



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting**

**Date: Thursday, March 23, 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  
Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer

**Absent:** Marlene D. Frayne

**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  
William Zarrilli, Executive Vice President and Chief Financial Officer, CSMI, LLC  
Barbara Kotcamp, Corporate Controller, CSMI, LLC  
Craig Wigley – Vice-President of Curriculum and Academics, CSMI, LLC  
Josh Totoro – Vice-President of Information Technology, CSMI, LLC  
Dr. Shelly Ward Richards – Lead Person, ACCS  
Janice Lynch – Human Resources Manager, ACCS

5. **Correspondence:** Broder Law Group PC letter dated March 3, 2023, regarding the ACCS Annual Audit.

6. **Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on February 16, 2023, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

7. **Lead Person's Board Report:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person's Board Report for March 2023, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

**FINANCE:** On a motion made by Douglas B. Groff 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 – February 28, 2023:** The Board of Trustees accepted the Treasurer's Report for the month ending February 28, 2023, as attached.
9. **Approval of Budget Transfers 2022-2023 – February 28, 2023:** The Board of Trustees approved the Budget Transfers 2022-2023 for the month ending February 28, 2023, as attached.
10. **Approval of Budget vs. Actual Report 2022-2023 – February 28, 2023:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending February 28, 2023, as attached.
11. **Board Secretary's Report – February 28, 2023:** The Board of Trustees accepted the Board Secretary's Report for the month ending February 28, 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:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena

**Nays:** None

14. **Payment of Bills:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of February 1, 2023 through February 28, 2023, totaling **\$347,232.19** 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 **\$333,172.59** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

**Roll Call Vote:**

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

**Nays:** None

**Abstain:** Peter Damon Seltzer

- 15. Approval of Additional Field Trip and Quotation ACCS-5.31.23:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees approved an additional field trip for two (2) students and one (1) teacher to attend the Academic Excellence Awards Brunch at the Carriage House in Galloway, New Jersey on May 31, 2023, and also approved quotation ACCS-5.31.23 from the Absecon Public School District for one (1) small vehicle for transportation to and from this event, at a cost of **\$250.00**, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- 16. Confirmation, Approval and Ratification of Professional Development Presentation:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified a professional development presentation by Carolyn L. Schultz on Restorative Circles (The Circle Way), as attached, held on March 17, 2023 at the school, at a total cost of **\$500.00**, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

17. **Approval of Attendance at Professional Development Events.:** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees approved the attendance of Steve DiMatteo, Principal/Director of Special Education, at the following professional development events, as attached, by Roll Call Vote.

Sponsor and Location of Event	Name of Event	Cost
New Jersey Association of Federal Program Administrators (NJAFPA) Annual Conference, Lawrenceville, New Jersey	“Building Engaging Schools”	<b>\$149.00</b> (plus travel)
Stockton Regional Institute/Educational Technology Training Center (SRI/ETTC), Galloway, New Jersey	“School Law for Administrators: HIB Including Social Media, Student Rights, and First Amendment Rights”	<b>Three (3) Stockton ETTC Hours valued at \$154.00 each (\$462.00 total)</b>

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

18. **Acceptance of Annual Audit:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees accepted the Annual Audit conducted by Bowman & Company LLP for the fiscal year 2021-2022, as detailed on the attached and on file in the Office of the Board Secretary, and further resolved that the Annual Audit Report be filed with the New Jersey Department of Education, as required by law and code, by Roll Call Vote.

(The Synopsis of Audit Report is available for public review pursuant to Code requirements, and it is noted that there are no audit recommendations.)

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena

**Nays:** None

19. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees accepted the Position Control Table as of March 23, 2023, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
 Matthew Heinle  
 Dr. Kenneth King  
 Peter Damon Seltzer  
 Linda A. Brand, Vice-President  
 Dr. Dominick Potena, President

**Nays:** None

- (b) Appointment of Staff:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, 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:** Douglas B. Groff  
 Matthew Heinle  
 Dr. Kenneth King  
 Peter Damon Seltzer  
 Linda A. Brand, Vice-President  
 Dr. Dominick Potena, President

**Nays:** None

- (c) Resignations:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees accepted the resignations of the staff members listed below and as attached, by Roll Call Vote.

