



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting

Date: Thursday, July 21, 2022

Time: 4:00 PM

(Immediately following the Annual Reorganization Meeting)

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 4:15 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
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer

Absent: Matthew Heinle

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
Bill Zarrilli – Executive Vice-President and Chief Financial Officer, CSMI, LLC
Craig Wigley - Vice-President, Academics and Curriculum, CSMI, LLC
Susan S. Hodges, Esq., Parker McCay P.A.
Ryan Bragg, IT Specialist - CSMI, LLC
Dr. Shelly Ward Richards – Lead Person, ACCS
Steve DiMatteo – Principal/Director of Special Education, ACCS

5. Correspondence: None.

6. Approval of Minutes: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on June 20, 2022, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

7. Lead Person's Board Report and ACCS School Improvement Plan SY 2022-2023: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Board Report for June 2022 and approved the ACCS School Improvement Plan SY 2022-2023, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

FINANCE: On a motion made by Peter Damon Seltzer 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 – June 30, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending June 30, 2022, as attached.
9. **Budget Transfers 2021-2022 – June 30, 2022:** The Board of Trustees approved the Budget Transfers 2021-2022 for the month ending June 30, 2022, as attached.
10. **Budget vs. Actual Report 2021-2022 – June 30, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2021-2022 for the month ending June 30, 2022, as attached.
11. **Board Secretary's Report – June 30, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending June 30, 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
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the payment of bills on the attached list, for the period of June 1, 2022 through June 30, 2022, totaling **\$142,979.46** 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 **\$326,543.88** 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
Dr. Kenneth King
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

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

- 15. Approval of Bowman & Company LLP Engagement Letter:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Bowman & Company LLP Engagement letter dated July 12, 2022, for the audit of the fiscal year ending June 30, 2022, subject to review by the Board's attorney, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 16. Approval of the Submission of the Application of Title I SIA Grant Funding for the 2022-2023 School Year:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the submission of the application for the Title I SIA Grant for the 2022-2023 school year in the amount of **\$50,500.00**, by Roll Call Vote. (The planned use of funds will cover expenses for an Instructional Strategist to work with students in English/Language Arts (ELA) and Math. Such use of funds are subject to change based on application approval and/or the identification of alternate uses by the school.)

Roll Call Vote:

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

Nays: None

- 17. Approval of Cyber Liability Insurance Policy:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the binding of the cyber liability insurance policy between Atlantic Community Charter School and Evolve Cyber Insurance Services, LLC, for the policy period effective July 1, 2022 through June 30 2023, at a total cost of **\$6,150.75**, as attached, by Roll Call Vote. (Binding of the

policy was approved on June 23, 2022 per discussion with the Board Secretary's office, in order for coverage to be in place on July 1, 2022.)

Roll Call Vote:

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

Nays: None

- 18. Approval of Mentor Training Attendance:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved four (4) teachers to attend the Educational Technical Training Center/Southern Regional Institute (ETTC/SRI) Mentor Training required by the New Jersey Department of Education, either in-person or virtually, to be held on August 17, 2022 from 9 AM to 12 PM in Galloway, New Jersey, at a cost of **\$135.00** per teacher (**\$45.00** per hour), plus mileage if the teacher attends in-person, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 19. Acceptance of Preschool and Charter Security Grant Funding:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Preschool and Charter Security Grant Funding of **\$20,000.00**, to be used for a new Fob System/Access Control and Bollard Installation, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, 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 Dr. Kenneth King, the Board of Trustees accepted the Position Control Table as of July 21, 2022, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Appointment of Staff:** On a motion made by 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, as set forth on the attached, contingent upon receipt of all required documentation by Human Resources, by Roll Call Vote.

Note: Christopher D'Allesandro was removed from the Appointment of Staff list, and a correction in name was noted for Marco Panting Bogram.

Roll Call Vote:

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

Nays: None

- (c) Approval of Summer Curriculum Writing Staff:** Whereas, the Board of Trustees approved summer curriculum writing hours and costs (\$45.00 per hour), for a total cost of \$5,400.00, and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the following staff members to complete the annotated summer curriculum, as detailed below, by Roll Call Vote.

