



# ATLANTIC COMMUNITY CHARTER SCHOOL

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

**Date: Thursday, May 25, 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 4:02 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  
Marlene D. Frayne  
Dr. Kenneth King  
Peter Damon Seltzer

**Absent:** Douglas B. Groff  
Matthew Heinle  
Linda A. Brand, Vice 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  
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  
Ryan Bragg – Information Technology (IT) Specialist, CSMI, LLC  
Dr. Shelly Ward Richards – Lead Person, ACCS  
Steve DiMatteo – Principal, ACCS  
Janice Lynch – Human Resources Manager, ACCS

**Public Attendees:** Glenn Richardson, Pressler-Richardson, LLC (Incoming School Business Administrator/Board Secretary)  
Christopher Armstrong (Incoming Lead Person/Principal)  
Noel Hartman, School Social Worker  
Lauren Dotsey, Teacher  
Evelyn Byrd, Parent  
Siah Greenfield, Parent

**Presentation of Students and Staff by Lead Person:** The Lead Person presented awards to the top 8<sup>th</sup> Grade students (Rasheed Abdullah and Fleur Greenfield), and top two teachers (Lauren Dotsey, Noel Hartman) for the 2022-2023 school year.

**5. Correspondence:** None.

**6. Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on April 20, 2023, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Marlene D. Frayne  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**Incoming Lead Person/Principal Introduction:** The Lead Person introduced Mr. Christopher Armstrong, the incoming Lead Person/Principal for the 2023-2024 School year.

7. **Lead Person's Board Report:** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees accepted the Lead Person's Board Report for May 2023, as attached, by Voice Vote.

**Voice Vote:**

**Ayes:** Marlene D. Frayne  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**FINANCE:** On a motion made by Marlene D. Frayne 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 – April 30, 2023:** The Board of Trustees accepted the Treasurer's Report for the month ending April 30, 2023, as attached.
9. **Approval of Budget Transfers 2022-2023 – April 30, 2023:** The Board of Trustees approved the Budget Transfers 2022-2023 for the month ending April 30, 2023, as attached.
10. **Approval of Budget vs. Actual Report 2022-2023 – April 30, 2023:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending April 30, 2023, as attached.
11. **Board Secretary's Report – April 30, 2023:** The Board of Trustees accepted the Board Secretary's Report for the month ending April 30, 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  
Dr. Dominick Potena

**Nays:** None

**Note: Matthew Heinle, Board Member, entered the meeting at 4:15 PM.**

- 14. Payment of Bills:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of April 1, 2023 through April 30, 2023, totaling **\$631,523.93** 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 **\$305,459.25** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Dr. Dominick Potena, President

**Nays:** None

**Abstain:** Peter Damon Seltzer

- 15. Approval of School Transportation Renewal for Daily Run (Bus #7):** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees approved the school transportation renewal for the 2023-2024 school year daily run (Bus #7), for one (1) 54-passenger bus, effective September 2023 through June 2024, from Absecon Public Schools at a total cost of **\$54,020.00**, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- 16. Approval of School Transportation Renewal for Late Bus Runs:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees approved the school transportation renewal for the 2023-2024 school year for late bus runs, for three (3) 54-passenger buses with three (3) aides, effective October 2023 through April 2024, from Absecon Public Schools at a total cost of **\$75,000.00**, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer

Dr. Dominick Potena, President

**Nays:** None

**17. Approval of Bid ACCS-S1-2023 for School Transportation (Summer School Runs): Tabled.**

**18. Approval of Addendum to Extend ESS Northeast, LLC Agreement:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees approved the Addendum to Extend Agreement between Atlantic Community Charter School and ESS Northeast, LLC, effective July 1, 2023 through June 30, 2024, subject to review by the Board's attorney, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**19. Treasurer of School Monies Agreement: Pulled.**

