



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, August 25, 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 called the meeting to order at 4:01 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 of Academics and Curriculum, CSMI, LLC
Ryan Bragg, IT Specialist - 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 Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the Minutes of the Annual Reorganization Meeting and Regular Monthly Meeting held on July 21, 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

*Ms. Dorothy Wilkerson, Interventionist, was recognized and thanked for donating over two hundred (200) books to our Kindergarten to 2nd Grade student population. Students each received a bag of books to take home over the summer. Ms. Wilkerson's generosity to our young readers is greatly appreciated.

7. Lead Person's Board Report: On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Lead Person's Board Report for August 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

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

8. **Treasurer's Report – July 31, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending July 31, 2022, as attached.
9. **Budget Transfers 2022-2023 – July 31, 2022:** None.
10. **Budget vs. Actual Report 2022-2023 – July 31, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending July 31, 2022, as attached.
11. **Board Secretary's Report – July 31, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending July 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: 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 Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of July 1, 2022 through July 31, 2022, totaling **\$522,829.06** 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 **\$280,417.03** 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 Disposal of Old Teacher Desks:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approves the disposal of eleven (11) old teacher desks that are no longer required for school purposes, which were in "used condition" when acquired at the school's inception and with an estimated value of **\$0**, 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 Proposal for Behavior/Educational Consultation:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Proposal for Behavior/Educational Consultation between Atlantic Community Charter School and Brett DiNovi & Associates, L.L.C., as attached, subject to review by the Board's attorney, 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

- 17. Confirmation, Approval and Ratification of Brightly Software (Dude Solutions) Quote # Q-27350:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved and ratified the Quote # Q-277350 between Atlantic Community Charter School and Brightly Software (Dude Solutions),

effective July 1, 2022 to June 30, 2023, at a total cost of **\$3,262.13**, as attached, subject to review by the Board's attorney, 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

- 18. Confirmation, Approval and Ratification of Extensions to Recruitment and Student Registration Agreement:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved and ratified the extensions to the Recruitment and Student Registration Agreement between Atlantic Community Charter School and Abumere Imoukhuede, Consultant, from July 15, 2022 to August 5, 2022, and August 5, 2022 to September 9, 2022, as attached, subject to review by the Board's attorney, 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. Approval of Joint Transportation Agreement with Absecon Public Schools:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Joint Transportation Agreement between the Atlantic Community Charter School Board of Trustees and the Absecon Board of Education for the 2022-2023 school year at a cost of **\$51,030.00**, as attached, subject to review by the Board's attorney, and further authorized the Board Secretary and Board President to execute the appropriate agreement, 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. **Approval of Renewal #5 to Transportation Contract ACCS#2 (Bus #6):** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Renewal #5 to transportation contract ACCS#2 (Bus #6) between the Atlantic Community Charter School Board of Trustees and Integrity Transportation for the 2022-2023 school year, at a cost of **\$41,999.40**, inclusive of the Consumer Price Index (CPI) increase of 1.91%, as attached, subject to review by the Board's attorney, 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

21. **Approval of Attendance at Trainer Certification Course:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attendance of Steve DiMatteo, Principal, at the "Handle with Care-Training Recertification" course (which is a yearly requirement), to be held on October 6, 2022 in Vineland, New Jersey, at a cost of **\$475.00** (plus mileage), 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

22. **Approval of Attendance at the New Jersey School Boards Association (NJSBA) Annual Conference:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the attendance of Dr. Shelly Ward Richards, Lead Person, at the NJSBA Annual Conference, to be held on October 24-26, 2022 in Atlantic City, New Jersey, at an individual registration cost of **\$550.00** (plus mileage), 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

23. **Approval of Attendance at Kindergarten Orientation:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the attendance of three (3) ACCS Kindergarten teachers, Nicole Hildebrandt, Jessica Rutherford and Dellamarie Larkin (K-3 Self Contained), at the one (1) hour Kindergarten Orientation to be held on September 1, 2022 at the school, at the pay rate of **\$45.00** per hour, for a total cost of **\$135.00**, 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

24. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of August 25, 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

HUMAN RESOURCES: On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved Human Resources Consent Agenda Items 24(b) and 24(c), as detailed below, by Roll Call Vote.

- (b) **Appointment of Staff:** 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.
- (c) **Approval of Additional Appointments for After Care Staff, Bus Aides, and a Bus Duty Stipend:** The Board of Trustees approved the additional appointments for After Care staff, Bus Aides, and a stipend for Bus Duty, as set forth on the attached.

