



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Special Meeting**

**Date: Monday, July 10, 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 Student Learning Standards.

### **1. Call to Order:**

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

### **2. 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  
Matthew Heinle

**Also Present:** Dr. Joseph Cappello – Board Secretary/School Business Administrator  
Dr. Jay Dugan - Lead Person  
Seth Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC  
Brett E. J. Gorman, Esquire – Attorney for CSMI, LLC

5. **Correspondence: None.**

6. **Award of Summer Transportation Routes:**

**WHEREAS**, quotations were solicited from the following vendors:

- James Transportation
- Integrity Transportation
- Safety Bus
- Kerry Bus
- Senior Transportation
- Sheppard Bus Service
- Student Transportation of America

and received by the Board Secretary for Summer Transportation Routes, as follows:

**Route ACS#1:**

- James Transportation: \$377 per diem + - \$2.00 per mile
- Integrity Transportation: \$200 per diem + - \$1.00 per mile
- Safety Bus Service: \$159.58 per diem + - \$2.00 per mile

**Route ACS#2:**

- Integrity Transportation: \$200 per diem + - \$1.00 per mile
- Safety Bus Service: \$173.75 per diem + - \$2.00 per mile

**Route ACS#3:**

- Safety Bus Service: \$224.61 per diem + - \$2.00 per mile

**NOW THEREFORE RESOLVED** that the Board of Trustees **awards** the contracts for the following routes as listed below:

- **Safety Bus Route ACS #1:** \$159.58 per diem + - \$2.00 per mile
- **Safety Bus Route ACS #2:** \$173.75 per diem + - \$2.00 per mile
- **Safety Bus Route ACS #3:** \$224.61 per diem + - \$2.00 per mile

**AND FURTHER RESOLVED** that the President and Board Secretary are authorized to execute the appropriate agreements, pending review by the Board's attorney.

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved, by the following Roll Call Vote, the award of contracts to Safety Bus Services for the routes listed above, and authorized the President and Board Secretary to execute the appropriate agreements, pending review by the Board's attorney.

**Roll Call Vote:**

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

**Nays:** None

7. **Authorization to Bid Transportation Routes for the 2017-2018 School Year:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved, by Roll Call Vote, the specifications for transportation routes and authorized the Board Secretary to advertise for bids for the 2017-2018 school year.

**Roll Call Vote:**

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

**Nays:** None

8. **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.

**9. Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Douglas B. Groff, and the Board of Trustees approved, by the following Roll Call Vote, to adjourn the meeting at 4:04 PM.

**Roll Call Vote:**

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

**Nays:** None

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

**Respectfully submitted,**

A handwritten signature in cursive script, reading "Joseph M. Cappello". The signature is written in dark ink and is positioned below the text "Respectfully submitted,".

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



**ATLANTIC COMMUNITY  
CHARTER SCHOOL**

**Board of Trustees  
Annual Reorganization Meeting  
Date: Thursday, July 27, 2017  
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"), is to inspire today's learners to be tomorrow's leaders by empowering students, through the development of the necessary academic, social, and emotional skill sets, to prepare them for success in their future. Students will be active participants in an educational environment characterized by high expectations for their academic achievement and demonstrated proficiency of the New Jersey Student Learning Standards.

**1. Call to Order:**

The Board Secretary, Dr. Joseph Cappello, called the meeting to order at 4:00 PM.

**2. Notice of Meeting:**

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were 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:**

The Flag Salute was conducted.

**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. Joseph Cappello – Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Seth Broder, Esquire – Attorney for the Board  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Dr. Jay Dugan – Lead Person  
Steve DiMatteo – Director of Special Services  
Dr. Steve Ciccariello, Consultant  
Michael Coskey, Esquire – Attorney for CSMI, LLC

**5. Election of Officers for 2017-2018 Fiscal Year:**

- (a) **Call for the Election of the President by the Board Secretary:** Dr. Joseph Cappello called for nominations for President. Douglas B. Groff nominated Dr. Dominick Potena, and it was seconded by Marlene D. Frayne. 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  
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. Dr. Dominick Potena 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

**Nays:** None

**6. Certification of Oath of Office:**

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees reviewed the attached Oath of Office for School Board Members and approved, by Voice Vote, that each member affirmed compliance by signing and dating the Oath of Office and returning to the Board Secretary.

**Voice Vote:**

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

**Nays:** None

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

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees reviewed the attached Code of Ethics for School Board Members and

approved, by Voice Vote, that each member affirmed compliance by signing and dating the Code of Ethics and returning to the Board Secretary.

**Voice Vote:**

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

**Nays:** None

**8. Acknowledgement of Appointments:**

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees acknowledged, by Voice Vote, the previously appointed persons from July 1, 2017 to June 30, 2018, as follow:

- Dr. Joseph Cappello, School Business Administrator/Board Secretary and Purchasing Agent
- Seth N. Broder, Esquire, School Board's Attorney
- Robert Sapp, Treasurer of School Monies

**Voice Vote:**

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

**Nays:** None

**9. Petty Cash Account:**

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

- a. The account shall be established at \$500.00;
- b. The maximum single expenditure for the account shall not exceed \$100.00;
- c. The Principal shall be responsible for the disposition of the funds;
- d. The account may be refunded by the monthly presentation of the Board of Trustees Voucher together with all applicable receipts; and
- e. 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

**Nays:** None

**10. Designation of Depository of School Funds:**

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, 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. Joseph Cappello, Board Secretary; and Robert Sapp, Treasurer of School Monies, 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

**Nays:** None

**11. Transfer of Funds between Board Meetings:**

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, 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

**Nays:** None

**Consent - Items 12 through 16**

On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved, by the following Roll Call Vote, to approve Consent Items 12 through 16, as detailed below.

**12. Adoption of Roberts Rules of Order:**

The Board of Trustees adopted Roberts Rules of Order to be the Parliamentary authority for all meetings.

**13. Adoption of Meeting Schedule:**

The Board of Trustees approved the attached schedule of meetings for the 2017-2018 school year, and authorized the Board Secretary to advertise said schedule in keeping with the New Jersey Statutes.

**14. Designation of Official Newspaper and Alternate:**

The Board of Trustees designated The Press of Atlantic City as the official newspaper of the Board of Trustees, and The Philadelphia Inquirer as the alternate newspaper of the Board of Trustees.

**15. Approval of Atlantic Community Charter School Bylaws, Policies and Regulations:**

The Board of Trustees approved 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 all Bylaws and Policies previously adopted and inconsistent with the Bylaws and Policies hereby adopted, are rescinded, and that 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.

**16. Reaffirmation of School Calendar:**

The Board of Trustees reaffirmed the adoption of the 2017-2018 school calendar, as previously adopted.

**Consent Items 12-16 Roll Call Vote:**

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

**Nays:** None

**17. Appointment of Auxiliary Positions:**

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved, by Roll Call Vote, the following persons to the additional positions, as listed for the 2017-2018 school year, without additional compensation.

504 Committee Officer	Steven DiMatteo – Director of Special Services
ADA Officer	Steven DiMatteo – Director of Special Services
Affirmative Action Officer	Dr. Jay Dugan – Manager, Human Resources
Anti-Bullying Coordinator	Steven DiMatteo – Director of Special Services
Foster Care Liaison	Steven DiMatteo – Director of Special Services
Chemical Hygiene Officer and Plan	Dr. Joseph Cappello, SBA/Board Secretary
HIB Coordinator	Steven DiMatteo – Director of Special Services
Homeless Liaison	Jeanine Bethel – Principal
Indoor Air Quality Designee	Dr. Joseph Cappello, SBA/Board Secretary
Integrated Pest Management Coordinator and IPM Plan	Dr. Joseph Cappello, SBA/Board Secretary
PARCC Officer	Jeanine Bethel – Principal
Right to Know Officer	Dr. Joseph Cappello, SBA/Board Secretary
Substance Awareness Coordinator	Steven DiMatteo – Director of Special Services
Title I Coordinator	Jeanine Bethel - Principal

**Roll Call Vote:**

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

**Nays:** None

**18. Appointment of Custodian of School Records: (OPRA)**

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees, by Roll Call Vote, appointed Dr. Joseph Cappello, Board Secretary, as the Custodian of School Records.

**Roll Call Vote:**

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

**Nays:** None

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

**20. Public Comments: None.**

**21. Adjournment:**

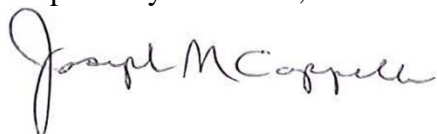
There being no further business to discuss, a motion was made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:08 PM.

**Voice Vote:**

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

**Nays:** None

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Joseph Cappello". The signature is fluid and cursive, with the first name "Joseph" and last name "Cappello" clearly distinguishable.

Dr. Joseph Cappello, Board Secretary  
Atlantic Community Charter School



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, July 27, 2017**

**Time: 4:07 PM (Immediately Following Annual Reorganization Meeting)**

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

## **MINUTES**

### **MISSION STATEMENT:**

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

### **1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 4:07 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  
Matthew Heinle

**Absent:** Peter Damon Seltzer

**Also Present:** Dr. Joseph Cappello – SBA/Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Seth N. Broder, Esquire – Attorney for the Board  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Controller, CSMI, LLC  
Michael Coskey, Esquire – Attorney, CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer  
Steve DiMatteo – Director of Special Services  
Dr. Steve Ciccariello, Consultant

**5. Correspondence:**

- Email Letter from NJ Department of Education dates July 11, 2017 regarding the Renewal Site Visit
- NJ Department of Education Security Drill Statement of Assurance dated June 23, 2017

**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 June 28, 2017, by the following Voice Vote.

**Voice Vote:**

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

**Nays:** None

**7. Lead Person's/Principal's Report:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person's Report dated July 26, 2017, and the Principal's Report for the month of July, 2017, as attached, by the following Voice Vote.

**Voice Vote:**

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

**Nays:** None

**FINANCE:**

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved, by Roll Call Vote, Finance Consent Items 8-17, as detailed below.

**8. Approval of Treasurer's Report – June 30, 2017:**

The Board of Trustees accepted the attached Treasurer's Report for the month ending June 30, 2017.

**9. Approval of 2016-2017 Budget Transfers – June 30, 2017:**

The Board of Trustees approved the 2016-2017 Budget Transfers for the month ending June 30, 2017.

**10. Approval of 2016-2017 Budget vs. Actual Report – June 30, 2017:** The Board of Trustees approved the attached 2016-2017 Budget vs. Actual Report, for the month ending June 30, 2017.

**11. Approval of Board Secretary's Report – June 30, 2017:** The Board of Trustees accepted the attached Board Secretary's Report, for the month ending June 30, 2017.

**12. Approval of Financial Agreement with First Insurance Funding:** The Board of Trustees approved the Financial Agreement with First Insurance Funding for Directors and Officers insurance in the amount of \$11,146.48, as attached, subject to review by the Board's attorney.

**13. School Business Administrator's Certification of Accounts:** 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.

**14. Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget as approved is being followed as reflected in the financial reports.

**15. Approval of Fulton Bank Supplement to Promissory Note:** The Board of Trustees approved the Fulton Bank Supplement to Promissory Note, which extends the maturity of the school's line of credit from July 31, 2017 to July 31, 2018, subject to review by the Board's attorney.

**16. Cancellation of Outstanding Open Purchase Orders for 2016-2017 School Year:**

The Board of Trustees authorized the Board Secretary to cancel outstanding purchase orders for more than 90 days, and to establish the 2016-2017 reserve account.

**17. Payment of Bills:** The Board of Trustees approved the payment of bills on the attached list, for the period of June 1, 2017 through June 30, 2017, totaling **\$100,906.65** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ.

(Payroll and taxes were paid during the same period, totaling **\$226,377.72** 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

**18. HUMAN RESOURCES:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Human Resources Consent Items (a) and (b), as detailed below, by the following Roll Call Vote.

- (a) **Position Control Table:** The Board of Trustees accepted the attached Position Control Table as of June 13, 2017.
- (b) **Resignations:** The Board of Trustees accepted the resignations of the staff members listed below, with emphasis on the effective dates:
- Dina Scala, Human Resources Manager, effective July 13, 2017
  - Thomas Mozitis, Teacher, effective August 12, 2017
  - Anna Bleming, Teacher, effective August 14, 2017

**Roll Call Vote:**

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

Nays: None

- (c) **Appointment of Staff 2017-2018:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and approved, by the following Roll Call Vote, the appointment of staff listed on the attached to the position, term and salary noted.

**Roll Call Vote:**

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

Nays: None

- (d) **Authorization to Fill Vacancies between Board Meetings:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved, by the following Roll Call Vote, to authorize the Lead Person to fill vacancies between Board meetings, and to report said appointments at the next meeting of the Board of Trustees for confirmation.

**Roll Call Vote:**

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

Nays: None

19. **BUILDINGS AND GROUNDS:** On a motion made by Matthew Heinle 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) **Reaffirm Scavenger Contract with Earth Tech Contracting, Inc:** The Board of Trustees reaffirmed the Service Agreement for scavenger services with Earth Tech Contracting, Inc., from August, 2016 to October, 2019, as attached.

- (b) **Approval of Contract for Landscaping Maintenance Services:** The Board of Trustees approved the contract between Macchione Landscaping, Inc. and Atlantic Community Charter School, for landscaping maintenance services, from July 1, 2017 to June 30, 2018, as attached, subject to review by the Board's attorney
- (c) **Approval of Contract for Snow Removal:** The Board of Trustees approved the contract between Warriner's Construction, Inc. and Atlantic Community Charter School, for snow removal services, for the 2017-2018 school year, as attached, subject to review by the Board's attorney.

**Roll Call Vote:**

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

**Nays:** None

20. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the Consent Items (a) – (c), as listed below, by the following Roll Call Vote.

- (a) **Approval of Special Education and Related Services Manual:** The Board of Trustees accepted the recommendation of the Lead Person and approved the Special Education and Related Services Manual, for the 2017-2018 school year, as attached.
- (b) **Approval of Qualified Service Organization Agreement with Robins' Nest, Inc., for Therapeutic Services:** The Board of Trustees approved the Qualified Service Organization Agreement between Robins' Nest, Inc. and Atlantic Community Charter School, for therapeutic services, for the 2017-2018 school year, as attached, subject to review by the Board's attorney.
- (c) **Approval of Supplemental Staffing Agreement with Jackson Therapy Partners, LLC:** The Board of Trustees approved the Supplemental Staffing Agreement between Jackson Therapy Partners, LLC and Atlantic Community Charter School, for supplemental health care services, for the 2017-2018 school year, as attached, subject to review by the Board's attorney.

