



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, January 19, 2023** **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 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
Linda A. Brand, Vice-President
Marlene D. Frayne
Douglas B. Groff
Matthew Heinle

Absent: Dr. Kenneth King
Peter Damon Seltzer

Also Present: Melindo A. Persi – MAP Educational Consultants, LLC
Donella Edwards - Board Secretary/School Business Administrator
Seth N. Broder, Esquire – Board Attorney
Emily E. Strawbridge, Esquire – Parker McCay P.A.
Jake Der Hagopian, President, CSMI, LLC
William Zarrilli – Chief Financial Officer and Executive Vice-President,
CSMI, LLC
Barbara Kotcamp, Corporate Controller, CSMI, LLC
Craig Wigley – Vice-President of Curriculum and Academics, CSMI,
LLC
Ryan Bragg – IT Specialist, CSMI, LLC
Dr. Shelly Ward Richards – Lead Person, ACCS

5. Correspondence: None.

6. Approval of Minutes: On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on December 15, 2022, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

***Note: Dr. Kenneth King, Board Member, joined the meeting at 4:05 PM.**

7. Lead Person's Board Report: On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Board Report for January 2023, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

FINANCE: On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

8. **Treasurer's Report – December 31, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending December 31, 2022, as attached.
9. **Approval of Budget Transfers 2022-2023 – December 31, 2022:** The Board of Trustees approved the Budget Transfers 2022-2023 for the month ending December 31, 2022, as attached.
10. **Approval of Budget vs. Actual Report 2022-2023 – December 31, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending December 31, 2022, as attached.
11. **Board Secretary's Report – December 31, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending December 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: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Linda A. Brand, Vice-President
Dominick Potena, President

Nays: None

14. **Payment of Bills:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of December 1, 2022 through December 31, 2022, totaling **\$421,071.89** 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 **\$314,888.80** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

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

Nays: None

- 15. Partial Award of Transportation Contract ACCS-T1-2023 (Field Trips):** Whereas, bid specifications for transportation contract ACCS-T1-2023 (Field Trips) were prepared and advertised; and whereas sealed bids were publicly opened and read aloud by the Pro-Tem Board Secretary on Tuesday, December 27, 2022 at 10:00 AM as follows for transportation contract ACCS-T1-2023, for three (3) buses per event from the following transportation provider:

James Transportation

- Camden Adventure Aquarium: No Bid
- Liberty Science Center: **\$770.00** per bus, for a total of **\$2,310.00**, plus **\$120.00** for each additional hour in excess of five (5) hours, and
- Cape May Zoo: **\$680.00** per bus, for a total of **\$2,040.00**, plus **\$120.00** for each additional hour in excess of five (5) hours; and

Now therefore resolved: On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the partial award of transportation contract ACCS-T1-2023 to James Transportation, at an estimated total cost of **\$4,350.00**, as detailed above and as attached, and further resolved that the Board Secretary and Board President are authorized to execute said contract, and solicit quotations for the proposed Camden Adventure Aquarium field trip, for which there was no bid under transportation contract ACCS-T1-2023, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

16. **Approval of “African Discovery Through Music” Program:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved an “African Discovery Through Music” Program by Winceyco, to be held on February 24, 2023, at a cost of **\$4,350.00**, as set forth on the attached, by Roll Call Vote

Roll Call Vote:

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

Nays: None

17. **Acceptance of 2022 Beacon/CIT Grant from Galloway Elks:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the 2022 Beacon/CIT Grant from the Galloway Elks, in the amount of **\$1,000.00**, subject to completion of the requirements set forth on the attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

18. **Acceptance of Nutrition Enhancement Grant from AtlanticCare:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the Healthy Children 2022-2023 Nutrition Enhancement Grant from AtlanticCare, in the amount of **\$750.00**, subject to completion of the requirements set forth on the attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

19. **Approval for Disc Jockey (DJ) at School Hero Event:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved Paul Moore 3rd, DJ with Big4life ENT, to play at a school Hero Event, to be held at the school on February 10, 2023, at a cost of **\$300.00**, as attached, subject to review by the Board’s attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

20. Approval of Additional Field Trip and Transportation Quotation ACCS-3.3.23:

On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved an additional field trip for twenty-five (25) “Learners to Leaders” students to see “Seussical the Musical” at the Atlantic County Institute of Technology (ACIT) in Mays Landing, New Jersey on March 3, 2023, at no cost except for transportation, and approved transportation quotation ACCS-3.3.23 from Absecon Public Schools for one (1) large school bus for said field trip, at a total cost of **\$550.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

21. Approval of Delta-T Group Revised Educational Rate Sheet 2022-2023: On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Educational Rate Sheet 2022-2023 between Delta-T Group and Atlantic Community Charter School for miscellaneous school supports, effective upon approval through June 30, 2023, as attached, subject to review by the Board’s attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

22. Confirmation, Approval and Ratification of Agreement with Inspired Instruction, LLC: On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the agreement between Inspired Instruction, LLC and Atlantic Community Charter School for instructional support during the 2022-

2023 school year, at a cost of **\$11,000.00**, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

23. HUMAN RESOURCES:

- (a) **Position Control Table:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of January 19, 2023, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Practicum Preceptor Placements:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Person and approved Practicum Preceptor placements for Ashley Richardson and Leticia Nance, for forty (40) clinical hours, effective February 2023 through May 2023, as attached, under the supervision of the School Nurse, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Requests for Extended Leave of Absence (LOA):** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved an extended LOA for the staff members detailed below, by Roll Call Vote:

Employee Name/Position	Reason for Leave	Dates
Donald Douglas/Custodian	Medical	Originally approved from November 23, 2022 until January 3, 2023; extension requested until February 6, 2023 (medical confirmation received). Employee will use nine (9) weeks of Family and Medical Leave Act (FMLA).
Shameka Oliver/Paraprofessional	Maternity	Temporary Disability followed by bonding time originally approved from September 12, 2022 until December 19, 2022; an extension was approved until January 3, 2023; a second extension is now being requested until March 22, 2023.

