



# ATLANTIC COMMUNITY CHARTER SCHOOL

**\*The Board reserves the right to enter into closed session at any time during the meeting to discuss matters permitted by N.J.S.A. 10:4-12**

## **Atlantic Community Charter School Regular Board of Trustee Meeting**

**Thursday, July 27, 2023  
4:19 PM**

### **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. ROUTINE MATTERS**

### **A. Call to Order:**

### **B. Board of Trustees Roll Call:**

#### *Present:*

Dr. Dominick Potena, President  
Dr. Kenneth King, Vice President  
Marlene D. Frayne  
Douglas B. Groff  
Peter Damon Seltzer

#### *Absent:*

Linda A. Brand  
Matthew Heinle

#### *Also Present:*

Glenn A. Richardson—Board Secretary/School Business Administrator  
Seth N. Broder, Esquire—Board Attorney  
Jake Der Hagoplan, President—CSMI, LLC  
Barbara Kotcamp—Corporate Controller, CSMI, LLC  
Tyler Melton—Information Technology Specialist, CSMI  
Craig Wigley—Vice-President of Academics and Curriculum CSMI, LLC  
William Zarrilli—Chief Financial Officer, CSMI, LLC

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**2. Open Public Meeting Law:**

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:**

**5. Correspondence: None.**

**6. Approval of Minutes: Attachment "A"**

**RESOLVED** that the Board of Trustees approves the Minutes of the Regular Monthly Meeting held on June 22, 2023, as attached.

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Voice Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**7. Lead Person's Report: Attachment "B"**

**RESOLVED** that the Board of Trustees accepts the Lead Person's Report for July 2023, as attached.

Motion: Douglas B. Groff

Second: Marlene Frayne

Voice Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**FINANCE:**

**8. Treasurer's Report – June 30, 2023: Attachment "C"**

**RESOLVED** that the Board of Trustees accepts the Treasurer's Report for the month ending June 30, 2023, as attached.

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

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Roll Vote:

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

**9. Budget Transfers 2022-2023 – June 30, 2023: Attachment “D”**

**RESOLVED** that the Board of Trustees approves the Budget Transfers for the month ending June 30, 2023, as attached.

Motion: Marlene Frayne  
Second: Dr. Kenneth King, Vice-President

Roll Vote:

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

**10. Approval of Budget vs. Actual Report 2023 – June 30, 2023: Attachment “E”**

**RESOLVED** that the Board of Trustees approves the Budget vs. Actual Report for the month ending June 30, 2023, as attached.

Motion: Marlene Frayne  
Second: Dr. Kenneth King, Vice-President

Roll Vote:

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

**11. Board Secretary’s Report – June 30, 2023: Attachment “F”**

**RESOLVED** that the Board of Trustees accepts the Board Secretary’s Report for the month ending June 30, 2023, as attached.

Motion: Marlene Frayne  
Second: Dr. Kenneth King, Vice-President

Roll Vote:

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

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

**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.

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**13. Board Certification of Accounts:**

**RESOLVED** that 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, and is being followed as reflected in the financial reports.

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**14. Payment of Bills: Attachment "G"**

**Fiscal Year 2022-2023:** **RESOLVED** that the Board of Trustees approves the payment of bills for the period of June 1, 2023 through June 30, 2023, totaling **\$ 270,075.52** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, as attached.

(Payroll and taxes were paid during the same period, totaling **\$ 288,990.25** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

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

Abstain: Peter Damon Seltzer

**15. Approval of Bowman & Company LLP Engagement Letter: Attachment “H”**

**RESOLVED** that the Board of Trustees approves the Bowman & Company LLP Engagement Letter dated July 10, 2023, for the audit of the fiscal year ending June 30, 2023, , as attached, subject to review by the Board’s attorney.

Motion: Douglas B. Groff  
Second: Dr. Kenneth King, Vice-President

Roll Vote:

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

**16. Approval of Rescinding Sign-on bonus policy which was approved at the Regular Board of Trustees Meeting held on June 22, 2023:**

**RESOLVED** that the Board of Trustees approves rescinding the sign-on bonus for teachers as previously approved at the June 22, 2023 BOT meeting.

