent Thinkers
- Active Learners
- Respectful Individuals
- Responsible Citizens

Atlantic Community Charter School was founded on the high hope that an established charter school can create a learning environment that will deliver outstanding academic results by addressing student and family needs. Through ACCS's organizational design, families will be encouraged to participate in a learning community that offers educational services for their students' entire elementary and middle school experiences.

The greatest hallmark of the school will be its ability to replicate the highly successful models and practices that have achieved positive results in schools across the state and country.

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:04 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:

4. Board of Trustees Roll Call:

Roll Call: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Absent: Douglas B. Groff
Peter Damon Seltzer

Also Present: Dr. Anthony Novembre – Board Secretary
Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Jeanine Bethel – Principal
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Fred Scerni, Esquire – Parker/McKay

Public: Susan Coll-Guedes – Art Teacher
Diana James– Parent

5. Correspondences: None

6. Approval of Minutes:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Board Minutes of the Regular Meeting of August 24, 2016, by Voice Vote.

7. Lead Persons Report:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the attached Lead Person's Report dated September 20, 2016 and attached Superintendent Goals for the 2016-2017 school year, by Voice Vote.

FINANCE:

8. 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 for the month ending August 31, 2016, by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

9. Approval of 2016-2017 Budget Transfers:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the attached Budget Transfers for August, 2016, by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

10. Approval of 2016-2017 Budget vs. Actual Report:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report for the month ending August 31, 2016, by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

11. Approval of Board Secretary's Report – August 31, 2016:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached Board Secretary's Report for the month ending August 31, 2016, by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

12. School Business Administrator's Certification of Accounts:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees resolved that no major accounts or fund has 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, by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

13. Board Certification of Accounts:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, 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, by the following Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

14. Payment of Bills:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the attached payment of bills, for both Fiscal Year 2015-2016 and Fiscal Year 2016-2017, as follows, by the following Roll Call Vote.

- (a) **Fiscal Year 2015-2016:** For the period of August 7, 2016 to September 5, 2016, totaling **\$57,244.58**. Payroll and taxes were paid during the same period, totaling **\$63,884.93** from the Board of Trustees' General and Payroll Accounts located at Sun National Bank, Collingswood, NJ.
- (b) **Fiscal Year 2016-2017:** For the period of August 8, 2016 to September 5, 2016, totaling **\$115,623.36**. Payroll and taxes were paid during the same period, totaling **\$29,024.65** from the Board of Trustees' General and Payroll Accounts located at Sun National Bank, Collingswood, NJ.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

15. HUMAN RESOURCES:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the Human Resources Consent items (a) and (b), as follows, by the following Roll Call Vote.

- (a) **Approval of New Hires/Appointments:** The Board of Trustees accepted the recommendations of the Lead Person and appointed the personnel listed on the attached, at the salaries, term and positions.
- (b) **Professional Development:** The Board of Trustees accepted the recommendation of the Lead Person, and approved Courtney Foster's registration and participation in the *Orton-Gillingham Training Part II*, and *Part III Optional Certification Practicum*, and the total cost for both parts shall not to exceed \$2,095.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

16. BUILDINGS AND GROUNDS: None

17. CURRICULUM/SPECIAL EDUCATION: None

Note: Mr. William Zarrilli, Chief Financial Officer, CSMI, LLC, entered the meeting at 4:15 PM

18. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

On a motion made by Marlene D. Frayne, and seconded by Matthew Heinle, the Board of Trustees approved the Policy/Governance/Operations Consent Agenda items (a) – (d), by the following Roll Call Vote:

- (a) **Approval of Disposal of Scrap Computers and Broken Peripherals:** The Board of Trustees declared the items listed on the attached (computers, broken printers, monitors and laptop carts) as surplus and are no longer required for school purposes, and authorized the disposal of such items as scrap from Atlantic Community Charter School.
- (b) **Approval of Contract with Galloway Township Public School District to Provide Food Service:** The Board of Trustees approved the attached contract, subject to review by the Board's Attorney, with Galloway Township Public School District to provide School Food Services, for the 2016-2017 school year.
- (c) **Approval of After School Program:** The Board of Trustees confirmed the approval of an After Care Program for the 2016-2017 school year as described on the attached, daily (Monday - Friday) from 3:00 PM to 6:00 PM, staffed by a Director and up to four staff members; and that the following persons are appointed and compensated, as listed on the attached.

Program Director: Jennifer Houser

Classroom Attendants: Anna Bleming Shammara Martin
Mary Smith Michelle Occhiolini
Ebony Mays-Dorris

- (d) **Approval of the Submission of an Amendment to the Implementation Grant:** The Board of Trustees approved the submission of an amendment to the Implementation Grant to revise the Budget to be in alignment with proposed spending, as per the attached.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Nays: None

19. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of August was **\$50,258.33**. A Management Fee payment in the amount of \$50,000 was made in August. As of August 31, 2016, the cumulative total Management Fee for the 2016-2017 School Year is **\$100,516.66** and the total cumulative payments equal \$100,000.
- (b) **Line of Credit Activity:** As of August 31, 2016, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **School Nurse:** Effective September 19, 2016, a school nurse (Mary Seddon) has been employed through Staffing Plus.

- (d) **Report to Board on August School District Contracts** – Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

20. **HIB Report: None**

21. **Closed Session: None**

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

WHEREAS, N.J.S.A. 10:4
during a Public Meeting, and

-12 allows for

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);

_____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.

22. Return to Public Session: N/A

23. New/Old Business: None

24. Public/Board Comments:

- Susan Coll-Guedes – Art Teacher – Addressed the Board of Trustees on a number of items for consideration.
 1. Having a Time-Out and School Suspension Room;
 2. FM System for children that have an auditory problem that will help them with their classroom instruction;
 3. Paraprofessional/Teacher Aides in every classroom;
 4. Adopt a system of “positive reinforcement “in both the social and emotional training of students; since students do have a “pyramid” of needs, i.e., a place where students can learn how to wash clothes.

At this time Dr. Potena thanked her for coming to the Board Meeting but indicated to Ms. Coll-Guedes that there is a process that she should follow. First and foremost, to discuss these items first with the Principal who in-turn will review with Mr. Bollar, the Lead Person, and if there is consensus to institute/implement any of these items, Mr. Bollar would recommend to the Board of Trustees for their action.

- Diana James – Parent – made the following comments and suggestions:
 1. She thanked the Board of Trustees for the beautiful building.
 2. Parent Resource Room. She reminded the Board about her initial request to have a Parent Resource Room. The Principal indicated that with the opening of a new school year and relocating to Galloway and opening up a new school building, that she needed to ensure that space was a priority for our Special Needs students since the student population went from 150 to about 400. As such, the next step would be to look and see where a Parent Resource Room can be housed.
 3. Parent Support Group and 504 Plans: Ms. James noted that she felt that establishing such a group would help parents to understand better the needs of their children. The Principal indicated that there is a “partnership” between home and school and as such, would explore ways to bring this about.
 4. Title I Program – Will you have a parent on the Title I Board Committee? Mr. Bollar indicated that as we are a Title I district wide school, we are therefore required to have such a Committee.
 5. After school club – 3pm – 6pm? What about After Care on half days? Mr. Bollar noted that these items will also be reviewed and looked at depending on our budget restraints.
 6. Time of Board Meeting? Can it be changed from 4:00 PM?

Dr. Potena noted that the Board will review this but indicated that Board meetings have already been scheduled and advertised for the entire school year; Board members have already committed themselves to these dates and time. However, he and the Board will revisit this.

The next meeting will be held on Wednesday, October 26, 2016. It was noted that this date conflicts with the New Jersey School Board Conference in Atlantic City and that consideration will be given to rescheduling the meeting.

25. Adjournment:

There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:40 PM.

Respectfully Submitted,



Dr. Anthony Novembre, Board Secretary



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Friday, October 28, 2016

Time: 1:00 PM

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

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), in partnership with home and community, is to empower today's learners to be tomorrow's leaders. A core component of the school's program is to assist students in developing the necessary academic, social, and emotional skill sets to prepare them for successful academic experiences in high school, post-secondary education, and beyond.

1. Call to Order

The Board President, Dr. Dominick Potena, called the meeting to order at 1:05 PM.

2. Open Public Meetings Act Notice:

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

3. Flag Salute

4. Board of Trustees Roll Call

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

Absent: Peter Damon Seltzer

Also Present: Dr. Anthony Novembre – Board Secretary
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Jeanine Bethel – Principal
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI LLC

Public: None

5. Correspondences: None

- 6. Approved Minutes:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the attached Board Minutes of the Regular Meeting of September 29, 2016, by Voice Vote.

Voice Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne
Matthew Heinle

Abstained: Douglas B. Groff

Nays: None

- 7. Lead Person/Principal's Report:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the attached Lead Person's Report dated October 19, 2016, by Voice Vote.

Voice Vote:

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

Nays: None

FINANCE:

- 8. Approved Treasurer's Report – September 30, 2016:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the attached Treasurer's Report for the month ending September 30, 2016, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. **Approved 2016-2017 Budget Transfers:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Budget Transfers for September, 2016, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. **Approved 2016-2017 Budget vs. Actual Report – September 30, 2016:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report for the month ending September 30, 2016, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

11. **Approved Board Secretary's Report – September 30, 2016:** 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 for the month ending September 30, 2016, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

12. **School Business Administrator's Certification of Accounts:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees resolved that no major accounts or fund has 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, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

13. **Board Certification of Accounts:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, 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, by the following Roll Call Vote.

Roll Call Vote:

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

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 the attached payment of bills, for both Fiscal Year 2015-2016 and Fiscal Year 2016-2017, as follows, by the following Roll Call Vote.

(a) **Fiscal Year 2015-2016:** For the period of September 6, 2016 to October 7, 2016, totaling **\$108,457.31** from the Board of Trustees' General Account located at Sun National Bank, Collingswood, NJ.

(b) **Fiscal Year 2016-2017:** For the period of September 6, 2016 to October 7, 2016, totaling **\$150,874.44** from the Board of Trustees' General Account located at Sun National Bank, Collingswood, NJ. Payroll and taxes were paid during the same period, totaling **\$150,959.04** from the Board of Trustees' Payroll and Agency Accounts located at Sun National Bank, Collingswood, NJ.

Roll Call Vote:

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

Nays: None

15. **HUMAN RESOURCES:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Human Resources item (a), as follows, by the following Roll Call Vote.