**Roll Call Vote:**

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

**Nays:** None



21. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Consent Items (a) through (i), as detailed below, by the following Roll Call Vote.

- (a) **Application for Alternate Compliance of Kindergarten Lavatories:** The Board of Trustees authorized the Board Secretary to make an application to the Atlantic County, Executive County Superintendent of Schools for an alternate method of compliance for kindergarten toilet rooms pursuant to N.J.A.C. 6A:26-6.3, for the 2017-2018 school year.
- (b) **Approval of Consulting Agreement with School Physician/Medical Inspector:** The Board of Trustees approved the Consulting Agreement between Atlantic Community Charter School and Dr. Glenn R. Budnick, School Physician/Medical Inspector, effective September 1, 2017 to June 30, 2018, as attached, subject to review by the Board's attorney.
- (c) **Approval of Human Resources Employee Handbook for the 2017-2018 School Year:** The Board of Trustees approved the Atlantic Community Charter School Human Resources Employee Handbook, for the 2017-2018 school year, as attached.
- (d) **Acceptance of Donated Furniture to Atlantic Community Charter School:** The Board of Trustees accepted the donation of furniture from CSMI, LLC to the Atlantic Community Charter School, as documented on the attached list.
- (e) **Approval of Title I Staff Compensation for Summer Learning Academy/Extended School Year (ESY):** The Board of Trustees approved the staff members listed on the attached to complete the tasks as listed, using Title I funding.
- (f) **Approval of Custodial Service Contract for 2017-2018 School Year:** The Board of Trustees approved the contract for custodial services between Education Facility Management, LLC and Atlantic Community Charter School, for the 2017-2018 school year, as attached, subject to review by the Board's attorney.
- (g) **Approval of 2016-2017 Annual Report:** The Board of Trustees approved the submission of the 2016-2017 Annual Report, and authorized the Board Secretary to file same with the New Jersey Department of Education, Office of Charter Schools.
- (h) **Approval of Charter School Renewal Application:** The Board of Trustees approved the submission of the Charter School Renewal Application, and authorized the Board Secretary to submit same to the New Jersey Department of Education, Office of Charter Schools.
- (i) **Approval of School Wide Report:** The Board of Trustees approved the submission of the School Wide Report, and authorized the Board Secretary to file same with the New Jersey Department of Education, Office of Charter Schools.

**Roll Call Vote:**

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

Nays: None

**22. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of June was **\$99,158.33**. No Management Fee payment was made in June. As of June 30, 2017, the contractual cumulative total Management Fee for the 2016-2017 school year is **\$1,216,047.79**. The cumulative total management fee is reduced to **\$1,051,945.00**, based on final unaudited financial results of the school for 2016-2017. Total cumulative payments to date equal **\$415,774.79**.
- (b) **Line of Credit Activity:** As of June 30, 2017, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on June 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.

**23. HIB Reports: None.**

**24. Closed Session: None.**

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

**26. New/Old Business:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Consent Items (a) – (c), as detailed below, by the following Roll Call Vote.

- (a) **Approval of Dual Use of Educational Space:** The Board of Trustees directed the Board Secretary to make application to the Atlantic County, Executive County Superintendent of Schools, for the dual use of Rooms 16 and 19 for the 2017-2018 school year, as described on the attached sketch.
- (b) **Approval of Bilingual Waiver Request:** The Board of Trustees approved the attached Bilingual Waiver Request to the NJ Department of Education for the reasons as delineated below:
  - 1. The grade span of the Spanish speaking students does not allow for grouping of students, due to the different developmental and academic needs of the students (9-kindergarten, 5-first grade students, 2-second grade students, 3-third grade students).
  - 2. A High Intensity ESL Program will be offered, which will consist of push-in and pull-out services to provide students with the necessary support skills to be successful.
- (c) **Approval of Bilingual/ESL Three Year (2017-2010) Plan:** The Board of Trustees approved the attached 2017-2010 Bilingual/ESL Three Year Program Plan.

**Roll Call Vote:**

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

**Nays:** None

**27. Public Comments: None**

**28. Adjournment:** There being no further business to discuss, a motion was made by Matthew Heinle and seconded by Marlene D. Frayne, 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

**Nays:** None

**The next meeting will be held on Thursday, August 24, 2017.**

**Respectfully submitted,**

A handwritten signature in cursive script, appearing to read "Joseph Cappello".

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



## ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, August 24, 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 Student Learning Standards.

**1. Call to Order:**

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

**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  
Peter Damon Seltzer  
Matthew Heinle

**Absent:** Marlene D. Frayne

**Also Present:** Dr. Joseph Cappello – SBA/Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Steve DiMatteo – Director of Special Services  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Director of Financial Operations, NJ Schools  
Michael Coskey, Esquire – Attorney for CSMI, LLC  
Dr. Steven Ciccariello – Consultant

**5. Correspondence: None.**

- 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 Special Meeting held on July 10, 2017, the Annual Reorganization Meeting held on July 27, 2017, and the Regular Meeting held on July 27, 2017, by the following Voice Vote.

**Voice Vote:**

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

**Nays:** None

- 7. Lead Person's/Principal's Report:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person's Report dated August 24, 2017, and the Principal's Report for the month of August, 2017, as attached, by the following Voice Vote.

**Voice Vote:**

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

**Nays:** None

**FINANCE:**

On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees approved, by Roll Call Vote, Finance Consent Items 8-15, as detailed below.

**8. Approval of Treasurer's Report – July 31, 2017:**

The Board of Trustees accepted the attached Treasurer's Report for the month ending July 31, 2017.

**9. Approval of 2017-2018 Budget Transfers – July 31, 2017:**

The Board of Trustees approved the 2017-2018 Budget Transfers for the month ending July 31, 2017.

- 10. Approval of 2017-2018 Budget vs. Actual Report – July 31, 2017:** The Board of Trustees approved the attached 2017-2018 Budget vs. Actual Report, for the month ending July 31, 2017.

11. **Approval of Board Secretary's Report – July 31, 2017:** The Board of Trustees accepted the attached Board Secretary's Report, for the month ending July 31, 2017.
12. **Approval of Application for Grant Funding (Titles I, II and IV):** The Board of Trustees approved the Application for Grant Funding (Titles I, II and IV).
13. **Approval of Rejection of Title III Grants:** The Board of Trustees approved the rejection of Title III Grant monies in the amount of \$2,527.00, as Atlantic Community Charter School is not a part of a consortium, and has not qualified for the minimal allotment of \$10,000.00.
14. **School Business Administrator's Certification of Accounts:** 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.
15. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget as approved is being followed as reflected in the financial reports.

**Roll Call Vote:**

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

**Nays:** None

16. **Payment of Bills:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved, by the following Roll Call Vote, the payment of bills on the attached list, for the period of July 1, 2017 through July 31, 2017, totaling **\$308,863.84** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ.

(Payroll and taxes were paid during the same period, totaling **\$156,429.93** 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

17. **HUMAN RESOURCES:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Human Resources Consent Items (a) (b), (d), and (f) through (k), as detailed below, by the following Roll Call Vote. Items (c) and (e) listed below were tabled.

- (a) **Position Control Table:** The Board of Trustees accepted the attached Position Control Table as of August 15, 2017.

- (b) **Declination of Position:** The Board of Trustees rescinded the appointments of Lisa Desjardins and Kelsey Thompson, who were previously approved for hire as Teachers on July 27, 2017.
- (c) **Creation of Position – Assistant Principal/Job Description:** Tabled.
- (d) **Amend the Position of Teacher Coach/Job Description:** The Board of Trustees approved the amendment of the Teacher Coach position, as set forth on the attached associated job description.
- (e) **Appointment of Interim Assistant Principal:** Tabled.
- (f) **Appointment of Staff:** The Board of Trustees approved, based on the recommendation of the Lead Person, the persons whose names appear on the attached list to the position, term and salary as listed for the 2017-2018 school year.
- (g) **Assignment of Staff:** The Board of Trustees approved the assignment of staff, as listed on the attached, for the 2017-2018 school year.
- (h) **Appointment of Jump Start Center Director:** The Board of Trustees approved Shurlana Stewart as Center Director for the Jump Start Program for the 2017-2018 school year, effective July 1, 2017, at \$20.00 per hour.
- (i) **Appointment of Jump Start Center Supervisor:** The Board of Trustees approved Maria Datillo as Program Supervisor and Alternate Center Director for the Jump Start Program for the 2017-2018 school year, effective August 21, 2017. Duties will commence at the beginning of the program, September 25, 2017, at a rate of \$20.00 per hour when serving as the Alternate Center Director. The role as Program Supervisor is a non-paying position.
- (j) **Resignations:** The Board of Trustees accepted the resignations of the following persons, as attached:
  - Ellen Wilson, 6<sup>th</sup>-7<sup>th</sup> Grade Reading Teacher – Effective August 14, 2017; and
  - Margaret Bodenschatz, 4<sup>th</sup> Grade Teacher – Effective September 10, 2017.
- (k) **Approval of Staff Work Day:** The Board of Trustees approved the staff work day for the 2017-2018 school year, as follows:
  - Monday, Wednesday, Thursday & Friday: 7:50 AM – 3:30 PM; and
  - Tuesday: 7:50 AM – 4:10 PM.

**Roll Call Vote:**

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

Nays: None

18. **BUILDINGS AND GROUNDS:**

- (a) **Approval of Facilities Management Agreement with TFB Property Management, LLC:** On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees approved the Facilities Management Agreement with TFB Property Management, LLC for interior and exterior facilities management for the 2017-2018 school year, subject to review by the Board's attorney.

**Roll Call Vote:**

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

Nays: None

19. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees approved the Consent Items (a) – (i), as detailed below, by the following Roll Call Vote.

- (a) **Approval of Letter Agreement and Addendum "B" with Delta T Group:** The Board of Trustees approved the Letter Agreement and Addendum "B" with Delta T Group for special needs services for the 2017-2018 school year, as attached, subject to review by the Board's attorney.
- (b) **Approval of Atlantic County Special Services District Itinerant/Shared Services Agreement:** The Board of Trustees approved the Itinerant/Shared Services Agreement with the Atlantic County Special Services District for on-site therapeutic interventions, for the 2017-2018 school year, as attached, subject to review by the Board's attorney.
- (c) **Approval of Reading/Writing Consultant – Title II:** The Board of Trustees approved Mike Devono to provide fifteen (15) days of Reading and Writing PARCC readiness embedded professional development to Atlantic Community Charter School staff during the 2017-2018 school year. The cost to the School under Title II (subject to DOE approval) will be \$15,000.00 (15 days @ \$1,000.00 per day).
- (d) **Approval of Mathematics Consultant - Title II:** The Board of Trustees approved Stacey Cullen to provide up to fourteen (14) days of Mathematics PARCC readiness embedded professional development, at \$600.00 per day, to Atlantic Community Charter School staff during the 2017-2018 school year. The cost to the School under Title II (subject to DOE approval) will not exceed \$8,400.00.
- (e) **Approval of Teacher Evaluation Consultant:** The Board of Trustees approved Linda Rohrer to provide two (2) days of McREL Teacher Evaluation training, at \$750.00 per day, to Atlantic Community Charter School staff on August 30, 2017 and August 31, 2017. The cost to the School will not exceed \$1,500.00.
- (f) **Approval of Classroom Behavior Management Consultant:** The Board of Trustees approved entering into a contract with Brett DiNovi & Associates, LLC, to provide up to seventy-three (73) hours of Classroom/Behavior Management



embedded professional development and consultation services, at \$115.00 per hour, to Atlantic Community Charter School staff during the 2017-2018 school year, subject to review by the Board's attorney. The cost to the School will not exceed \$8,400.00.

- (g) **Approval of Online Professional Development:** The Board of Trustees approved the contract with Global Compliance Network, Inc. to provide online professional development/training to Atlantic Community Charter School staff on NJ DOE state-mandated topics, as listed below; cost not to exceed \$500.00:

- Dyslexia – NJSA 18A:6-131
- Suicide Prevention – NJSA 18A:6-112
- Harassment, Intimidation and Bullying – NJSA 18A-37-17 and c., NJAC 6A:16-7.7
- Substance Abuse – NJSA 18A:40A-15, NJAC 6A:16-3.1(a)(4)
- School Safety and Security – NJAC 6A:16-5.1(d)
- Gang Awareness – NJSA 52:17B-4.7
- Potentially Missing/Abused Children Reporting – NJSA 18A:36-25, NJAC 6A:16-11
- Asthma – NJSA 18A:40-12.9
- Bloodborne Pathogens – NJSA 34:6A-25 et seq
- Intervention and Referral Services – NJAC 6A:16-8.2(a)4
- Affirmative Action, Non-Discrimination, Equity – NJAC 6A:16-7-1.6
- Family Education Rights and Privacy Act (FERPA) – NJAC 6A:32-7.1
- Janet's Law (Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) – NJSA 18A:40-41a to c

- (h) **Approval of Team Building Activity:** The Board of Trustees approved the contract with The InnerWork Company, as attached, to provide Team Building professional development to Atlantic Community Charter School staff during teacher orientation on August 28, 2017. The cost to the School will not exceed \$5,000.00.

- (i) **Approval of Revised Curriculum:** The Board of Trustees approved the following revised curriculum for use during the 2017-2018 school year:

- Math Curriculum Grades K-7
- ELA Curriculum K-7
- 6<sup>th</sup> Grade Math
- 1<sup>st</sup> Grade Science (with supplemental information)
- 3<sup>rd</sup> Grade Science

**Roll Call Vote:**

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

Nays: None

- (j) **Creation of Position – Assistant Principal/Job Description:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the creation of an Assistant Principal position effective

September 1, 2017 to December 31, 2017, as set forth on the attached associated job description, by the following Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (k) **Appointment of Interim Assistant Principal:** On a motion made by Matthew Heinle and seconded by Peter Damon Seltzer, the Board of Trustees, upon recommendation of the Lead Person, appointed Dr. Steven Ciccariello as Interim Assistant Principal (3 days per week) from September 1, 2017 to December 31, 2017, at an annual salary of \$50,000 (prorated from September 1, 2017), as attached.

**Roll Call Vote:**

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

**Nays:** None

20. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the Consent Items (a) through (e), as detailed below, by the following Roll Call Vote.

