



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, October 20, 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 4:00 PM and welcomed everyone.

2. Open Public Meetings Act Notice:

In compliance with the Open Public Meeting Act, date, time, and location of this meeting has been filed with the Atlantic City Municipal Clerk's Office, the Municipal Clerk's Office of each district of residence that are included in the School's Charter and published in the newspapers designated by the Board to receive such notice. Additionally, the notice of this meeting was also posted on the Board of Trustees Bulletin Board, at the School, reserved for public notice.

3. Flag Salute:

4. Board of Trustees Roll Call:

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

Absent: Matthew Heinle
Dr. Kenneth King

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
Bill Zarrilli – Executive Vice-President and Chief Financial Officer,
CSMI, LLC
Barbara Kotcamp – Corporate Controller, 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 Marlene D. Frayne, the Board of Trustees approved the Regular Monthly Meeting held on September 22, 2022, as attached, and the Minutes of the Special Virtual Meeting held on October 12, 2022, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

***Dr. Kenneth King, Board Member, joined the meeting at 4:05 PM.**

- 7. Lead Person's Board Report:** On a motion made by Dr. Kenneth King and seconded by Linda A. Brand, the Board of Trustees accepted the Lead Person's Board Report for October 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 Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

8. **Treasurer's Report – September 30, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending September 30, 2022, as attached.
9. **Budget Transfers 2022-2023 – September 30, 2022:** The Board of Trustees approved the Budget Transfers 2022-2023 for the month ending September 30, 2022, as attached.
10. **Budget vs. Actual Report 2022-2023 – September 30, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending September 30, 2022, as attached.
11. **Board Secretary's Report – September 30, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending September 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
Dominick Potena, President

Nays: None

14. **Payment of Bills:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of September 1, 2022 through September 30, 2022, totaling **\$421,738.05** 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 **\$449,052.93** 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

- 15. Approval to Join the New Jersey Consortia for Excellence through Equity – Cape May, NE & NW:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved that Atlantic Community Charter School join the New Jersey Consortia for Excellence through Equity – Cape May, NE & NW for the 2022-2023 school year, along with all other Atlantic County schools, at a cost not to exceed **\$700.00**, 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 Field Trip to Stockton University:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved a field trip for 8th grade students to Stockton University in Galloway, New Jersey on November 18, 2022, from 9:30 AM to 2:30 PM, at no cost other than bus transportation, 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

17. HUMAN RESOURCES:

- (a) Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Position Control Table as of October 20, 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) Confirmation, Approval and Ratification of Appointment of Staff:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved, and ratified the appointment of staff, 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
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- (c) Approval of Additional Appointments for After Care Staff:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the additional appointments for After Care staff, as set forth on the 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

- (d) Approval of Job Description (Bus Aide – Part Time):** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the new job description for a Bus Aide – Part Time, 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

- (e) **Resignation:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of YoRel Browne, Substitute Teacher (Building), effective September 15, 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

18. **BUILDINGS AND GROUNDS:** None.

19. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, from July 1, 2021 to June 30, 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

20. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 20(a) through 23(e), as detailed below, by Roll Call Vote.

- (a) **Approval of New Policy 1511:** The Board of Trustees approved the new Policy 1511, titled, "Board of Trustees Website Accessibility", for final read, as attached.

- (b) **Approval of Revised Policy 2425 and New Regulation R 2425:** The Board of Trustees approved the revised Policy 2425 and new Regulation R 2425, titled “Emergency Virtual or Remote Instruction Program”, for final read, as attached.
- (c) **Approval of Revised Policy 8420:** The Board of Trustees approved the revised Policy 8420, titled “Emergency and Crisis Situations”, for final read, as attached.
- (d) **Approval of Revised Policy 9320 and Regulation R 9320:** The Board of Trustees approved the revised Policy and Regulation 9320, titled “Cooperation with Law Enforcement Agencies”, for final read, as attached.
- (e) **Approval of Revised Policy 5512:** The Board of Trustees approved the revised Policy 5512, titled “Harassment, Intimidation or Bullying”, 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

- (f) **Approval of Revised Calendar School Year 2022-2023:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved a revised calendar for the 2022-2023 school year to include March 17, 2023 as a single session day, as attached, by Roll Call Vote. (The calendar was revised due to a school closure on October 4, 2022, because of road flooding issues.)

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. Information Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on September 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:**

MONTHLY REPORT – ENROLLMENT – OCTOBER 7, 2022		
AVERAGE DAILY ATTENDANCE: 92.01%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	39	3/1
1 st Grade	38	1/0
2 nd Grade	41	1/1
3 rd Grade	39	10
4 th Grade	32	1/1
5 th Grade	46	0/0
6 th Grade	34	4/0
7 th Grade	34	4/0
8 th Grade	27	0/0
TOTAL	330	

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

23. **Public Comments:** None.

24. **Closed Session:** None.

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

26. **New/Old Business:**

- (a) **Approval of Fifth Amendment to Lease Agreement with Galloway Education, LLC:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the Fifth Amendment to the Lease Agreement between Atlantic Community Charter School and Galloway Education, LLC, as attached, previously reviewed and approved 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

- (b) **Award of Transportation Quotation for Trip # ACCS-11.18.22:** Whereas, quotations were solicited from several transportation service providers for a field trip to Stockton University on November 18, 2022, and whereas the attached quotation was received as follows:

--Integrity Transportation of Egg Harbor City, New Jersey in the amount of one U.S. Dollar (\$1.00); and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the award of quotation for Trip # ACCS-11.18.22 to Integrity Transportation of Egg Harbor City, New Jersey in the amount of one U.S. Dollar (\$1.00), 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

- (c) **Transportation Bid # ACCS-LR-2023:** Whereas, the specifications for transportation Bid # ACCS-LR-2023 for After School Activities were developed and publicly advertised, and whereas a bid and a quotation were received, opened, and publicly read aloud by the Pro-Tem Board Secretary on Tuesday, October 18, 2022 at 11:00 AM for Bid # ACCS-LR-2023 from the following transportation providers:

--Integrity Transportation, Egg Harbor City, New Jersey at a cost of **\$1,005.00** daily, for a total cost of **\$86,000.00**; and

--Absecon Board of Education in the amount of **\$862.05** daily, for a total cost of **\$75,000.00**; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved entering into a Joint Transportation Agreement with the Absecon Board of Education for a total cost of **\$75,000.00**, as attached, and further resolved that the Board President and Board Secretary are authorized to execute the appropriate Joint Transportation 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

- (d) Approval of Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved homebound instruction to be provided by Delta-T Group at the rate of **\$45.00** per hour for the following students and reasons, by Roll Call Vote:

Student ID# 170131 (8th Grade) – Behavior (10 hours per week) until psychiatric clearance is received.

Student ID # 180141 (8th Grade) – Behavior (10 hours per week) until clearance.

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) Appointment of Daily Substitute Teacher:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of Lisa Hood as a daily Substitute Teacher, upon the recommendation of the Lead Person, from October 24, 2022 to June 30, 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

- (f) Approval to Attend McKinney-Vento Homeless Education Countywide Fall Workshop:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the attendance of Marcella Scivoletto at the McKinney-Vento Homeless Education Countywide Fall Workshop, to be held on November 15, 2022, at no cost, 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

27. **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 4:25 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 *Tuesday, November 22, 2022. Note: The Board Meeting scheduled for November 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**