



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 Annual Reorganization Board of Trustee Meeting

Thursday, July 27, 2023

4:00 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. Call to Order by the Board Secretary (Temporary Chairperson)

2. Roll Call:

Present:

Dr. Dominick Potena

Dr. Kenneth King

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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3. 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.

4. Flag Salute:

5. Election of Officers for 2023-2024 Fiscal Year:

a. Call for the Election of the President by the Board Secretary

Nomination brought forth for Dr. Dominick Potena

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. Call for the Election of the Vice-President by the President

Nomination brought forth for Dr. Kenneth King

Motion: Dr. Dominick Potena

Second: Douglas B. Groff

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

6. Acknowledgement and Filing by the Board Members of the Oath of Allegiance and Code of Ethics for the 2023-2024 Fiscal Year: Attachment "A"

RESOLVED that after review of the attached Oath of Allegiance and Code of Ethics by the Board of Trustees, each member affirmed compliance by signing and dating the attached documents and returned same to the Board Secretary.

Motion: Douglas B. Groff

Second: Marlene D. Fraye

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Voice Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

7. Roll Call (Incoming Board of Trustees)

Dr. Dominick Potena

Dr. Kenneth King

Linda A. Brand

Marlene D. Frayne

Douglas B. Groff

Matthew Heinle

Peter Damon Seltzer

8. Acknowledgement of Appointments:

RESOLVED that the Board of Trustees acknowledges the previously appointed persons from July 1, 2023 to June 30, 2024, as follows:

☐ Glenn Richardson, Board Secretary/School Business Administrator

☐ Seth N. Broder, Esquire, Board Attorney

☐ Dr. Glenn Budnick, School Medical Inspector

Motion: Marlene D. Frayne

Second: Douglas B. Groff

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

9. Appointment of Auditor:

RESOLVED that the Board of Trustees appoints Bowman & Company LLP as official Auditors for the 2023-2024 fiscal year.

Motion: Marlene D. 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

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10. Establishment of Petty Cash Account: Attachment “B”

RESOLVED that the Board of Trustees establish a Petty Cash Account as follows:

- a. The account shall be established at \$600.00;
- b. The maximum expenditure for the account shall not exceed \$100.00;
- c. The Lead Person shall be responsible for the disposition of the funds; and
- d. The account may be refunded by following the monthly presentation of a Board of Trustees Voucher together with all applicable receipts by the Lead Person.

Note: The current detailed policy is attached for reference.

Motion: Marlene D. Frayne
Second: Douglas B. Groff

Roll Vote:

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

11. Designation of Depository of School Funds:

RESOLVED that the Board of Trustees designates Fulton Bank of New Jersey as the depository of school funds, and

FURTHER RESOLVED that all Drafts, Notes, Warrants or Checks be signed by:

- ☐ Dr. Dominick Potena, Board President
- ☐ Glenn Richardson, Board Secretary

whose signatures shall be certified to Fulton Bank and that no Drafts, Notes, Warrants or Checks shall be released unless so signed.

Motion: Marlene D. 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

12. Transfer of Funds Between Board Meetings:

RESOLVED that the Board of Trustees authorizes the Board Secretary to make transfer of funds to balance accounts between Board Meetings for the 2023-2024 school year, and the Board Secretary shall report all transfers to the Board of Trustees at the next meeting.

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Motion: Marlene D. 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. Payment of Bills Between Board Meetings:

RESOLVED that the Board of Trustees authorizes the payment of bills between Board meetings for the 2023-2024 school year, and that such payments be confirmed at the next regular meeting of the Board.

Motion: Marlene D. 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. Appointment of Insurance Broker of Record:

RESOLVED that the Board of Trustees appoints Conner Strong & Buckelew as the insurance broker of record for the 2023-2024 fiscal year.

Motion: Marlene D. 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

15. Approval of Travel Expenditures:

WHEREAS, the Board of Trustees certifies the maximum travel expenditure established for the 2022-2023 school year was **\$6,500**, and **\$935.08** was spent; and the travel budget supported by Federal Funds was **\$0** for the 2022-2023 school year; and

NOW, THEREFORE BE IT RESOLVED that the maximum travel expenditure for the 2023-2024 fiscal year is established at **\$3,000**.