- (a) **Approval of Application for License to Operate a Child Care Center:** The Board of Trustees approved the application to operate a Child Care Center and authorized the President and Board Secretary to execute the attached application.
- (b) **Approval of 2017-2018 Professional Development Plan:** The Board of Trustees approved the Professional Development Plan for the 2017-2018 school year, as attached.
- (c) **Adoption of Draft Copy of the Strategic Plan:** The Board of Trustees approved the draft copy of the 2017-2018 Strategic Plan, as attached.
- (d) **Approval of Parent Student Handbook:** The Board of Trustees approved the revised Parent Student Handbook for the 2017-2018 school year, as attached. (Parents to provide proof of receipt of handbook).
- (e) **Approval of Summer Stipends:** The Board of Trustees approved payment to the staff members whose names appear on the attached list, for attendance at the Summer 2017 Staff Development Workshops.

**Roll Call Vote:**

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

**Nays:** None

**21. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of July was **\$104,025.00**. A Management Fee payment in the amount of **\$62,500.00** was made in July. As of July 31, 2017, the cumulative total Management Fee for the 2017-2018 school year is **\$104,025.00**, and the total cumulative payments equal **\$62,500.00**.
- (b) **Line of Credit Activity:** As of July 31, 2017, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Charter Renewal Application:** The Charter Renewal Application was filed with the Department of Education on Tuesday, August 15, 2017. At that time, copies were also filed with the School Districts in the charter region.
- (d) **Report to Board on July School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

**22. HIB Reports: None.**

**23. Closed Session: None.**

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

**25. New/Old Business:**

- (a) **Student Transportation Services Bids:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the following resolution by the following Roll Call Vote:

**WHEREAS**, sealed bids were received and opened and publicly read aloud by the Protem Board Secretary at 10:00 AM on Thursday, August 24, 2017 as follows:

- On-time Transport:
  - Route ACCS#1: No Bid
  - Route ACCS#2: \$252.00 per day/\$110.00 Aide
- James Transportation:
  - Route ACCS#1: \$357.00 per day/\$73.00 Aide
  - Route ACCS#2: No Bid
- Integrity Bus:
  - Route ACCS#1: \$215.00 per day/\$70.00 Aide
  - Route ACCS#2: \$215.00 per day

**NOW THEREFORE RESOLVED** that the Board of Trustees award the transportation contracts as follows for the 2017-2018 school year:

- Integrity Bus:
  - Route ACCS#1: \$215.00 per day (\$38,000)  
\$70.00 Aide (\$12,600)
  - Route ACCS#2: \$215.00 per day (\$38,000)

**AND BE IT FURTHER RESOLVED** that the President and Board Secretary are authorized to execute the appropriate agreement.

**Roll Call Vote:**

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

**Nays:** None

**26. Public Comments: None**

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

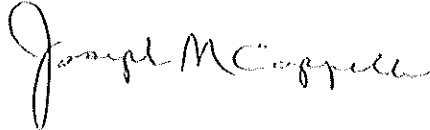
**Voice Vote:**

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

**Nays:** None

**The next meeting will be held on Thursday, September 28, 2017.**

Respectfully submitted,



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



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting Date: Thursday, September 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 Student Learning Standards.

### **1. Call to Order:**

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

### **2. 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  
Marlene D. Frayne  
Matthew Heinle

**Absent:** Douglas B. Groff, Vice President  
Peter Damon Seltzer

**Also Present:** Dr. Joseph Cappello – SBA/Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Jeanine Bethel - Principal  
Steve DiMatteo – Director of Special Services  
Michael Stevenson – Human Resources Manager  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
Monique Bonnier – Director of Financial Operations, NJ Schools  
Michael Coskey, Esquire – Attorney for CSMI, LLC

**5. Correspondence: None.**

- 6. Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the attached Minutes of the Regular Meeting held on August 24, 2017, by the following Voice Vote.

**Voice Vote:**

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

**Nays:** None

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

**Voice Vote:**

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

**Nays:** None

**FINANCE:**

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved Finance Consent Items 8-16, as detailed below, by the following Roll Call Vote.

**8. Approval of Treasurer's Report – August 31, 2017:**

The Board of Trustees accepted the attached Treasurer's Report for the month ending August 31, 2017.

**9. Budget Transfers 2017-2018 – August 31, 2017:**

There were no budget transfers for the month ending August 31, 2017.

- 10. Approval of 2017-2018 Budget vs. Actual Report – August 31, 2017:** The Board of Trustees approved the attached 2017-2018 Budget vs. Actual Report, for the month ending August 31, 2017.

11. **Approval of Board Secretary's Report – August 31, 2017:** The Board of Trustees accepted the attached Board Secretary's Report, for the month ending August 31, 2017.
12. **School Business Administrator's Certification of Accounts:** 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.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year. The Board of Trustees hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.
14. **Payment of Bills:** The Board of Trustees approved the payment of bills on the attached list, for the period of August 1, 2017 through August 31, 2017, totaling **\$257,442.11** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ.  
  
(Payroll and taxes were paid during the same period, totaling **\$164,379.93** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)
15. **Approval of Compensation for Summer School Tasks:** The Board of Trustees approved the compensation of \$1,365.00 for Patricia O'Connell, for Summer School tasks, as attached.
16. **Approval of Title I After School Program Staff:** The Board of Trustees approved the following action with respect to the Title I After School Program:
  - Three teachers, not to exceed 2.5 hours per day, at the rate of \$25.00 per hour;
  - Maximum of four aides, at the rate of \$13.00 per hour, not to exceed 3 hours per day; and
  - Setting the compensation of Shurlana Stewart, previously appointed as the Jump Start Center Director, at \$20.00 per hour, not to exceed 3.5 hours per day.

**Roll Call Vote:**

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

**Nays:** None

17. **HUMAN RESOURCES:**

- (a) **Appointment of Linda A. Brand to the Board of Trustees:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees appointed Linda A. Brand as a member of the Atlantic Community Charter School Board of Trustees, effective October 26, 2017, by the following Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Human Resources Consent Items 17 (b) through (f), as detailed below, by the following Roll Call Vote.

- (b) **Position Control Table:** The Board of Trustees accepted the attached Position Control Table as of September, 2017.
- (c) **Appointment of Staff:** The Board of Trustees approved, based upon the recommendation of the Lead Person, the individuals whose names appear on the attached list to the position, term and salary as listed for the 2017-2018 school year.
- (d) **Resignation.** The Board of Trustees accepted the resignation of Jacqueline Ceresini, 4<sup>th</sup> Grade Teacher, effective October 15, 2017, as attached.
- (e) **Declination of Offer:** The Board of Trustees rescinded the appointment of Ashley Weitz, previously approved on August 24, 2017 for hire as a SPED Teacher.
- (f) **Appointment of Additional Responsibilities for 2017-2018 School Year:** The Board of Trustees approved the appointment of the following personnel for the additional responsibilities, as listed below for the 2017-2018 school year, without additional compensation:

504 Committee Officer:	Jeanine Bethel - Principal
ADA Officer:	Steven DiMatteo – Director of Special Services
Affirmative Action Officer:	Michael Stevenson – Manager, Human Resources
Anti-Bullying Officer:	Jeanine Bethel - Principal
Foster Care Liaison:	Kacey Burke – School Psychologist
HIB Coordinator:	Jeanine Bethel - Principal
Homeless Liaison:	Kacey Burke – School Psychologist
PARCC Officer:	Jeanine Bethel – Principal
Title I Coordinator:	Jeanine Bethel - Principal

**Roll Call Vote:**

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

**Nays:** None

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

**19. CURRICULUM AND REGULAR/SPECIAL EDUCATION: On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the Consent Items 19 (a) and (b), as detailed below, by the following Roll Call Vote.**



- (a) **Approval of Kaleidoscope Education Solutions Contract:** Having been reviewed by the Board's attorney, the Board of Trustees approved the contract with Kaleidoscope Education Solutions, effective September 28, 2017 to June 30, 2018, and authorized the Board Secretary to execute the attached contract.
- (b) **Approval of Contract with Brett DiNovi & Associates, LLC:** The Board of Trustees approved the contract with Brett DiNovi & Associates, LLC to provide Functional Behavior Assessments, from September 17, 2017 to June 30, 2018, subject to review by the Board's attorney.

**Roll Call Vote:**

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

Nays: None

20. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the Consent Items 20 (a) through (g), as detailed below, by the following Roll Call Vote.

- (a) **Approval of Staff Observation Process and Schedule for the 2017-2018 School Year:** The Board of Trustees approved the Observation Process and Schedule for the 2017-2018 school year, as attached.
- (b) **Approval of Agreement with New Jersey Charter Schools Association:** The Board of Trustees approved the agreement with the New Jersey Charter Schools Association, which has been reviewed by the Board's attorney, to provide technical assistance for the month of October relative to the Charter Renewal at a cost of \$2,400.00, as attached.
- (c) **Approval of Agreement with PeopleAdmin:** The Board of Trustees approved the agreement with PeopleAdmin, which has been reviewed by the Board's attorney, for services to automate certain human resources administrative tasks, for a period of 5 years from August 12, 2017 to August 11, 2022, at the rates set forth in the agreement, as attached.
- (d) **Approval of Resource Control Consultants, LLC (RCC) Proposal and Professional Services Agreement:** The Board of Trustees approved the proposal and Professional Services Agreement with RCC to complete the outlined environmental site assessments, as attached, subject to review by the Board's attorney.
- (e) **Approval of Addendum to Agreement with Source4Teachers:** The Board of Trustees approved the Addendum to the July 1, 2016 Agreement between Source4Teachers and the Atlantic Community Charter School, to provide bus aides, effective upon signing, as attached.
- (f) **Approval of Anti-Bullying School Self-Assessment:** The Board of Trustees approved the submission of the Anti-Bullying School Self-Assessment for the 2016-2017 school year, as attached.

- (g) **Approval of School Purchasing Manual 2017-2018 School Year:** The Board of Trustees approved the Atlantic Community Charter School Purchasing Manual for the 2017-2018 school year, as attached.

**Roll Call Vote:**

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

**Nays:** None

**21. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of August was **\$104,025.00**. A Management Fee payment in the amount of **\$62,500.00** was made in August. As of August 31, 2017, the cumulative total Management Fee for the 2017-2018 school year is **\$208,050.00**, and the total cumulative payments equal **\$125,000.00**.
- (b) **Line of Credit Activity:** As of August 31, 2017, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on August School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.
- (d) **"The Mission Statement in Action", a PowerPoint presentation by Dr. Jay Dugan.**
- (e) **Leave of Absence of Board Member Matthew Heinle:** Mr. Heinle recently joined the Army National Guard and will be undergoing initial training beginning in late October, which will last for ten weeks. This means Mr. Heinle will not be in attendance for the next three (3) Board meetings. As such, he will be taking a brief leave of absence from his duties as a Board member to serve our country.

**22. HIB Reports: None.**

**23. Closed Session: None.**

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

**25. New/Old Business:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved Consent Items 25 (a) through (c), as detailed below, by the following Roll Call Vote.

- (a) **Acceptance of Resignation of Dr. Steven Ciccariello:** The Board of Trustees accepted, with regret, the resignation of Dr. Steven Ciccariello, Interim Assistant Principal, effective September 27, 2017, as attached.
- (b) **Abolishment of Position, Assistant Principal:** The Board of Trustees abolished the position of Assistant Principal, effective September 30, 2017.

- (c) **Reactivate the Position of Culture Dean:** The Board of Trustees reactivated the position of Culture Dean, effective October 1, 2017, pursuant to the attached job description originally approved August 25, 2015.

**Roll Call Vote:**

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

**Nays:** None

**26. Public Comments: None**

- 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 4:32 PM.

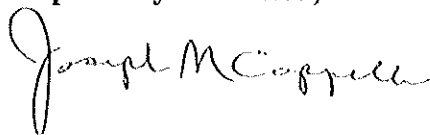
**Voice Vote:**

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

**Nays:** None

**The next meeting will be held on Thursday, October 26, 2017 at 2:00 PM.**

Respectfully submitted,



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



## ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, October 26, 2017**  
**Time: 2:00 PM**

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

### **MINUTES**

#### **MISSION STATEMENT:**

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

#### **1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 2:01 PM and welcomed everyone. Ms. Linda A. Brand was introduced and welcomed as a new member of the Board of Trustees.

Dr. Potena then requested a moment of silence in memory of Dr. Anthony Novembre.

#### **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  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** Matthew Heinle (leave of absence)

**Also Present:** Dr. Joseph Cappello – SBA/Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Steve DiMatteo – Director of Special Services  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
Steve Lee – Executive VP & Chief Academic Officer, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Danielle Gureghian – EVP & General Counsel, CSMI, LLC  
Dr. Dan Weinles – VP of Assessment, Research and Evaluation, CSMI, LLC  
Michael Coskey, Esquire – Attorney for CSMI, LLC  
Rick Pressler, Director of School Services, NJ Charter Schools Association  
Dr. Charles Ivory – Consultant, Strategic Planning

5. **Simulated Monitoring Interview by the New Jersey Charter School Association:** A presentation was given by Mr. Rick Pressler, New Jersey Charter School Association, in preparation for the Department of Education Monitoring Process on November 2, 2017, as attached.

**PARCC Assessment Performance Data:** A presentation was given by Dr. Dan Weinles, Vice President of Assessment, Research and Evaluation, CSMI, LLC, concerning school test results, as attached.

**Special Education Report:** A presentation was given by Mr. Steve DiMatteo, Director of Special Services, concerning the Special Education IR&S Program, as attached.

**Strategic Planning:** A presentation was given by Dr. Charles Ivory, Consultant, concerning the status of the school's Strategic Planning Process, as attached.

6. **Correspondence:** Letter from Janice Myers to Board Members dated October 26, 2017, accepted at meeting, as attached.
7. **Approval of Minutes:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Meeting held on September 28, 2017, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

8. **Lead Person's/Principal's Report:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the Lead Person's Report dated October 26, 2017, and the Principal's Report for the month of October, 2017, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**FINANCE:**

9. **Approval of Treasurer's Report – September 30, 2017:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Treasurer's Report for the month ending September 30, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

10. **Approval of Budget Transfers 2017-2018 – September 30, 2017:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the budget transfers for the month ending September 30, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

11. **Approval of Budget vs. Actual Report 2017-2018 – September 30, 2017:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending September 30, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

12. **Approval of Board Secretary's Report – September 30, 2017:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Board Secretary's Report for the month ending September 30, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
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 Douglas B. Groff, the Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
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 Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

15. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the payment of bills on the attached list, for the period of September 1, 2017 through September 30, 2017, totaling **\$920,033.68** from the Board of Trustees General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$190,094.53** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

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

**Nays:** None

**Abstain:** Peter Damon Seltzer

16. **Acceptance of IDEA Grant Award for 2017-2018:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the IDEA Grant Award of **\$68,334.00** for the 2017-2018 school year, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

17. **Approval of Amendment to IDEA Grant for 2017-2018:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the submission of an amendment to the IDEA Grant for 2017-2018, transferring funds from Professional Technical Services to Support Salaries and Benefits due to the hiring of a School Psychologist, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

18. **Approval of Submission of Title I and Title II Final Reports for 2016-2017:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the submission of the Title I and Title II Final Reports, for the 2016-2017 school year, as attached, by Roll Call Vote.