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) **Resignations:** On a motion made by Marlene D. Frayne 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:

Name	Position	Effective Date	Comment
Holly Keple	Teacher – SPED	September 27, 2022**	Relocation and job closer to new residence. **Ms. Keple originally submitted her resignation July 29, assuming 30 days notice. She was advised the notice period is 60 days and must work until 9-26-22 unless a replacement is found. Awaiting Ms. Keple's reply; the Lead Person will advise.
Dalia Akter	Paraprofessional	August 5, 2022	Personal reasons. Last day of work was August 4, 2022 (end of summer school).
Christina Martinez	Paraprofessional	June 14, 2022	Personal reasons. Last day of work was June 13, 2022 (due to personal issues).
Viktoria Rockelmann	Teacher	October 14, 2022 (unless a replacement is found)	Accepted another position. **A prior resignation by Ms. Rockelmann was rescinded at the July meeting (her last day of work was June 24, 2022). She then resigned a second time on August 16, 2022 (60 days notice). The Lead Person will advise if Ms. Rockelmann honors the 60 days, or if a replacement is found.

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

25. BUILDINGS AND GROUNDS: None.

26. CURRICULUM AND REGULAR/SPECIAL EDUCATION: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Consent Agenda Items 26(a) and 26(b), as detailed below, by Roll Call Vote.

- (a) **Approval of Revised Five-Year Curriculum Cycle:** The Board of Trustees approved the revised Five-Year Curriculum Cycle 2022-2026, as attached.

- (b) **Approval of 7th and 8th Grade Math Curricula:** The Board of Trustees accepted the recommendation of the Lead Person and approved the 7th and 8th Grade Math Curricula, by Roll Call Vote. (The 7th and 8th Grade Math Curricula is available for review in the Lead Person's office.)

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 High School Volunteers:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approves that two (2) high school students may work as volunteers, for approximately eight (8) hours to help organize the new Fountas & Pinnell reading program before the school year begins, under the direction of the Curriculum Supervisor/Instructional Coach, Patricia O'Connell, by Roll Call Vote. (The names of the students have not yet been determined.)

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

27. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda items 27(a) through 27(d), as detailed below, by Roll Call Vote.

- (a) **Approval of Revised Policy 2415:** The Board of Trustees approved the revised Policy 2415, titled "Every Student Succeeds Act", for final read, as attached.
- (b) **Approval of Revised Policy 2415.02:** The Board of Trustees approved the revised Policy 2415.02, titled "Title I – Fiscal Responsibilities, for final read, as attached.
- (c) **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 final read, as attached.
- (d) **Approval of Revised Policy 2415.20:** The Board of Trustees approved the revised Policy 2415.20, titled "Every Student Succeeds Act Complaints", for final read, as attached.

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

POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda items 27(e) through 27(g), as detailed below, by Roll Call Vote.

- (e) **Approval of Revised Regulation 2415.20:** The Board of Trustees approved the revised Regulation 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 final 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 final read, as attached.

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

- (h) **Approval of Revised Bylaw 0163:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Bylaw 0163, titled “Quorum”, for **first** read, 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

POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda items 27(i) through 27(n), as detailed below, by Roll Call Vote.

- (i) **Approval of Intervention and Referral Services (IRS) Manual 2022-2023:** The Board of Trustees approved the IRS Manual 2022-2023, as attached.
- (j) **Approval Evaluation Handbook 2022-2023:** The Board of Trustees approved the Evaluation Handbook for the 2022-2023 school year, as attached.
- (k) **Approval of New and Novice Teacher Mentor Program Handbook 2022-2023:** The Board of Trustees approved the New and Novice Teacher Mentor Program Handbook 2022-2023, as attached.
- (l) **Approval of Special Education Manual 2022-2023:** The Board of Trustees approved the Special Education Manual 2022-2023, as attached.
- (m) **Approval of Parent-Student Handbook 2022-2023:** The Board of Trustees approved the Parent-Student Handbook 2022-2023, as attached.
- (n) **Approval of Principal Evaluation Rubrics:** The Board of Trustees approved the Principal Evaluation Rubrics by Kim Marshall, revised August 21, 2011, as attached.

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

- (o) **Approval of ACCS Professional Development Plan 2022-2023:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the ACCS Professional Development Plan 2022-2023, 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

28. Informational Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on July 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) **In-Service Agenda 2022-2023**
- (d) **Testing Calendar/Assessment Dates 2022-2023**
- (e) **New Jersey Department of Education Approval of English Language Learners (ELL) Plan**
- (f) **Bi-Annual Review of ACCS Safety and Reopening Plan:** As required every six (6) months, the previously updated and approved ACCS Safety and Reopening Plan has been formally reviewed.
- (g) **Change in Enrollment:**

ENROLLMENT AS OF AUGUST 8, 2022			
Grade	Current Enrollment	Registration Pending	Transferred Out
Kindergarten	3	47	0
1 st Grade	36	10	1
2 nd Grade	31	17	0
3 rd Grade	38	5	1
4 th Grade	36	6	1
5 th Grade	53	4	1
6 th Grade	34	1	3
7 th Grade	26	1	1
8 th Grade	28	0	0
TOTAL	285	91	8

- 29. **Harassment, Intimidation and Bullying (HIB) Reports:** None.
- 30. **Public Comments:** None.
- 31. **Closed Session:** None.
- 32. **Return to Public Session:** N/A.

33. **New/Old Business:** None.

34. **Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Peter Damon Seltzer and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:37 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, September 22, 2022. Note: The Board Meeting scheduled for September 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