**20. Approval of School Medical Inspector Consulting Agreement:** On a motion made by Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees approved the Consulting Agreement between Atlantic Community Charter School and Dr. Glenn R. Budnick, School Medical Inspector, effective July 1, 2023 through June 30, 2024, at a total cost of **\$7,579.00**, subject to review by the Board's attorney, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**21. Approval of Preferred Home Health Care and Nursing Services School Staffing Agreement:** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees approved the School Staffing Agreement between Atlantic Community Charter School and Preferred Home Health Care and Nursing Services, effective July 1, 2023 through June 30, 2024, subject to review by the Board's attorney, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- 22. Approval of Sweetwater Environmental Management, LLC Contract:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees approved the contract between Atlantic Community Charter School and Sweetwater Environmental Management, LLC for Environmental Services Potable Water System Licensed Operator for the 2023-2024 school year, as attached, subject to review by the Board's attorney, 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. Approval of Galloway Township Public School District Food Service Contract 2023-2024:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees approved the Food Service Contract between Atlantic Community Charter School and the Galloway Township Public School District, effective July 1, 2023 through June 30, 2024, as set forth on the attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- 24. Approval of School Transportation Renewal for Daily Run (Bus #6):** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees approved the school transportation renewal for the 2023-2024 school year daily run (Bus #6), for one (1) 54-passenger bus, effective September 2023 through June 2024, from Integrity Transportation at a total cost of **\$44,460.00**, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- 25. Approval of Delta-T Group Letter Agreement:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approves the Letter Agreement between Atlantic Community Charter School and Delta-T Group, effective July 1, 2023 through June 30, 2024, as set forth on the attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- 26. Acceptance of Donations for Graduation:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees accepted the donation of **\$500.00** from Seth N. Broder, Esquire for five (5) 8<sup>th</sup> Grade students for graduation, and the donation of **\$100.00** from Dr. Shelly Ward Richards for one (1) 8<sup>th</sup> Grade student for graduation, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- 27. Acceptance of Donation for the Sneaker Ball:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees accepted the donation of a photo booth from Debra Hill of Deluxe Entertainment, and the donation of dessert from Ivory Edwards from Dessert Soiree, for the Sneaker Ball to be held on June 2, 2023, as approved by the Board of Trustees on April 20, 2023, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**28. HUMAN RESOURCES:**

- (a) **Appointment of Staff:** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees accepted the recommendation of the Lead Person and approved the appointment of staff for the 2023-2024 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  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**HUMAN RESOURCES:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved Human Resources Consent Agenda Items 28(b) and 28(c), as detailed below, by Roll Call Vote.

- (b) **Approval of Job Descriptions:** The Board of Trustees approved the job descriptions for a Family Coordinator and Human Resources Manager for the 2023-2024 school year, as attached.
- (c) **Approval of Evaluation Forms:** The Board of Trustees approved the evaluations forms for Certificated Staff, the Family Coordinator, the Human Resources Manager, and for Custodial staff for the 2023-2024 school year, as attached.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (d) **Approval of Appointment as Homebound Instructor:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the appointment of Jennifer Braddock, Teacher, as a homebound instructor for Student ID #150088, Grade 7, for up to ten (10) hours per week (in addition to her regular duties), pending psychiatric clearance for student, at the rate of **\$45.00** per hour, by Roll Call Vote.



**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (e) **Approval of Payment of Retention Bonuses for End of 2022-2023 School Year:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the payment of retention bonuses for the 2022-2023 school year, as set forth on the attached, and subject to the terms of “Proposal of Retention Bonuses” approved by the Board of Trustees on March 24, 2022 and subsequently approved clarification of the proposal by the Board of Trustees on June 20, 2022, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (f) **Approval of Additional Salary for Family Coordinator:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne the Board of Trustees approved the additional salary of **\$2,500.00** for the Family Coordinator, for job duties regarding truancy for the 2023-2024 school year, for a total salary of **\$41,892.81**, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (g) **Resignation:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of Madalyn Steiner, Building Substitute Teacher, effective May 5, 2023, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**29. BUILDINGS AND GROUNDS:**

- (a) **Approval of TFB Property Management, LLC Facilities Management Agreement:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees approved the Facilities Management Agreement between Atlantic Community Charter School and TFB Property Management, LLC for interior and exterior facilities management services, effective July 1, 2023 through June 30, 2024, as set forth on the attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (b) **Approval of Bid AC-1-23 for Custodial Services:** Resolution and Attachment "Y" were pulled per CSMI, LLC request of May 18, 2023. The bid is currently under review, and the School will award the contract at the Board meeting to be held on June 22, 2023.