**Roll Call Vote:**

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

**Nays:** None

**19. HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the Position Control Table as of October, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) **Appointment of School Nurse:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees confirmed the appointment of Mary Seddon as School Nurse for the 2017-2018 school year, effective July 1, 2017 to June 30, 2018 (11 month contract), at \$62,000.00 per annum, prorated from October 23, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Appointment of Culture Dean:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees confirmed the appointment of Sharon Mauriello as Culture Dean for the 2017-2018 school year, effective October 16, 2017 to June 30, 2018, at \$56,000.00 per annum, prorated from October 16, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Approval of Termination.** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the termination of employment of Janice Myers, effective November 17, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (e) **Appointment of Additional Responsibilities for the 2017-2018 School Year:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the appointment of the following individual, replacing Jeanine Bethel, Principal, effective October 26, 2017, for the additional responsibilities as listed below for the 2017-2018 school year, without additional compensation, by Roll Call Vote.

Anti-Bullying Officer: Kacey Burke, School Psychologist  
Foster Care Liaison: Kacey Burke, School Psychologist  
HIB Coordinator: Kacey Burke, School Psychologist  
Homeless Liaison: Kacey Burke, School Psychologist

**Roll Call Vote:**

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

Nays: None

**20. BUILDINGS AND GROUNDS:**

- (a) **Approval of Office Trailer Rental:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the rental of an office trailer to be located on the site, at an annual cost of **\$9,555.00\***, and that the Board President and Board Secretary are authorized to execute the appropriate Agreement, subject to review by the Board's attorney, by Roll Call Vote.

\*(Costs for the installation will be forthcoming. No students will have access to the office trailer).

**Roll Call Vote:**

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

Nays: None

21. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the Consent Items 21 (a) and (b), as detailed below, by Roll Call Vote.

- (a) **Approval of Science Curriculum Grades K-7:** The Board of Trustees approved, based upon the Lead Person's recommendation, the Science Curriculum for Grades K-7, as outlined below and as attached, which is aligned with New Jersey Student Learning Standards.

- Grade K Units 1-5
- Grade 1 Units 1-5
- Grade 2 Units 1-5
- Grade 3 Units 1-7
- Grade 4 Units 1-8
- Grade 5 Units 1-6
- Grade 6 Units 1-7
- Grade 7 Units 1-8

- (b) **Confirmation, Approval and Ratification of Harassment, Intimidation and Bullying Prevention and Respect Week, October 2-6, 2017:** The Board of Trustees confirmed, approved and ratified the Lead Person's/Character Education Specialist's recommendation for the introduction of Harassment, Intimidation and Bullying Prevention and Respect Week, held October 2-6, 2017, as attached, which included an Anti-Bullying Assembly presented to students in Grades 5-7 by SDH Associates, at a cost of \$650.00.

**Roll Call Vote:**

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

Nays: None

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

- (a) **Confirmation, Approval and Ratification of Attendance at NJ School Boards Association Conference:** The Board of Trustees confirmed, approved and ratified the attendance of Dr. Dominick Potena, Mr. Douglas B. Groff and Mr. Melindo A. Persi at the New Jersey School Boards Association Conference on Education, held on October 23-26, 2017 in Atlantic City, New Jersey, at a cost of \$300.00 per person.
- (b) **Approval of Amendment to Bylaws: Pulled.**
- (c) **Confirmation, Approval and Ratification of the School Calendar for the 2017-2018 School Year:** The Board of Trustees accepted the recommendation of the Lead Person to revise the school calendar, as attached. This change confirmed, approved and ratified the calendar revision for a Teacher Training Workshop held on Monday, October 23, 2017.

- (d) **Approval of Addendum to Agreement with Source4Teachers:** The Board of Trustees approved the Addendum to the July 1, 2016 Agreement between Source4Teachers and the Atlantic Community Charter School, to provide substitute teachers and staff, effective upon signing, as attached.
- (e) **Approval of 504 Nursing Services:** The Board of Trustees authorized the Business Administrator to negotiate a contract, subject to review by the Board's attorney, with Preferred Home Health Care & Nursing Services for a 504 Nurse at \$45.00 per hour, effective October 24, 2017, pursuant to the 504 Plan on file with the Director of Special Services.

**Quotations:**

Preferred Home Health Care & Nursing Services: \$45.00 per hour  
Bayada: \$45.00 per hour (three hour minimum AM and PM)  
Delta T: \$33.00 per hour (nurse not readily available)

**Roll Call Vote:**

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

Nays: None

**23. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of September was **\$104,025.00**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in September. In addition, a final Management Fee payment for the 2016-2017 school year in the amount of **\$590,000.00** was made in September. As of September 30, 2017, the cumulative total Management Fee for the 2017-2018 school year is **\$312,075.00**, and the total cumulative payments equal **\$187,500.00**.
- (b) **Line of Credit Activity:** As of September 30, 2017, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on September School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

**24. HIB Reports: None.**

**25. Closed Session: None.**

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

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

**28. Public Comments: None**

29. **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 4:37 PM.

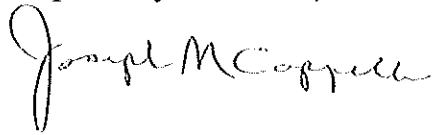
**Voice Vote:**

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

**Nays:** None

**The next meeting will be held on TUESDAY, NOVEMBER 21, 2017 AT 4 PM.**

**Respectfully submitted,**

A handwritten signature in cursive script, appearing to read "Joseph Cappello".

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



## ATLANTIC COMMUNITY CHARTER SCHOOL

### **Board of Trustees**

### **Special Meeting**

**Date: Monday, November 13, 2017**

**Time: 2:00 PM**

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

### **MINUTES**

#### **MISSION STATEMENT:**

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

**1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 2:02 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  
Linda A. Brand  
Marlene D. Frayne  
Matthew Heinle (leave of absence)  
Peter Damon Seltzer

**Also Present:** Mr. Mel Persi, Pro-Tem Board Secretary  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Director of Financial Operations, NJ Schools, CSMI, LLC  
Michael Coskey, Esquire – Attorney for CSMI, LLC

**5. Correspondence: None.**

**6. Closed Session: None.**

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

**8. Approval of Amended Charter Renewal Application:**

On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the Board of Education's Trustee's requested revisions to the previously filed original Charter Renewal Application, and approved the Amendment to Charter Renewal Application dated November 9, 2017, as attached, which includes the revised budget section and enrollment chart to include 950 students (2018-2023), by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

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

**10. Public Comment:**

**The next regular meeting will be held on TUESDAY, NOVEMBER 21, 2017.**

**11. 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 2:12 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**

A handwritten signature in blue ink, reading "Melindo A. Persi". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

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





# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting** **Date: Tuesday, November 21, 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 Student Learning 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  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** Douglas B. Groff, Vice President  
Matthew Heinle (leave of absence)

**Also Present:** Dr. Joseph Cappello – SBA/Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Director of Financial Operations – NJ Schools, CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC  
Michael Coskey, Esquire – Attorney for CSMI, LLC

5. **Correspondence:** Broder Law Group, PC letter to the Commissioner of the NJ Department of Education dated November 14, 2017, as attached.

6. **Approval of Minutes:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Meeting held on October 26, 2017, and the Special Meeting held on November 13, 2017 as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

7. **Lead Person's/Principal's Report:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Report dated November 21, 2017, and the Principal's Report for the month of November, 2017, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

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

8. **Approval of Treasurer's Report – October 31, 2017:** The Board of Trustees accepted the Treasurer's Report for the month ending October 31, 2017, as attached.

9. **Approval of Budget Transfers 2017-2018 – October 31, 2017:** The Board of Trustees approved the budget transfers for the month ending October 31, 2017, as attached.
10. **Approval of Budget vs. Actual Report 2017-2018 – October 31, 2017:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending October 31, 2017, as attached.
11. **Approval of Board Secretary's Report – October 31, 2017:** The Board of Trustees accepted the Board Secretary's Report for the month ending October 31, 2017, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

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

**Nays:** None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of October 1, 2017 through October 31, 2017, totaling **\$190,115.59** from the Board of Trustees General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$197,598.48** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Marlene D. Frayne

**Nays:** None

**Abstain:** Peter Damon Seltzer

15. **Approval of Maximum Travel Expenditure:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees established the maximum travel budget at **\$2,500.00** for the 2017-2018 school year, and certified the maximum established for the 2016-2017 school year was **\$2,500.00**, with **\$358.00** spent to date, and; that the travel budget supported by Federal Funds was **\$0.00** for the 2015-2016 and 2016-2017 school years, and is **\$0.00** for the 2017-2018 school year, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 16. Approval of Submission of IDEA Final Report for the 2016-2017 School Year:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the submission of the IDEA Final Report for the 2016-2017 school year, in the amount of **\$33,762.00**, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**17. HUMAN RESOURCES:**

- (a) Position Control Table:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of November, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) Appointment of Staff:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and appointed the individual, as attached, to the position, term and salary annotated, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) Resignation:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of the following person, as attached, by Roll Call Vote.

➤ Shurlana Stewart – Secretary/Clerk – Effective November 13, 2017

**Roll Call Vote:**

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

**Nays:** None

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

- 19. CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved Addendum 1 to the Supplemental Staffing Agreement between Jackson Therapy Partners, LLC and Atlantic Community Charter School for the 2017-2018 school year, as attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) Approval of Translated Parent-Student Handbook.** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and approved the translated version of the Parent-Student Handbook (translated from English to Spanish), by Roll Call Vote.

The Parent-Student Handbook for the 2017-2018 school year was approved during the Regular Meeting held on August 24, 2017.

**Roll Call Vote:**

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

**Nays:** None

- (b) Approval of Professional Development Plan (DRAFT):** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person, and approved the Professional Development Plan (DRAFT) for the 2017-2018 school year, as attached.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Acceptance of Annual Audit 2016-2017 School Year: Whereas,** the Board of Trustees has reviewed the 2016-2017 Audit Synopsis, as attached, and;

After a presentation of the synopsis, as distributed, the Board took the following action:

On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Comprehensive Annual Financial Report (“CAFR”), as prepared by Bowman and Company Auditors (on file in the Office of the Board Secretary), for the 2016-2017 school year with no audit recommendations, and directs the filing of the required documentation with the New Jersey Department of Education, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (d) **Adoption of 2017-2018 Memorandum of Agreement:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the 2017-2018 Memorandum of Agreement (MOA) between the Atlantic Community Charter School Board of Trustees and the Galloway Police Department, as attached, and directs that the Board Secretary file said approved agreement with the Executive Superintendent of Atlantic County Schools, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (e) **Approval of Submission of District Statement of Assurance:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the submission of the Statement of Assurance for the requirements of the District Professional Development Plan and District Mentoring Plan to the Executive Superintendent of Atlantic County schools, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (f) **Approval of Submission of Statement of Assurance (Paraprofessional Staff):** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2017-2018 School Year to the Executive Superintendent of Atlantic County Schools, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (g) **Acceptance of Evaluation Rubrics:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person to standardize the format for all teacher, principal, and Lead Person evaluations in accordance with the McRel Evaluation Model, as attached, by Roll Call Vote.

The Board of Trustees approved the use of the McRel Teacher Evaluation System and Multidimensional Principal Performance Rubric (MPPR) Administrator Evaluation System at its Regular Meeting held on May 31, 2017.

**Roll Call Vote:**

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

Nays: None

- (h) **Approval of Annual Charter/Renaissance School Fiscal Questionnaire:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Annual Charter/Renaissance School Fiscal Questionnaire for the 2017-2018 school year, as attached, and authorized the Board Secretary to submit same to the NJ Department of Education, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (i) **Approval to Amend the School Calendar for the 2017-2018 School Year:**  
On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person to amend the school calendar, as attached, by Roll Call Vote.

The school was closed Wednesday, November 15, 2017 due to a county emergency.

**Roll Call Vote:**

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

Nays: None

**21. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of October was **\$104,025.00**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in October. As of October 31, 2017, the cumulative total Management Fee for the 2017-2018 school year is **\$416,100.00** and the total cumulative payments equal **\$250,000.00**.
- (b) **Line of Credit Activity:** As of October 31, 2017, 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 was 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.**

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

**25. New/Old Business:**

- (a) **Approval of Agreement with Cape May Special Services School District:**  
On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached agreement between the Atlantic Community Charter School and the Cape May Special Services School District, subject to review by the Board's attorney, effective upon approval for the 2017-2018 school year, and that the Board President and Board Secretary are authorized to execute the appropriate agreement, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None



**26. Public Comments:**

**The next meeting will be held on Thursday, December 21, 2017.**

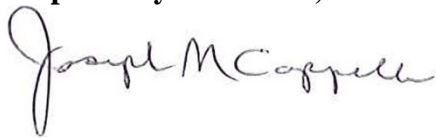
- 27. Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Marlene D. Frayne, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:40 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**

A handwritten signature in cursive script, appearing to read "Joseph Cappello".

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



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting** **Date: Thursday, December 21, 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 Student Learning Standards.

### **1. Call to Order:**

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

### **2. 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  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** Matthew Heinle (leave of absence)

**Also Present:** Dr. Joseph Cappello – SBA/Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Director of Financial Operations – NJ Schools, CSMI, LLC  
Michael Coskey, Esquire – Attorney for CSMI, LLC

**5. Correspondence: None.**

- 6. Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the Minutes of the Regular Meeting held on November 21, 2017, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

- 7. Lead Person's/Principal's Report:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Report dated December 21, 2017, and the Principal's Report for the month of December 2017, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

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

**Roll Call Vote:**

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

**Nays:** None

9. **Approval of Budget Transfers 2017-2018 – November 30, 2017:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the budget transfers for the month ending November 30, 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**FINANCE:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved Finance Consent Items 10-13, as detailed below, by Roll Call Vote.