Roll Call Vote:

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

Nays: None

- (d) **Resignation:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the resignation of Erika Klein, Paraprofessional, effective January 10, 2023, as attached, by Roll Call Vote. (Ms. Klein offered a sixty (60) day notice, but the school accepted her resignation effective immediately.)

Roll Call Vote:

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

Nays: None

24. BUILDINGS AND GROUNDS:

- (a) **Approval of Heating, Ventilation and Air Conditioning (HVAC) Agreement:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved HVAC Agreement # 223-3368 between ModernControls and Atlantic Community Charter School, for HVAC services effective March 1, 2023 until terminated, at an annual cost of **\$5,920.00**, payable in two installments of **\$2,960.00**, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

25. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) Approval of Homebound Instruction:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved homebound instruction to be provided by Delta-T Group at the rate of **\$42.00** per hour for the following students and reasons, by Roll Call Vote:

--Student ID # 180137 (5th Grade) – Behavioral (5 hours per week) pending clearance; and
--Student ID# 200041 (5th Grade) – Behavioral (10 hours per week) pending clearance; and
--Student ID # 230039 (2nd Grade) – Behavioral (increase of current homebound hours to 5 hours per week) pending an opening in the Children’s Hospital of Philadelphia (CHOP) Behavioral Program.

Roll Call Vote:

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

Nays: None

26. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved Consent Agenda Items 26(a) through 26(e), as detailed below, by Roll Call Vote.

- (a) Revised Bylaw 0162:** The Board of Trustees approved the revised Bylaw 0162, titled “Notice of Board Meetings”, for first read, as attached.
- (b) Revised Policy P 2423 and Regulation R 2423:** The Board of Trustees approved the revised Policy P 2423 and Regulation R 2423, titled “Bilingual and ESL Education”, for first read, as attached.
- (c) Revised Regulation R 8420.2:** The Board of Trustees approved the revised Regulation R 8420.2, titled “Bomb Threats”, for first read, as attached.

- (d) **Revised Regulation R 8420.7:** The Board of Trustees approved the revised Regulation R 8420.7, titled “Lockdown Procedures”, for first read, as attached.
- (e) **Revised Regulation R 8420.10:** The Board of Trustees approved the revised Regulation R 8420.10, titled “Active Shooter”, for first read, as attached.

Roll Call Vote:

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

Nays: None

27. Information Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on December 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) **Change in Enrollment:**

MONTHLY REPORT – ENROLLMENT – JANUARY 3, 2023		
AVERAGE DAILY ATTENDANCE: 85.84%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	39	1/1
1 st Grade	37	1/0
2 nd Grade	41	0/0
3 rd Grade	38	1/0
4 th Grade	32	0/1
5 th Grade	46	1/0
6 th Grade	39	1/0
7 th Grade	35	0/1
8 th Grade	26	0/1
TOTAL	333	

28. Harassment, Intimidation and Bullying (HIB) Reports: None.

29. Public Comments: None.

30. **Closed Session:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees approved going into Closed Session at 4:23 PM, to discuss employment issues and litigation.
31. **Return to Public Session:** 4:34 PM
32. **New/Old Business:**

- (a) **Confirmation, Approval and Ratification of Annual Budget 2022-2023 Resubmission:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the resubmission of the Annual Budget 2022-2023, as attached, to be filed prior to January 15, 2023, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees accepted the recommendation of the Lead Person and approved the appointment of staff for the 2022-2023 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: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- (c) **Approval of Referral Bonus:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved a referral bonus in the amount of **\$2,000.00** for Makenna Sacco, School Counselor, for her referral of new hire Anne Marie Mercado, Teacher, by Roll Call Vote. (Half of said referral bonus (**\$1,000.00**) is payable to Ms. Sacco after Ms. Mercado has worked ninety (90) days at the school.)

Roll Call Vote:

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

Nays: None

- (d) Confirmation, Approval and Ratification of After School Appointments:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the After School appointments, hours as assigned, as set forth below, by Roll Call Vote:

Employee/After School Position	Rate	Effective Dates
Steve DiMatteo/Substitute After Care Director	\$50.00 per hour	January 10, 2023 to June 30, 2023
Gaetano Ricciardi/Teacher After School Tutoring/Clubs	\$45.00 per hour	February 20, 2023 to June 30, 2023

Roll Call Vote:

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

Nays: None

- (e) Approval of Transportation Quotation ACCS-3.28.23:** Whereas, bids were received on December 27, 2022 for three (3) field trips pursuant to specifications approved by the Board of Trustees, and whereas, no bids were received for the third trip to the Camden Adventure Aquarium scheduled for March 28, 2023, and whereas, the Board of Trustees authorized the Board Secretary to solicit quotations for the Camden Adventure Aquarium field trip; and

Now therefore resolved: On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved transportation quotation ACCS-3.28.23 from Absecon Public Schools, for three (3) buses for a field trip to the Camden Adventure Aquarium on March 28, 2023, at a total cost of **\$3,000.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (f) **Correspondence:** Bowman & Company LLP letter dated January 12, 2023 regarding annual audit timelines.
- (g) **Settlement Agreement:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved a Settlement Agreement between Atlantic Community Charter School and prior Staff Member ID # 1992, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

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

Voice Vote:

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

Nays: None

The next Regular Monthly Board Meeting will be held on Thursday, February 16, 2023. Note: The Board Meeting scheduled for February 2023 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**