



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, August 24, 2023
4:05 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
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Absent:

Dr. Kenneth King, Vice President
Linda A. Brand
Douglas B. Groff

Also Present:

Glenn A. Richardson—Board Secretary/School Business Administrator
Seth N. Broder, Esquire—Board Attorney
Barbara Kotcamp—Corporate Controller, CSMI, LLC
Steve Vaughn—Information Systems Coordinator, CSMI
Craig Wigley—Vice-President of Academics and Curriculum CSMI, LLC
William Zarrilli—Chief Financial Officer, CSMI, LLC

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 Annual Reorganizational meeting as well as the Minutes of the Regular Monthly Meeting held on July 27, 2023, as attached.

Motion: Marlene Frayne

Second: Matthew Heinle

Voice Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Matthew Heinle

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: Marlene Frayne

Second: Matthew Heinle

Voice Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Matthew Heinle

Peter Damon Seltzer

FINANCE:

8. Treasurer's Report – July 31, 2023: Attachment "C"

RESOLVED that the Board of Trustees accepts the Treasurer's Report for the month ending July 31, 2023, as attached.

Motion: Marlene Frayne

Second: Matthew Heinle

Roll Vote:

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

9. Budget Transfers 2022-2023 – July 31, 2023: None.

10. Approval of Budget vs. Actual Report 2023 – July 31, 2023: Attachment “D”

RESOLVED that the Board of Trustees approves the Budget vs. Actual Report for the month ending July 31, 2023, as attached.

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

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

11. Board Secretary’s Report – July 31, 2023: Attachment “E”

RESOLVED that the Board of Trustees accepts the Board Secretary’s Report for the month ending July 31, 2023, as attached.

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

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

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: Matthew Heinle

Roll Vote:

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

Roll Vote:

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

14. Payment of Bills: Attachment "F"

Fiscal Year 2023-2024: **RESOLVED** that the Board of Trustees approves the payment of bills for the period of July 1, 2023 through July 31, 2023, totaling \$ **363,162.59** 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 \$ **347,423.83** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Motion: Matthew Heinle
Second: Marlene Frayne

Roll Vote:

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

Abstain: Peter Damon Seltzer

15. Approval of Parking License Agreement Between ACCS and Galloway Township Elks Lodge #2845: Attachment "G"

RESOLVED that the Board of Trustees approves the Parking License Agreement between ACCS and Galloway Township Elks Lodge #2845, effective July 1, 2023 through June 30, 2024, as attached, subject to review by the Board's attorney. Motion: Douglas B. Groff
Second: Dr. Kenneth King, Vice-President

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

16. Approval of 2023-2024 Itinerant/Shared Services Agreement: Attachment “H”

RESOLVED that the Board of Trustees approves the 2023-2024 Itinerant/Shared Services Agreement provided by the Atlantic County Special Services School District for the period July 1, 2023 through June 30, 2024, as attached, subject to review by the Board’s attorney.

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

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

17. Approval of Revised ACCS School Calendar for the 2023-2034 School Year: Attachment “I”

Motion: Matthew Heinle
Second: Marlene Frayne

Roll Vote:

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

18. HUMAN RESOURCES:

(a) Position Control Table: Attachment “J”

RESOLVED that the Board of Trustees accepts the Position Control Table as of August 16, 2023, as attached.

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

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

(b) Appointment of Staff: Attachment “K”

RESOLVED that the Board of Trustees approves the appointment of staff for the 2023-2024 school year, as set forth on the attached, contingent upon receipt of all required documentation by Human Resources.

Name	Position	Term	Salary
Tony Burton	Teacher – Social Studies	8/23/23-6/30/24	\$60,000/year
Kimberly Gregg	Teacher – 6 th grade	8/23/23-6/30/24	\$56,250/year
Larisa Averbakh	Teacher - Music	8/23/23-6/30/24	\$56,250/year
Teky’Yah Harrell-James	Paraprofessional	8/23/23-6/30/24	\$16.20/hour
Amanda Donnally	Teacher - SPED	8/23/23-6/30/24	\$65.000/year
Laura Birth	Teacher SPED	8/23/23-6/30/24 start date 8/29/23	\$57,500
Jose Maltez	Substitute Teacher	8/23/23-6/30/24 Start date TBD	\$200/day
Rahab Hassan	Paraprofessional	8/23/23-6/30/24 Start date TBD	\$16.70/hour

Motion: Matthew Heinle
Second: Marlene Frayne

Roll Vote:

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

(c) Resignations of Staff: Attachment “L”

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
Jennifer Braddock	Teacher - SPED	With Board approval, last day of work 6/30/23	
Marie Normil	Paraprofessional w/degree	Declination	Changed her mind, got a job closer needing degree
Robert Causey	Teacher - STEM	Declination	Changed his mind – higher money

Motion: Matthew Heinle
Second: Marlene Frayne

Roll Vote:

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

(d) Approval of Clinical Nursing Experience Fieldwork Placement from University of Arkansas: Attachment “M”

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:

Name	Mentor Nurse	Dates
Doniasol C. Hector	TBD	TBD
Annette Small	TBD	TBD

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

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

(e) Approval of the Submission of the Application of REAP (RLIS) Grant Funding for the 2023-2024 School Year:

RESOLVED that the Board of Trustees approves the submission of the application for the REAP Grant for the 2023-2024 school year in the amount of \$9,200, to be used for various software, earphones and computer supplies. Such use of funds are subject to change based on application approval and/or the identification of alternate uses by the school.