10. **Approval of Budget vs. Actual Report 2017-2018 – November 30, 2017:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending November 30, 2017, as attached.
11. **Approval of Board Secretary's Report – November 30, 2017:** The Board of Trustees accepted the Board Secretary's Report for the month ending November 30, 2017, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

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

**Nays:** None

14. **Payment of Bills.** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of November 1, 2017 through November 30, 2017, totaling **\$293,642.45** from the Board of Trustees General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$187,649.75** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

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

**Nays:** None

**Abstain:** Peter Damon Seltzer

- 15. Approval of New Jersey School Boards' Association (NJSBA) Cooperative Pricing Agreement:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attached agreement with the NJSBA for the cooperative purchasing of energy, computer software, and services, which has been reviewed by the Board's attorney and is effective upon passage, and authorized the Board Secretary to execute the appropriate agreement, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**FINANCE:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Items 16-18, as detailed below, by Roll Call Vote.

- 16. Approval to Lease/Purchase Copier:** The Board of Trustees approved the lease/purchase of one Canon copier, under state contract #G2075/40462, pursuant to the attached Purchase Order.
- 17. Approval of Payment of Bonuses to Recruiters:** The Board of Trustees approved the payment of bonuses to the recruiters for 2017-2018 totaling **\$1,280.00**, as individually listed on the attached (Karen Merricks was removed).
- 18. Approval of Revised Application for an Afterschool Child Care License:** The Board of Trustees approved the submission of the revised application, corrected per instruction from the NJ Department of Children and Families, as attached, for an Afterschool Child Care License.

**Roll Call Vote:**

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

**Nays:** None

**19. HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Position Control Table as of December 2017, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) **Confirmation, Approval and Ratification of Open Enrollment Period:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the initial enrollment period for the 2018-2019 school year, which opened on November 27, 2017, and closes on January 29, 2018, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and appointed the individuals, as attached, to the position, term and salary annotated for the 2017-2018 school year, prorated from date of hire, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Appointment of Additional Responsibilities for the 2017-2018 School Year:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the the Board of Trustees approved the appointment of the following individual to the additional responsibility, as listed below for the 2017-2018 school year, without additional compensation, by Roll Call Vote.

School Safety Specialist: Sharon Mauriello, Culture Dean

**Roll Call Vote:**

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

**Nays:** None

**Abstain:** Douglas B. Groff

- (e) **Appointment of Jump Start Center Director:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees confirmed the appointment of Maria Dattilo as Center Director for the Jump Start Program for the 2017-2018 school year, effective November 3, 2017 at a rate of **\$28.00** per hour, and also confirmed Maria Dattilo's appointment as Program Supervisor for the Jump Start Program, which is a position without pay, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (f) **Appointment of Alternate Jump Start Center Coordinator:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees confirmed the appointment of Mary Smith as the Alternate Center Coordinator for the Jump Start Program for the 2017-2018 school year, effective November 3, 2017, at a rate of **\$28.00** per hour when serving as the Alternate Center Coordinator, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (g) **Resignations:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the resignation of the following individuals, as attached, by Roll Call Vote.

- Courtney Jackson – 4<sup>th</sup> Grade Teacher – Effective December 7, 2017
- Jennifer McKeever – 4<sup>th</sup> Grade Teacher – Effective December 31, 2017

**Roll Call Vote:**

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

**Nays:** None

**20. BUILDINGS AND GROUNDS: None.**

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

- (a) **Approval of Social Studies Curriculum Grades 1-4:** 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 Social Studies Curriculum for Grades 1-4 as outlined below and on the attached, which is aligned with New Jersey Student Learning Standards, by Roll Call Vote.

- Grade 1 Units 1-10
- Grade 2 Units 1-9
- Grade 3 Units 1-14
- Grade 4 Units 1-10

**Roll Call Vote:**

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

Nays: None

- (b) **Approval of Addendum C with Delta T Group:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Letter Agreement and Addendum C between Atlantic Community Charter School and Delta T Group, for referral of professionals per the Addendum C Rate Sheet, as attached, pending acceptance of the Vendor Declaration Language, as well as review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**22. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Approval of Chronic Absenteeism Intervention Plan:** 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 Chronic Absenteeism Intervention Plan, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None



**23. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of November was **\$270,393.75** including a true up reconciliation of **\$135,375.00** for actual enrollment during the period July 2017 through October 2017. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in November. As of November 30, 2017, the cumulative total Management Fee for the 2017-2018 school year is **\$686,493.75** and the total cumulative payments equal **\$312,500.00**.
- (b) **Line of Credit Activity:** As of November 30, 2017, 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 was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.
- (d) **November 30, 2017 New Jersey Charter School Association (NJCSA) Webinar Regarding Governor-Elect Murphy's Transition.**

**24. HIB Reports: None.**

**25. Closed Session: None.**

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

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

**28. Public Comments: None.**

**The next meeting will be held on Thursday, January 25, 2018.**

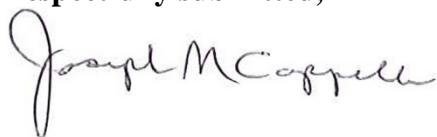
- 29. Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Linda A. Brand, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:29 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**



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



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting Date: Wednesday, January 24, 2018 Time: 4:00 PM**

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

## **MINUTES**

### **MISSION STATEMENT:**

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

### **1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 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, President  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** Douglas B. Groff, Vice President  
Matthew Heinle

**Also Present:** Dr. Joseph Cappello – SBA/Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Steve DiMatteo – Director of Special Services, ACCS  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Director of Financial Operations – NJ Schools,  
CSMI, LLC  
Katherine Shilenok-Wright, Chief Human Resources Officer,  
CSMI, LLC  
Michael Coskey, Esquire – Attorney for CSMI, LLC  
Sharon Mauriello, Culture Dean - ACCS

**5. Correspondence:**

- Letter from NJ Commissioner of Education dated January 11, 2018, granting the Atlantic Community Charter School the Charter extension of five years until June 30, 2023.

**6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Meeting held on December 21, 2017, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**7. Lead Person's/Principal's Report:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Report dated January 25, 2018 and the Principal's Report for the month of January 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**FINANCE:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved Finance Consent Items 8-14, as detailed below, by Roll Call Vote.

**8. Treasurer's Report – December 31, 2017:** The Board of Trustees accepted the Treasurer's Report for the month ending December 31, 2017, as attached.

9. **Approval of Budget Transfers 2017-2018 – December 31, 2017:** The Board of Trustees approved the budget transfers for the month ending December 31, 2017, as attached.
10. **Approval of Budget vs. Actual Report 2017-2018 – December 31, 2017:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending December 31, 2017, as attached.
11. **Approval of Board Secretary's Report – December 31, 2017:** The Board of Trustees accepted the Board Secretary's Report for the month ending December 31, 2017, as attached.
12. **Approval of Revised Budget 2017-2018:** The Board of Trustees approved the Revised Budget 2017-2018, as attached.
13. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
14. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

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

**Nays:** None

15. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of December 1, 2017 through December 31, 2017, totaling **\$295,784.77** from the Board of Trustees General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$294,611.16** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Marlene D. Frayne

**Nays:** None

**Abstain:** Peter Damon Seltzer

**FINANCE:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved Finance Consent Items 16-18, as detailed below, by Roll Call Vote.

- 16. Approval of Tuition Reimbursement:** The Board of Trustees accepted the recommendation of the Lead Person, and approved tuition reimbursement for the following individuals, as attached.

- Sarah Carrasquillo, Special Education Teacher: **\$1,000.00**
- William Castone, Special Education Teacher: **\$1,000.00**
- Crystal Ganley, Health and Physical Education Teacher: **\$1,000.00**

- 17. Approval of Stipend for Curriculum Preparation:** The Board of Trustees accepted the recommendation of the Lead Person, and approved a stipend for curriculum preparation in the amount of **\$900.00** for each of the following individuals, as noted below:

- Jacqueline Ceresini 5<sup>th</sup> Grade Social Studies
- William Castone Kindergarten Social Studies

- 18. Confirmation, Approval and Ratification of Attendance at Training Conference:** The Board of Trustees confirmed, approved and ratified the attendance of Ms. Jeanine Bethel and Ms. Nicole Sammartino at the 9<sup>th</sup> Annual “Train the Trainer” Conference for Math, STEM, ELA and Technology, held on December 13-14, 2017, at a cost of **\$199.00** per person, per day. Ms. Bethel attended both sessions; Ms. Sammartino attended only one session.

**Roll Call Vote:**

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

**Nays:** None

- 19. HUMAN RESOURCES:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved HR Consent Items 19(a), 19(b), and 19 (c), as detailed below, by Roll Call Vote.

- (a) Position Control Table:** The Board of Trustees accepted the Position Control Table as of January 2018, as attached.

- (b) Appointment of Staff:** The Board of Trustees accepted the recommendation of the Lead Person, and appointed the individuals, as attached, to the position, term and salary annotated for the 2017-2018 school year, prorated from date of hire.

- (c) Termination:** The Board of Trustees approved the termination of Christopher Yoder, Social Studies Teacher, effective December 21, 2017, as attached.

**Roll Call Vote:**

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

**Nays:** None

**20. BUILDINGS AND GROUNDS: None.**

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

- (a) **Approval of Social Studies Curriculum for Kindergarten and Grade 5:** The Board of Trustees accepted the recommendation of the Lead Person, and approved the Social Studies Curriculum for Kindergarten and Grade 5, as outlined below and on the attached, which is aligned with New Jersey Student Learning Standards:

- Kindergarten Units 1-7
- Grade 5 Units 1-5

- (b) **Approval of One-on-One Bus Paraprofessional:** The Board of Trustees accepted the recommendation of the Lead Person, and approved a One-on-One Bus Paraprofessional for a special needs student, per the student's Individualized Educational Plan (IEP).

**Roll Call Vote:**

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

Nays: None

**22. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Confirmation, Approval and Ratification of the School Calendar for the 2017-2018 School Year:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person to revise the school calendar, as attached, by Roll Call Vote.

(This change confirmed, approved and ratified the closures for inclement weather on January 4, January 5, and January 8, 2018).

**Roll Call Vote:**

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

Nays: None

**23. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of December was **\$132,168.75**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in December. As of December 31, 2017, the

cumulative total Management Fee for the 2017-2018 school year is **\$818,662.50** and the total cumulative payments equal **\$375,000.00**.

- (b) **Line of Credit Activity:** As of December 31, 2017, 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 was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.
  - (d) **Appointment of Commissioner of Education:** Governor Murphy has nominated Dr. Lamont Repollet as the new Commissioner of Education. Currently, Dr. Repollet serves as Superintendent of Schools of the Asbury Park School District, and previously served as Principal of the Carteret Schools for nine years.
  - (e) **ADA/ADM Statistics Report:** As attached.
  - (f) **NJSCA Legislative Update:** As attached.
  - (g) **Senate and Assembly Education Committee Assignments:** As attached.
  - (h) **New Acting Director for the Office of Charter and Renaissance Schools:** Effective January 12, 2018, Julie Bunt became Acting Director for the Office of Charter and Renaissance Schools, replacing Kate Drake Czehut, who has transitioned out of the position, as attached.
- 24. **HIB Reports:** None.
  - 25. **Closed Session:** None.
  - 26. **Return to Public Session:** N/A
  - 27. **New/Old Business:** None.
  - 28. **Public Comments:** None.

**The next meeting will be held on Thursday, February 22, 2018.**

- 29. **Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Peter Damon Seltzer, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:23 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**

A handwritten signature in cursive script, reading "Joseph Cappello". The signature is written in dark ink and is positioned below the "Respectfully submitted," text.

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





# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, February 22, 2018**  
**Time: 4:00 PM**

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

## **MINUTES**

### **MISSION STATEMENT:**

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

### **1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 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, President  
Douglas B. Groff, Vice-President  
Linda A. Brand  
Peter Damon Seltzer

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

**Also Present:** Dr. Joseph Cappello – SBA/Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Director of Financial Operations – NJ Schools,  
CSMI, LLC  
Michael Coskey, Esquire – Attorney for CSMI, LLC  
Jeanine Bethel, Principal  
Sharon Mauriello, Culture Dean

**5. Correspondence: None.**

- 6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Regular Meeting held on January 24, 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**Abstain:** Douglas B. Groff

- 7. Lead Person's/Principal's Report:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the Lead Person's Report dated February 22, 2018 and the Principal's Report for the month of February 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

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

- 8. Treasurer's Report – January 31, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending January 31, 2018, as attached.
- 9. Approval of Budget Transfers 2017-2018 – January 31, 2018:** The Board of Trustees approved the budget transfers for the month ending January 31, 2018, as attached.
- 10. Approval of Budget vs. Actual Report 2017-2018 – January 31, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending January 31, 2018, as attached.

11. **Approval of Board Secretary's Report – January 31, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending January 31, 2018, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

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

**Nays:** None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the payment of bills on the attached list, for the period of January 1, 2018 through January 31, 2018, totaling **\$246,927.43** from the Board of Trustees General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$192,377.68** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

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

**Nays:** None

**Abstain:** Peter Damon Seltzer

15. **HUMAN RESOURCES:**

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

**Roll Call Vote:**

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

**Nays:** None

- (b) **Termination:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person, and approved the termination of Kimberly Smitelli, Math Coach, effective February 2, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**16. BUILDINGS AND GROUNDS: None.**

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

- (a) **Approval of Participation in the Special Education Medicaid Initiative (SEMI) Program:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the participation of Atlantic Community Charter School in the Special Education Medicaid Initiative (SEMI) Program, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) **Approval of Five-Year Curriculum Plan:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person, and approved the proposed Five-Year Curriculum Plan, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**18. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Approval of Addendum to Preferred Home Health Care and Nursing Services Agreement:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved an addendum to the existing agreement between Atlantic Community Charter School and Preferred Home Health Care and Nursing Services, as attached, and authorized the Board President and Board Secretary to execute the appropriate agreement, by Roll Call Vote.

(This addendum will allow for the assignment of substitute nurses at the rate of \$55.00 per hour as needed.)

**Roll Call Vote:**

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

Nays: None

- (b) **Approval of Addendum to Staffing Plus, Inc. Agreement:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved an addendum to the existing agreement between Atlantic Community Charter School and Staffing Plus, Inc., as attached, and authorized the Board President and Board Secretary to execute the appropriate agreement, by Roll Vote.

(This addendum provides a rate schedule for various administrative staff positions, as needed).