(a) **New Hire/Appointment:** the Board of Trustees accepted the recommendation of the Lead Person, and appointed the person listed, at the salary, term and position, on the attached.

Roll Call Vote:

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

Nays: None

16. **BUILDINGS AND GROUNDS:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the Building and Grounds Consent items (a) and (b), as follows, by the following Roll Call Vote.

- (a) **Reject Snow Removal Services Bids Received:** The Board of Trustees accepted the recommendation of the Board Secretary and approved the rejection of two bids received for Snow Removal Services, as the Snow Removal requirements have been substantially revised, and approved the recommendation to go out to bid again.
- (b) **Approved Advertisement of Specifications and Receive Bids for Snow Removal Services:** The Board of Trustees approved the substantially revised specifications, for the advertisement to request Bids for Snow Removal Services (Bid #04AC-17), and to open received bids on Tuesday, November 15, 2016 at 11:00 a.m. at the school.

Roll Call Vote:

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

Nays: None

17. **CURRICULUM / SPECIAL EDUCATION:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Curriculum / Special Education Consent items (a) and (b), as follows, by the following Roll Call Vote.

- (a) **Approved Language Arts Curriculum K-8:** The Board of Trustees accepted the recommendation of the Lead Person, and approved the attached updated English Language Arts Curriculum for Grades K-8, which meets the upcoming 2017 Common Core Standards Curriculum upgrade, as determined by the New Jersey Department of Education.
- (b) **Approved Social Studies Curriculum K-8:** The Board of Trustees accepted the recommendation of the Lead Person, and approved the attached updated Social Studies Curriculum for Grades K-8, which meets the upcoming 2017 Common Core Standards Curriculum upgrade, as determined by the New Jersey Department of Education.

Roll Call Vote:

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

Nays: None

18. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Marlene D. Frayne, and seconded by Douglas B. Groff, the Board of Trustees approved the Policy/Governance/Operations Consent Agenda items (a) – (g), by the following Roll Call Vote:

- (a) **Approved Addendum to Staffing Plus Contract–Exhibit “E”:** The Board of Trustees approved the attached Staffing Plus contract addendum, Exhibit “E”, adding a Professional Level of Daily Substitute Teacher, at a rate of \$123.30 per diem, to the multi-year contract.
- (b) **Approved Shared Services Agreement with Atlantic County Special Services School District:** The Board of Trustees approved the Shared Services Agreement with **Atlantic County Special Services School District**, subject to review by the Board’s Attorney, for Child Study Team services, for the period of July 1, 2016 through June 30, 2017, with actual services provided to be determined based on the school’s needs, as per the attached.
- (c) **Approved Jackson Therapy Partners Staffing Agreement:** The Board of Trustees approved the **Jackson Therapy Partners** Staffing Agreement, subject to review by the Board’s Attorney, for Child Study Team services for the period of November 1, 2016 through June 30, 2017, with actual services provided to be determined based on the school’s needs, as per the attached.
- (d) **Approved Parent-Student Handbook:** The Board of Trustees approved the attached Parent-Student Handbook for 2016-2017, subject to review by the Board’s Attorney, which has been revised to focus on the specific needs of the population of the school.

Note: Mr. Douglas B. Groff complimented Mr. Bollar on an excellent job on the Parent-Student Handbook.
- (e) **Approved HIB School Self-Assessment:** The Board of Trustees approved the submission of the HIB School Self-Assessment for the 2015-2016 school year, as attached.
- (f) **Approved Authorization to Join Hunterdon County Educational Services Cooperative Pricing System:** The Board of Trustees approved the participation of Atlantic Community Charter School in the Hunterdon County Educational Services Commission Cooperative Pricing Consortium, and that the President and Board Secretary are authorized to execute the appropriate Agreement, subject to review by the Board’s Attorney.
- (g) **Approved Change of Health Insurance Company and Coverage for Employees:** The Board of Trustees approves the change of health insurance companies and coverage for Employees.

Roll Call Vote:

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

Nays: None

19. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of September was **\$50,258.33**. A Management Fee payment in the amount of \$50,258.33 was made in September. As of September 30, 2016, the cumulative total Management Fee for the 2016-2017 School Year is **\$150,774.99** and the total cumulative payments equal **\$150,774.99**.
- (b) **Line of Credit Activity:** As of September 30, 2016, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on September School District Contracts:** As pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

20. HIB Report: None

21. Closed Session: 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);

_____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.

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

23. **New/Old Business:** None

24. **Public Comments:** None

The next meeting will be held on Tuesday, November 22, 2016.

25. **Adjournment:** There being no further business to discuss, a motion was made by Douglas Groff and seconded by Marlene D. Frayne, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 1:18 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



Dr. Anthony Novembre, Board Secretary



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Tuesday, November 29, 2016 Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), in partnership with home and community, is to empower today's learners to be tomorrow's leaders. A core component of the school's program is to assist students in developing the necessary academic, social, and emotional skill sets to prepare them for successful academic experiences in high school, post-secondary education, and beyond.

1. **Call to Order:** The Board President, Dr. Dominick Potena, called the meeting to order at 4:02 PM.
2. **The Board Secretary Read the Open Public Meetings Act Notice:** In compliance with the Open Public Meeting Act, date, time and location of this rescheduled meeting has been filed with the Atlantic City Municipal Clerk's Office, the Municipal Clerk's Office of each district of residence that are included in the School's Charter and published in the newspapers designated by the Board to receive such notice. Additionally, the notice of this meeting was also posted on the Board of Trustees Bulletin Board, at the School, reserved for public notice.
3. **Flag Salute:**
4. **Board of Trustees Roll Call:**

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

Absent: Matthew Heinle

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Jeanine Bethel – Principal
Dr. Robin Harden Daniels, Curriculum Supervisor, CSMI, LLC
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Pat Sciamanna, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI LLC

Public: Mrs. Diana James (Parent) - Egg Harbor Twp

5. Correspondences: None

- 6. Approved Minutes:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Board Minutes of the Regular Meeting of October 28, 2016, by Voice Vote.

Voice Vote:

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

Nays: None

Note: Matthew Heinle entered the meeting at 4:11 PM.

- 7. Lead Person/Principal's Report:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the attached Lead Person's Report dated November 22, 2016, by Voice Vote.

Mr. Bollar also gave a PowerPoint presentation on the 2015 and 2016 PARCC testing results for grades 3 to 6.

Voice Vote:

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

Nays: None

FINANCE:

- 8. Approval of Treasurer's Report – October 31, 2016:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached Treasurer's Report for the month ending October 31, 2016, 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 2016-2017 Budget Transfers: None

- 10. Approval of 2016-2017 Budget vs. Actual Report – October 31, 2016:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report for the month ending October 31, 2016, 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 – October 31, 2016:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the attached Board Secretary's Report for the month ending October 31, 2016, 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 Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees resolved that no major accounts or fund has 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, 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 Peter Damon Seltzer and seconded by Marlene D. Frayne, 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, 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 Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of October 11, 2016 to November 4, 2016, totaling **\$316,789.63** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ., by the following Roll Call Vote. Payroll and taxes were paid during the same period, totaling **\$152,322.55** from the Board of Trustees' Payroll and Agency Accounts located at Sun National Bank, Collingswood, NJ.

Roll Call Vote:

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

Abstained: Peter Damon Seltzer

Nays: None

15. **HUMAN RESOURCES:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the attached Human Resources items (a) (c) and (d), as follows, by the following Roll Call Vote.

(a) **New Hires/Appointments:** The Board of Trustees accepted the recommendations of the Lead Person, and appointed the personnel listed on the attached, at the salaries, terms and positions.

(c) **Approved Job Description – In-School Suspension Teacher:** The Board of Trustees accepted the recommendation of the Lead Person, and approved the attached Job Description and creation of the position of In-School Suspension Teacher.

(d) **Approved Tuition Reimbursement for School Nurse:** The Board of Trustees approved the reimbursement of Graduate Tuition of \$554 per credit, plus fees, for a total of nine (9) credits (not to exceed \$5,200) for Mary Seddon – School Nurse for completion of the School Nurse Certification Program, and that the Board President and the Board Secretary are authorized to execute a contract with Ms. Seddon to guarantee repayment of any tuition funds in the event she leaves prior to completing her responsibilities to the school, subject to review by the Board's Attorney.

(Ms. Seddon will submit for reimbursement after each class (three (3) credits) is completed and passing grade received, and expects to complete the School Nurse Certification Program in December 2017.)

Roll Call Vote:

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

Did Not Vote: Marlene D. Frayne

Nays: None

- 15(b) HUMAN RESOURCES – Resignations:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the resignations submitted for the following, by Roll Call Vote.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Amanda McCawley	Second Grade Teacher	October 8, 2016
Cynthia Stokes	Special Education Teacher	October 8, 2016
Courtney Foster	Second Grade Teacher	October 20, 2016
Jennifer Houser	Third Grade Teacher	November 27, 2016
Janet Felder	Human Resources Manager	November 30, 2016
Neil F. Brown	Music Teacher	December 31, 2016

Roll Call Vote:

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

Did Not Vote: Marlene D. Frayne

Nays: None

- 16. BUILDINGS AND GROUNDS - Approved Award of Contract for Snow Removal Services:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees rejected the bid offered by Macchione Landscaping, Inc., inasmuch as the bid was defective, and awarded contract #04AC-17 for Snow Removal Services to Warriner's Construction, Inc., Egg Harbor Township, NJ, as the lowest responsible bidder, by the following Roll Call Vote, and authorized the President and the Board Secretary to execute the appropriate contract, subject to review by the Board's Attorney.

Roll Call Vote:

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

Did Not Vote: Marlene D. Frayne

Nays: None

17. **CURRICULUM AND REGULAR/SPECIAL EDUCATION - Approval of After School Detention Program:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person, and approved an After School Detention Program for students who misbehave and have discipline issues for 3rd-8th grade students, effective December 5, 2016 to June 30, 2017, with an estimated cost for the year of \$2,500, by the following Roll Call Vote.

Roll Call Vote:

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

Did Not Vote: Marlene D. Frayne

Nays: None

18. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved the Curriculum / Special Education Consent items (a) through (d), as follows, by the following Roll Call Vote.