Subject	Staff Member(s)	Hours
Science	Regina Ludmer Ashley Osowski	Five (5) per staff member
Social Studies	James Pearce Michaela Abraham	Eight (8) per staff member
Physical Education	Megan Donnelly Sam Schriever	Twenty-five (25) per staff member
English as a Second Language (ELA)	Ian Anderson Rachel Riendeau Dorothy Wilkerson	Six (6) per staff member

Roll Call Vote:

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

Nays: None

- (d) **Confirmation, Approval and Ratification of Leave of Absence (LOA) Extension:** Whereas, a LOA for Patricia O'Connell, Curriculum Supervisor/Instructional Coach was previously approved under Family and Medical Leave Act (FMLA) through July 6, 2022; and

Now, therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the extension of the LOA for Ms. O'Connell until July 11, 2022, due to the inability to meet with her physician for clearance until July 8, 2022, by Roll Call Vote. (Ms. O'Connell is a twelve (12) month employee. This would use up twenty (20) days of the allowable sixty (60) days of FMLA. This leave is conditionally approved assuming Human Resources receives the proper FMLA certificate and clearance from Ms. O'Connell's physician.)

Roll Call Vote:

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

Nays: None

- (e) **Rescindment of Resignation and Offer of Reappointment:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the rescindment of resignation from Rachel Cohen (Teacher-Floater) and approved an offer of reappointment for a full-time position as a Teacher-Floater for the 2022-2023 school year, as attached, by Roll Call Vote. (Ms. Cohen worked as a Teacher-Floater for the 2021-2022 school year. She has anticipated working in Spain effective October 2022, so she declined ACCS's offer of reappointment and requested to be appointed as a Substitute Teacher for the month of September 2022 only. Ms. Cohen is currently working toward obtaining her ESL certificate.)

Roll Call Vote:

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

Nays: None

- (f) **Approval to Attend Restorative Practices Workshop:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approves the attendance of the newly appointed School Counselor, Makenna Sacco, at the “Guide to Supporting Teachers With Restorative Practices” workshop, to be held on August 4-5, 2022 at the cost of **\$375.00** for registration (plus travel), and fourteen (14) hours pay at the rate of **\$45.00** per hour, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

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

Note: The resignation of Viktoria Rockelman, Teacher, was withdrawn.

Name	Position	Effective Date	Comment
Andrea Nestman	Teacher – Music	June 24, 2022 (plus summer payout)	Relocation out of state
Jinelle Nevoso	Teacher – Grades 6-8 Math	June 24, 2022 (plus summer payout)	No reason provided
Alexis Owens	Paraprofessional	June 23, 2022	No reason provided

Roll Call Vote:

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

Nays: None

21. **BUILDINGS AND GROUNDS:** None.
22. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:** None.
23. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Continued Approval of Summer Fridays Off:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved continued Summer Fridays off for twelve (12) month employees (except custodial), on July 29, August 5 (only for secretarial staff, due to the Administration attending a training session), August 12, August 19, and August 26, contingent upon all job responsibilities being completed within the four (4) day work week, by Roll Call Vote. (Staff will be notified by the Lead Person the Friday before if they will be granted off on the following Friday.)

Roll Call Vote:

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

Nays: None

Note: Marlene D. Frayne, Board Member, left the meeting at 4:44 PM.

POLICY/GOVERNANCE/OPERATIONS/MISCELLANEOUS: On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 23(b) through 23(g), as detailed below, by Roll Call Vote.

- (b) **Approval of Revised Policy 2415:** The Board of Trustees approved the revised Policy 2415, titled “Every Student Succeeds Act”, for first read, as attached.
- (c) **Approval of Revised Policy 2415.02:** The Board of Trustees approved the revised Policy 2415.02, titled “Title I – Fiscal Responsibilities, for first read, as attached.
- (d) **Approval of Revised Policy 2415.05:** The Board of Trustees approved the revised Policy 2415.05, titled “Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment” for first read, as attached.
- (e) **Approval of Revised Policy 2415.20:** The Board of Trustees approved the revised Policy 2415.20, titled “Every Student Succeeds Act Complaints”, for first read, as attached.
- (f) **Approval of New Policy 2415.50:** The Board of Trustees approved the new Policy 2415.50, titled “Atlantic Community Charter School Title I – School, Parent, and Family Engagement”, for first read, as attached.

- (g) **Approval of Revised Policies 3340 and 4340:** The Board of Trustees approved the revised Policies 3340 and 4340, both titled “Grievance”, for first read, as attached.