**Roll Call Vote:**

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

Nays: None

- (c) **Revised Professional Development Plan 2017-2018:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person, and approved the Revised Professional Development Plan for the 2017-2018 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**19. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of January was **\$131,100.00**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in January. As of January 31, 2018, the cumulative total Management Fee for the 2017-2018 school year is **\$949,762.50** and the total cumulative payments equal **\$437,500.00**.
- (b) **Line of Credit Activity:** As of January 31, 2018, 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 was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

(d) **PARCC Preparation (for Board information and review).**

- 20. **HIB Reports: None.**
- 21. **Closed Session: None.**
- 22. **Return to Public Session: N/A**
- 23. **New/Old Business: None.**
- 24. **Public Comments: None.**

**The next meeting will be held on Thursday, March 22, 2018.**

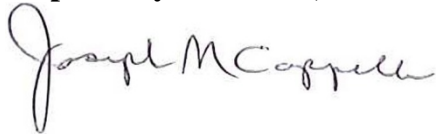
- 25. **Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Douglas B. Groff, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:25 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read "Joseph Cappello". The signature is fluid and cursive, with the first name "Joseph" and last name "Cappello" clearly distinguishable.

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



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, March 22, 2018**

**Time: 4:00 PM**

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

## **MINUTES**

### **MISSION STATEMENT:**

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

### **1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 PM and welcomed everyone. (In the absence of the Board Secretary, the Board President appointed Melindo A. Persi as Pro-Tem Board Secretary.)

### **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  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** Matthew Heinle

**Also Present:** Melindo A. Persi – President, *MAP* Educational Consultants, LLC  
(Pro-Tem Board Secretary)  
Dr. Jay Dugan - Lead Person  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Director of Financial Operations – NJ Schools,  
CSMI, LLC  
Michael Coskey, Esquire – Attorney for CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer,  
CSMI, LLC

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 Minutes of the Regular Meeting held on February 22, 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

7. **Lead Person's/Principal's Report:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Report dated March 22, 2018 and the Principal's Report for the month of March 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

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

8. **Treasurer's Report – February 28, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending February 28, 2018, as attached.



9. **Approval of Budget Transfers 2017-2018 – February 28, 2018:** The Board of Trustees approved the budget transfers for the month ending February 28, 2018, as attached.
10. **Approval of Budget vs. Actual Report 2017-2018 – February 28, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending February 28, 2018, as attached.
11. **Approval of Board Secretary's Report – February 28, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending February 28, 2018, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

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

Nays: None

14. **Payment of Bills.** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of February 1, 2018 through February 28, 2018, totaling **\$367,080.34** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$213,017.76** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

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

Nays: None

Abstain: Peter Damon Seltzer

15. **Approval of Tuition Reimbursement:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the

Lead Person, and approved tuition reimbursement for the following individuals, as attached, by Roll Call Vote. Reimbursement is subject to the Board Secretary/School Business Administrator's confirmation of a grade of "B" or higher.

- Jennifer Braddock, Special Education Teacher: **\$1,000.00**
- Crystal Ganley, Health and Physical Education Teacher: **\$1,000.00**

**Roll Call Vote:**

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

Nays: None

- 16. Approval of 2018-2019 School Year Budget:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the School Budget for the 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- 17. Approval of Cable Communications Service Agreement:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the Service Agreement (E-Rate) between Comcast Cable Communications Management, LLC, a Delaware Limited Liability Company, and the Educational Services Commission of New Jersey Consortium, as attached, subject to review by the Board's Attorney, and authorized the Board Secretary/School Business Administrator and Board President to execute the appropriate agreement, by Roll Call Vote.

(Atlantic Community Charter School intends to enter into a service order pursuant to the contract, which will cover the period of July 1, 2018 through June 30, 2020).

**Roll Call Vote:**

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

Nays: None

**FINANCE:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Items 18-21, as detailed below, by Roll Call Vote.

18. **Approval to Purchase Natural Gas and Electric Services:** The Board of Trustees approved the purchase of natural gas and electric services through the Alliance for Competitive Energy Services, as attached.
19. **Approval of IDEA Budget Amendment 2017-2018:** The Board of Trustees approved the submission of an amendment to the IDEA Budget for 2017-2018, as attached.
20. **Approval of Revised Title I Budget 2017-2018:** The Board of Trustees approved the revised Title I Budget for 2017-2018, as attached.
21. **Approval of Retroactive Adjustment for Receptionist Rate:** The Board of Trustees approved an amendment to the Agreement between the Board of Trustees and Staffing Plus, Inc., on February 22, 2018 for the rate for a receptionist. As the services of a receptionist have been provided since November 20, 2017 by Staffing Plus, Inc.; the Board of Trustees approved the revised payment to Staffing Plus, Inc., retroactively to November 20, 2017.

**Roll Call Vote:**

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

Nays: None

22. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the Position Control Table as of March 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (b) **Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person, and approved the appointment of staff, as attached, to the position, term and salary annotated for the 2017-2018 school year, prorated from date of hire, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (c) **Resignation:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the resignation of William Castone, Special Education Teacher, effective March 23, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Approval of Job Descriptions:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the job descriptions detailed below, as attached, by Roll Call Vote.

- Administrative Assistant: Child Accounting/Recruiting Officer
- Administrative Assistant: Student Affairs
- Administrative Assistant: Faculty Operations

**Roll Call Vote:**

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

**Nays:** None

- (e) **Approval of Employment Agreement Templates for the 2018-2019 School Year:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the employment agreement templates for the 2018-2019 school year, as presented, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (f) **Termination of Employment:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person and approved the termination of Ms. Jennifer Wingert, Teacher, effective March 6, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**23. BUILDINGS AND GROUNDS: None.**

**24. CURRICULUM AND REGULAR/SPECIAL EDUCATION: On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, Curriculum and Regular/Special Education Consent Items 24 (a) through 24 (d) were approved by Roll Call Vote.**

- (a) Approval to Attend Professional Development Workshop:** The Board of Trustees accepted the recommendation of the Lead Person and approved the attendance of Mr. Steven DiMatteo, Director of Special Services and Sharon Mauriello, Culture Dean, at the “PESI: Oppositional, Defiant and Disruptive Children and Adolescents” professional workshop, to be held on May 9, 2018 in Atlantic City, New Jersey, at a cost of \$99.00 per person.
- (b) Approval to Attend Professional Development Workshop:** The Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved and ratified the attendance of Ms. Patricia O’Connell, Teacher, at the Primary Educator’s Conference, held on March 16, 2018, at Camden County College, at a cost of \$149.00.
- (c) Approval of Social Studies Curriculum for Grade 6:** The Board of Trustees accepted the recommendation of the Lead Person, and approved the Social Studies Curriculum, Unit 1 for Grade 6, which is aligned with New Jersey Student Learning Standards, outlined as attached.
- (d) Approval of Home Instruction:** The Board of Trustees approved home instruction effective March 21, 2018, for Student Number 150189, for 10 hours per week.

**Roll Call Vote:**

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

**Nays:** None

**25. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, Policy/Governance/Operations/Miscellaneous Consent Items 25 (a) through 25 (e) were approved by Roll Call Vote.**

- (a) Approval to Attend NJCSA Quarterly Members Meeting:** The Board of Trustees approved the attendance of Dr. Jay Dugan, Lead Person and Mr. Melindo Persi, MAP Educational Consultants, at the NJCSA Quarterly Members Meeting to be held on March 28, 2018 in Hamilton, New Jersey, at no cost.

- (b) **Approval to Attend New Jersey Council of Education Meeting:** The Board of Trustees approved the attendance of Dr. Jay Dugan, Lead Person and Mr. Melindo Persi, MAP Educational Consultants, at the New Jersey Council of Education Meeting to be held on April 20, 2018 in Monroe Twp., New Jersey, at no cost.
- (c) **Approval to Accept Revision to Policy 1641:** The Board of Trustees approved for first reading, a revision to Policy 1641, as attached, in order to correlate regulations covering paid Time Off for employees of the Atlantic Community Charter School.
- (d) **Adoption of School Calendar for the 2018-2019 School Year:** The Board of Trustees accepted the recommendation of the Lead Person and approved the proposed school calendar for the 2018-2019 school year, as attached.
- (e) **Approval of Field Trip Schedule:** The Board of Trustees approved the list of field trips, as attached.

**Roll Call Vote:**

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

**Nays:** None

**26. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of February was **\$133,237.50**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in February. As of February 28, 2018, the cumulative total Management Fee for the 2017-2018 school year is **\$1,083,000.00** and the total cumulative payments equal **\$500,000.00**.
- (b) **Line of Credit Activity:** As of February 28, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on February School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.
- (d) **NJCSA Charter Board Institute Meeting:** The NJCSA Charter Board Institute Meeting will be held on Saturday, April 14, 2018 from 8:30 a.m. to 3:30 p.m., at the New Jersey Law Center in New Brunswick, New Jersey.

**27. HIB Reports: None.**

**28. Closed Session: None.**

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

**30. New/Old Business:**

**Revision to 2017-2018 School Calendar:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person to revise the 2017-2018 school calendar, as attached, by Roll Call Vote. (This revision confirmed, approved and ratified the school closures for inclement weather on March 21 and March 22, 2018.)

**Roll Call Vote:**

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

**Nays:** None

**31. Public Comments: None.**

**The next meeting will be held on Thursday, April 26, 2018.**

**32. 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 4:30 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**



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



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, April 26, 2018**

**Time: 4:00 PM**

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

## **MINUTES**

### **MISSION STATEMENT:**

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

### **1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 4:01 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  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer  
Matthew Heinle



**Absent:** Douglas B. Groff, Vice-President

**Also Present:** Dr. Joseph Cappello, Board Secretary/School Business Administrator  
Melindo A. Persi – President, MAP Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Jeanine Bethel – Principal, ACCS  
Steve DiMatteo – Director of Special Services, ACCS  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Monique Bonnier – Director of Financial Operations – NJ Schools, CSMI, LLC  
Kayleen Egan, Esquire – Attorney for CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC  
Barbara Kotcamp – Corporate Comptroller, CSMI, LLC

**5. Correspondence: None.**

- 6. Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Regular Meeting held on March 22, 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

- 7. Lead Person's/Principal's Report:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person's Report dated April 26, 2018 and the Principal's Report for the month of April 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**FINANCE:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Items 8-13, as detailed below, by Roll Call Vote.

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

9. **Approval of Budget Transfers 2017-2018 – March 31, 2018:** The Board of Trustees approved the budget transfers for the month ending March 31, 2018, as attached.
10. **Approval of Budget vs. Actual Report 2017-2018 – March 31, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending March 31, 2018, as attached.
11. **Approval of Board Secretary's Report – March 31, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending March 31, 2018, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

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

Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of March 1, 2018 through March 31, 2018, totaling **\$294,087.75** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$206,898.13** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

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

Nays: None

Abstain: Peter Damon Seltzer

**At 4:05 PM, Marlene D. Frayne left the meeting.**

15. **Approval of Professional Development Workshop:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved, by Roll Call Vote, the attendance of Kacey Burke, School Psychologist, at the National Association of School Psychologists Summer Conference, to be held on July 9-11, 2018 in Atlantic City, New Jersey, at a cost of **\$559.00**.

**Roll Call Vote:**

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

Nays: None

16. **HUMAN RESOURCES:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Human Resources Consent Items 16(a), 16(c), 16(d), 16(e), 16(f) and 16(g), as detailed below, by Roll Call Vote.

(a) **Position Control Table:** The Board of Trustees accepted the Position Control Table as of April 2018, as attached.

(c) **Approval of Amended Sick Leave Guidelines:** The Board of Trustees approved the following verbiage for incorporation into the Human Resources Handbook for the remaining 2017-2018 school year:

“For new employees, time off taken within the first ninety (90) days of employment will be counted toward the allotted annual bank and payment will be subject to the following conditions: If a physician’s certification is provided for the time off taken, payment will be made in the normal payroll cycle of the school. If a physician’s certification is not provided for time off taken, payment will occur once the first ninety (90) days of employment has been completed in accordance with the normal payroll cycle of the school.”

(d) **Appointment of Harassment, Intimidation and Bullying (HIB) Coordinator for the 2017-2018 School Year:** The Board of Trustees approved the appointment of Sharon Mauriello, Culture Dean to the additional responsibilities of HIB Coordinator, replacing Kacey Burke, School Psychologist, for the remaining 2017-2018 school year, without additional compensation.

(e) **Approval of Request for Leave of Absence:** The Board of Trustees approved the Request for Leave of Absence, submitted by Rebecca Bent for Temporary Disability (Maternity), effective April 28, 2018 with a return date to be determined, as attached, providing all other documentation has been submitted to Human Resources and approved as valid, as required by FMLA/FLI/FLA Regulations.

(f) **Approval of Job Description:** The Board of Trustees approved the job description for an After Care Program Aide, as attached.

(g) **Termination of Tutor:** The Board of Trustees terminated the employment of Antoinette Thompson, Tutor, effective April 9, 2018, due to the abandonment of the position.

**Roll Call Vote:**

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

Nays: None

- 16(b) Confirmation, Approval and Ratification of Staff Appointments:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved and ratified the appointment of the individuals, as attached, to the position, term and salary annotated for the 2017-2018 school year, prorated from date of hire, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Peter Damon Seltzer  
Matthew Heinle

**Nays:** None

**17. BUILDINGS AND GROUNDS:**

- (a) Use of Parking Lot by the Elks of Galloway:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved, by Roll Call Vote, the use of the parking lot by the Elks of Galloway for overflow parking for the events listed below:

- |                      |                           |
|----------------------|---------------------------|
| ➤ May 27, 2018       | Clam Bake                 |
| ➤ June 9, 2018       | Chicken Barbeque          |
| ➤ July 14, 2018      | Yard Sale or Summer Party |
| ➤ August 18, 2018    | Pig Roast                 |
| ➤ September 22, 2018 | Fifties Night             |

(Approval has been received by Education Capital Solutions and the Board's Attorney has provided guidance with respect to this request).

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Peter Damon Seltzer  
Matthew Heinle

**Nays:** None

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

- (a) Approval of Social Studies Curriculum for Grade 7:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and approved the Social Studies Curriculum, Unit 1 for Grade 7, which is aligned with New Jersey Student Learning Standards, outlined as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Peter Damon Seltzer  
Matthew Heinle

**Nays:** None

- (b) **Approval of Extended School Year (ESY) Program:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved, by Roll Call Vote, the ESY Program as outlined below:

- **Dates:** July 9, 2018 through August 9, 2018 (Monday through Thursday); 5 weeks at 4 days per week, for a total of 20 days.
- **Time:** 9:00 AM to 1:00 PM.
- **Staff:** Special Education Teachers (2); Paraprofessionals (3) – one of the paraprofessionals will ride the bus.
- **Cost:** Teachers: **\$30.00** per hour; Paraprofessionals **\$14.40** per hour.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Peter Damon Seltzer  
Matthew Heinle

**Nays:** None

- (c) **Approval of ESY Program Specifications/Busing:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the development of specifications for busing for the ESY Program, and authorized the Board Secretary to solicit bids for said transportation, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Peter Damon Seltzer  
Matthew Heinle

**Nays:** None

19. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, Policy/Governance/Operations/Miscellaneous Consent Items 19(a) through 19(k) were approved by Roll Call Vote.