- (a) **Approved Contractor Student Transportation Manual:** The Board of Trustees approved the attached Contractor Student Transportation Manual, which has already been reviewed by the Board's Attorney, for submission to the schools busing vendors.
- (b) **Approved Maximum Travel Expenditure for 2016-2017:** The Board of Trustees approved to set the maximum expenditure that may be allotted for travel in the 2016-2017 fiscal year budget to be \$2,500.
- (c) **Approved Acceptance of IDEA Grant for the 2016-2017 School Year:** The Board of Trustees approved the acceptance of the IDEA Grant funds, in the amount of \$33,762, for the 2016-2017 school year.
- (d) **Approved Amendment of the School Calendar for 2016-2017 School Year:** The Board of Trustees accepted the recommendation of the Lead Person to modify the school calendar as attached.

Roll Call Vote:

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

Did Not Vote: Marlene D. Frayne

Nays: None

19. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of October was **\$50,258.33**. A Management Fee payment in the amount of \$25,000 was made in October. As of October 31, 2016, the cumulative total Management Fee for the 2016-2017 School Year is **\$201,034.12** and the total cumulative payments equal **\$175,774.99**.
- (b) **Line of Credit Activity:** As of October 31, 2016, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on October School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

20. HIB Report: None

21. Closed Session: 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 School'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);

_____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.

22. Return to Public Session: N/A

Note: Marlene D. Frayne was dropped from the meeting when her phone failed, but reconnected later on.

23. **New/Old Business:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the New/Old Business items (a) and (b), as follows, by the following Roll Call Vote.

(a) **Approved Addendum to Source4 Teachers Contract:** The Board of Trustees approved the attached Addendum to the existing Source 4 Teachers, LLC contract to add the classification of After-Care Staff to Exhibit A.

(b) **Approved Submission of Statement of Assurance:** The Board of Trustees approved the submission of the attached Statement of Assurance for the requirements of the District Professional Development Plan and District Mentoring Plan to the Atlantic County office of Education.

Roll Call Vote:

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

Nays: None

24. **Public Comments:**

- **Mrs. Diana James, Parent:** Mrs. James raised questions and made suggestions relative to the Curricular Offerings of the school.

The next meeting will be held on Wednesday, December 21, 2016.

25. **Adjournment:** There being no further business to discuss, a motion was made by Douglas Groff and seconded by Matthew Heinle, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:54 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



Dr. Anthony Novembre, Board Secretary



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Tuesday, December 20, 2016 Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), in partnership with home and community, is to empower today's learners to be tomorrow's leaders. A core component of the school's program is to assist students in developing the necessary academic, social, and emotional skill sets to prepare them for successful academic experiences in high school, post-secondary education, and beyond.

1. **Call to Order:** The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.
2. **The Board Secretary Read the Open Public Meetings Act Notice:** In compliance with the Open Public Meeting Act, date, time and location of this rescheduled meeting has been filed with the Atlantic City Municipal Clerk's Office, the Municipal Clerk's Office of each district of residence that are included in the School's Charter and published in the newspapers designated by the Board to receive such notice. Additionally, the notice of this meeting was also posted on the Board of Trustees Bulletin Board, at the School, reserved for public notice.
3. **Flag Salute:**
4. **Board of Trustees Roll Call:**
Roll Call: Dr. Dominick Potena
Douglas B. Groff
Marlene D. Frayne
Absent: Matthew Heinle
Peter Damon Seltzer

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI LLC

Public: Jessica Kennison – CSMI, LLC
Mrs. Diana James (Parent) - Egg Harbor Twp

5. Correspondences: None

- 6. Approval of Minutes:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Minutes of the Regular Monthly Meeting held on November 29, 2016, by Voice Vote.

Voice Vote:

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

Nays: None

- 7. Lead Person/Principal's Report:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the Lead Person/Principal's Report dated December 12, 2016, as attached, by the following Voice Vote.

Mr. Bollar also mentioned the need to hire two (2) Special Education teachers.

(The Board Vice-President, Mr. Groff, mentioned that he was pleased that the number of suspensions had been reduced.)

Voice Vote:

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

Nays: None

FINANCE:

- 8. Approval of Treasurer's Report – November 30, 2016:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached Treasurer's Report, for the month ending November 30, 2016, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. **Approval of 2016-2017 Budget Transfers:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the attached Budget Transfers, for the month ending November 30, 2016, by the following Roll Call Vote.
- Roll Call Vote:**
- Ayes:** Dr. Dominick Potena
Douglas B. Groff
Marlene D. Frayne
- Nays:** None
10. **Approval of 2016-2017 Budget vs. Actual Report – November 30, 2016:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approves the attached 2016-2017 Budget vs. Actual Report, for the month ending November 30, 2016, by the following Roll Call Vote.
- Roll Call Vote:**
- Ayes:** Dr. Dominick Potena
Douglas B. Groff
Marlene D. Frayne
- Nays:** None
11. **Approval of Board Secretary’s Report – November 30, 2016:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the attached Board Secretary’s Report, for the month ending November 30, 2016, by the following Roll Call Vote.
- Roll Call Vote:**
- Ayes:** Dr. Dominick Potena
Douglas B. Groff
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 has 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, by the following Roll Call Vote.
- Roll Call Vote:**
- Ayes:** Dr. Dominick Potena
Douglas B. Groff
Marlene D. Frayne
- Nays:** None
13. **Board Certification of Accounts:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, 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, by the following Roll Call Vote.

Roll Call Vote:

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

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 the payment of bills, on the attached list, for the period of November 5, 2016 to December 7, 2016, totaling **\$645,116.45** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ, by the following Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$146,303.82** from the Board of Trustees' Payroll and Agency Accounts located at Sun National Bank, Collingswood, NJ.)

Roll Call Vote:

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

Nays: None

- 15. HUMAN RESOURCES:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Human Resources items (a) through (e) and (g), as follows, by the following Roll Call Vote.

(a) Human Resources Report: The Board of Trustees accepted the attached Human Resources Staffing Report as of December 9, 2016.

(b) Resignations: The Board of Trustees accepted the resignations submitted, as per the attached correspondence.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Gabrielle Loesch-Miller	Teacher - Kindergarten	January 3, 2017
Melinda Hoag	Teacher - ESL	TBC (60 days notice given - no later than 2/15/17, but sooner if able)

(c) Approved Appointment of Teacher Coach and Stipend: The Board of Trustees accepted the recommendation of the Lead Person and appointed Margaret Bodenschatz as a Teacher Coach effective January 1, 2017, and approved a stipend of \$1,500 for the period of January 1, 2017 through June 30, 2017.

(d) Approved Recruitment and Student Registration Agreement: The Board of Trustees approved the attached Recruiting Agreement and that approved recruiters will receive \$11.50 per hour upon submitting the appropriate documentation.

- (e) **Approved Recruitment and Student Registration Contractors:** The Board of Trustees approved the following individuals as approved recruiters, at \$11.50 per hour, with a maximum of twenty (20) hours per week through February 2017.

<u>Name</u>	<u>Effective</u>
Laquan Boucher	November 8, 2016
Yelixza Figueroa	November 8, 2016
Donna White	November 8, 2016
Elita Ramirez Borjas	November 14, 2016

- (g) **Approved Establishment of In-House Substitute Pool and Daily Rate:** The Board of Trustees approves the establishment of an in-house pool of substitutes at the School, at a compensation of \$110 per day.

Roll Call Vote:

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

Nays: None

- 15 (f) **Approved to Hire STEAM Teacher and Job Description for STEAM Teacher:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and approved the hiring of a STEAM teacher, rather than a regular music teacher, and approved the attached Job Description for a STEAM Teacher, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

16. BUILDINGS AND GROUNDS: None

- 17. CURRICULUM AND REGULAR/SPECIAL EDUCATION: Approved Position - After School Detention Teacher:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved, based upon the recommendation of the Lead Person, the creation of the position of an After School Detention Teacher, effective January 2, 2017, to be compensated at the rate of \$30 per hour / \$15 per half hour, with a maximum annual cost of \$2,000, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

18. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the Curriculum / Special Education Consent items (a) through (f), as follows, by the following Roll Call Vote.

- (a) **Approved Acceptance of 2015-2016 Annual Audit:** The Board of Trustees accepted the Comprehensive Annual Financial Report, (on file in the Board Secretary's office), for the 2015-2016 school year with no recommendations, and approved the filing of the required documentation with the State Department of Education, and also accepted the attached Audit Summary, as prepared by Bowman and Company, Auditors for the 2015-2016 fiscal year.
- (b) **Approved to Amend Wording in Charter Agreement for Establishment of Escrow Account:** The Board of Trustees approved amending the language in Article 2.17 of the Charter Agreement entitled "Establishment of an Escrow Account", as per the attached, which will allow the School to establish a \$75,000 Surety Bond in lieu of maintaining an Escrow Account, and also authorized the Board Secretary and the Board's Attorney to take the necessary steps to amend the Charter to include the revised language as required by Article 9.5 of the Charter Agreement
- (c) **Approved to Amend the School Calendar for 2016-2017 School Year:** The Board of Trustees accepted the recommendation of the Lead Person to modify the school calendar as attached.
- (d) **Approved to Submit the Final Report for the Charter School Implementation Grant:** The Board of Trustees approved the submission of the Final Report for the Charter School Implementation Grant, on or before December 30, 2016.
- (e) **Approved Staffing Plus Fee Agreement for Permanent RN Placements:** The Board of Trustees approved the attached Fee Schedule for permanent RN placements made by Staffing Plus, subject to review by the Board's Attorney.
- (f) **Approved Addendum to Staffing Plus Contract – School Nurse:** The Board of Trustees approved the attached Addendum (Exhibit F) to the existing Staffing Plus contract to add a rate for RN (Registered Nurse) at \$50 per hour, and Certified (Certified School Nurse) at \$55 per hour.

(Additionally, Staffing Plus has agreed to waive all placement fees in connection with Mary Seddon becoming an employee of the School once she has completed her required School Nurse Certifications since ACCS referred Ms. Seddon to Staffing Plus.)

Roll Call Vote:

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

Nays: None

19. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of November was **\$320,226.28 inclusive of a retroactive adjustment of \$215,974.20 increasing management fees for July to October based on enrollment figures submitted to the DOE on October 14, 2016.** A Management Fee payment in the amount of **\$25,000** was made in November. As of November 30, 2016, the cumulative total Management Fee for the 2016-2017 School Year is **\$521,260.40** and the total cumulative payments equal **\$200,774.99.**
- (b) **Line of Credit Activity:** As of November 30, 2016, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on November School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

20. HIB Report: None

21. Closed Session: 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, including student matters (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 School'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);

_____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 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.

22. Return to Public Session: N/A

23. New/Old Business: None

Note: Peter Damon Seltzer entered the meeting at 4:15 PM.

