



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, March 24, 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  
Marlene D. Frayne  
Douglas B. Groff  
Matthew Heinle  
Peter Damon Seltzer

**Absent:** Linda A. Brand

**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  
Josh Totoro, Vice-President of Information Technology, CSMI, LLC  
Emily Strawbridge, Esquire – Attorney, Parker McCay  
Dr. Shelly Ward Richards – Lead Person, ACCS  
Steve DiMatteo – Principal/Director of Special Education, ACCS  
Janice Lynch – Human Resources Manager, ACCS

**5. Correspondence:** Atlantic Community Charter School letter dated February 23, 2022 to Bowman & Company LLP.

**6. Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on February 17, 2022, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Marlene D. Frayne  
Douglas B. Groff  
Matthew Heinle  
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 Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person's Board Report for March 2022, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

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

8. **Treasurer's Report – February 28, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending February 28, 2022, as attached.
9. **Budget Transfers 2021-2022 – February 28, 2022:** The Board of Trustees approved the Budget Transfers 2021-2022 for the month ending February 28, 2022, as attached.
10. **Budget vs. Actual Report 2021-2022 – February 28, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2021-2022 for the month ending February 28, 2022, as attached.
11. **Board Secretary's Report – February 28, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending February 28, 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  
Peter Damon Seltzer  
Dr. Kenneth King, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the payment of bills on the attached list, for the period of February 1, 2022 through February 28, 2022, totaling **\$284,285.70** 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 **\$290,342.74** 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, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

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

- 15. Acceptance of Annual Audit:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Annual Audit conducted by Bowman & Company LLP for the fiscal year 2020-2021, 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.

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

**Roll Call Vote:**

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

**Nays:** None

- 16. Approval of Proposal of Retention Bonuses:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Proposal of Retention Bonuses for the 2022-2023 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 17. Approval of Quote from Winceyco LLC:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the quote from Winceyco LLC for a learning tool entitled "Discovery Through Music", at a cost of **\$1,000.00**, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 18. Approval of Agreement with Prismatic Magic:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the agreement between the Atlantic Community Charter School and Prismatic Magic for an engagement scheduled for March 25, 2022, at a total cost of **\$1,299.00**, 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  
Peter Damon Seltzer  
Dr. Kenneth King, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- 19. Acceptance of Safety Grant Award:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted a Safety Grant Award from New Jersey Schools Insurance Group (NJSIG) in the amount of **\$5,281.00**, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**20. HUMAN RESOURCES:**

- (a) Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of March 24, 2022, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) Rescindment of Resignation:** Whereas, the Board of Trustees accepted the resignation of Leighann Miller, Teacher-Grade 4 on February 17, 2022, to be effective March 18, 2022; and whereas Ms. Miller has subsequently rescinded her resignation; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the rescindment of resignation for Leighann Miller, Teacher-Grade 4, and approved the continuation of Ms. Miller's appointment for the 2021-2022 school year, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) Appointment of Staff:** 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 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:** Marlene D. Frayne  
Douglas B. Groff  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (d) Approval of Request for Extension of Leave of Absence (LOA):** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved an extension of the LOA for Joanne Kunik, Teacher, Special Education (SPED), from April 12, 2022 to May 31, 2022, by Roll Call Vote.

(Ms. Kunik's original LOA was approved from January 5, 2022 to April 11, 2022, using up all twelve (12) weeks of Family and Medical Leave Act (FMLA) time. Her procedure was delayed due to COVID-19 concerns; her physician has indicated that she will not be able to work through May 31, 2022. Ms. Kunik is willing to pay the full COBRA cost of her Medical and Dental.)

**Roll Call Vote:**

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

**Nays:** None

- (e) **Confirmation, Approval and Ratification of Appointment to After School Tutoring/Activities/Clubs:** On a motion made by Douglas B. Groff 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 Donnelly, Physical Education Teacher, to After School Tutoring/Activities/Clubs, for 1.25 hours per day (Monday-Thursday), effective March 22, 2022 through April 7, 2022 at the rate of **\$45.00** per hour, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (f) **Resignations:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees accepted the resignations of the following staff members, as detailed below and as attached, by Roll Call Vote:

Name	Position	Effective Date
*Susan Michaelson	Teacher – Science	February 10, 2022
Ramona Schlaegel	Teacher – Social Studies Grades 6-8	March 18, 2022
Julia Tridente	Teacher – SPED Self-Contained Grades 6-8	March 31, 2022
Fayangia Vlaszac	Teacher – Grade 3	April 8, 2022
Iesha Hogans	Paraprofessional	March 28, 2022

\*(Ms. Michaelson was a new hire; she called out on February 8, 2022 and February 9, 2022. She sent a text on February 10, 2022 resigning her position, effective immediately. Efforts to have her honor the 30-day notice clause failed, and the State is being notified of her failure to honor the agreement. ACCS disputes her allegations.)