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

- (a) **Approval of Summer Academic Program and Extended School Year (ESY) Appointments:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees approved the appointment of staff, as set forth on the attached, for the Summer Academic Program and ESY, Monday-Thursday, approximately 4.5 hours per day (plus bus duty, where applicable), effective June 29, 2023 for one prep day, and effective July 5, 2023 to August 3, 2023 for the summer programs, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (b) **Approval of Quote from GCN Training:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the quote from GCN Training (Global Compliance Network), for an unlimited tutorials package, effective July 1, 2023 to June 30, 2024, at a cost of **\$600.00**, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (c) **Approval of Homebound Instruction by Delta-T Group:** On a motion made by Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees approved homebound instruction for Student ID # 230104, 6<sup>th</sup> Grade, for five (5) hours per week pending psychiatric clearance, and for Student ID # 230039, 2<sup>nd</sup> Grade, for ten (10) hours per week pending placement in an out of district program, to be provided by Delta-T Group at the rate of **\$42.00** per hour, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**31. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Approval of Regular Board Meeting Dates from July 1, 2023 to June 30, 2024:** On a motion made by Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees approved the Regular Board Meeting Dates for the 2023-2024 school year, effective July 1, 2023 through June 30, 2024, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**32. Informational Items:**

(a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.

(b) **Report to Board on April 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 24 , 2023 to May 11, 2023 AVERAGE DAILY ATTENDANCE: 90.45%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	42	3/0
1 <sup>st</sup> Grade	36	1/0
2 <sup>nd</sup> Grade	37	1/2
3 <sup>rd</sup> Grade	37	1/0
4 <sup>th</sup> Grade	32	0/1
5 <sup>th</sup> Grade	44	0/1
6 <sup>th</sup> Grade	38	0/0
7 <sup>th</sup> Grade	32	0/1
8 <sup>th</sup> Grade	25	0/1
<b>TOTAL</b>	<b>323</b>	

(d) **Harassment, Intimidation and Bullying (HIB) Grading 2021-2022:** As attached for Board review.

**33. HIB Reports:** None.

**34. Public Comments:** None.

**35. Closed Session:** None.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

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

**37. New/Old Business:**

- (a) Approval of Reappointment of Staff 2023-2024 and Position Control Table:** On a motion made by Dr. Kenneth King and seconded by, Marlene D. Frayne the Board of Trustees approved that, upon the recommendation of the Lead Person, the persons whose names appear on the reappointment list and Position Control Table, with term and salary listed as of May 25, 2023, are reappointed for the 2023-2024 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (b) Approval of Professional Development Reimbursements:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved a professional development reimbursement in the amount of **\$1,835.40** for Cynthia Verderber, Teacher, for an online course “Educational Leadership from Theory to Practice”, as attached, and a professional development reimbursement in the amount of **\$2,000.00** (maximum allowed), for Gaetano Ricciardi, Teacher, for an online course “Current Issues in English as a Second Language (ESL), as attached, by Roll Call Vote. (Reimbursement is subject to the Board Secretary’s confirmation of a grade of “B” or higher. Documentation showing proof of grade, completion of coursework, and proof of tuition payment must be submitted to the Lead Person prior to any reimbursement. Staff are required to remain employed at the school for one (1) year after the receipt of tuition reimbursement or be subject to returning the tuition reimbursement monies to the school.)

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (c) **Approval of Student Nurse Assignment and Master Clinical Placement Site Agreement (MCPSA):** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees approved the placement of a Student Nurse, Jeannette N. Ige, LPN, pursuant to the previously established MCPSA Agreement between Atlantic Community Charter School and the University of Arkansas, College of Education and Health Professions Eleanor Mann School of Nursing, as attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (d) **Approval of Structured Learning Experience Agreement (SLEWBL):** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the participation of a former ACCS student, now a student at Atlantic County Institute of Technology (ACIT), in attending ACCS for one day to shadow the School Nurse, pursuant to the SLEWBL Agreement, subject to review by the Board's attorney, as attached, by Roll Call Vote. (An updated agreement will be obtained by the Lead Person prior to the above stated event.)