24. Public Comments:

Mrs. Diana James: Parent, raised the following questions and made suggestions.

- (a) Questions regarding programs and text books used.
- (b) Questions regarding the After School Program.
- (c) Questions regarding the Title I Program - \$275,000.
- (d) Questions regarding data as to how students were measured and reported.
- (e) Questions regarding having the Mission statement on the website.
- (f) Questions regarding the number of Kindergarten classes.

The next meeting will be held on Wednesday, January 25, 2016.

At this time, Dr. Potena, Board President wished everyone Happy Holidays and good health for a Happy 2017!

- 18. Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Marlene D. Frayne, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:30 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



Dr. Anthony Novembre, Board Secretary



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Wednesday, January 25, 2017 Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), in partnership with home and community, is to empower today's learners to be tomorrow's leaders. A core component of the school's program is to assist students in developing the necessary academic, social, and emotional skill sets to prepare them for successful academic experiences in high school, post-secondary education, and beyond.

1. **Call to Order:** The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.
2. **The Board Secretary Read the Open Public Meetings Act Notice:** In compliance with the Open Public Meeting Act, date, time and location of this meeting has been filed with the Atlantic City Municipal Clerk's Office, the Municipal Clerk's Office of each district of residence that are included in the School's Charter and published in the newspapers designated by the Board to receive such notice. Additionally, the notice of this meeting was also posted on the Board of Trustees Bulletin Board, at the School, reserved for public notice.
3. **Flag Salute:**
4. **Board of Trustees Roll Call:**
Roll Call: Dr. Dominick Potena
Douglas B. Groff
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer
Absent: None

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI, LLC
Barbara Kotkamp, CSMI, LLC
Jeanine Bethel, Principal – Atlantic Community Charter School

Public: Mrs. Diana James (Parent) - Egg Harbor Twp

5. Correspondences:

- Letter dated December 2, 2016 from Atlantic County Superintendent, Dr. Richard Stepura, approving the submitted Comprehensive Equity Plan for 2016-2019.
- Letter dated December 13, 2016 from the New Jersey School Boards Association, advising that Board member Matthew Heinle, has satisfactorily completed the Online Governance I – New Board Orientation.

6. Approval of Minutes: On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Minutes of the Regular Monthly Meeting held on December 20, 2016, by Voice Vote.

Voice Vote:

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

Nays: None

7. Lead Person/Principal's Report: On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person/Principal's Report dated January 12, 2017, as attached, by the following Voice Vote.

Voice Vote:

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

Nays: None

FINANCE:

8. **Approval of Treasurer's Report – December 31, 2016:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached Treasurer's Report, for the month ending December 31, 2016, 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 2016-2017 Budget Transfers:** None

10. **Approval of 2016-2017 Budget vs. Actual Report – December 31, 2016:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report, for the month ending December 31, 2016, 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 – December 31, 2016:** 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, for the month ending December 31, 2016, 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. **Approval of the Revised 2016-2017 Line Budget Report– December 31, 2016:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the attached Revised 2016-2017 Line Budget Report dated December 31, 2016, and approved submission of this Budget Report to the State Department of Education as required, 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. 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 has 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, 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. Board Certification of Accounts:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, 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, 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

- 15. Payment of Bills:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of December 5, 2016 to December 22, 2016, totaling **\$168,962.28** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ.

(Payroll and taxes were paid during the same period, totaling **\$147,864.48** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

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

Nays: None

Abstain: Peter Damon Seltzer

- 16. HUMAN RESOURCES:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Human Resources items (a) (c) (d) (e) and (f), as follows, by the following Roll Call Vote.

- (a) **Human Resources Report:** The Board of Trustees accepted the attached Human Resources Staffing Report as of January 13, 2017.
- (c) **Resignations:** The Board of Trustees accepted the resignations submitted, as per the attached correspondence.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Susan Coll-Guedes	Art Teacher	December 22, 2016
Carol Spina	Special Ed Inclusion	January 3, 2017

- (d) **Approved Leave Requests:** The Board of Trustees approved the submitted Leave Requests, as indicated below, providing all documentation has been submitted to Human Resources and approved as valid, as required by FMLA/FLI/FLA Regulations.

Staff Name	Type of Leave	Expected Duration
Gabrielle Loesch-Miller	Temporary Disability - Maternity	9/1/16 – 11/30/16
	Family Medical Leave (FMLA)	9/1/16 – 11/30/16
	Bonding - FLI	12/1/16 – 1/2/17

- (e) **Approved Job Description – STEM Teacher:** The Board of Trustees approved the attached Job Description for a STEM teacher.
- (f) **Approved Creation of In House Substitute Teacher:** The Board of Trustees accepted the recommendation of the Lead Person, and approved the creation of an In house Substitute Teacher position at the rate of \$110 per day, as per the attached.

Roll Call Vote:

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

Nays: None

- 16. (b) New Hires/Appointments:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person, and appointed the persons listed on the attached, at the salaries, terms and positions, 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

17. PROFESSIONAL DEVELOPMENT: None

18. BUILDINGS AND GROUNDS: None

19. CURRICULUM AND REGULAR/SPECIAL EDUCATION: Approved of Special Education and Related Services Manual:: On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person, and approves the attached Special Education and Related Services manual, which has been reviewed by the Board's Attorney.

Roll Call Vote:

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

Nays: None

20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the Curriculum / Special Education Consent items (a) through (f), as follows, by the following Roll Call Vote.

- (a) **Approved Amendment of School Calendar for 2016-2017 School Year:** The Board of Trustees accepted the recommendation of the Lead Person to modify the school calendar, as attached.

(The school was closed on January 9, 2017 due to inclement weather, and again on January 24, 2017 due to adverse weather conditions.)

- (b) **Approved Acceptance of Revised Budget for the Charter School Implementation Grant and Final Report Submission:** The Board of Trustees approved the revised budget, as attached, and submission of the final report for the Charter School Implementation Grant.

(Although the totals are the same, reassignment of expenditures were made due to school location, technology needs, instructional needs and other events as a result of the school move to Galloway.)

- (c) **Approved School Bus Aides:** The Board of Trustees authorized the Board Secretary to work with our contract staffing companies to provide bus aides on school buses for Routes 1, 2, 3, 4, 9 and 10, and to notify the appropriate bus transportation companies and school districts accordingly, subject to availability of funds, at a total cost not to exceed \$27,500, and will become effective February 1, 2017 through June 30, 2017, on school days only. In no event shall the total number of bus aides exceed six for all bus routes at the school.

(The Bus Aides will perform routine support work, monitoring the conduct of students on school buses and assisting with discipline and safety. The salary for each aide will not exceed \$15 per hour, for a maximum of three hours for each bus route.)

- (d) **Approved Acceptance of December 2016 Revised Policies and Regulations:** The Board of Trustees approved the revision of the mandated Policies and Regulations of 1510, 5116, and 8330, as attached, which have been provided by Strauss Esmay Associates, our school policy and regulation consultants.

- P & R 1510 Americans with Disabilities Act
- P & R 5116 Education of Homeless Children
- P & R 8330 Student Records

- (e) **Approved for First Reading of December 2016 Newly Mandated Policies and Regulations:** The Board of Trustees approved for first reading the mandated Policies and Regulations of 2415.30, and 2418, as attached, which have been provided by Strauss Esmay Associates, our school policy and regulation consultants.

- P 2415.30 Title I – Educational Stability for Children in Foster Care
- P & R 2418 Section 504 of the Rehabilitation Act of 1973

- (f) **Approved In-Theatre Advertising Proposal/Contract:** the Board of Trustees approved the attached contract with Americas Movie Network, subject to review by the Board's Attorney, for In-Theatre Advertising, at the Hamilton Commons Movie Theatre on fourteen (14) screens, for the purpose of student recruiting, during the period of February 3, 2017 to May 14, 2017, at a cost of \$3,471, subject to availability of funds.

Roll Call Vote:

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

Nays: None

21. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of December was **101,535.72**. A Management Fee payment in the amount of **\$25,000** was made in December. As of December 31, 2016, the cumulative total Management Fee for the 2016-2017 School Year is **\$662,795.72** and the total cumulative payments equal **\$225,774.99**.
- (b) **Line of Credit Activity:** As of December 31, 2016, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on December School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

22. **HIB Report: None**

23. **Closed Session: 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, including student matters (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 School'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);

_____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 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.

24. Return to Public Session: N/A

25. New/Old Business: None

26. Public Comments:

Mrs. Diana James: Parent, raised questions concerning textbooks, curriculum planning and the Summer Care Program, as well as on the school calendar for next year.

Mr. Bollar responded and provided a status update on the areas noted. Mrs. James did thank the Board of Trustees and everyone for moving in the right direction.

The next meeting will be held on Tuesday, February 28, 2017.

27. Adjournment: There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Matthew Heinle, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:25 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



Dr. Anthony Novembre, Board Secretary



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Wednesday, February 28, 2017

Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), in partnership with home and community, is to empower today's learners to be tomorrow's leaders. A core component of the school's program is to assist students in developing the necessary academic, social, and emotional skill sets to prepare them for successful academic experiences in high school, post-secondary education, and beyond.

1. **Call to Order:** The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM.
2. **The Board Secretary Read the Open Public Meetings Act Notice:** In compliance with the Open Public Meeting Act, date, time and location of this meeting has been filed with the Atlantic City Municipal Clerk's Office, the Municipal Clerk's Office of each district of residence that are included in the School's Charter and published in the newspapers designated by the Board to receive such notice. Additionally, the notice of this meeting was also posted on the Board of Trustees Bulletin Board, at the School, reserved for public notice.
3. **Flag Salute:**
4. **Board of Trustees Roll Call:**
Roll Call: Dr. Dominick Potena
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
Absent: Marlene D. Frayne

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Seth Broder, Esquire – Attorney for the Board
Steve Lee – CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI, LLC

5. Correspondence:

- Letter dated December 13, 2016 from New Jersey School Boards Association advising that Board member Peter Damon Seltzer has satisfactorily completed the Online Governance III – Student Achievement.

6. Approval of Minutes: On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved the attached Minutes of the Regular Monthly Meeting held on January 25, 2017, by Voice Vote.

Voice Vote:

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

Nays: None

7. Lead Person/Principal's Report: On a motion made by Matthew Heinle and seconded by Douglas B. Groff the Board of Trustees accepted the Lead Person/Principal's Report for the month ending February 28, 2017, as attached, by the following Voice Vote.

