



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, January 18, 2024
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: 4:00PM

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:

Present:

Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughn

Absent:
Matthew Heinle

Also Present:
Glenn A. Richardson—Board Secretary/School Business Administrator
Christopher Armstrong, Lead Principal, CSA, ACCS
Seth N. Broder, Esquire—Board Attorney
Jake Der Hagopian, President—CSMI, LLC-via Zoom
Barbara Kotcamp—Corporate Controller, CSMI, LLC-via Zoom
Janice Lynch, Human Resources Manager, ACCS
Craig Wigley—Vice President of Academics and Curriculum CSMI, LLC
William Zarrilli—Chief Financial Officer, CSMI, LLC

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 Tuesday, December 19, 2023, as attached.

Motion: Marlene Frayne
Second: Douglas B. Groff

Voice Vote:

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

7. Approval of Closed Session Minutes: Attachment “B”

RESOLVED that the Board of Trustees approves the Closed Session Minutes of the Regular Monthly Meeting held on Tuesday, December 19, 2023, as attached

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

Voice Vote:

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

8. Lead Person’s Report: Attachment “C”

RESOLVED that the Board of Trustees accepts the Lead Person’s Report for January, 2024, as attached.

Motion: Marlene Frayne
Second: Kimberly Vaughn

Voice Vote:

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

FINANCE:

9. Treasurer's Report December 31, 2023: Attachment "D"

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

Motion: Douglas B. Groff
Second: Marlene Frayne

Roll Vote:

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

10. Approval of Budget Transfers – December 31, 2023: Attachment "E"

RESOLVED that the Board of Trustees accepts the Budget Transfers for the month ending December 31, 2023, as attached

Motion: Douglas B. Groff
Second: Marlene Frayne

Roll Vote:

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

11. Approval of Budget vs. Actual Report – December 31, 2023: Attachment "F"

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

Motion: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

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

12. Board Secretary's Report – December 31, 2023: Attachment "G"

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

Motion: Douglas B. Groff
Second: Marlene Frayne

Roll Vote:

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

13. 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: Douglas B. Groff
Second: Marlene Frayne

Roll Vote:

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

14. 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: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

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

15. Payment of Bills: Attachment “H”

RESOLVED that the Board of Trustees approves the payment of bills for the period of December 1, 2023, through December 31, 2023, totaling **\$396,296.36** 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 **\$325,171.97** from the Board of Trustees’ Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Motion: Marlene Frayne

Second: Matthew Heinle (joined the meeting at 4:12pm)

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene Frayne
Douglas B. Groff
Kimberly Vaughn
Matthew Heinle

Abstain: Peter Damon Seltzer

16. New Jersey High Impact Tutoring Grant

RESOLVED that the Board of Trustees accepts the 2024 New Jersey High Impact Tutoring Competitive Discretionary Grant, in the amount of \$48,000.00. The funds will be used for intervention for those students identified through multiple measures for tutoring in math and ELA during the school day.

Motion: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

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

17. The Galloway Township Elks Lodge #2845 Monetary Award

RESOLVED that the Board of Trustees accepts the Galloway Township Elks Lodge #2845 Monetary Award, in the amount of \$1,000.00. The funds will be used to assist in the development of the ACCS school library.

Motion: Marlene Frayne
Second: Douglas B. Groff

Roll Vote:

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

18. HUMAN RESOURCES:

(a) Position Control Table: Attachment “I”

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

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

Roll Vote:

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

(b) Appointment of Staff: None

(c) Re-Appointment of Staff: None

(d) Exit of Staff/Declination of Appointment.

RESOLVED that the Board of Trustees accepts the Exit of the following staff member(s), as detailed below.

Name	Position	Effective Date	Comment
Michael Tarsitano	Paraprofessional	1/8/24	Passed away

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

Roll Vote:

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

(e) **Resignation(s) of Staff: None**

(f) **Leave of Absence: Attachment “J”**

RESOLVED that the Board of Trustees accepts the Leave of Absence of the following position as detailed below:

Name	Position	Effective	Comment
Cynthia Verderber	Teacher-Art	1/2/24-1/12/24	

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

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

19. **BUILDINGS AND GROUNDS: None.**

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

(a) **Approval of Chris Armstrong, Lead Person and Steve DiMatteo, Assistant Principal to Attend NJASA Techspo Conference on Wednesday, January 23, 2024 and Thursday, January 24, 2024, in the amount of \$330.00 each.**

RESOLVED that the Board of Trustees approves the attendance of Chris Armstrong, Lead Person and Steve DiMatteo, Assistant Principal to Attend NJASA Techspo Conference on Wednesday, January 23, 2024 and Thursday, January 24, 2024. Registration is \$330.00 per person.

Motion: Dr. Kenneth King, Vice-President

Second: Douglas B. Groff

Roll Vote:

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

(b) Approval of Professional Development Session on Cognitive Assessment More Than An IQ Score – School Psychologist Forum for Christopher Landzert, Friday, January 26, 2024:

RESOLVED that the Board of Trustees approves a Professional Development Session on Cognitive Assessment More Than An IQ Score – School Psychologist Forum for Christopher Landzert, Friday, January 26, 2024 at Atlantic County Special Services. There is no cost for this event.

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

Roll Vote:

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

(c) Approval of Homebound Instruction for the following student(s) and reasons, #220006, 2nd Grade.

RESOLVED that the Board of Trustees approves homebound instruction for the following student(s) #220006, in 2nd Grade – 5 hours of instruction per week, for the duration of attendance to the CHOP intensive and behavioral program. Anticipated start date; week of 01/22/24.

Homebound instruction to be provided by Allison Cordivari (BOT approved homebound instructor at \$45.00/hour.

Motion: Marlene Frayne
Second: Douglas B. Groff

Roll Vote:

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

21. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS

- (a) **Bid Specifications for Emergency School Related Activity Student Transportation Services for Atlantic Community Charter School, for the 2023-2024 School Year: Attachment “K”**

RESOLVED that the Board of Trustees approves the following bid specifications for emergency school related activity student transportation services for Atlantic Community Charter School, for the 2023-2024.

TABLED

22. Informational Items:

- (a) **Management Fees: Attachment “L”**
- (b) **Report to Board on School Contracts: Attachment “M”**

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 (12/13/2023 to 01/09/2024) 90.22%

Monthly Report - Enrollment as of 01/09/2024		
District by Grade		Transfer In/Out
Kindergarten	33	0 / 0
1st Grade	37	0 / 1
2nd Grade	43	0 / 0
3rd Grade	40	1 / 0
4th Grade	32	0 / 0
5th Grade	36	0 / 1
6th Grade	43	0 / 1
7th Grade	43	0 / 1
8 th Grade	36	0 / 0
Overall Total Enrollment	343	

23. HIB Reports: None.

24. Public Comments: None.

25. Closed Session: None.

26. Return to Public Session: N/A

27. New/Old Business:

(a) Approval of Revised Budget for 2023-2024 School Year: Attachment “N”

RESOLVED that the Board of Trustees approves the revised budget as set forth on the attached.

Motion: Marlene Frayne

Second: Kimblery Vaughn

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughn

Matthew Heinle

(b) The next Regular Monthly Board Meeting will be held in person on Thursday, February 22, 2024 in the school’s conference room.

28. Adjournment: 4:20pm

Respectfully submitted,



**Glenn A. Richardson, Board Secretary/School Business Administrator
Atlantic Community Charter School**