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Motion: Marlene D. 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

16. Appointment of Policy Service Provider and Approval of Atlantic Community Charter School Bylaws, Policies and Regulations: Attachment “C”

RESOLVED that the Board of Trustees appoints Strauss Esmay as the Policy Service Provider for the 2023-2024 school year; and

BE IT FURTHER RESOLVED that the Board of Trustees approves the Bylaws and Policies printed and codified, as attached, are hereby adopted, and that all Bylaws and Policies previously adopted and inconsistent with the current Bylaws and Policies hereby adopted, are rescinded; and

NOW, BE IT FURTHER RESOLVED 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.

Motion: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

17. Approval of Responsibility for Management of Existing Policies and Regulations:

RESOLVED that the Board of Trustees approves the Board Secretary's office retains responsibility for the management and retention of all existing Policies and Regulations.

Motion: Dr. Kenneth King

Second: Douglas B. Groff

Roll Vote:

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

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Dr. Kenneth King, Vice-President
Peter Damon Seltzer

18. Adoption of Roberts Rules of Order:

RESOLVED by the Board of Trustees adopts Roberts Rules of Order to be the Parliamentary authority for all meetings.

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

19. Adoption of Schedule of Board Meeting Dates: Attachment “D”

WHEREAS the Board of Trustees adopted the amended schedule of Board Meeting Dates for the 2023-2024 school year on May 25, 2023, as attached, and;

THEREFORE, BE IT RESOLVED that the meeting schedule be posted at the school and advertised in the two (2) official newspapers pursuant to New Jersey statutes.

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

20. Designation of Official Newspapers:

RESOLVED that the Board of Trustees designates The Press of Atlantic City and the Philadelphia Inquirer as the official newspapers of the Board of Trustees.

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

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21. Adoption of Curriculum and Textbooks:

RESOLVED that the Board of Trustees readopts the curriculum and textbooks for use during the 2023-2024 school year, as on file in the office of the Lead Person.

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

22. Reaffirmation of School Calendar: Attachment “E”

RESOLVED that the Board of Trustees reaffirms the previously adopted 2023-2024 school calendar, 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

23. Appointment of Additional Positions:

RESOLVED that the following named persons are appointed to the additional positions as listed for the 2023-2024 school year, without additional compensation:

504 Committee Officer	Steven DiMatteo – Asst. Principal /Director of Special Education
ADA Officer.....	Steven DiMatteo – Asst. Principal/Director of Special Education
Anti-Bullying Specialist.....	Sharon Mauriello – Supervisor of Elementary Education
Foster Care Liaison.....	Noel Hartman, School Social Worker
Chemical Hygiene Officer and Plan	John Fraunhoffer, CSMI, LLC HIB
Coordinator	Steven DiMatteo – Asst.

Principal/Director of Special Education
Homeless Liaison..... Noel Hartman, School Social Worker
Indoor Air Quality Designee..... John Fraunhoffer, CSMI, LLC

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Integrated Pest Management Coordinator
and IPM Plan..... John Fraunhoffer, CSMI, LLC District
Testing Coordinator Steven DiMatteo, Asst. Principal/Director of
Special Education
EEO Officer..... Janice Lynch, Human Resources
Manager
Affirmative Action Officer..... Christopher Armstrong, Lead Person
Public Agency Compliance Officer..... Janice Lynch, Human Resources
Manager
Right to Know Officer Steven DiMatteo, Asst. Principal/
Director of Special Education
Substance Awareness Coordinator..... Noel Hartman, School Social Worker
Title I Coordinator..... Steven DiMatteo, Asst. Principal/
Director of Special Education

Title IX Coordinator; School Safety Marlene D. Frayne
Specialist Douglas B. Groff
Dr. Kenneth King, Vice-President
Peter Damon Seltzer

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

Roll Vote:
Ayes: Dr. Dominick Potena, President

24. Appointment of Purchasing Agent:
Sharon Mauriello, Supervisor of
Elementary Education

RESOLVED that the Board of Trustees approves the appointment of Board Secretary, Glenn Richardson, Board Secretary/SBA as Purchasing Agent from July 1, 2023 to 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

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

RESOLVED by the Board of Trustees that the Board Secretary, Glenn Richardson, be appointed as the Custodian of School Records (OPRA).

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Motion: Dr. Kenneth King, Vice-President

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

26. New/Old Business: None

27. Public Comments: None

28. Adjournment: There being no further business to discuss a motion was made by Marlene Frayne and seconded by Dr. Kenneth King, the Board of Trustees approved by Voice Vote, to adjourn the meeting at 4:19pm.

Voice Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Douglas B. Groff

Dr. Kenneth King, Vice-President

Peter Damon Seltzer

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Glenn Richardson', followed by a long horizontal line extending to the right.

Glenn Richardson, Board Secretary

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