



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, February 16, 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.

Note: Inasmuch as Linda A. Brand, Vice-President was attending remotely, at the outset of the meeting she designated Douglas B. Groff, who was attending in person, as the Pro-Tem Chair.

1. Call to Order:

The Pro-Tem Chair 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:

Linda A. Brand, Vice-President
Marlene D. Frayne
Douglas B. Groff
Matthew Heinle

Absent: Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Also Present: Melindo A. Persi – MAP Educational Consultants, LLC
Donella Edwards - Board Secretary/School Business Administrator
Seth N. Broder, Esquire – Board Attorney
Jake Der Hagopian, 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
Janice Lynch – Human Resources Manager, ACCS

5. Correspondence: None.

6. Approval of Minutes: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on January 19, 2023, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

7. Lead Person's Board Report: On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person's Board Report for February 2023, which included the ACCS Renewal Letter and ACCS Response to the Office of Charter and Renaissance Schools, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

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

8. **Treasurer's Report – January 31, 2023:** The Board of Trustees accepted the Treasurer's Report for the month ending January 31, 2023, as attached.
9. **Approval of Budget Transfers 2022-2023 – January 31, 2023:** The Board of Trustees approved the Budget Transfers 2022-2023 for the month ending January 31, 2023, as attached.
10. **Approval of Budget vs. Actual Report 2022-2023 – January 31, 2023:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending January 31, 2023, as attached.
11. **Board Secretary's Report – January 31, 2023:** The Board of Trustees accepted the Board Secretary's Report for the month ending January 31, 2023, 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
Linda A. Brand, Vice-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, 2023 through January 31, 2023, totaling **\$361,299.35** 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 **\$312,847.18** 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
Linda A. Brand, Vice-President

Nays: None

15. **Approval of ACCS-Managed CyberSecurity Threat Management Agreement:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of

Trustees approved the ACCS-Managed CyberSecurity Threat Management Agreement between Atlantic Community Charter School and IT Service ArchiTechs, LLC (ITSA), effective March 1, 2023 through July 1, 2024, at a total cost of **\$3,480.50** monthly, 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
Linda A. Brand, Vice-President

Nays: None

- 16. Confirmation, Approval and Ratification of Transportation Quotation ACCS-2.16.23:** Whereas, the Board of Trustees approved Transportation Quotation ACCS-3.28.23 from Absecon Public Schools (the only quote received) for three (3) large school buses for a field trip to the Camden Adventure Aquarium on March 28, 2023 at a total cost of **\$3,000.00**; and whereas the transportation provider then requested a shortened trip and the school would not accommodate that request and therefore decided upon a new date for the trip; and whereas the Board Secretary sent out a new Request for Quotation; and

Now therefore resolved: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved, and ratified transportation quotation ACCS-2.16.23 from James Transportation for three (3) large school buses for a field trip to the Camden Adventure Aquarium in Camden, New Jersey on February 16, 2023 (the only quote received), at a total cost of **\$2,625.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 17. Approval of Additional Field Trip and Transportation Quotation ACCS-5.24.23:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved an additional field trip to the Stockton University Marine Field Station in Port Republic, New Jersey on May 24, 2023 at no cost other than transportation, and the related transportation quotation ACCS-5.24.23 from Absecon Public Schools for one (1) large school bus for said field trip at a total cost of **\$1,000.00** (the only quote received), as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

18. **Approval of Addendum to Agreement with ESS Northeast, LLC:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Addendum to the agreement between Atlantic Community Charter School and ESS Northeast, LLC, which increases the rates for both full-day and half-day substitute paraprofessionals to be more competitive in the current marketplace, effective February 16, 2023 to June 30, 2023, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

19. **Approval of Event Agreement for a Bicycle Ground Safety Act Assembly:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Event Agreement between Atlantic Community Charter School and Dialed Action Agency, LLC for a Bicycle Ground Safety Act Assembly on June 14, 2023 (two shows), at a total cost of **\$3,050.00**, as attached, subject to review by the Board's attorney, by Roll Call Vote.

(Per the Lead Person, the agreement will be signed the day of the event and the required insurance certificate provided.)