Voice Vote:

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

Nays: None

FINANCE:

8. Approval of Treasurer's Report : On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the attached Treasurer's Report, for the month ending January 31, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. **Approval of 2016-2017 Budget Transfers:** None
10. **Approval of 2016-2017 Budget vs. Actual Report:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report, for the month ending January 31, 2017, by the following Roll Call Vote.
- Roll Call Vote:**
- Ayes:** Dr. Dominick Potena
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
- Nays:** None
11. **Approval of Board Secretary's Report:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the attached Board Secretary's Report, for the month ending January 31, 2017, by the following Roll Call Vote.
- Roll Call Vote:**
- Ayes:** Dr. Dominick Potena
Douglas B. Groff
Matthew Heinle
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 has 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, by the following Roll Call Vote.
- Roll Call Vote:**
- Ayes:** Dr. Dominick Potena
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
- Nays:** None
13. **Board Certification of Accounts:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, 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, by the following Roll Call Vote.
- Roll Call Vote:**
- Ayes:** Dr. Dominick Potena
Douglas B. Groff
Matthew Heinle
Peter Damon Seltzer
- Nays:** None

14. **Payment of Bills:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved the payment of bills on the attached list, for the period of January 1, 2017 to January 31, 2017, totaling **\$205,861.48** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ.

(Payroll and taxes were paid during the same period, totaling **\$150,117.85** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Matthew Heinle

Nays: None

Abstain: Peter Damon Seltzer

15. **HUMAN RESOURCES:**

- (a) **Human Resources Report:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the attached Human Resources Staffing Report as of February 13, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Resignations:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the resignation submitted, as per the attached correspondence.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Judith McGloin	Kindergarten Teacher	April 3, 2017

Roll Call Vote:

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

Nays: None

- (c) **Appointment of Auxiliary Positions:** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees approved the appointment of the following personnel, to the additional positions listed below, for the 2016-2017 school year, without additional compensation.

504 Committee Officer:	Dr. Tina Figueroa – Director of Special Education
ADA Officer:	Dr. Tina Figueroa – Director of Special Education
Affirmative Action Officer:	Dina Scala – Manager, Human Resources
Anti-Bullying Officer:	Dr. Tina Figueroa – Director of Special Education
Foster Care Liaison:	Dr. Tina Figueroa – Director of Special Education
HIB Coordinator:	Dr. Tina Figueroa – Director of Special Education

Homeless Liaison: Jeanine Bethel – Principal
PARCC Officer: Jeanine Bethel – Principal
Title I Coordinator: Jeanine Bethel - Principal

Roll Call Vote:

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

Nays: None

16. BUILDINGS AND GROUNDS: None

17. CURRICULUM AND REGULAR/SPECIAL EDUCATION: None

18. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Policy/Governance/Operations/Miscellaneous items (a) through (e), as follows, by the following Roll Call Vote.

- (a) Approved Acceptance of December 2016 Newly Mandated Policies and Regulations:** The Board of Trustees approved the newly mandated Policies and Regulations of P 2415.30 and P & R 2418, as attached, which have been provided by Strauss Esmay Associates, our school policy and regulation consultants.

- P 2415.30 Title I – Educational Stability for Children in Foster Care
- P & R 2418 Section 504 of the Rehabilitation Act of 1973

- (b) Approved Amendment of School Calendar for 2016-2017 School Year:** The Board of Trustees accepted the recommendation of the Lead Person to modify the school calendar, as attached.

(The school was closed on February 9, 2017 due to inclement weather.)

- (c) Approved Hiring of Hallway Monitor:** The Board of Trustees accepted the recommendation of the Lead Person and approved the hiring of a Hallway Monitor, at the cost of \$15 per hour, for the period of March 1, 2017 through June 30, 2017, as attached, subject to budget approval.

- (d) Approved School Website to be ADA Compliant:** The Board of Trustees approved adding a link to our Accessibility Policy (Policy 1510 – Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination) on the school website, to ensure ADA compliance.

- (e) Approved Carryover Funds for 2016-2017 Title IA Grant:** The Board of Trustees approved the carryover of \$3,891 from the 2016-2017 Title IA Grant, which will be added to the present year's funding.

Roll Call Vote:

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

Nays: None

19. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of January was **101,195.83**. A Management Fee payment in the amount of **\$25,000** was made in January. As of January 31, 2017, the cumulative total Management Fee for the 2016-2017 School Year is **\$723,991.55** and the total cumulative payments equal **\$250,774.99**.
- (b) **Line of Credit Activity:** As of January 31, 2017, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on January School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

20. HIB Report: None

21. Closed Session: 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, including student matters (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 School'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);

_____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 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.

22. Return to Public Session: N/A

23. New/Old Business: On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted and approved items (a) and (b), as follows, by the following Roll Call Vote.

(a) **Rice Notices:** A discussion took place concerning the recent court decision regarding the expanded necessity of Rice Notices (*Kean Federation of Teachers, et al. v. Ada Morrell, Board of Trustees of Kean University, et al.*).

(b) **Stevens Amendment:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved the inclusion of the "Stevens Amendment" language to be added to the ACCS Purchasing Manual of 2016-

2017, as well as the language inclusion in all future bid specifications, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. Public Comments: None.

The next meeting will be held on Wednesday, March 29, 2017.

25. Adjournment: There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Douglas B. Groff, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:26 PM.

Voice Vote:

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

Nays: None

Respectfully submitted,



Dr. Anthony Novembre, Board Secretary



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting Date: Wednesday, March 29, 2017 Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), in partnership with home and community, is to empower today's learners to be tomorrow's leaders. A core component of the school's program is to assist students in developing the necessary academic, social, and emotional skill sets to prepare them for successful academic experiences in high school, post-secondary education, and beyond.

1. Call to Order:

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

2. The Board Secretary Read the Open Public Meetings Act Notice:

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

3. Flag Salute:

4. Board of Trustees Roll Call:

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

Absent: Matthew Heinle

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Seth Broder, Esquire – Attorney for the Board
Steve Lee – Vice President, CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI, LLC
Dr. Charles Ivory, Consultant
Dr. Jay Dugan, Consultant
Dina Scala – Human Resources Manager, ACCS
Ms. Diana James, Parent
Patricia O’Connell, Teacher
Margaret Bodenschatz, Teacher
Zymirah Gaines, Student
Samiyah Dorsey, Student

5. Correspondence:

- Letter dated March 15, 2017 from New Jersey School Boards Association advising that Board member Douglas B. Groff has satisfactorily completed the Online Governance II – Finance.

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 Minutes of the Regular Monthly Meeting held on February 28, 2017, by Voice Vote.

Voice Vote:

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

Nays: None

Mr. Matthew Heinle joined the meeting at 4:05 PM.

7. Lead Person’s/Principal’s Report: Attachment “C”

At this time, Mr. Bollar introduced Zymirah Gaines, a 6th grade student, who gave a presentation on: “What I Am Now, Will Not Be The Person I Will Become”. The Board was very impressed with Zymirah’s presentation and complimented her and her teacher on a job superbly done.

Mr. Bollar then presented his Report, and on a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person/Principal’s Report for the month ending March 31, 2017, as attached, by the following Voice Vote.

Voice Vote:

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

Nays: None

FINANCE:

8. Approval of Treasurer's Report – February 28, 2017:

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached Treasurer's Report, for the month ending February 28, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. Approval of 2016-2017 Budget Transfers – February 28, 2017:

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the 2016-2017 Budget Transfers, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. Approval of 2016-2017 Budget vs. Actual Report – February 28, 2017:

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report, for the month ending February 28, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

11. Approval of Board Secretary's Report – February 28, 2017:

On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the attached Board Secretary's Report, for the month ending February 28, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

12. Approval of Proposed Budget for 2017-2018 School Year: Attachment "H"

On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees accepted, by the following Roll Call Vote, the Proposed Budget for the 2017-2018 School Year, and authorized the Board Secretary to submit said budget to the Department of Education.

Roll Call Vote:

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

Nays: None

13. School Business Administrator's Certification of Accounts:

On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees resolved that no major accounts or fund has 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, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

14. Board Certification of Accounts:

On a motion made by Douglas B Groff and seconded by Marlene D. Frayne, 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, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

15. Payment of Bills: Attachment “T”

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 payment of bills on the attached list, for the period of February 1, 2017 to February 28, 2017, totaling **\$183,422.92** from the Board of Trustees’ General Account located at Fulton Bank, Cherry Hill, NJ.

(Payroll and taxes were paid during the same period, totaling **\$155,801.58** from the Board of Trustees’ Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

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

Nays: None

Abstain: Peter Damon Seltzer

16. HUMAN RESOURCES: Consent Agenda Items 16(a), 16(c) and 16(d)

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted Human Resources Items 16(a), 16(c) and 16(d), as listed below, by the following Roll Call Vote.

(a) Human Resources Staffing Report dated March 20, 2017: Attachment “J”**(c) Resignations: Attachment “L”**

The Board of Trustees accepted the resignation of the following personnel, submitted as per attached correspondence.

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Jeanine Osendowski	Teacher, Second Grade	4-29-17 (tentative)

(d) Leave Requests: Attachment “M”

The Board of Trustees accepted the submitted Leave Requests, as indicated below, providing all documentation has been submitted to Human Resources and approved as valid, as required by FMLA/FLI/FLA Regulations.

<u>Name</u>	<u>Type of Leave</u>	<u>Expected Duration</u>
Andria Palmer	Temp. Disability (Maternity)	3-11-2017 – 6-30-17

Roll Call Vote:

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

Nays: None

16 (b) New Hires/Appointments: Attachment “K”

On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Person, and approved the appointment of the personnel listed on the attached for the terms, salaries, and positions noted, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

17. BUILDINGS AND GROUNDS: None.

18. CURRICULUM AND REGULAR/SPECIAL EDUCATION: None.

**19. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: Consent
Agenda Items 19(a) through 19(j):**

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the Policy/Governance/Operations/Miscellaneous items (a) through (j), as follows, by the following Roll Call Vote.

(a) Approved Acceptance of December 2016 Newly Mandated Policies and Regulations: Attachment “N”

The Board of Trustees approved the final reading of Policies and Regulations P 2415.30 and P & R 2418, as attached, which have been provided by Strauss Esmay Associates, our school policy and regulation consultants.