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (e) **Approval of Frontline Education Contract Renewal:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees approved the Frontline Education software and services renewal and invoice, to include IEP Direct and 504 Program Management, effective July 1, 2023 to June 30, 2024, at a cost of **\$5,914.36**, subject to review by the Board's attorney, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (f) Approval of Professional Development Proposal and Professional Learning Communities (PLC) Proposal:** On a motion made by Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees approved the Professional Development Plan and PLC Proposal for the 2023-2024 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (g) Approval of Professional Development Hours:** On a motion made by Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees approved the professional development hours for Stockton University/Educational Technical Training Center (ETTC) for Math for the 2023-2024 school year, for a budgeted amount of **\$10,300.00**, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (h) Approval of Stockton University Student Placements:** On a motion made by Dr. Kenneth King and seconded by Matthew Heinle, the Board of Trustees approved the placement of three (3) Stockton University students for eighty (80) hours of CP1 Intermediate Fieldwork, effective September 5, 2023 to December 5, 2023, to the assigned Mentor Teachers as detailed below and as attached, by Roll Call Vote.

Student: Desiree Roller  
Student: Shaina Strother  
Student: Jaime Wyckoff

Mentor Teacher: Maureen Gunzenhauser  
Mentor Teacher: Lauren Dotsey  
Mentor Teacher: Sylvana Blee

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (i) **Bipartisan Safer Communities Act (BSCA) - Stronger Connections Competitive Grant (SCG) (24-AA01-H02):** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved ACCS to submit an application for the BCSA SCG Grant 24-AA01-H02 on May 31, 2023, as attached, by Roll Call Vote. (This grant opportunity is potentially worth \$1.3 million in funding for the school.)

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (j) **Approval of Stipends:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees approved that a certificated staff person (i.e., Teacher) be paid **\$45.00** per hour during their prep time to cover a class in an emergency situation (which would be deemed necessary by the Lead Person), and that such monies will be paid in the form of a stipend at the end of the 2022-2023 school year, based on hours worked, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (k) **Approval of School Business Services Agreement:** On a motion made by Matthew Heinle and seconded by Dr. Kenneth King, the Board of Trustees approved the School Business Services Agreement between Atlantic Community Charter School and Pressler-Richardson Charter School Services, LLC for business services effective June 1, 2023 to June 30, 2024, as set forth on the attached, subject to review by the Board's attorney, by Roll Call Vote.



**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (l) Appointment of School Business Administrator:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees appoints Glenn Richardson as Business Administrator/Board Secretary, effective June 17, 2023 to June 30, 2024, pursuant to the Charter School Service Agreement between Atlantic Community Charter School and Pressler-Richardson Charter School Services.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (m) Approval of Security for Graduation Ceremony:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved Galloway Extra Duty Solutions (a Hart Halsey Company) to provide two (2) police officers for security at the school graduation on June 14, 2023, at **\$86.40** per hour, for four (4) hours, minimum requirement, by Roll Call Vote. (The Lead Person provided the supporting document to the Board Secretary's office.)

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- (n) Designation of Depository of School Funds:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees, as of June 17, 2023, designated Fulton Bank of New Jersey as the depository of school funds, and further approved that all Drafts, Notes, Warrants, or Checks be signed by:

Dr. Dominick Potena, Board President  
Glenn Richardson, School Business Administrator/Board Secretary; and

whose signatures shall be certified to Fulton Bank, and that no Drafts, Notes, Warrants, or Checks be released unless so signed, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

- 38. Adjournment:** There being no further business to discuss, a motion was made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:41 PM.

**Voice Vote:**

**Ayes:** Marlene D. Frayne  
Matthew Heinle  
Dr. Kenneth King  
Peter Damon Seltzer  
Dr. Dominick Potena, President

**Nays:** None

**The next Regular Monthly Board Meeting will be held on Thursday, June 22, 2023.**  
**Note: The Board Meeting scheduled for June 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**