Motion: Marlene Frayne  
Second: Dr. Kenneth King, Vice-President

Roll Vote:

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

**17. Approval to Rescind the Food Service Contract with Galloway Township Public School District approved on May 25, 2023 and replace with an updated contract. Attachment “I”**

**RESOLVED** that the Board of Trustees approves rescinding the Food Service Contract with Galloway Township Public School District, which was approved by the Board of Trustees on May 25, 2023, and replace same with an updated contract. The updated contract excludes the monthly administrative fee of \$1,250 for the service, which was included in the previous version of the contract.

Motion: Douglas B. Groff  
Second: Dr. Kenneth King, Vice-President

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Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**18. Approval of the Submission of the Application of IDEA Grant Funding for the 2023-2024 School Year:**

**RESOLVED** that the Board of Trustees approves the submission of the application for the IDEA Grant for the 2023-2024 school year in the amount of \$94,282. The planned use of funds will provide Support Services (Speech, Occupational, Physical Therapy, Educational and Psychological testing, and other related services) for students with disabilities. Such use of funds is subject to change based on application approval and/or the identification of alternate uses by the school.

Motion: Dr. Kenneth King, Vice-President

Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**19. Approval of Gus Kakavas, LLC for Transportation Consultant Services: Attachment “J”**

**RESOLVED** that the Board of Trustees approves the Transportation Consultant Services Agreement between Atlantic Community Charter School and Gus Kakavas, LLC dated July 1, 2023, for transportation consulting for the fiscal year ending June 30, 2024.

Motion: Douglas B. Groff

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**20. Approval of Administration Agreement for Employee Assistance and Work LifeServices between Atlantic Community Charter School and Integrated Behavioral Health (d/b/a Uprise Health) and its affiliates: Attachment “K”**

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**RESOLVED** that the Board of Trustees approves the Agreement dated July 19, 2023, for Employee Assistance Plan (EAP) for a term of forty (40) months effective July 1, 2023 through October 31, 2026.

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**21. Approval of Handle with Care Training:**

**RESOLVED** that the Board of Trustees approves Steve DiMatteo to attend the Handle with Care Training in-person or virtually, to be held on October 5, 2023 in Vineland, New Jersey, at a cost of **\$525** plus mileage.

Motion: Douglas B. Groff

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**22. HUMAN RESOURCES:**

**(a) Position Control Table: Attachment “L”**

**RESOLVED** that the Board of Trustees accepts the Position Control Table as of July 27, 2023, as attached.

Motion: Dr. Kenneth King, Vice-President

Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**(b) Appointment of Staff: Attachment “M”**

**RESOLVED** that the Board of Trustees approves the appointment of staff for the 2023-2024 school year, as set forth on the attached.

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Motion: Douglas B. Groff

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**(C) Resignations: Attachment “N”**

**RESOLVED** that the Board of Trustees accepts the resignations of the following staff members, as detailed below and as attached:

Name	Position	Effective Date	Comment
Sylvania Blee	Teacher – English Language Arts	June 30, 2023	Employment at another school
Gaetano Ricciardi	Teacher – Social Studies	June 30, 2022	Relocation to North Jersey
Robert Hermes	Teacher – Special Education	Never worked at ACCS	Declined offer
Elizabeth Marley	Techer- Wilson Reading	Declination	Declined offer

Motion: Douglas B. Groff

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**(D) Approval of Clinical Experience Fieldwork Placement from Stockton University:  
Attachment “O”**

**RESOLVED** that the Board of Trustees accepts the clinical experience fieldwork placement of the following Stockton University students, as detailed below and as attached:

Name	Mentor Teacher	Dates
Sheila Godfrey	<b>TBD</b>	9/5/23-12/15/23
Alex Brennan	<b>TBD</b>	9/5/23-12/15/23