Name	Position	Effective Date	Comment
Patricia Bombara	Instructional Strategist – Part Time	March 10, 2023	No reason given
Grace Rodriguez	Paraprofessional	March 13, 2023	Persistent illnesses
Shawn Garrone	Teacher (Music)	March 17, 2023 (same day resignation; worked only a half day)	Refer to resignation letter
Anne Marie Mercado	Teacher (Character Education)	March 20, 2023 *(Gave less than 12 hours of notice.)	Personal reasons. *(Resignation added verbally to Agenda.)
Rachael Riendeau	Teacher – 7 <sup>th</sup> & 8 <sup>th</sup> English Language Arts (ELA)	April 25, 2023	Relocation
Ashley Osowski	Teacher – Floater	April 28, 2023	No reason given

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

**20. BUILDINGS AND GROUNDS:**

- (a) **Confirmation, Approval and Ratification of Assignment and Assumption of Custodial Services Agreement:** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved, and ratified the Assignment and Assumption of Custodial Services Agreement between Atlantic Community Charter School and NCS Services, LLC at a monthly cost of **\$4,150.00** (with additional services available for separate fees), effective March 1, 2023 through June 30, 2023, as attached, subject to review by the Board's attorney, by Roll Call Vote. (The previously approved custodial agreement with Dex & Co., LLC was terminated in accordance with the above Assignment and Assumption of Custodial Services Agreement.)

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

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

- (a) **Approval of Guarantee of Payment Agreement:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the Guarantee of Payment Agreement between Atlantic Community Charter School and Children's Hospital of Philadelphia (CHOP), to provide teaching instruction during any hospital admission necessary for Student ID# 220084, at the rate of **\$60.93** per hour up to one (1) hour per day, for a maximum of up to five (5) hours per week, 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:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (b) **Approval of Waiver to Participate in the Special Education Medicaid Initiative (SEMI):** On a motion made by Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees approved a waiver to participate in the SEMI for 2023-2024, as ACCS has below the required forty (40) eligible Medicaid students (projected number is thirty-seven (37) eligible students), as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

22. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees approved Consent Agenda Items 22(a) through 22(d), as detailed below, by Roll Call Vote.

- (a) **Revised Bylaw 0152:** The Board of Trustees approved the revised Bylaw 0152, titled “Board Officers”, for first read, as attached.
- (b) **Revised Policy P 5200 and Regulation R 5200:** The Board of Trustees approved the revised Policy P 5200 and Regulation R 5200, titled “Attendance”, for first read, as attached.
- (c) **Revised Policy P 8140 and Regulation R 8140:** The Board of Trustees approved the revised Policy P 8140 and Regulation R 8140, titled “Student Enrollments”, for first read, as attached.
- (d) **Revised Policy P 8330 and Regulation R 8330:** The Board of Trustees approved the revised Policy 8330 and Regulation R 8330, titled “Student Records”, for first read, as attached.



**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
 Matthew Heinle  
 Dr. Kenneth King  
 Peter Damon Seltzer  
 Linda A. Brand, Vice President  
 Dr. Dominick Potena, President

**Nays:** None

- (e) **Approval of Comprehensive Equity Plan Statement of Assurance 2022-2023:**  
 On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved the Comprehensive Equity Plan Statement of Assurance 2022-2023, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
 Matthew Heinle  
 Dr. Kenneth King  
 Peter Damon Seltzer  
 Linda A. Brand, Vice President  
 Dr. Dominick Potena, President

**Nays:** None

**23. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on February School 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 – March 6, 2023 AVERAGE DAILY ATTENDANCE: 90.33%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	39	0/2
1 <sup>st</sup> Grade	35	0/1
2 <sup>nd</sup> Grade	38	0/2
3 <sup>rd</sup> Grade	36	0/2
4 <sup>th</sup> Grade	33	1/0
5 <sup>th</sup> Grade	45	0/1
6 <sup>th</sup> Grade	39	0/0
7 <sup>th</sup> Grade	33	0/0
8 <sup>th</sup> Grade	26	0/0
<b>TOTAL</b>	<b>324</b>	

24. **Harassment, Intimidation and Bullying (HIB) Reports:** None.
25. **Public Comments:** None.
26. **Closed Session:** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees approved going into Closed Session at 4:17 PM to discuss personnel related issues, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice President  
Dr. Dominick Potena, President

**Nays:** None

27. **Return to Public Session:** 4:40 PM

28. **New/Old Business:**

- (a) **Acceptance of Resignation for the Purpose of Retirement:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees accepted, with regret, the resignation of Dr. Shelly Ward Richards, Lead Person, for the purpose of retirement, effective July 1, 2023, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice President  
Dr. Dominick Potena, President

**Nays:** None

- (b) **Approval of Annual Budget 2023-2024:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved the Annual Budget 2023-2024 and authorized that said budget will be filed with the New Jersey Department of Education, as attached.

**Roll Call Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice President  
Dr. Dominick Potena, President

**Nays:** None

29. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Matthew Heinle and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:44 PM.

**Voice Vote:**

**Ayes:** Douglas B. Groff  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

**The next Regular Monthly Board Meeting will be held on Thursday, April 20, 2023.**

**Note: The Board Meeting scheduled for April 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**