



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, April 20, 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
Dr. Kenneth King
Peter Damon Seltzer

Absent: Douglas B. Groff
Matthew Heinle

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: 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 March 23, 2023, as attached, by Voice Vote.

Voice Vote:

Ayes: Marlene D. Frayne
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 Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the Lead Person's Board Report for April 2023, as attached, by Voice Vote.

Voice Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
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 – March 31, 2023:** The Board of Trustees accepted the Treasurer's Report for the month ending March 31, 2023, as attached.
9. **Approval of Budget Transfers 2022-2023 – March 31, 2023:** The Board of Trustees approved the Budget Transfers 2022-2023 for the month ending March 31, 2023, as attached.
10. **Approval of Budget vs. Actual Report 2022-2023 – March 31, 2023:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending March 31, 2023, as attached.
11. **Board Secretary's Report – March 31, 2023:** The Board of Trustees accepted the Board Secretary's Report for the month ending March 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
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 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 March 1, 2023 through March 31, 2023, totaling **\$614,658.41** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, by Roll Call Vote.

Vote. (Payroll and taxes were paid during the same period, totaling **\$489,564.75** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

Abstain: Peter Damon Seltzer

- 15. Approval of Sneaker Ball:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved an end- of- year event, the “Sneaker Ball”, to be held on June 2, 2023 from 1:00pm to 3:15pm at the school, for grades K-8 broken into three (3) sessions, with Disc Jockey (DJ) Paul Moore 3rd, at a cost of \$300.00, as attached, by Roll Call Vote.

(An updated contract and insurance for DJ Paul Moore 3rd will be obtained by the Lead Person prior to the event.).

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- 16. Approval of Professional Development Request:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved a professional development request from Jennifer Braddock, Teacher, for an online course titled “The Good Kind of Assessment”, to be conducted on May 4, at a cost of **\$106.00**, or four (4) Stockton Regional Institute/Educational Technology Training Center (SRI/ETTC) hours valued at **\$96.00**, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- 17. Approval of Learning A-Z License Quote:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Learning A-Z License

Quote, effective July 1, 2023, to June 30, 2024, at a cost of **\$5,148.00**, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

18. Approval of Frontline Education Invoice: Tabled.

19. Approval of “The YOJO Show” Performance: On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved a performance of the “The YOJO Show” by Bromley Productions, LLC, to be held on April 27, 2023, at 9:15 AM at the school for 3rd through 5th Grade students (to prepare for testing), at a cost of **\$880.00**, as attached, by Roll Call Vote.

(No insurance has been provided at this time; the Lead Person shall ensure that the appropriate Certificate of Insurance is obtained prior to this event.)

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

20. Approval of Additional Field Trip and Transportation Quotation ACCS-5.25.23:

On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved an additional field trip to Stockton University in Galloway, New Jersey for the “New Jersey Future Educators Association Middle-High-School Conference” on May 25, 2023 from 8:30 AM to 1:30 PM for twenty-eight (28) 8th Grade students, at a cost of **\$10.00** per student, not to exceed **\$280.00** (lunch included), and transportation quotation ACCS-5.25.23 for said trip from Sheppard Bus Co. at a cost of **\$530.00**, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- 21. Approval to Accept New Jersey Schools Insurance Group (NJSIG) Safety Grant:**
On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the acceptance of the NJSIG Safety Grant for 2023, awarded to ACCS in the amount of **\$2,000.00**, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

22. 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 April 20, 2023, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- (b) Declination of Appointment:** Whereas, the Board of Trustees approved the appointment of Jillian Pritchett as an Instructional Strategist on March 23, 2023; and whereas Ms. Pritchett has now declined the appointment due to childcare issues and the restructuring of her current job and pay; and

Now, therefore resolved: On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees rescinded the offer of employment and approved the declination of appointment for Jillian Pritchett, effective immediately, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

23. BUILDINGS AND GROUNDS:

- (a) **Confirmation, Approval and Ratification of Revised Service Agreement with Gold Medal Environmental:** On the motion made by Marlene D. Frayne and Linda A. Brand, the Board of Trustees approved a revised Collection, Disposal and/or Material Processing Service Agreement between Atlantic Community Charter School and Gold Medal Environmental, effective March 27, 2023, to March 31, 2025, at a monthly cost of **\$1,540.00**, with an extra pick-up fee of **\$65.00**. as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

24. CURRICULUM AND REGULAR/SPECIAL EDUCATION: None

- 25. 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 25(a) through 25(d), as detailed below, by Roll Call Vote.

- (a) **Approval of Revised Bylaw Revised Bylaw 0152:** The Board of Trustees approved the revised Bylaw 0152, titled “Board Officers”, for final read, as attached, by Roll Call Vote.
- (b) **Approval of 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 final read, as attached, by Roll Call Vote.
- (c) **Approval of 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 final read, as attached, by Roll Call Vote.
- (d) **Approval of 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 final read, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- (e) **Approval of School Calendar 2023-2024:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the school calendar for the 2023-2024 school year, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

26. Informational Items:

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

MONTHLY REPORT – ENROLLMENT – March 6-24, 2023 AVERAGE DAILY ATTENDANCE: 89.54%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	40	1/0
1 st Grade	35	0/0
2 nd Grade	38	0/0
3 rd Grade	36	0/0
4 th Grade	33	0/0
5 th Grade	45	0/0
6 th Grade	38	0/1
7 th Grade	33	1/1
8 th Grade	26	0/0
TOTAL	324	

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

28. Public Comments: None.

29. Closed Session: None.

30. **Return to Public Session:** N/A

31. **New/Old Business:**

- (a) **Approval of Job Descriptions:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the job descriptions for Assistant Principal of Student Pupil Services and Curriculum and Instruction Supervisor, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- (b) **Confirmation, Approval and Ratification of E-Rate Agreement:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved, and ratified the E-Rate Agreement between CDW Government, LLC and Atlantic Community Charter School, effective April 1, 2023 through June 30, 2024, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- (c) **Confirmation, Approval and Ratification of Appointment to After School Tutoring/Clubs:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the appointment of Grace Maccarella as an office worker for After School Tutoring/Clubs, effective April 17, 2023 to June 30, 2024, at the rate of **\$32.96** per hour, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- (d) **Resignation:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the resignation of Carly Thompson, Substitute Teacher, effective May 9, 2023, due to an educational opportunity, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- (e) **Approval of Attendance at 2023 Consultative Transportation Meeting for Atlantic County Public, Charter, and Nonpublic Schools:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the attendance of Marcella Scivoletto, Child Accountant, at the 2023 Consultative Transportation Meeting for Atlantic County Public, Charter, and Nonpublic Schools, to be held on April 26, 2023 in Egg Harbor Township, New Jersey, from 10:00 AM to 11:00 AM, at no cost, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- (f) **Approval of Appointment of Lead Person/Principal/Chief School Administrator (CSA):** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the appointment of Christopher Armstrong as the Lead Person/ Principal/Chief School Administrator (CSA), effective July 1, 2023 to June 30, 2026, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- (g) **Cancellation of Relationship:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees confirmed the cancellation of the consultant's contract between the Board of Trustees and MAP Educational Consultants, LLC, effective June 16, 2023, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- (h) Resignation of Board Secretary/School Business Administrator:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the resignation of Donella Edwards, Board Secretary/School Business Administrator, effective June 17, 2023, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice President
Dr. Dominick Potena, President

Nays: None

- 32. Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:24 PM.

Voice Vote:

Ayes: Marlene D. Frayne
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, May 25, 2023.
Note: The Board Meeting scheduled for May 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