



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, February 17, 2022
Time: 4:00 PM

Location: Atlantic Community Charter School
112 South New York Road
Galloway, NJ 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 President, Dr. Dominick Potena, called the meeting to order at 4:00 PM and welcomed everyone.

2. 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:**

Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Absent: Douglas B. Groff
Matthew Heinle

Also Present: Melindo A. Persi – MAP Educational Consultants, LLC
Donella Edwards - Board Secretary/School Business Administrator
Seth N. Broder, Esquire – Attorney for the Board
Jake Der Hagopian – President, CSMI, LLC
William Zarrilli – Executive Vice-President & Chief Financial Officer, CSMI, LLC
Craig Wigley – Vice-President of Academics and Curriculum, CSMI, LLC
Bob Parsons, ACCS Technology Director, CSMI, LLC
Emily Strawbridge, Esquire – Attorney, Parker McCay
Dr. Shelly Ward Richards – Lead Person, ACCS
Patricia O'Connell – Curriculum Supervisor/Instructional Coach

5. **Correspondence:** New Jersey Department of Education (NJDOE) letter dated January 26, 2022 regarding the 2020-2021 Annual Comprehensive Financial Report (ACFR) Submission Due Date.

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 Monthly Meeting held on January 20, 2022, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Dr. Kenneth King, Vice-President
Dr. Dominick Potena, President

Nays: None

7. **Lead Person's Board Report:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Board Report for February 2022, as attached, by Voice Vote.

Ayes: Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Dr. Kenneth King, Vice-President
Dr. Dominick Potena, President

Nays: None

***Douglas B. Groff, Board Member, joined the meeting at 4:16 PM.**

FINANCE: On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

8. **Treasurer's Report – January 31, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending January 31, 2022, as attached.
9. **Budget Transfers 2021-2022 – January 31, 2022:** The Board of Trustees approved the Budget Transfers 2021-2022 for the month ending January 31, 2022, as attached.
10. **Budget vs. Actual Report 2021-2022 – January 31, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2021-2022 for the month ending January 31, 2022, as attached.
11. **Board Secretary's Report – January 31, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending January 31, 2022, 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: Linda A. Brand
Marlene D. Frayne
Douglas B. Groff
Peter Damon Seltzer
Dr. Kenneth King, Vice-President
Dr. Dominick Potena, President

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 January 1, 2022 through January 31, 2022, totaling **\$208,122.44** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$263,143.36** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

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

Nays: None

Abstain: Peter Damon Seltzer (with respect to the CSMI payment)

- 15. Confirmation, Approval and Ratification of Resubmission of 2021-2022 Annual Budget:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the resubmission of the 2021-2022 Annual Budget, as attached, by Roll Call Vote.

(Reports were to be filed prior to February 15, 2022.)

Roll Call Vote:

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

Nays: None

- 16. Approval Second Weekly Director for After Care Program:** 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 appointment of a second weekly Director for the After Care Program (while the Tutoring/Activities/Clubs Program is running), at a rate of \$50.00 per hour, effective February 18, 2022 through April 7, 2022, by Roll Call Vote.

(Sharon Mauriello, Supervisor of Elementary Education, Patricia O'Connell, Curriculum Supervisor/Instructional Coach and Linda O'Donnell, Assistant Principal, will rotate this position weekly, as they do with the other After Care Director position.)

Roll Call Vote:

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

Nays: None

- 17. Approval of Field Trip Changes:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the following changes to the previously approved field trips for the 2021-2022 school year, by Roll Call Vote.

Date	Destination	Change Required	Cost
April 2022	Franklin Institute	Rescheduled from February 11, 2022 to April 2022 (date to be determined).	Quote will be solicited.
May 25, 2022	Storybook Land	Rescheduled from April 8, 2022.	\$600.00 (previously approved/awarded)
April 13, 2022	Liberty Bell/Independence Hall/Betsy Ross House	This trip has been cancelled.	\$600.00 (previously approved/awarded)
May 17, 2022	Cold Springs, Cape May	This trip will replace the cancelled trip above.	Quote will be solicited.

Roll Call Vote:

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

Nays: None

- 18. Approval to Accept Donation:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the acceptance of a **\$700.00** donation from the Elks Lodge in Galloway, New Jersey for playground equipment, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 19. Approval of Pay Increase:** 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 approved a pay increase for Dorothy Wilkerson, Interventionist Specialist, from **\$30.00** per hour to **\$36.00** per hour, effective February 18, 2022 through June 30, 2022, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

20. **Approval of Professional Development Requests:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the following professional development requests, by Roll Call Vote:

Staff Name/Position	Event	Date	Cost
Holly Keple, Special Education (SPED) Wilson Reading Teacher	Virtual 10 th Annual Research to Practice Symposium	March 14, 2022	No Cost
Andrea Nestman, Music Teacher	New Jersey Music Educators Association (NJMEA) February State Conference, Atlantic City, New Jersey	February 25, 2022	\$145.00 for registration (plus tolls and mileage)

Roll Call Vote:

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

Nays: None

21. **Confirmation, Approval and Ratification of Additional Appointment for After School Tutoring/Activities/Clubs Program:** 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 confirmed, approved, and ratified the appointment of Megan Hawkinson, Teacher, to the After School Tutoring/Activities/Clubs Program for 1.25 hours per day (Monday-Thursday), at the rate of **\$45.00** per hour, effective February 2, 2022 through April 7, 2022, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