Roll Call Vote:

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

Nays: None

20. **Approval of Inspired Instruction, LLC Agreement:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the agreement between Atlantic Community Charter School and Inspired Instruction, LLC for professional development and coaching for Grades K-5, to be held on February 21, February 23, March 2, and March 22, 2023, at a total cost of **\$9,400.00**, 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
Linda A. Brand, Vice-President

Nays: None

21. **Approval of New Jersey Student Learning Assessments (NJSLA) Test Prep Incentives for ACCS Students:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the NJSLA Test Prep Incentives for ACCS

Students, with testing to be held two (2) times per week starting February 23, 2023, at a total cost of **\$16,104.40**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 22. Approval of Bus Duty Stipend:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved a bus duty stipend of **\$750.00** for Annie Marie Mercado, Teacher, for bus duty coverage beginning January 24, 2023 through the remainder of the school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

23. HUMAN RESOURCES:

- (a) Position Control Table:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of February 16, 2023, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Approval of Annual Salary Increase:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved an annual salary increase of **\$2,500.00** for Marcella Scivoletto, Child Accountant, effective March 6, 2023, to perform additional tasks in the recruiting of new students, including processing new applications, maintaining open seats in school, maintaining waitlists, and other additional duties, by Roll Call Vote.

(This would bring further organization to the process and allow current recruiters more time in the field to recruit new students. It would also eliminate the need to hire additional recruiters during the summer season. This annual salary increase would be prorated for the remainder of this fiscal year and would be an additional **\$817.36** for this year through June 30, 2023.)

Roll Call Vote:

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

Nays: None

- (c) **Confirmation, Approval, and Ratification of Additional Assignment (Homebound Instructor):** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the additional assignment of Homebound Instructor for Shawn Garrone, Teacher, at the rate of **\$45.00** per hour for up to eight (8) hours per week, as needed, effective January 20, 2023, for the remainder of the school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Confirmation, Approval, and Ratification of Additional Assignment (After Care Substitute-Front Office):** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved, and ratified the additional assignment of After Care Substitute-Front Office for Joanne Lapent, Secretary, at the rate of **\$32.96** per hour, as needed, effective February 13, 2023, for the remainder of the school year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Resignation:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of Brigida Sutton, Kindergarten Teacher, effective April 3, 2023, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

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

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

- (a) **School Improvement Plan (Revised):** It was determined that a vote was not needed for this item. The document is to be provided to the Board and meeting attendees by the Lead Person, for information only.
- (b) **Approval of Homebound Instruction:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved homebound instruction for Student ID # 230059 (1st Grade) for five (5) hours per week, to be provided by Delta-T Group at the rate of **\$42.00** per hour pending the student's admittance into the Children's Hospital of Philadelphia (CHOP) Intensive Behavioral Program, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Linda A. Brand, Vice-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 final 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 final read, as attached.
- (c) **Revised Regulation R 8420.2:** The Board of Trustees approved the revised Regulation R 8420.2, titled "Bomb Threats", for final read, as attached.
- (d) **Revised Regulation R 8420.7:** The Board of Trustees approved the revised Regulation R 8420.7, titled "Lockdown Procedures", for final read, as attached.
- (e) **Revised Regulation R 8420.10:** The Board of Trustees approved the revised Regulation R 8420.10, titled "Active Shooter", for final read, as attached.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Linda A. Brand, Vice 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 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) **Change in Enrollment:**

MONTHLY REPORT – ENROLLMENT – JANUARY 4-30, 2023		
AVERAGE DAILY ATTENDANCE: 90.29%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	41	2/0
1 st Grade	36	0/1
2 nd Grade	40	0/1
3 rd Grade	39	2/0
4 th Grade	33	1/0
5 th Grade	45	0/1
6 th Grade	39	0/0
7 th Grade	33	0/1
8 th Grade	26	0/0
TOTAL	332	

- (d) **Harassment, Intimidation or Bullying (HIB) Semi-Annual Reporting:**

Documentation submitted for Board information.

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

29. Public Comments: None.

30. Closed Session: None.

31. Return to Public Session: N/A

32. New/Old Business:

- (a) **Approval to Acquire Additional Hours from the Stockton University Educational Technology Training Center (ETTC) Consortium:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the acquisition of one hundred fifty (150) hours from the Stockton University ETTC Consortium, for five (5) days of math coaching and demonstration lessons to take place in March and April 2023, not to exceed a total cost of **\$3,900.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 33. Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Linda A. Brand and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:25 PM.

Voice Vote:

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

Nays: None

The next Regular Monthly Board Meeting will be held on Thursday, March 23, 2023.
Note: The Board Meeting scheduled for March 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