Jaime Wyckoff	<b>TBD</b>	9/5/23-12/15/23
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Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**(e) Approval of Clinical Nursing Experience Fieldwork Placement from University of Arkansas: Attachment “P”**

**RESOLVED** that the Board of Trustees accepts the clinical nursing experience fieldwork placement of the following University of Arkansas Students, as detailed below and as attached:

<b>Name</b>	<b>Mentor Nurse</b>	<b>Dates</b>
Lucciel Morgan	Mary Seddon	9/5/23-12/21/23
Courtney Panaretos	Mary Seddon	9/5/23-12/21/23

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

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

**24. CURRICULUM AND REGULAR/SPECIAL EDUCATION: None. 25.**

**POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: (a)**

**Continued Approval of Summer Fridays Off:**

**RESOLVED** that the Board of Trustees approves continued Summer Fridays off for twelve (12) month employees, except custodial, on July 28<sup>th</sup>, August 4<sup>th</sup>, August 11<sup>th</sup>, August 18<sup>th</sup>, and August 25<sup>th</sup>, contingent upon all job responsibilities being completed within the four (4) day work week.

\*(Staff will be notified by the Lead Person the Friday before if they will be granted off on the following Friday.)

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Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**(b) Approval of New Jersey Department of Education (NJDOE) Office of Charter and Renaissance Schools Annual Report 2022-2023: Attachment “Q”**

**RESOLVED** that the Board of Trustees approves the NJDOE Office of Charter and Renaissance Schools Annual Report 2022-2023, as attached.

Motion: Douglas B. Groff

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**(c) Approval of the First Reading of Policy 5112.1- Backfilling: Attachment “R”**

**RESOLVED** that the Board of Trustees approves the First Reading of Policy 5112.1

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

**26. Informational Items:**

**(a) Management Fees: Attachment “S”**

**(b) Report to Board on June School District Contracts: Attachment “T”**

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

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**(c) Student Safety Data System Submission for the 2022-2023 School Year:  
Attachment “U”**

**(d) Enrollment by Sending Districts in SY 2022-2023: Attachment “V” (e)**

**Change in Enrollment:**

June 15, 2023:		
District by Grade		Transfer In/Out
Kindergarten	42	0 / 0
1st Grade	36	0 / 0
2nd Grade	37	0 / 0
3rd Grade	36	0 / 0
4th Grade	30	0 / 1
5th Grade	43	0 / 0
6th Grade	38	0 / 0
7th Grade	30	0 / 1
8 <sup>TH</sup> Grade	25	0/0
<b>TOTAL</b>	<b>317</b>	

**27. HIB Reports: None.**

**28. Public Comments: None.**

**29. Closed Session: None.**

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

**31. New/Old Business:**

**(a) Approval of the removal of Longevity Salary Adjustments:**

**RESOLVED** that the Board of Trustees approves the resolution to rescind longevity incentive for teachers, which was originally approved by the Board of Trustees at the February 20, 2020 BOT meeting.

Motion: Douglas B. Groff  
Second: Dr. Kenneth King, Vice-President

Roll Vote:  
Ayes: Dr. Dominick Potena, President

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Marlene D. Frayne  
Douglas B. Groff  
Dr. Kenneth King, Vice-President  
Peter Damon Seltzer

**(b) Approval of Salary Adjustments for the 2023-2024 School Year: Attachment “W”**

Motion: Marlene Frayne  
Second: Dr. Kenneth King, Vice-President

Roll Vote:  
Ayes: Dr. Dominick Potena, President  
Marlene D. Frayne  
Douglas B. Groff  
Dr. Kenneth King, Vice-President  
Peter Damon Seltzer

**32. Next meeting: August 24, 2023**

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

Voice Vote:  
Ayes: Dr. Dominick Potena, President  
Marlene D. Frayne  
Douglas B. Groff  
Dr. Kenneth King, Vice-President  
Peter Damon Seltzer

**Respectfully submitted,**



**Glenn Richardson, Board Secretary  
Atlantic Community Charter School**

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