Motion: Matthew Heinle
Second: Marlene Frayne

Roll Vote:

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

(f) Adjustment to Teacher Salary:

RESOLVED that the Board of Trustees approves a resolution to increase the current salary of employee Angela Polities from \$56,000 to \$56,250 for the 2023-2024 school year.

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

19. BUILDINGS AND GROUNDS: None.

20. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

(a) Approval of Restorative Justice Training for Staff on August 22, 2023:

RESOLVED that the Board of Trustees approves Michaela Abraham, Gia Murphy, Tess Mullan, Cori Smith and Cindy Verderber to attend Restorative Justice Training on August 22, 2023. This workshop is part of our Restorative Grant. The cost shall not to exceed \$900.00.

Motion: Matthew Heinle
Second: Marlene D. Frayne

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(b) Approval of Request for Professional Development for Cynthia Verderber: Attachment “N”

RESOLVED that the Board of Trustees approves the request for professional development for Cynthia Verderber, attending Fall Masters Educational Leadership at William Peterson University. Total cost of the professional development is \$3,670.80 and the total reimbursement to Ms. Verderber shall be subject to the Board of Trustee’s Policy, which limits the total amount of professional development reimbursement for an individual staff member in any academic year to \$2,000.

Reimbursement is subject to Board Secretary’s confirmation of a grade “B” or higher. Documentation showing proof of grade, completion of coursework, and payment of tuition must be submitted to the Lead Person prior to any reimbursement. Staff are required to remain employed at the school for one

(1) year after the receipt of tuition reimbursement or be subject to returning the tuition reimbursement monies to the school.

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

21. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

(a) Approval of Parent-Student Handbook: Attachment “O”

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(b) Approval of Human Resources Employee Handbook: Attachment “P”

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(c) Approval of ACCS Reopening Plan for 2023-2024 School Year: Attachment “Q”

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(d) Suspension of Bylaw 0131 and Recommend Approval of New Policies 1642.01, new Regulation 1642.01, Revised Policy 2419 and new Regulation 2419

Move the Board of Trustees to suspend Bylaw 0131 and adopt new Policy 1642.01 and new Regulation 1642.01 and revised Policy 2419 and new Regulation 2419 with one reading based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school districts that is effective September 1, 2023.

Motion: Matthew Heinle
Second: Marlene D. Frayne

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(e) Approval of the Policy 1642.01 Sick Leave: Attachment “R”

Motion: Matthew Heinle
Second: Marlene D. Frayne

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(f) Approval of the Policy 2419: School Threat Assessment Teams: Attachment “S”

Motion: Matthew Heinle
Second: Marlene D. Frayne

Roll Vote:
Ayes: Dr. Dominick Potena, President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(g) Approval of the Policy 5112.1 - Backfilling: Attachment “T”

RESOLVED that the Board of Trustees approves the Second Reading of Policy 5112.1

Motion: Matthew Heinle
Second: Marlene D. Frayne

Roll Vote:
Ayes: Dr. Dominick Potena, President

Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(g) **Approval of Chief School Administrator's Goals for the 2023-2024 School Year: Attachment "U"**

Motion: Matthew Heinle
Second: Marlene D. Frayne

Roll Vote:

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

22. Informational Items:

(a) **Management Fees: Attachment "V"**

(b) **Report to Board on June School District Contracts: Attachment "W"**

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.

(c) **Change in Enrollment:**

ADA (7/11/2023 – 08/08/2023) = 0

Monthly Report - Enrollment as of 08/08/2023			
District by Grade	Current Enrollment	Registration Pending	To Be Transferred Out
Kindergarten	19	28	1
1st Grade	45	5	3
2nd Grade	37	7	2
3rd Grade	40	3	2
4th Grade	37	6	3
5th Grade	32	6	2
6th Grade	45	2	2
7th Grade	40	2	2
8 th Grade	32	7	2
Overall Total Enrollment	327	66	19

(d) **Summary of Board Member's Evaluation of the management company: Tabled**

23. **HIB Reports: None.**
24. **Public Comments: None.**
25. **Closed Session: None.**
26. **Return to Public Session: N/A.**
27. **New/Old Business: The next Regular Monthly Board Meeting will be held in person on Thursday, September 21, 2023 in the school's conference room.**
28. **Adjournment:** There being no further business to discuss a motion was made by Marlene Frayne and seconded by Matthew Heinle, the Board of Trustees approved by Voice Vote, to adjourn the meeting at 4:26pm.

Voice Vote:

Ayes: Dr. Dominick Potena, President

Marlene D. Frayne

Matthew Heinle

Peter Damon Seltzer

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Glenn Richardson', with a long horizontal flourish extending to the right.

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