- P 2415.30 Title I – Educational Stability for Children in Foster Care
- P & R 2418 Section 504 of the Rehabilitation Act of 1973

- (b) **Approved Amendment of School Calendar for 2016-2017 School Year: Attachment “O”**
- The Board of Trustees accepted the recommendation of the Lead Person to modify the school calendar, as attached.
- (The school was closed on March 14, 2017 due to inclement weather.)
- (The revised calendar accommodates the ACCS Alignment Plan).
- (c) **Approved Additional PARCC Prep Instruction: Attachment “P”**
- The Board of Trustees accepted the recommendation of the Lead Person and approved that the classroom teachers noted, per attached, are approved to receive a \$450 stipend for providing additional PARCC Prep Instruction during their prep/lunch time period, if selected.
- (d) **Approved Frontline Proposal for 504 Plan: Attachment “Q”**
- The Board of Trustees approved the Frontline Proposal to pay for 504 Plans to be created and managed in IEP Direct, as attached.
- (e) **Approved Field Trip to Flyers Skate Zone: Attachment “R”**
- The Board of Trustees approved the request for a field trip to the Flyers Skate Zone, as attached, with agreement subject to review by the Board Attorney.
- (f) **Approved Proposed School Calendar for the 2017-2018 School Year: Attachment “S”**
- The Board of Trustees approved the Proposed School Calendar for the 2017-2018 School Year, as attached.
- (g) **Approved Proposal for Services from Camden County College: Attachment “T”**
- The Board of Trustees approved the proposal for consultant services from Camden County College dated March 20, 2017, to be effective April 1, 2017 to August 31, 2017, subject to review by the Board Attorney.
- (h) **Approved ACCS Alignment Plan: Attachment “U”**
- The Board of Trustees approved the attached ACCS Alignment Plan for implementation, effective March 29, 2017.
- (i) **Approved Staff Salary Charges to Title I Grants for the 2016-2017 School Year: Attachment “V”**
- The Board of Trustees approved the staff salary charges to Title I grants for the 2016-2017 school year, as attached.

(j) **Approved Annual Charter School Fiscal Questionnaire for the 2016-2017 School Year: Attachment “W”**

The Board of Trustees approved the Annual Charter School Fiscal Questionnaire for the 2016-2017 school year, as per the attached.

Roll Call Vote:

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

Nays: None

20. Informational Items:

(a) **Management Fee:**

The Management Fee for the month of February was **98,139.58**. A Management Fee payment in the amount of **\$25,000** was made in February. As of February 28, 2017, the cumulative total Management Fee for the 2016-2017 School Year is **\$822,131.13** and the total cumulative payments equal **\$275,774.99**.

(b) **Line of Credit Activity:**

As of February 28, 2017, the school had no outstanding balance on the line of credit from Fulton Bank.

(c) **Report to Board on February School District Contracts: Attachment “X”**

Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

(d) **Annual Review of Personnel Folders:**

The Annual Review of Personnel Folders by members of the Board of Trustees can be scheduled by Board Members calling the Board Secretary to arrange for the viewing by Wednesday, April 12, 2017, for review during the week of April 17, 2017.

(e) **Strategic Plan/Staff Development/Professional Development:**

The Board Secretary introduced Dr. Charles Ivory and Dr. Jay Dugan. Dr. Ivory is in the process of developing the Strategic Plan and Dr. Dugan will assist the Lead Person in Staff Development issues and develop the Professional Development Plan. It is anticipated that both items will be completed by August 2017.

21. HIB Report: None

22. **Closed Session:** On a motion made by Peter Damon Seltzer, and seconded by Marlene D. Frayne, the Board of Trustees approved by the following Voice Vote, going into closed session at 4:40 PM to discuss certain matters which are rendered confidential or excluded from discussion in public.

Voice Vote:

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

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:

 X 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, including student matters (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 School'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);

_____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 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.

23. Return to Public Session:

24. New/Old Business:

On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted and approved the Addendum to Resolutions requesting a waiver from the Atlantic County Superintendent of Schools to provide a SEMI program for Fiscal Year 18, due to projected enrollment of less than forty (40) students, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

25. Public Comment: Ms. Diana James of Egg Harbor Township, a parent, addressed the Board of Trustees and raised the following questions:

- (a) Are there curriculum guides and textbooks?
- (b) Will there be a summer camp?
- (c) Will there be a trip to New York City?

26. Adjournment: There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:50 PM.

Voice Vote:

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

Nays: None

The next meeting will be held on Thursday, April 27, 2017.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "A. Novembre", is written over a horizontal line.

**Dr. Anthony Novembre, Board Secretary
Atlantic Community Charter School**



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, April 27, 2017

Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

The mission of Atlantic Community Charter School ("ACCS"), in partnership with home and community, is to empower today's learners to be tomorrow's leaders. A core component of the school's program is to assist students in developing the necessary academic, social, and emotional skill sets to prepare them for successful academic experiences in high school, post-secondary education, and beyond.

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:02 PM and welcomed everyone.

2. The Board Secretary Read the Open Public Meetings Act Notice:

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

3. Flag Salute:

4. Board of Trustees Roll Call:

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

Absent: Douglas B. Groff

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Steve Bollar - Lead Person
Seth Broder, Esquire – Attorney for the Board
Steve Lee – Vice President, CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI, LLC
Katherine Shilenok-Wright – Director, Human Resources
Jeanine Bethel – Principal

5. **Correspondence Reviewed:** Letter from the Atlantic County Superintendent of Schools to Mr. Steven Bollar, Lead Person dated March 30, 2017 approving the request for a SEMI waiver for the 2017-2018 school year.

6. **Approval of Minutes:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the attached Minutes of the Regular Monthly Meeting held on March 29, 2017, by Voice Vote.

Voice Vote:

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

Nays: None

7. **Lead Person's/Principal's Report:** Mr. Bollar presented his Report, and on a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Lead Person/Principal's Report of April 12, 2017, as attached, by the following Voice Vote.

Voice Vote:

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

Nays: None

FINANCE:

8. **Approval of Treasurer's Report – March 31, 2017:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached Treasurer's Report, for the month ending March 31, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. **Approval of 2016-2017 Budget Transfers – March 31, 2017:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the 2016-2017 Budget Transfers, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. **Approval of 2016-2017 Budget vs. Actual Report – March 31, 2017:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report, for the month ending March 31, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

11. **Approval of Board Secretary's Report – March 31, 2017:** 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, for the month ending March 31, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

12. **School Business Administrator's Certification of Accounts:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees resolved that no major accounts or fund has 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, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 13. Board Certification of Accounts:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, 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, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 14. Payment of Bills:** 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 payment of bills on the attached list, for the period of March 1, 2017 through March 31, 2017, totaling **\$284,367.75** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ.

(Payroll and taxes were paid during the same period, totaling **\$155,773.59** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Matthew Heinle
Marlene D. Frayne

Nays: None

Abstain: Peter Damon Seltzer

- 15. HUMAN RESOURCES: Consent Agenda Items (a) – (d)**

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted Human Resources Items (a) – (d), as listed below, by the following Roll Call Vote.

- (a) Appointment of Staff for 2017-2018 School Year:** The Board of Trustees reappointed the staff members listed on the attached, for the term of August 17, 2017 to June 30, 2018, at the salary and position listed.
- (b) Human Resources Staffing Report:** The Board of Trustees accepted the attached Human Resources Staffing Report as of April 12, 2017.
- (c) New Hires/Appointments:** The Board of Trustees approved the appointment of Jessica Garman, effective April 24, 2017 to June 30, 2017; and approved the new start date of April 12, 2017 for this employee.
- (d) Resignations:** The Board of Trustees accepted the resignation of Jeanine Osendowski effective April 13, 2017.

Roll Call Vote:

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

Nays: None

16. BUILDINGS AND GROUNDS: None.

17. CURRICULUM AND REGULAR/SPECIAL EDUCATION: None.

**18. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: Consent
Agenda Items 18(a) through 18(e):**

On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Policy/Governance/Operations/Miscellaneous items (a) through (e), as follows, by the following Roll Call Vote.

- (a) **Approved Amended School Calendars for 2016-2017 and 2017-2018 School Years:** The Board of Trustees accepted the recommendation of the Lead Person to modify the 2016-2017 school calendar, and approved the 2017-2018 school calendar, as attached.

(The revised calendars accommodate the School Improvement Plan).

- (b) **Approved Additional PARCC Prep Tutoring:** The Board of Trustees accepted the recommendation of the Lead Person and approved that the classroom teachers noted, per attached, receive a \$630 stipend for providing additional PARCC Prep Tutoring during their prep/lunch time period, if selected.

- (c) **Approved of Food Service Agreement with Galloway Township Schools for the 2017-2018 School Year:** The Board of Trustees accepted the proposed Agreement for School Food Authorities (SFAs) Consolidation of School Nutrition Programs with Galloway Township Public Schools, as attached, for the 2017-2018 school year, pending review/approval by the Board Attorney.

- (d) **Approved Authorization of Business Administrator to Develop Goods and Services Bid Specifications:** The Board of Trustees authorized the Business Administrator to develop specifications, solicit and open bids for goods and services, for the 2017-2018 school year, as required.

- (e) **Approved Revised Mission Statement:** The Board of Trustees approved the Revised Mission Statement as follows:

“The mission of Atlantic Community Charter School 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 Core Curriculum Content Standards.”

Roll Call Vote:

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

Nays: None

19. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of March was **\$99,158.33**. A Management Fee payment in the amount of **\$25,000.00** was made in March. As of March 31, 2017, the cumulative total Management Fee for the 2016-2017 School Year is **\$921,289.46** and the total cumulative payments equal **\$300,774.99**.
- (b) **Line of Credit Activity:** As of March 31, 2017, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **9th Annual NJ Charter Schools Conference October 17-18, 2017:** The following individuals will be attending the conference representing Atlantic Community Charter School:
- Melindo A. Persi
 - Dr. Dominick Potena
 - Seth N. Broder, Esquire
 - Dr. Joseph Cappello
- (d) **Report to Board on March School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

20. HIB Reports: None.

21. Closed Session: 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, including student matters (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 School'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);

_____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 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.

22. Return to Public Session:

23. New/Old Business:

Establishment of Daily Sub Rate: On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and approved the establishment of the daily long term substitute teacher rate of \$140.00 per day, and, approved that Kimberly Cummins be appointed as a Long Term Substitute Teacher, effective with the passage of this resolution, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. Public Comment: None.

25. Adjournment: There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Matthew Heinle, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:16 PM.