22. **Approval of Teacher Preparation Workshops:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved two (2) Teacher Preparation Workshops to be held on Saturday, February 19, 2022 and Saturday, February 26, 2022 from 9:00 AM to 2:00 PM, to create activities and prepare materials for each testing preparation lesson, at a total cost of **\$29,760.00**, as detailed within the Lead Person's Report and as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

23. HUMAN RESOURCES:

- (a) **Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Position Control Table as of February 17, 2022, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Appointment of Staff:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and approved the appointment of staff for the 2021-2022 school year, as set forth on the attached, contingent upon receipt of all required documentation by Human Resources, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Revised Job Description – Child Accountant:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised job description for a “Child Accountant”, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Confirmation, Approval and Ratification of Extension of Leave of Absence (LOA):** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved, and ratified the request for an extension of the LOA for the following staff member, as detailed below, by Roll Call Vote:

Employee	Position	Duration	Supporting Information
Sandra Witzak	Teacher – 5 th Grade	October 28, 2021 (original emergency LOA.) This is the third extension requested, effective February 28, 2022 through May 14, 2022	Due to another delay in her treatment; Ms.Witzak is now asking for an extension of her LOA until approximately May 14, 2022. *Ms. Witzak has used up all FMLA leave, but she has extenuating circumstances. There is a possibility she may be medically released as soon as April 2022.

Roll Call Vote:

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

Nays: None

- (e) **Resignation:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the resignation of Jillian Garza, English as a Second Language (ESL) Teacher, effective February 24, 2022, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. **BUILDINGS AND GROUNDS:** None.

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

- (a) **Approval to Submit Waiver from Superintendent of Schools, Atlantic County Office of Education:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the submission of a waiver from the Superintendent of Schools, Atlantic County Office of Education for the 2022-2023 school year for the Special Education Medicaid Initiative (SEMI), as the school has thirty-seven (37) students, and the requirement is for forty (40) or more students, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Confirmation, Approval and Ratification of Stockton University Student Placement:** 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 confirmed, approved, and ratified the Stockton University Student Placement, as detailed below and as attached, by Roll Call Vote.

Student Teacher -Fieldwork	Grade Level /Supporting Teacher	Dates
Destiny Hernandez Rodriguez – CP2/Intermediate Fieldwork (100 Hours) for the Spring 2022 Semester	Grade 4/Brittany DiBuono	January 18, 2022 through May 6, 2022

Roll Call Vote:

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

Nays: None

- (c) **Approval of Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved homebound instruction for Student #170029, 5th Grade, for five (5) hours per week, to be provided by Delta-T Group at a rate of **\$42.00** per hour, until the student's completion of the Children's Hospital of Philadelphia (CHOP) Intensive Behavioral Program, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

26. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Approval of Charlotte Danielson School Counselor Rubric:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Charlotte Danielson School Counselor Rubric, to be used for evaluation of the new School Counselor, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of New Policy 5541:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved new Policy 5541 titled "Anti-Hazing", for first read, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Revised School Calendar 2021-2022:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the revised school calendar for the 2021-2022 school year, as attached, by Roll Call Vote.

(The school was closed on January 31, 2022 due to inclement weather. A Staff Professional Development (PD) Day, no students, previously scheduled for March 11, 2022, has been changed to a Single Session Day for students and a full day for staff, with PD in the afternoon.)

Roll Call Vote:

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

Nays: None

27. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **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.
- (c) **Statement of Assurance Regarding the Use of Paraprofessional Staff 2021-2022 School Year**
- (d) **Change in Enrollment:**

ADA Percentage: January 5, 2022 – January 27, 2022: 81.59%		
Monthly Enrollment as of February 8, 2022		
By Grade	# of Students	Transferred Out/In
Kindergarten	37	-1
1 st Grade	29	+3/-2
2 nd Grade	44	0
3 rd Grade	40	+1/-2
4 th Grade	54	+1/-2
5 th Grade	40	-1
6 th Grade	28	0
7 th Grade	28	0
8 th Grade	19	0
TOTAL	319	

28. HIB Reports: None.

29. Public Comments: None.

30. Closed Session: None.

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

32. **New/Old Business:**

- (a) **Approval of Proposal for Service and Participating Addendum with AT&T Corporation:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Proposal for Service and Participating Addendum between Atlantic Community Charter School and AT&T Corporation for the purchase of iPads and related monthly service, at a one-time cost of **\$1,665.96** and a monthly recurring fee of **\$172.92**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Resignations:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignations of Christina Klotz, Teacher-Floater, effective March 15, 2022, and Leighann Miller, 4th Grade Teacher, effective March 18, 2022, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

33. **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 4:32 PM.

Voice Vote:

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

Nays: None

The next Regular Monthly Board Meeting will be held on Thursday, March 24, 2022.
Note: The Board Meeting scheduled for March 2022 will be an “in person” meeting
and will be held in the School’s Conference Room.

Respectfully submitted,



Donella Edwards, Board Secretary
Atlantic Community Charter School



Dr. Dominick Potena, Board President
Atlantic Community Charter School