Roll Call Vote:

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

Nays: None

- (h) **Approval of ACCS Human Resources Employee Handbook 2022-2023:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the ACCS Human Resources Employee Handbook for the 2022-2023 school year, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (i) **Approval of New Jersey Department of Education (NJDOE) Office of Charter and Renaissance Schools Annual Report 2021-2022:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the NJDOE Office of Charter and Renaissance Schools Annual Report 2021-2022, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on June 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) **Lead Person's Evaluation:** As required by code, all Board Members reviewed the Confidential Evaluation Compilation as well as the Lead Person's Evaluation and same was filed with the Department of Education by July 1, 2022.
- (d) **Student Safety Data System Submission for the 2021-2022 School Year**
- (e) **Sending Districts in SY 2021-2022**
- (f) **Change in Enrollment:**

Monthly Enrollment as of July 3, 2022		
By Grade	# of Students	Transferred Out/In
Kindergarten	37	0/0
1 st Grade	29	0/0
2 nd Grade	38	0/0
3 rd Grade	37	0/0
4 th Grade	54	0/0
5 th Grade	37	0/1
6 th Grade	27	0/0
7 th Grade	28	0/0
8 th Grade	22	0/0
TOTAL	309	0/1

- 25. **Harassment, Intimidation and Bullying (HIB) Reports:** None.
- 26. **Public Comments:** None.
- 27. **Closed Session:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved going into Closed Session at 4:47 PM to discuss a personnel matter, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

Note: Marlene D. Frayne, Board Member, returned to the meeting at 4:48 PM.

- 28. **Return to Public Session:** 4:56 PM

29. New/Old Business:

- (a) **Approval of Withholding of Employment and Adjustment Increment of Employee No. 1522:** Whereas, Employee No. 1522 is a tenured staff member employed by the Atlantic Community Charter School, and whereas the Board of Trustees has received and reviewed information from the Lead Person/Chief School Administrator (CSA) and other members of the administration concerning Employee No. 1522's performance and conduct as a staff member within the school, and whereas the Lead Person/CSA has recommended that the employment and adjustment increment of Employee No. 1522 be withheld for the 2023-2024 school year, and whereas the Board of Trustees has carefully considered these recommendations and the supporting information received with respect to same; and

Now therefore resolved: On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved the following, by Roll Call Vote:

- (1) The employment and adjustment increment of Employee No. 1522 shall be withheld for the 2023-2024 school year, such that Employee No. 1522's salary for the 2023-2024 school year is fixed at **\$39,977.18**, which is the same dollar figure as the 2022-2023 school year salary; and
- (2) The Lead Person/CSA is directed to provide written notification to Employee No. 1522 of the action taken by the Board of Trustees regarding the withholding of this increment.

Roll Call Vote:

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

Nays: None

- (b) **Award of Transportation Quote:** Whereas quotes were requested on July 12, 2022 for two (2) buses for Trip # 8.30.22, and whereas one quote was received from James Transportation, LLC for **\$500.00** per bus for four (4) hours; and

Now therefore resolved: On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees awarded Trip # 8.30.22 to James Transportation, LLC of Hammonton, New Jersey, for a total amount of **\$1,000.00** for the four (4) hour trip, and further approved that the Board President and Board Secretary are authorized to execute said contract, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Approval of Five-Day Suspension and Training of Employee No. 1522:**
Whereas, Employee No. 1522 is a tenured staff member employed by the Atlantic Community Charter School, and whereas the Board of Trustees has received and reviewed information from the Lead Person/Chief School Administrator (CSA) and other members of the administration concerning Employee No. 1522's performance and conduct as a staff member within the school, and whereas the Lead Person/CSA has recommended that the employee serve a five (5) day suspension, and whereas the Board of Trustees has carefully considered these recommendations and the supporting information received with respect to the same; and

Now therefore resolved: On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the following, by Roll Call Vote:

- (1) Employee No. 1522 serve a five (5) day suspension without pay and receive training as directed by the Lead Person/CSA; and
- (2) The Lead Person/CSA is directed to provide written notification to Employee No. 1522 of the action taken by the Board of Trustees regarding the five (5) day suspension and training requirement.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, 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 4:58 PM.

Voice Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
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, August 25, 2022.
Note: The Board Meeting scheduled for August 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