Voice Vote:

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

Nays: None

The next meeting will be held on Wednesday, May 31, 2017.

Respectfully submitted,



**Dr. Anthony Novembre, Board Secretary
Atlantic Community Charter School**



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Wednesday, May 31, 2017

Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

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

1. Call to Order:

The Board President, Dr. Dominick Potena, called the meeting to order at 4:02 PM and welcomed everyone.

2. The Board Secretary Read the Open Public Meetings Act Notice:

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

3. Flag Salute:

4. Board of Trustees Roll Call:

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

Absent: Matthew Heinle
Peter Damon Seltzer

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Dr. Jay Dugan - Lead Person
Seth Broder, Esquire – Attorney for the Board
Steve Lee – Vice President, CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI, LLC
Katherine Shilenok-Wright – Chief Human Resources Officer
Steve Mushinski, Esquire, Attorney, CSMI, LLC
Jeanine Bethel, Principal
Dr. Steve Cicariello

5. Correspondence: None.

- 6. Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Dr. Dominick Potena, the Board of Trustees approved the attached Minutes of the Regular Monthly Meeting held on April 27, 2017, by the following Voice Vote.

Voice Vote:

Ayes: Dr. Dominick Potena
Marlene D. Frayne

Nays: None

Abstain: Douglas B. Groff

- 7. Lead Person's/Principal's Report:** Dr. Potena welcomed Dr. Jay Dugan as Lead Person, and on a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person/Principal's Report for the month of May, 2017, as attached, by the following Voice Vote.

Voice Vote:

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

Nays: None

FINANCE:

- 8. Approval of Treasurer's Report – April 30, 2017:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the attached Treasurer's Report, for the month ending April 30, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

9. **Approval of 2016-2017 Budget Transfers – April 30, 2017:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the 2016-2017 Budget Transfers, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

10. **Approval of 2016-2017 Budget vs. Actual Report – April 30, 2017:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report, for the month ending April 30, 2017, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

At 4:12 PM, Mr. Peter Damon Seltzer joined the meeting.

11. **Approval of Board Secretary's Report – April 30, 2017:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the attached Board Secretary's Report, for the month ending April 30, 2017, 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 Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees resolved that no major accounts or fund has 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, 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 Douglas B. Groff and seconded by Marlene D. Frayne, 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, 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 D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved, by the following Roll Call Vote, the payment of bills on the attached list, for the period of April 1, 2017 through April 30, 2017, totaling **\$252,225.89** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ.

(Payroll and taxes were paid during the same period, totaling **\$159,808.66** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

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

Nays: None

Abstain: Peter Damon Seltzer

15. HUMAN RESOURCES:

- (a)** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Human Resources Staffing Report as of May 23, 2017, by the following Voice Vote.

Voice Vote:

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

Nays: None

- (b)** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the Amended Offer Letter to Ms. Patricia M. O'Connell, Reading Specialist, dated May 5, 2017, as attached, which corrects the term dates and allowed sick days from the original contract, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

16. BUILDINGS AND GROUNDS: None.**17. CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Consent Items (a) – (c), as listed below, by the following Roll Call Vote.

- (a) **Approved Itinerant/Shared Services Agreement:** The Board of Trustees approved the Itinerant/Shared Services Agreement for on-site therapeutic interventions, from May 25, 2017 to June 30, 2017, as attached, subject to review by the Board's Attorney.
- (b) **Approved Special Education and Related Services Manual translated into Spanish:** The Board of Trustees approved the attached Special Education and Related Services Manual, translated into Spanish, as previously requested by the Board of Trustees, and, approved the stipend payment of \$500.00 to Jessica Kennison for completing the translation.
- (c) **Approved Field Trips:** The Board of Trustees approved the Field Trips listed below, per attached, and subject to availability of funds.

Date of Trip	Destination	Grade(s)- Students/ Chaperones/Ot her Staff	Cost	Estimated Costs
May 16, 2017	Please Touch Museum	Kindergarten 72 students 8 chaperones 8 other staff	\$15/pp (2) buses	\$1,320.00 600.00
May 17, 2017	Garden State Discovery	1 st Grade 50 students 4 chaperones 9 other staff	\$13/pp (2) buses	\$819.00 600.00
May 18, 2017	Camden Aquarium	2 nd Grade 56 students 5 chaperones 4 other staff	\$13.36/pp (2) buses	\$868.40 \$600.00
May 23, 2017	Academy of Natural Science	3 rd Grade 40 students 4 chaperones 3 other staff	\$9.50/pp (1) bus	\$446.50 \$300.00

Date of Trip	Destination	Grade(s)- Students/ Chaperones/Ot her Staff	Cost	Estimated Costs
May 24, 2017	Statue of Liberty	5 th /6 th Grade 39 students 4 chaperones 2 other staff	\$21.50/pp (1) bus	\$967.50 \$300.00
May 24, 2017	Franklin Institute	4 th Grade 37 students 4 chaperones 4 other staff	\$12.95/pp (1) bus	\$582.75 \$300.00
June 7, 2017	Cape May Zoo	K-6 th Grade 290 students 30 chaperones 36 other staff	NO COST (8) buses	\$2400.00
June 13, 2017	Atlantic City Beach	K-6 th Grade 290 students 30 chaperones 36 other staff	NO COST (8) buses	\$2400.00
*Buses are <i>estimated</i> at \$300 per bus, until we get definitive quote.			TOTAL	\$12,504.15

18. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: Consent Items 18(a) through 18(f):

On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Consent Items (a) through (f), as follows, by the following Roll Call Vote.

- (a) **Approved Camden County Educational Services Commission General Services Contract:** The Board of Trustees, upon recommendation of the Lead Person, accepted the General Services Contract, as attached, between the Camden County Educational Services Commission and the Atlantic Community Charter School, for the 2017-2018 school year, subject to review by the Board's Attorney.
- (b) **Approved Teacher and School Leader Evaluation Systems:** The Board of Trustees accepted the recommendation of the Lead Person and approved the use of McRel Teacher Evaluation System, and Multidimensional Principal Performance Rubric (MPPR) Administrator Evaluation System, per attached.
- (c) **Approved Group Acceptance with Horizon Healthcare Services, Inc.:** The Board of Trustees approved the Group Acceptance Application made between Horizon Healthcare Services, Inc. and the Atlantic Community Charter School, per attached.
- (d) **Approved Rescinding Contract with Camden County College and Approved Amended Contract with Integrated Support Solutions (ISS):** The Board of Trustees approved rescinding the contract with Camden County College approved

on March 29, 2017, and approved the attached Amended Service Offering with Integrated Support Solutions (ISS), subject to review by the Board's Attorney. The Board of Trustees confirmed approval of the following, subject to the Agreement between the Atlantic Community Charter School Board of Trustees and ISS:

- Professional Development: \$8,500.00
- Complete Strategic Plan: \$4,000.00
- McRel Teacher Evaluations: \$1,500.00

- (e) **Approved Professional Services Agreement with Rutgers University:** The Board of Trustees approved the Professional Services Agreement, as attached, for a one half-day workshop on improving school culture and climate with Social Decision Making.
- (f) **Approved Appointment of Auditor (Bowman & Company) to Complete Annual Audit:** The Board of Trustees appointed the firm of Bowman & Company LLP to conduct the Annual Fiscal 2016-2017 Audit, at the Annual Fee not to exceed \$25,000, pursuant to the attached engagement letter dated May 19, 2017, and subject to review by the Board Attorney.

Note: Item 18(g), Approval to Amend School Calendar for 2016-2017 School Year, was removed from the Agenda during the Board of Trustees meeting.

Roll Call Vote:

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

Nays: None

19. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of April was **\$97,800.00**. A Management Fee payment in the amount of **\$60,000.00** was made in April. As of April 30, 2017, the cumulative total Management Fee for the 2016-2017 School Year is **\$1,019,089.46** and the total cumulative payments equal **\$360,774.99**.
- (b) **Line of Credit Activity:** As of April 30, 2017, the school had no outstanding balance on the line of credit from Fulton Bank. Mr. Steve Bollar, Senior Vice President of Elementary Programs, resigned on May 22, 2017, effective immediately. Dr. Jay Dugan has been hired by CSML, LLC as the new Vice President of Curriculum, Instruction and Professional Development.
- (c) **Report to Board on April School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

20. HIB Reports: None.

21. Closed Session: 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, including student matters (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 School'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);

_____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 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.

22. Return to Public Session:

23. New/Old Business:

- (a) **Self Evaluation of Board and Management Company Evaluation:**
Dr. Novembre noted that he will be sending the Self Evaluation Tool to each Board Member for completion. Once completed and returned, Dr. Novembre will tabulate the results and share same with the Board.

Dr. Novembre also noted that the Board needs to evaluate the Management Company annually, and therefore a similar evaluation will be sent to the Board for completion. Once completed, Dr. Novembre will tabulate the results and share same with the Board.

24. Public Comment: None.

- 25. Recess:** At this time, a motion was made by Douglas B. Groff and seconded by Marlene D. Frayne that the Board of Trustees takes a brief recess, by the following Voice Vote:

Voice Vote:

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

Nays: None

The Board of Trustees took a recess from 4:23 PM to 4:55 PM.

- 26. Reconvene of Public Meeting:** Dr. Dominick Potena, Board President, reconvened the meeting at 4:55 PM, and the Board Secretary took a Roll Call, noting the following present:

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

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Dr. Jay Dugan - Lead Person
Seth Broder, Esquire – Attorney for the Board
Steve Lee – Vice President, CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Jake Der Hagopian – President, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Van McPherson, Esquire – Attorney, CSMI, LLC
Katherine Shilenok-Wright – Chief Human Resources Officer
Steve Mushinski, Esquire, Attorney, CSMI, LLC
Jeanine Bethel, Principal
Dr. Steve Cicariello

- (a) Approval of Resignation of Dr. Tina Figueroa, Director of Pupil Services:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted and approved the resignation of Dr. Tina Figueroa, Director of Pupil Services, effective immediately, 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

- (b) Approval of Severance Agreement and Release:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Severance Agreement and Release, dated May 31, 2017, between Dr. Tina Figueroa, Director of Pupil Services and the Board of Trustees, effective immediately, 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

- (c) **Appointment of Director of Special Services for the 2017-2018 School Year:**
On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees appointed Steven DiMatteo as Director of Special Services from July 1, 2017 to June 30, 2018, at the annual salary of \$110,000.00, as attached, pending receipt of certification, 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

27. **Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Marlene D. Frayne, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 5:00 PM.