- (a) **Confirmation, Approval and Ratification of Saturday PARCC Program:** The Board of Trustees confirmed, approved and ratified the Saturday PARCC Program and budget, funded in part with Title I funds in the amount of **\$7,303.00**, and General Funds in the amount of **\$8,617.00**, as attached.
- (b) **Confirmation, Approval and Ratification of Staff Appointments for Saturday PARCC Program:** The Board of Trustees confirmed, approved and ratified the appointment of individuals to the Saturday PARCC Program, being held on Saturdays, March 24, April 14, April 21 and April 28, 2018, as attached.
- (c) **Confirmation, Approval and Ratification of Agreement with Atlantic Cape Community College:** The Board of Trustees confirmed, approved and ratified the application for building use, as attached, and authorized the Board Secretary to execute the document, subject to review by the Board's attorney.
- (d) **Approval of Agreement with MAP Educational Consultants, LLC for the 2018-2019 School Year:** The Board of Trustees approved the attached renewal agreement between the Atlantic Community Charter School and MAP

Educational Consultants, LLC, effective July 1, 2018 for the 2018-2019 school year, and authorized the Board President and Board Secretary to execute the agreement, subject to review by the Board's attorney.

- (e) **Approval to Accept Revision to Policy 1641 (FINAL):** The Board of Trustees approved for FINAL reading, a revision to Policy 1641, as attached, in order to correlate regulations covering Paid Time Off for employees of the Atlantic Community Charter School.
- (f) **Approval of After Care Program Policies:** The Board of Trustees approved the Atlantic Community Charter School After Care Program Policies, as attached.
- (g) **Approval of General Services Contract:** The Board of Trustees approved the General Services Contract with the Camden County Educational Services Commission for the 2018-2019 school year, as attached, subject to review by the Board's attorney.
- (h) **Approval of Food Services Agreement:** The Board of Trustees approved the Shared Services Agreement with the Galloway Township Board of Education to provide food services for the 2018-2019 school year, as attached, subject to review by the Board's attorney.
- (i) **Field Trips (Rejection of James Transportation Bid of March 29, 2018):** The Board of Trustees rejected a bid for field trips from James Transportation on March 29, 2018, as it was determined that the bid exceeded the anticipated estimates and was incomplete. The Board directed the Board Secretary to solicit quotations for the approved field trips.
- (j) **Award of Field Trip Quotations:** The Board of Trustees awarded the quotations for field trips to Integrity Bus, James Transportation and Sheppard Bus Co., as attached.
- (k) **Approval of Revised List of Field Trips:** The Board of Trustees approved the revised list of field trips for the 2017-2018 school year, as detailed below:

Date of Trip	Destination	Grade(s)- Students; Chaperones; Other Staff	Cost	Estimated Costs
*April 11, 2018	Please Touch Museum	1 <sup>st</sup> Grade 76 students 8 chaperones 8 other staff	\$15.00/pp (2) buses	<b>\$1380.00</b> <b>\$2000.00</b>
April 12, 2018	Camden Aquarium	2nd Grade 50 students 5 chaperones 4 other staff	\$11.00/pp Bus Permits (2) (2) buses	<b>\$649.00</b>  <b>\$20.00</b> <b>\$770.00</b>

<b>Date of Trip</b>	<b>Destination</b>	<b>Grade(s)- Students; Chaperones; Other Staff</b>	<b>Cost</b>	<b>Estimated Costs</b>
*April 27, 2018	Please Touch Museum	Kindergarten 82 students 8 chaperones 9 other staff	\$15.00/pp (2) buses	<b>\$1485.00</b> <b>\$1540.00</b>
♦April 27, 2018	Stockton College	7 <sup>th</sup> Grade 16 students 0 chaperones 2 other staff	\$12.00/pp for lunch (1) bus	<b>\$192.00</b> <b>\$350.00</b>
May 30, 2018	Academy of Natural Science	3rd Grade 61 students 4 chaperones 3 other staff	\$9.50/pp (2) buses	<b>\$646.00</b> <b>\$1705.00</b>
May 31, 2018	Franklin Institute	4th Grade 38 students 4 chaperones 4 other staff	\$12.95/pp (1) bus	<b>\$595.70</b> <b>\$852.50</b>
June 5, 2018	Statue of Liberty	5 <sup>th</sup> Grade 33 students 4 chaperones 2 other staff	\$21.50/pp (1) bus	<b>\$838.50</b> <b>\$1182.50</b>
June 7, 2018	Washington, DC	6 <sup>th</sup> & 7th Grade 38 students 4 chaperones 2 other staff	No Cost/pp (1) bus	<b>\$1468.75</b>
June 11, 2018	Cape May Zoo	All Grades 373 students 37 chaperones 54 other staff	No Cost/pp (9) buses	<b>\$3150.00</b>
June 13, 2018	Atlantic City Beach	All Grades 373 students 37 chaperones 35 other staff	No Cost/pp (9) buses	<b>\$2700.00</b>
June 14, 2018	Sahara Sam's	Honor Roll 100 students 10 chaperones 16 other staff	No Cost/pp (3) buses	<b>\$1050.00</b>
<b><i>Bus costs are per quotes received.</i></b>			<b>TOTAL</b>	<b>\$22,574.95</b>

**NOTES:**

\*Trips for Kindergarten and First Grade were split onto two separate dates.

♦New Addition to Field Trip Schedule.

**Roll Call Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Peter Damon Seltzer  
Matthew Heinle

**Nays:** None

**At 4:15 PM, Marlene D. Frayne returned to the meeting.**

**20. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of March was **\$132,881.25**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in March. As of March 31, 2018, the cumulative total Management Fee for the 2017-2018 school year is **\$1,215,881.25** and the total cumulative payments equal **\$562,500.00**.
- (b) **Line of Credit Activity:** As of March 31, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on March School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.
- (d) **Side by Side Reading Challenge:** The Side by Side Reading Challenge program, initiated by the Reading Coach, Patricia O'Connell, allows any adult employee to pair up and read to/with a student. The total number of reading minutes are logged for incentives.
- (e) **Read Across America Week:** During Read Across America Week, the Reading Coach, Patricia O'Connell, challenged students to read 30 minutes per day. Fifty-five (55) students took the challenge, reading for a total of 23,498 minutes.
- (f) **NJCSA Members School Newsletter dated April 5, 2018 (Issue 1).**
- (g) **Office of Charter and Renaissance Schools – Atlantic Community Charter School 2017-2018 Summary Report.**
- (h) **New Jersey Charter School Rally:** On Monday, March 26, 2018, over 500 public charter school parents from cities across New Jersey came together to celebrate the 50,000 public charter school children currently enrolled and to raise awareness of the more than 35,000 children that remain on charter school waiting lists. Organized in part by the New Jersey Charter Schools Association, the event featured several guest speakers from legislative leadership. The purpose of the rally was to raise awareness that charter schools are **public schools** and are



changing lives, adding value and creating opportunities for students across the state.

**21. HIB Reports: None.**

- 22. Closed Session:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved, by the following Roll Call Vote, going into Closed Session at 4:20 PM to discuss certain matters which are rendered confidential or excluded from discussion in public.

**Roll Call Vote:**

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

**Nays:** None

**23. Return to Public Session: 4:25 PM.**

**24. New/Old Business:**

- 18(d) Confirmation, Approval and Ratification of Home Instruction:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified home instruction for student number 170190, effective March 26, 2018, for 10 hours per week, not to exceed 45 days, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 24(a) Reappointment of Staff for the 2018-2019 School Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and reappointed the staff members to the position, term and salary annotated for the 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**24(b) Resignation:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the resignation of Nicole Sammartino, Science Teacher, effective June 30, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**24(c) Walking Trip for Saturday PARCC Students:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Person and approved, by Roll Call Vote, a walking trip to Ripley's Believe It or Not on April 28, 2018 for students and staff participating in the Saturday PARCC Program, being held at nearby Atlantic Cape Community College, as detailed below:

- Approximately 65-70 students and staff, at approximately \$11.00 per person, for a total estimated cost of **\$770.00.**
- Teachers, aides, and the PARCC Program Director to escort the students to the event and back to the college for parent pick up. Approximate cost for teachers, aides and PARCC Program Director is **\$1,232.00.**

**Roll Call Vote:**

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

**Nays:** None

**25. Public Comments: None.**

**The next meeting will be held on Thursday, May 31, 2018.**

**26. 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 4:32 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**

A handwritten signature in black ink, reading "Joseph Cappello". The signature is written in a cursive style with a large initial "J" and a distinct "C" for "Cappello".

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



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, May 31, 2018**

**Time: 4:00 PM**

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

## **MINUTES**

### **MISSION STATEMENT:**

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

### **1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 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, President  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Matthew Heinle

**Absent:** Peter Damon Seltzer

**Also Present:** Dr. Joseph Cappello, Board Secretary/School Business Administrator  
Melindo A. Persi – President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Jeanine Bethel – Principal, ACCS  
Steve DiMatteo – Director of Special Services, ACCS  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC  
Michael J. Coskey, Esquire - Attorney for CSMI, LLC

**5. Correspondence: None.**

**Note:** At 4:05 PM, Matthew Heinle left the meeting.

**6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Meeting held on April 26, 2018, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Dr. Dominick Potena  
Linda A. Brand  
Marlene D. Frayne

**Nays:** None

**Abstain:** Douglas B. Groff

**7. Lead Person's/Principal's Report:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the Lead Person's Report dated May 31, 2018 and the Principal's Report for the month of May 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**Note:** At 4:07 PM, Matthew Heinle returned to the meeting.

**FINANCE:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved Finance Consent Items 8-13, as detailed below, by Roll Call Vote.

**8. Treasurer's Report – April 30, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending April 30, 2018, as attached.

9. **Approval of Budget Transfers 2017-2018 – April 30, 2018:** The Board of Trustees approved the budget transfers for the month ending April 30, 2018, as attached.
10. **Approval of Budget vs. Actual Report 2017-2018 – April 30, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending April 30, 2018, as attached.
11. **Approval of Board Secretary's Report – April 30, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending April 30, 2018, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
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 payment of bills on the attached list, for the period of April 1, 2018 through April 30, 2018, totaling **\$240,658.81** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$190,857.89** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

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

Nays: None

15. **Approval of Lease Agreement (Municipal Leasing Consultants):** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved, by Roll Call Vote, the Lease Agreement between Atlantic Community Charter School and Municipal Leasing Consultants in the amount of **\$55,641.76**, as attached, subject to review by the Board's attorney, and authorized the President and Board Secretary to execute the appropriate agreement.

**Roll Call Vote:**

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

**Nays:** None

- 16. HUMAN RESOURCES:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Human Resources Consent Items 16(a), 16(d), 16(e), 16(f), and 16(g), as detailed below, by Roll Call Vote.

- (a) Position Control Table:** The Board of Trustees accepted the Position Control Table as of May 2018, as attached.
- (d) Approval of Treasurer of School Monies:** The Board of Trustees approved the agreement between Atlantic Community Charter School and Robert Sapp of MS Accounting Services, Inc. as Treasurer of School Monies for the 2018-2019 school year, as attached, subject to review by the Board's attorney.
- (e) Approval of School Medical Inspector:** The Board of Trustees approved the agreement between Atlantic Community Charter School and Dr. Glenn R. Budnick as the School Medical Inspector for the 2018-2019 school year, as attached, subject to review by the Board's attorney.
- (f) Approval of Job Description:** The Board of Trustees accepted the recommendation of the Lead Person and approved the job description for a Paraprofessional, as attached.
- (g) Approval of Revision to Human Resources Handbook for the 2017-2018 School Year:** The Board of Trustees approved the following revision to the current language in the "At Will Employer" paragraph, found on page 4 of the ACCS Human Resources Handbook for the 2017-2018 school year:

*"This manual or any other manual produced by the School expressly and unqualifiedly disavows the creation of a contract. Only ACCS's Board of Trustees has the authority to enter into agreements, either oral or written, that may differ from what is described in this manual or any other manual."*

**Roll Call Vote:**

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

**Nays:** None

- 16(b) Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and appointed the individuals to the positions, terms and salaries annotated, for both the extended 2017-2018 school year and the upcoming 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 16(c) Approval of Salary Adjustments:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the salary adjustments for the personnel listed for the 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 17. BUILDINGS AND GROUNDS: None.**

- 18. CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved Consent Items 18(a) and 18(b), as detailed below, by Roll Call Vote.

- (a) Approval of Revised Five-Year Curriculum Plan:** The Board of Trustees accepted the recommendation of the Lead Person and approved the Revised Five-Year Curriculum Plan, as attached.

- (b) Confirmation, Approval and Ratification of Home Instruction:** The Board of Trustees accepted the recommendation of the Lead Person and approved home instruction for Student # 170159 for 10 hours per week, effective May 11, 2018, pending a completed Child Study Team (CST) evaluation; and for Student # 180052 for 5 hours per week, effective May 10, 2018, pending evaluation or admittance into a partial care program.

**Roll Call Vote:**

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

**Nays:** None

- 19. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, Policy/Governance/Operations/Miscellaneous Consent Items 19(a), 19(b), 19(e), 19(f) and 19(g), as detailed below, were approved by Roll Call Vote.



- (a) **Approval of Board Meeting Dates for the 2018-2019 School Year:** The Board of Trustees approved the meeting schedule for the 2018-2019 school year, as attached, and accepted that the meeting schedule will be posted at the school and advertised in the two (2) official newspapers.
- (b) **Approval of Amendment to School Calendar for the 2017-2018 School Year:** The Board of Trustees approved the amended 2017-2018 school calendar to include single session days on June 15, 2018 and June 18, 2018 for professional development, as attached.
- (e) **Approval of Dual Use Classrooms:** The Board of Trustees authorized the Lead Person and Board Secretary to make an application to the Executive County Superintendent of Schools for Atlantic County for the dual use of the following classrooms for the 2018-2019 school year, as attached:
  - Room 15: ESL and Staff Office
  - Room 19: Grades K-2 Pull Out and Grades 3-5 Pull Out
  - Room 21: Grades 3-5 Pull Out and Grades 6-8 Pull Out
- (f) **Approval of Alternate Method of Compliance for Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms:** The Board of Trustees authorized the Lead Person to make an application to the Executive County Superintendent of Schools for Atlantic County for an alternate method of compliance for toilet room facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 14 and 16 for the 2018-2019 school year, as attached.
- (g) **Approval of Teacher and School Leader Evaluation Systems:** The Board of Trustees accepted the recommendation of the Lead Person and approved the use of the McRel Teacher Evaluation System and Multidimensional Principal Performance Rubric (MPPR) Administrator Evaluation System for the 2017-2018 school year.