**Roll Call Vote:**

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

**Nays:** None

**21. BUILDINGS AND GROUNDS:**

- (a) **Approval of Collection, Disposal and/or Material Processing Service Agreement:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Collection, Disposal and/or Material Processing Service Agreement, which covers monthly trash and recycling pick-up, between Atlantic Community Charter School and Gold Medal Environmental, effective April 1, 2022 through March 31, 2025, at a total monthly cost of **\$901.66**, 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  
Peter Damon Seltzer  
Dr. Kenneth King, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (b) **Approval of Heating, Ventilation and Air Conditioning (HVAC) Preventive Maintenance Agreement:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the HVAC Preventive Maintenance Agreement #222-3368 between Atlantic Community Charter School and ModernControls, effective March 1, 2022 until termination, at a total yearly cost of **\$5,720.00**, 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  
Peter Damon Seltzer  
Dr. Kenneth King, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

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

- (a) **Approval of K-6 Mathematics Curriculum:** 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 approved the K-6 Mathematics Curriculum, outlined as attached, by Roll Call Vote.

(The full curriculum is available in the office of the Lead Person for review, upon request.)

**Roll Call Vote:**

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

**Nays:** None

**23. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved Consent Agenda Items 23(a) and 23(b), as detailed below, by Roll Call Vote.

- (a) **Approval of New Policy 5541:** The Board of Trustees approved the new Policy 5541 titled “Anti-Hazing”, for final read, as attached.
- (b) **Approval of Revised Policy 3124:** The Board of Trustees approved the revised Policy 3124 titled “Employment Contract”, for first read, as attached, to be effective July 1, 2022.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Approval of School Calendar 2022-2023:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the school calendar for the 2022-2023 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**24. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSML, LLC presented the attached report concerning management fees.
- (b) **Report to Board on February 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) **i-Ready Math and Reading Performance and Growth – Winter 2022.**
- (d) **Change in Enrollment:**

ADA Percentage: February 10, 2022 – March 8, 2022: 89%		
Monthly Enrollment as of March 8, 2022		
By Grade	# of Students	Transferred Out/In
Kindergarten	36	1/0
1 <sup>st</sup> Grade	30	1/0
2 <sup>nd</sup> Grade	41	0/1
3 <sup>rd</sup> Grade	40	1/1
4 <sup>th</sup> Grade	56	2/0
5 <sup>th</sup> Grade	40	2/0
6 <sup>th</sup> Grade	29	2/0
7 <sup>th</sup> Grade	29	1/0
8 <sup>th</sup> Grade	20	1/0
<b>TOTAL</b>	<b>321</b>	<b>Enrollment has increased with new students</b>

25. **Harassment, Intimidation and Bullying (HIB) Reports:** Three HIB Reports: 001-2022, 002-2022, 003-2022, 004-2022.

26. **Public Comments:** None.

27. **Closed Session:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved going into Closed Session at 4:25 PM to discuss matters related to HIB, a personnel matter, and the Pre-Conference of the Lead Person/Chief School Administrator (CSA), by Roll Call Vote.

**Roll Call Vote:**

**Ayes:**

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

**Nays:** None

28. **Return to Public Session: 4:35 PM.**

29. **New/Old Business:**

(a) **Proposal for 2022-2023 School Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Proposal for the 2022-2023 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:**

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

**Nays:** None

(b) **Proposal for Orientation Series for New Staff:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the Proposal for Orientation Series for New Staff, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Approval of Annual Budget 2022-2023:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the Annual Budget 2022-2023, and authorized that said budget will be filed with the New Jersey Department of Education, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Non-Affirmation of HIB Report # 001-2022:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees affirmed the Lead Person's decision that the incident as set forth in HIB Report #001-2022 was not in fact a HIB violation, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (e) **Affirmation of HIB Report # 002-2022:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees affirmed the Lead Person's decision that the incident as set forth in HIB Report # 002-2022 was in fact a HIB violation, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (f) **Affirmation of HIB Report # 003-2022:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees affirmed the Lead Person's decision that the incident as set forth in HIB Report # 003-2022 was in fact a HIB violation, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (g) **Affirmation of HIB Report # 004-2022:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees affirmed the Lead Person's decision that the incident as set forth in HIB Report # 004-2022 was in fact a HIB violation, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (h) **Approval of Matter Referred to the Commissioner of Education:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and approved that a petition be filed with the Commissioner of Education to suspend the teaching certification of Staff Member # 1992 for one (1) year, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 30. Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Marlene D. Frayne and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:47 PM.

**Voice Vote:**

**Ayes:** Marlene D. Frayne  
Douglas B. Groff  
Matthew Heinle  
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, April 28, 2022.**  
**Note: The Board Meeting scheduled for April 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**