Voice Vote:

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

Nays: None

The next meeting will be held on Wednesday, June 28, 2017.

Respectfully submitted,



Dr. Anthony Novembre, Board Secretary
Atlantic Community Charter School



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Wednesday, June 28, 2017

Time: 4:00 PM

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

MINUTES

MISSION STATEMENT:

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

1. Call to Order:

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

2. The Board Secretary Read the Open Public Meetings Act Notice:

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

3. Flag Salute:

4. Board of Trustees Roll Call:

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

Absent: Matthew Heinle

Also Present: Dr. Anthony Novembre – Board Secretary
Dr. Joseph Cappello – School Business Administrator
Melindo Persi –President, ISS, LLC
Dr. Jay Dugan - Lead Person
Seth Broder, Esquire – Attorney for the Board
William Zarrilli – Chief Financial Officer, CSMI, LLC
Monique Bonnier – Controller, CSMI, LLC
Andrew Li, Esquire – Attorney, CSMI, LLC
Katherine Shilenok-Wright – Chief Human Resources Officer
Jeanine Bethel, Principal
Dan Weinles, VP of Account Research and Evaluations
Dr. Steve Ciccariello

5. Correspondence: None.

- 6. Approval of Minutes:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached Minutes of the Regular Monthly Meeting held on May 31, 2017, by the following Voice Vote.

Voice Vote:

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

Nays: None

At this time, Mrs. Diana James (member of the public) entered the meeting.

- 7. Lead Person's/Principal's Report:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the Lead Person's Report dated June 28, 2017, and the Principal's Report for the month of June, 2017, as attached, by the following Voice Vote.

Voice Vote:

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

Nays: None

FINANCE:

- 8. Approval of Treasurer's Report – May 31, 2017:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the attached Treasurer's Report, for the month ending May 31, 2017, 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 2016-2017 Budget Transfers – May 31, 2017: None.**

10. **Approval of 2016-2017 Budget vs. Actual Report – May 31, 2017:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report, for the month ending May 31, 2017, 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 – May 31, 2017:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the attached Board Secretary's Report, for the month ending May 31, 2017, 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. **Approval of Payroll Schedule:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached payroll schedule for the 2017-2018 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. **School Business Administrator's Certification of Accounts:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees resolved that no major accounts or fund has 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, 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. **Board Certification of Accounts:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, 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, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

15. **Approval of Revised 2017-2018 Budget:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised 2017-2018 Budget, as attached, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

16. **Payment of Bills:** 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 payment of bills on the attached list, for the period of May 1, 2017 through May 31, 2017, totaling **\$398,396.40** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ.

(Payroll and taxes were paid during the same period, totaling **\$147,015.50** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

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

Nays: None

Abstain: Peter Damon Seltzer

17. **HUMAN RESOURCES:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Human Resources Consent Items (a), (b) and (c), as detailed below, by the following Roll Call Vote.

(a) **Human Resources Staffing Report:** The Board of Trustees accepted the attached Human Resources Staffing Report as of June 19, 2017.

(b) **Approval of Salary Adjustments to Staff Contracts for the 2017-2018 School Year:** The Board of Trustees approved the attached salary adjustments to staff contracts for the 2017-2018 school year.

- (c) **Approval of Salary Adjustment for Director of Special Services:** The Board of Trustees approved that the annual salary for the Director of Special Services be adjusted, as attached, and; that the cost of medical/dental insurance be approved for the first 90 day period, as attached.

Roll Call Vote:

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

Nays: None

- (d) **Appointment of Kelly Cummins:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the recommendation of the Lead Person to appoint Kelly Cummins as a Teacher from August 21, 2017 to June 30, 2018, as attached, and subject to receipt of appropriate certification, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 17(e) and (f) **Approval of Revised Return to Work Date and Approval of Stipend for Student Recruiting:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Consent Items 17 (e) and (f), as detailed below, by the following Roll Call Vote.

- (e) **Approval of Revised Return to Work Date:** The Board of Trustees approved that the return date of Andria Palmer's Leave of Absence be revised to June 19, 2017.

- (f) **Approval of Stipend for Student Recruiting:** The Board of Trustees approved a stipend for Ebony Mays-Dorris for assistance with Student Recruiting in the amount of \$3,500.00 to be paid evenly over the 26 payroll periods (\$134.62 per payroll period), for the 2017-2018 school year, as attached.

Roll Call Vote:

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

Nays: None

18. **BUILDINGS AND GROUNDS: None.**

19. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Consent Items (a) – (d), as listed below, by the following Roll Call Vote.

- (a) **Approval of Summer Curriculum Writing:** The Board of Trustees approved the staff and external specialists, as attached, for summer curriculum writing, compensated at \$1,400.00 for each curriculum written, beginning on July 1, 2017.
- (b) **Approval of Summer Learning Academy:** The Board of Trustees approved the Summer Learning Academy for Grades 3-7, from July 10, 2017 to July 28, 2017, from 9:00 AM to 4:00 PM, and approved appointment of the personnel listed on the attached.
- (c) **Approved of Textbooks:** The Board of Trustees accepted the recommendation of the Lead Person, after consultation with the curriculum committee, and approved the following textbooks for use during the 2017-2018 school year:

1. Math: \$23,478.24 (charged to 2016-2017 Budget)

Go Math: (Grades K-5) - Common Core 2015 Edition by Dixon, Burger, Larson, Sandolval-Martinez, Leinwand

Go Math: (Grades 6-7) - Common Core 2018 Edition

Publisher: Houghton-Mifflin-Harcourt

2. Social Studies: \$23,898.42

Discover Social Studies, 2018 (Grades K-7)

Publisher: Houghton-Mifflin-Harcourt

3. Language Arts: \$62,018.86

*Various Book Titles (Grades K-7)

Publisher: Pearson

- (d) **Approval of Extended School Year (ESY) Staff for 2017-2018 School Year:** The Board of Trustees approved the ESY Program from July 10, 2017 to August 4, 2017, 5 hours per day, and staff and other expenses as outlined on the attached; and, approved that the Food Bank of Galloway will provide free breakfast and lunch, and that the Board Secretary and Board President are authorized to execute the appropriate agreement, subject to review by the Board's attorney.

Roll Call Vote:

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

Nays: None

20. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Consent Items (a) through (h), as detailed below, by the following Roll Call Vote.
- (a) **Appointment of MAP Educational Consultants, LLC:** The Board of Trustees approved the appointment of MAP Educational Consultants, LLC, pursuant to the attached contract, from July 1, 2017 to June 30, 2018, subject to review by the Board's Attorney.
 - (b) **Appointment of School Business Administrator/Board Secretary:** The Board of Trustees approved the appointment of Dr. Joseph Cappello as School Business Administrator/Board Secretary, and School Purchasing Agent, from July 1, 2017 to June 30, 2018, pursuant to the contract between the Board of Trustees and MAP Educational Consultants, LLC, subject to review by the Board's Attorney.
 - (c) **Approval to Bid, Solicit Quotations, or Renew Contracts:** The Board of Trustees authorized the Board Secretary/School Business Administrator to solicit quotations, develop specifications, bid items, and or recommend renewal of vendor contracts for the 2017-2018 school year, subject to review by the Board's Attorney.
 - (d) **Approval of Contract with Treasurer:** The Board of Trustees approved the contract with Mr. Robert Sapp, Treasurer, for the 2017-2018 school year, as attached, effective July 1, 2017 to June 30, 2018, subject to review by the Board's Attorney.
 - (e) **Approval of Agreement to Provide Legal Services:** The Board of Trustees approved the Agreement to Provide Legal Services between Atlantic Community Charter School and Broder Law Group, P.C., as attached, effective July 1, 2017 to June 30, 2018.
 - (f) **Approval of Food Service Contract:** The Board of Trustees approved the Food Service Contract between Atlantic Community Charter School and the Galloway Township Public School District, for the 2017-2018 school year, effective July 1, 2017, as attached.
 - (g) **Approval of Revised School Calendar for the 2017-2018 School Year:** The Board of Trustees accepted the recommendation of the Lead Person, and approved the attached revised 2017-2018 school calendar.
 - (h) **Approval of Revision to Mission Statement:** The Board of Trustees revised the Atlantic Community Charter School Mission Statement to be consistent with the current Department of Education Standards, as follows:

"The mission of the 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."

Roll Call Vote:

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

Nays: None

21. Informational Items:

- (a) **Management Fee:** The Management Fee for the month of May was **\$97,800.00**. A Management Fee payment in the amount of **\$55,000.00** was made in May. As of May 31, 2017, the cumulative total Management Fee for the 2016-2017 School Year is **\$1,116,889.46** and the total cumulative payments equal **\$415,774.99**.
- (b) **Line of Credit Activity:** As of May 31, 2017, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on May School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

22. HIB Reports: None.

23. Closed Session: 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, including student matters (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 School'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);

_____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 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.

24. New/Old Business:

- (a) **Approval of the Submission of the Application of the IDEA Grant for the 2017-2018 School Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the submission of the application for the IDEA Grant for the 2017-2018 school year, in the amount of \$68,334.00, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Authorization of Board Secretary to Transfer and Pay Bills:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees authorized the Board Secretary to make transfers and pay bills, by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

25. Public Comment: The Board President, Dr. Dominick Potena, recognized Mrs. Diana James, who inquired about the following items:

- (a) Summer School Program;
- (b) Math Test Results;
- (c) School Website (which needs to be updated);
- (d) School Calendar for the 2017-2018 school year (Dr. Jay Dugan gave her a copy);
- (e) After School Program;
- (f) Special Education Advisory Committee.

Dr. Potena requested that Dr. Jay Dugan meet with Mrs. James to address the topics she noted above. Dr. Dugan confirmed that he will reach out to Mrs. James and meet with her to address her concerns.

Dr. Potena, Board President, noted that this was Dr. Novembre's last meeting, since he is retiring as of July 1, 2017. Dr. Potena expressed his thanks and appreciation to Dr. Novembre for all of his 3 years as Board Secretary, and wished him well. Dr. Novembre, likewise, expressed his thanks and appreciation to Dr. Potena and the Board Members for their support and guidance, and wished them continued success.

26. **Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Marlene D. Frayne, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:40 PM.

Voice Vote:

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

Nays: None

The next meeting will be held on Thursday, July 27, 2017.

Respectfully submitted,



**Dr. Anthony Novembre, Board Secretary
Atlantic Community Charter School**