**Roll Call Vote:**

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

**Nays:** None

- 19(c) **Approval of Extended Agreement with Source4Teachers:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Addendum to Extend Agreement and Exhibit "A" Pricing Plan for pay rates/bill rates between ESS Northeast, LLC (f/k/a Source4Teachers, LLC d/b/a/ESS\Source4Teachers), a Delaware limited liability company, and the Atlantic Community Charter School, for the term of July 1, 2018 through June 30, 2019, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 19(d) Approval of Online Subscription Agreement with Dude Solutions, Inc.:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the Online Subscription Agreement between Dude Solutions, Inc. (together with its direct and indirect subsidiaries, collectively, “DSI”) and the Atlantic Community Charter School, from July 1, 2018 through June 30, 2019 in the amount of **\$4,025.00**, as attached, previously reviewed by the Board’s attorney, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 19(h) Approval of School Staffing Agreement with Preferred Home Health Care & Nursing Services:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the School Staffing Agreement between Atlantic Community Charter School and Preferred Home Health Care for the 2018-2019 school year, as attached, subject to review by the Board’s attorney, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 19(i) Approval of Subscription Renewal with Frontline Education:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the subscription renewal with Frontline Education for the 2018-2019 school year in the amount of **\$6,619.75**, as attached, subject to review by the Board’s attorney, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 19(j) Renewal of Auditing Contract for the 2018-2019 School Year with Bowman & Company LLP:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the contract for Auditing Services with Bowman & Company, LLP during the 2018-2019 school year, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 19(k) Approval of After School Program Parent Handbook:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the After School Program Parent Handbook for the 2017-2018 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**20. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of April was **\$132,525.00**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in April. As of April 30, 2018, the cumulative total Management Fee for the 2017-2018 school year is **\$1,348,406.00** and the total cumulative payments equal **\$625,000.00**.
- (b) **Line of Credit Activity:** As of April 30, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **Report to Board on April School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

- (d) **Board of Trustees Self-Evaluation - 2018:** The Board Self-Evaluation was completed by each member of the Board of Trustees. A summary is attached to these Minutes. The narrative section was shared with the Lead Person for future reference and possible action. A brief discussion concerning the evaluation took place at the meeting.

21. **HIB Reports: None.**
22. **Closed Session: None.**
23. **Return to Public Session: N/A.**
24. **New/Old Business: None.**
25. **Public Comments: None.**

**The next meeting will be held on Thursday, June 28, 2018.**

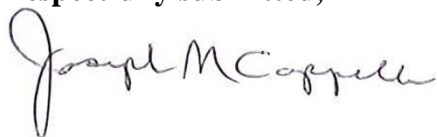
26. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Marlene D. Frayne, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:25 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**



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



## ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, June 28, 2018**

**Time: 4:00 PM**

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

### **MINUTES**

#### **MISSION STATEMENT:**

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

#### **1. Call to Order:**

The Board President, Dr. Dominick Potena, called the meeting to order at 4:00 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, President  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Matthew Heinle

**Absent:** Peter Damon Seltzer  
**Also Present:** Dr. Joseph Cappello, Board Secretary/School Business Administrator  
Melindo A. Persi – President, *MAP* Educational Consultants, LLC  
Dr. Jay Dugan - Lead Person  
Seth N. Broder, Esquire – Attorney for the Board  
Jake Der Hagopian – President, CSMI, LLC  
William Zarrilli – Chief Financial Officer, CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC  
Barbara Kotcamp – Corporate Comptroller, CSMI, LLC  
Michael J. Coskey, Esquire - Attorney for CSMI, LLC

**5. Correspondence: None.**

- 6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Meeting held on May 31, 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

- 7. Lead Person's/Principal's Report:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the Lead Person's Report dated June 28, 2018 and the Principal's Report for the month of June 2018, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

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

- 8. Treasurer's Report – May 31, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending May 31, 2018, as attached.
- 9. Budget Transfers 2017-2018 – May 31, 2018:** There were no budget transfers for the month ending May 31, 2018.
- 10. Approval of Budget vs. Actual Report 2017-2018 – May 31, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2017-2018 for the month ending May 31, 2018, as attached.

11. **Approval of Board Secretary's Report – May 31, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending May 31, 2018, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees resolved that no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) (3) and those sufficient funds are available to meet the financial obligations of the school for the remainder of the fiscal year.
13. **Board Certification of Accounts:** The Board of Trustees has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over expended and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

Ayes: Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
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 payment of bills on the attached list, for the period of May 1, 2018 through May 31, 2018, totaling **\$277,881.63** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$203,894.52** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

**Roll Call Vote:**

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

Nays: None

15. **Payment of Outstanding Bills – June 30, 2018:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees authorized the Administration to pay outstanding bills for the 2017-2018 fiscal year, and to report the transactions to the Board at the Board of Trustees' July meeting.

**Roll Call Vote:**

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

Nays: None

16. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the Position Control Table as of June 28, 2018, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (b) **Confirmation, Approval and Ratification of Temporary 1099 Employees:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees confirmed, approved and ratified, by Roll Call Vote, the temporary employment of the 1099 employees listed below for a six (6) day period from June 22, 2018 to June 29, 2018 at the rate of **\$20.00** per hour, eight (8) hours per day, to move classroom furniture in anticipation of the 2018-2019 school year:

- Julian Douglas
- Timothy Bethel
- Alvin Dorris III (working papers attached)

(Hours to be 8:30 AM to 5:00 PM, with a 30 minute lunch break. Each individual was required to submit all required paperwork to Human Resources prior to their first day).

**Roll Call Vote:**

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

Nays: None

**At 4:05 PM, Marlene D. Frayne left the meeting.**

- (c) **Appointment of Staff:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Person and appointed the individuals to the positions, terms and salaries annotated, for the 2018-2019 school year, as attached, by Roll Call Vote.



**Roll Call Vote:**

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

**Nays:** None

**Absent:** Marlene D. Frayne

- (d) **Approval of Human Resources Handbook for the 2018-2019 School Year:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Human Resources Handbook for the 2018-2019 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**Absent:** Marlene D. Frayne

**17. BUILDINGS AND GROUNDS:**

- (a) **Use of Parking Lot by the Elks of Galloway:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees confirmed, approved and ratified, by Roll Call Vote, the use of the parking lot by the Elks of Galloway for overflow parking for the events listed below:

- |                   |            |
|-------------------|------------|
| ➤ June 24, 2018   | Family Day |
| ➤ July 29, 2018   | Family Day |
| ➤ August 26, 2018 | Family Day |

(Approval has been received by Education Capital Solutions and the Board's Attorney has provided guidance with respect to these requests).

**Roll Call Vote:**

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

**Nays:** None

**Absent:** Marlene D. Frayne

**At 4:07 PM, Marlene D. Frayne returned to the meeting.**

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

- (a) **Approval of Summer Curriculum Writing Services:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and approved the following

summer curriculum writing services and stipends, by Roll Call Vote, as detailed below:

➤ Curriculum Writer Grade 8 (Mathematics)	<b>\$1,400.00</b>
➤ Curriculum Writer Grade 8 (Language Arts Literacy)	<b>\$1,400.00</b>
➤ Curriculum Writer Grade 8 (Social Studies)	<b>\$1,400.00</b>
➤ Curriculum Writer Grade 8 (Science)	<b>\$1,400.00</b>
➤ Curriculum Revision Writer, Grade 6, English Language Learners:	<b>\$ 900.00</b>
➤ Health/Physical Education Grades 4-8:	<b>\$7,000.00</b>

(The English Language Learners revision is part of the Board approved Five Year Curriculum Plan).

**Roll Call Vote:**

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

Nays: None

**19. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Appointment of School Business Administrator/Board Secretary for the 2018-2019 Fiscal Year:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees appointed Mark Resnick as School Business Administrator, resume attached, and Dr. Joseph Cappello as Board Secretary for the 2018-2019 fiscal year, effective July 1, 2018, pursuant to the Agreement between the Atlantic Community Charter School and MAP Educational Consultants, LLC, by Roll Call Vote:

**Roll Call Vote:**

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

Nays: None

- (b) **Approval of Online Professional Development:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the contract with Global Compliance Network, Inc., by Roll Call Vote, to provide online professional development/training to Atlantic Community Charter School's staff regarding New Jersey Department of Education state-mandated topics during the 2018-2019 school year, for which the cost to the School shall not exceed **\$500.00**, as listed below:

- Dyslexia – NJSA 18A:6-131
- Suicide Prevention – NJSA 18A:6-112
- Harassment, Intimidation and Bullying – NJSA 18A-37-17 and c., NJAC 6A:16-7.7
- Substance Abuse – NJSA 18A:40A-15, NJAC 6A:16-3.1(a)(4)

- School Safety and Security – NJAC 6A:16-5.1(d)
- Gang Awareness – NJSA 52:17B-4.7
- Potentially Missing/Abused Children Reporting – NJSA 18A:36-25, NJAC 6A:16-11
- Asthma – NJSA 18A:40-12.9
- Bloodborne Pathogens – NJSA 34:6A-25 et seq
- Intervention and Referral Services – NJAC 6A:16-8.2(a)4
- Affirmative Action, Non-Discrimination, Equity – NJAC 6A:16-7-1.6
- Family Education Rights and Privacy Act (FERPA) – NJAC 6A:32-7.1
- Janet’s Law (Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) – NJSA 18A:40-41 a to c

**Roll Call Vote:**

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

**Nays:** None

- (c) **Approval of Team Building Activity:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the contract with The InnerWork Company, as attached, to provide Team Building professional development to the Atlantic Community Charter School’s staff during teacher orientation on August 23, 2018, at a cost of **\$3,500.00** plus travel expenses, for which the cost to the School shall not exceed **\$4,000.00**, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Approval of Appointment of Auditor (Bowman & Company LLP) to Complete Annual Audit:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees appointed the firm of Bowman & Company LLP to conduct the Annual Fiscal 2017-2018 Audit, at the annual fee not to exceed **\$25,000.00**, pursuant to the attached engagement letter dated May 21, 2018, previously reviewed by the Board’s Attorney, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (e) **Approval of Agreement to Provide Legal Services:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, 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, 2018 to June 30, 2019, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (f) **Approval of Amendment to School Calendar for the 2018-2019 School Year:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person and approved the amended 2018-2019 school calendar, as attached, which changes the first day for teachers and the schedule for professional development days in the months of August and September, 2018, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (g) **Approval of Revised Field Trip Costs for the 2017-2018 School Year:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the revised field trip costs for the 2017-2018 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

- (h) **Approval to Amend the School Charter:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved an amendment to the School's Charter, to include an adjacent property to the School in order to accommodate student growth and expansion, and authorized the Board's Attorney to apply to the Commissioner of Education in order to seek an amendment to the School's Charter, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**20. Informational Items:**

- (a) **Management Fee:** The Management Fee for the month of May was **\$131,100.00**. A Management Fee payment in the amount of **\$62,500.00** for the 2017-2018 school year was made in May. As of May 31, 2018, the cumulative total Management Fee for the 2017-2018 school year is **\$1,479,500.00** and the total cumulative payments equal **\$687,500.00**.
- (b) **Line of Credit Activity:** As of May 31, 2018, 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 was provided to the Board of Trustees regarding school contracts, and does not require any action to be taken by the Board.

**21. HIB Reports: None.**

**22. Closed Session: None.**

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

**24. New/Old Business:**

- (a) **Opening of Bids for Landscape Maintenance:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees acknowledged that bids were received, opened and publicly read aloud for Landscape Maintenance for the 2018-2019 school year by the Board Secretary on Tuesday, June 26, 2018 at 11:00 AM from the following:

**Macchione Property Management, LLC**

**Bid Amount: \$15,325.00**

The Board of Trustees awarded the contract for Landscape Maintenance for the 2018-2019 school year to Macchione Property Management, LLC, in the total amount of the contract **\$15,325.00**, pursuant to the specifications of Bid No. 01AC-19, and authorized the Board President and Board Secretary to execute the appropriate contract, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**(b) Appointment of Administrative Assistant (Student Affairs): Tabled.**

**(c) Termination of Employment, Principal:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Person to terminate the employment of Jeanine Bethel as School Principal, effective June 28, 2018, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**(d) Appointment of Principal:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and appointed Edmund F. Cetrullo, upon his release from his current position, as Principal of the Atlantic Community Charter School for the 2018-2019 school year, pursuant to attached contract, by Roll Call Vote.

**Roll Call Vote:**

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

Nays: None

**Dr. Dominick Potena officially welcomed Edmund F. Cetrullo as Principal of the Atlantic Community Charter School for the 2018-2019 school year, as per attached letter.**

**25. Public Comments: None.**

**The next meeting will be held on Thursday, July 19, 2018.**

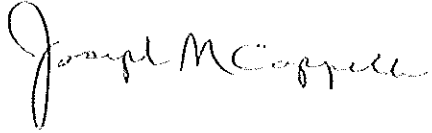
**26. Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Douglas B. Groff, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:33 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**

A handwritten signature in cursive script, appearing to read "Joseph Cappello".

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



ATLANTIC COMMUNITY  
CHARTER SCHOOL

112 South New York Road  
Galloway, NJ 08205  
Phone: 609.428.4300  
AtlanticCommunityCharter.com

June 29, 2018

To: Staff and Community of Atlantic Community Charter School

It is with great excitement that I write to you to announce the hiring of Edmund F. "Ned" Cetrullo, Jr., as our new Principal.

Ned is highly qualified and brings to our school a wealth of experience as a teacher, supervisor, coach and principal. Ned has spent the last several years as Principal of Ann A. Mullen Middle School in Gloucester Township. Prior to that, Ned spent a decade as the Assistant Principal of Glen Landing Middle School, also in Gloucester Township.

Ned has also worked as a teacher in Gibbsboro and Lindenwold, in addition to teaching in Concordville, Pennsylvania earlier in his career.

All told, Ned has been in academics for 28 years.

Ned holds a Master of Arts degree in School Administration from Rowan University, where he also completed a Post-Baccalaureate Certificate in Elementary Education. He completed his undergraduate training at Glassboro State College.

I am confident that Ned has the vision and strength to lead our fine school on to even greater success. I encourage you to give Ned a warm welcome.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Dominick Potena". The signature is fluid and stylized, with a long horizontal stroke extending to the right.

DR. DOMINICK POTENA, Board President  
Atlantic Community Charter School Board of Trustees