



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, April 28, 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
Linda A. Brand
Marlene D. Frayne
Douglas B. Groff
Peter Damon Seltzer

Absent: Matthew Heinle

Also Present: Melindo A. Persi – MAP Educational Consultants, LLC
Dr. Joseph Cappello – (for) 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
Ryan Bragg, IT Specialist, CSMI, LLC
Dr. Shelly Ward Richards – Lead Person, ACCS
Steve DiMatteo – Principal/Director of Special Education, ACCS
Janice Lynch – Human Resources Manager, ACCS

5. Correspondence: None.

6. Approval of Minutes: On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on March 24, 2022, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Douglas B. Groff
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 Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees accepted the Lead Person's Board Report for April 2022, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Douglas B. Groff
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 Dr. Kenneth King, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

8. **Treasurer's Report – March 31, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending March 31, 2022, as attached.
9. **Budget Transfers 2021-2022 – March 31, 2022:** The Board of Trustees approved the Budget Transfers 2021-2022 for the month ending March 31, 2022, as attached.
10. **Budget vs. Actual Report 2021-2022 – March 31, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2021-2022 for the month ending March 31, 2022, as attached.
11. **Board Secretary's Report – March 31, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending March 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: Linda A. Brand
Marlene D. Frayne
Douglas B. Groff
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 Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of March 1, 2022 through March 31, 2022, totaling **\$380,397.21** 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 **\$300,389.54** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

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

Nays: None

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

- 15. Approval of Galloway Township Public School District Food Service Contract:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Food Service Contract between Atlantic Community Charter School and the Galloway Township Public School District, effective July 1, 2022 through June 30, 2023, as set forth on the attached, previously reviewed by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 16. Approval of Treasurer of School Monies Agreement 2022-2023:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the Treasurer of School Monies Agreement between Atlantic Community Charter School and MS Accounting Services, Inc. (Robert Sapp), at an annual cost of **\$4,100.00**, effective July 1, 2022 through June 30, 2023, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 17. Approval of Addendum to Extend Agreement with ESS Northeast, LLC:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Addendum to Extend Agreement between Atlantic Community Charter

School and ESS Northeast, LLC for school staffing needs, effective July 1, 2022 through June 30, 2023, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 18. Approval of Consulting Agreement (School Physician/Medical Inspector) 2022-2023:**
On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved the Consulting Agreement between Atlantic Community Charter School and Dr. Glenn R. Budnick, Consultant (School Physician/Medical Inspector), at an annual cost of **\$7,354.00**, effective September 1, 2022 through June 30, 2023, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 19. Confirmation, Approval and Ratification of IT Service Agreement Quote #Q100059:**
On a motion made by Peter Damon Seltzer and seconded by Dr. Kenneth King, the Board of Trustees confirmed, approved, and ratified the Service Agreement Quote # Q100059 between Atlantic Community Charter School and IT Service ArchiTechs (ITSA) for an IT network assessment, at a cost of **\$2,000.00**, plus **\$25.00** for each workstation assessed for Personal Identification Information (PII), as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 20. Confirmation, Approval and Ratification of IT Service Agreement Quote #Q100071:**
On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the Service Agreement Quote #Q100071

between Atlantic Community Charter School and ITSA for development of a cyber security incident response plan, IT business continuity plan, and IT disaster recovery plan, at a cost of **\$1,150.00**, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 21. Approval of Delta-T Group North Jersey, Inc. Letter Agreement 2022-2023:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved the Letter Agreement between Atlantic Community Charter School and Delta-T Group North Jersey, Inc. for school staffing needs, effective July 1, 2022 through June 30, 2023, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 22. Approval of Global Compliance Network, Inc. Quote 2022-2023:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the quote from Global Compliance Network, Inc. for access to various unlimited online tutorials, at a total cost of **\$500.00**, effective July 1, 2022 through June 30, 2023, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 23. Approval of Quote for Trip# ACCS-6.01.22:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved the quote from James Transportation for Trip # ACCS-6.01.22 to transport two (2) students and their teachers

from ACCS to the Carriage House in Galloway, New Jersey on June 1, 2022, to attend an Academic Recognition Brunch, at a total cost of **\$635.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 24. Approval of Referral Bonus:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees approved a referral bonus in the amount of **\$2,000.00** to Sylvana Blee, Teacher, for her referral of Sara Hickman, Teacher, as attached, in the amount of **\$1,000.00** payable upon the 90th day of Ms. Hickman's employment (October 26, 2022), and the remaining **\$1,000.00** granted for April 1, 2023, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 25. Confirmation, Approval and Ratification of Additional Student Breakfast and/or Lunch:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees confirmed, approved and ratified providing an additional breakfast and/or lunch to students for ten (10) days; five (5) days leading up to state testing and five (5) days during state testing; effective April 25, 2022 to May 6, 2022, at a total cost of **\$22,000.00** (220 students x \$10.00), by Roll Call Vote.

Roll Call Vote:

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

Nays: None

26. HUMAN RESOURCES:

- (a) Position Control Table:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Position Control Table as of April 28, 2022, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

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

Nays: None

- (c) Confirmation, Approval and Ratification of Request for Intermittent Family and Medical Leave Act (FMLA):** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees confirmed, approved and ratified intermittent FMLA for Shameka Oliver, Aide/Assistant (Regular Education), effective March 24, 2022, as needed, until October 4, 2022, due to an ongoing condition for which medical is not available until October 2022, and from which flare-ups may occur two (2) to three (3) times per month, by Roll Call Vote.

(Ms. Oliver has completed all FMLA documentation. If flare-ups become more frequent than anticipated, the issue of her intermittent FMLA will be revisited.)

Roll Call Vote:

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

Nays: None

- (d) Confirmation, Approval and Ratification of Return from Extended Leave of Absence:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved, and ratified the return from an extended leave of absence for Sandra Witzak, Teacher, effective April 4, 2022, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Confirmation, Approval and Ratification of Appointment of Bus Aide:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees confirmed, approved and ratified the appointment of Lisa Hood, Substitute Teacher, as a Bus Aide on Bus #6, effective April 5, 2022 to June 30, 2022, at the rate of **\$15.73** per hour, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (f) **Resignations:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, 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
Domenico Raddi	Paraprofessional	March 29, 2022 (last day worked March 28, 2022.)
Brittany DiBuono	Teacher – Fourth Grade	April 22, 2022 (last day worked April 14, 2022; which was the last day before Spring Break.)
Christine Schrum	Building Substitute Teacher	April 29, 2022

Roll Call Vote:

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

Nays: None

27. **BUILDINGS AND GROUNDS:**

- (a) **Approval of Macchione Property Management, LLC Landscaping Contract 2022-2023:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the landscaping contract between Atlantic Community Charter School and Macchione Property Management, LLC, for the 2022-2023 school year, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

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

- (a) **Approval of Summer Academic Program and Extended School Year (ESY Program):** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved the Summer Academic Program and ESY Program, Monday-Thursday from 9:00 AM to 1:00 PM, effective July 5, 2022 to August 4, 2022, at the rate of **\$45.00** per hour for teachers and **\$20.00** per hour for paraprofessionals by Roll Call Vote.

(It is proposed that approximately eight (8) teachers and eight (8) paraprofessionals will be needed between both programs.)

Roll Call Vote:

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

Nays: None

- (b) **Approval of Homebound Instruction:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees approved homebound instruction for the following students, by Roll Call Vote.

Student ID#/Grade	Reason	Provider/Cost
220090 – 1 st Grade	Behavior – Children’s Hospital of Philadelphia (CHOP) Intensive Behavioral Program – five (5) hours per week	Delta-T Group - \$42.00 per hour.
180090 – 8 th Grade	Pending outcome of psychiatric evaluation (dangerous behavior) – ten (10) hours per week.	Patricia Bombara, Teacher - \$35.00 per hour.

Roll Call Vote:

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

Nays: None

29. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Approval of Revised Policy 3124:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 3124 titled “Employment Contract”, for final read, as attached, to be effective July 1, 2022, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Approval of Parent-Teacher Organization (PTO) Paint and Unify Event:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved a PTO Paint and Unify event for approximately twenty-five (25) people, to be hosted by Cynthia Verderber, Art Teacher, on June 3, 2022 from 5:30 PM to 7:30 PM in the school’s gymnasium at a cost of **\$360.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Attendance at New Jersey Association of School Administrators (NJASA) Conference:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved the attendance of Dr. Shelly Ward Richards, Lead Person, at the NJASA Spring Leadership Conference, to be held in Atlantic City, New Jersey on May18-20, 2022, at no cost, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Approval of Attendance at Governor's Educator of the Year (GEOY) Brunch:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees approved the attendance of Connie Biesecker, Aide/Assistant (Special Education), New Jersey Educational Services Professional of the Year, at the GEOY Recognition Brunch to be held at the Carriage House in Galloway, New Jersey on May 24, 2022, at no cost, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

30. 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 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:

ADA Percentage: March 8, 2022 – April 8, 2022: 87%		
Monthly Enrollment as of April 8, 2022		
By Grade	# of Students	Transferred Out/In
Kindergarten	37	1/0
1 st Grade	29	1/1
2 nd Grade	39	0/2
3 rd Grade	37	0/3
4 th Grade	57	2/0
5 th Grade	38	½
6 th Grade	27	2/2
7 th Grade	28	½
8 th Grade	22	2/0
TOTAL	314	

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

32. Public Comments: None.

33. Closed Session: On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees approved going into Closed Session at 4:45 PM to discuss a confidential student matter, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

34. Return to Public Session: 4:55 PM.

35. New/Old Business:

(a) Ratification of Student Suspension: On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's

recommendation and ratified the suspension of student number 150084 through May 9, 2022, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

36. Adjournment: There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Douglas B. Groff and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:58 PM.

Voice Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Douglas B. Groff
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, May 26, 2022.
Note: The Board Meeting scheduled for May 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