



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: *Tuesday, November 22, 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
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 – Board Attorney
Jake Der Hagopian – President, CSMI, LLC
Craig Wigley – Vice-President of Curriculum and Academics, 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 Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on October 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: On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the Lead Person's Board Report for November 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 – October 31, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending October 31, 2022, as attached.
9. **Budget Transfers 2022-2023 – October 31, 2022:** The Board of Trustees approved the Budget Transfers 2022-2023 for the month ending October 31, 2022, as attached.
10. **Budget vs. Actual Report 2022-2023 – October 31, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending October 31, 2022, as attached.
11. **Board Secretary's Report – October 31, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending October 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
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 October 1, 2022 through October 31, 2022, totaling **\$396,150.20** 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 **\$329,622.67** 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 of the Submission of the Application of Title V (REAP) Grant Funding for the 2022-2023 School Year:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the submission of the application for the Title V (REAP) Grant for the 2022-2023 school year in the amount of **\$8,055.00**, by Roll Call Vote. (The planned use of funds will support the school's Aftercare Program for increased bus transportation costs and student instructional supplies. Such use of funds is 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

- 16. Approval of Requested Field Trips 2022-2023:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the list of requested field trips for the 2022-2023 school year with estimated costs, as attached, and authorized the Board Secretary/School Business Administrator to advertise for bids for related bus transportation, 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. Acceptance of Donations:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees accepted the donation of a four-tiered heated plant grower worth **\$700.00** from Connie Biesecker, Paraprofessional, and a donation of twenty (20) homemade hats worth approximately **\$400.00** and seventy (70) homemade socks worth approximately **\$150.00**, received from a donor who wishes to remain anonymous, 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. 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 November 22, 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 Linda A. Brand and seconded by Marlene D. Frayne, 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.

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) Confirmation, Approval and Ratification of Additional Appointment for After Care Staff:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the additional appointment of Eleana Benedict as a replacement Teacher for After Care, at the rate of **\$45.00**, effective November 1, 2022 to June 16, 2023, as assigned, 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) **Declination of Appointment:** Whereas, the Board of Trustees approved the appointment of Azia Kelly as a Bus Aide-Part Time on October 20, 2022, and whereas Ms. Kelly never started working at ACCS and now wishes to decline the appointment; and

Now therefore resolved: On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees accepted the declination of appointment from Azia Kelly, Bus Aide-Part Time, effective immediately, 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) **Resignations:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignations of the staff members listed below and as attached, by Roll Call Vote.

Name	Position	Effective Date	Comment
Jessica Rutherford	Teacher – Kindergarten	December 21, 2022 (anticipated)	Relocation
Connie Biesecker	Paraprofessional	November 17, 2022 (anticipated)	Overtime issues
Megan Donnelly	Teacher – Physical Education	January 13, 2023 (anticipated)	Family 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

19. **BUILDINGS AND GROUNDS:** None.

20. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:** On a motion made by Linda A. Brand 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# 220084 (5th Grade) – Medical (10 hours) until a Private Duty Nurse is provided; and

Student ID # 220108 (5th Grade) – Behavioral (5 hours per week) until clearance is received.

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. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved Consent Agenda Items 21 (a) and 21(b), as detailed below, by Roll Call Vote.

(a) **Approval of Revised Policy 5512:** The Board of Trustees approved the revised Policy 5512, titled “Harassment, Intimidation or Bullying”, for final read, as attached.

(b) **Approval of Revised Bylaw 0145:** The Board of Trustees approved the revised Bylaw 0145, titled “Board Member Resignation and Removal”, for **first** 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

22. **Information Items:**

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

- (b) **Report to Board on October 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 – NOVEMBER 10, 2022		
AVERAGE DAILY ATTENDANCE: 91.17%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	41	3/2
1 st Grade	37	0/1
2 nd Grade	41	1/1
3 rd Grade	37	3/5
4 th Grade	33	2/1
5 th Grade	45	0/1
6 th Grade	37	4/2
7 th Grade	36	2/1
8 th Grade	27	0/0
TOTAL	334	

- (d) **Revised Assessment Calendar**

- (e) **ADA-ADM Monthly Tracking through October 31, 2022**

- (f) **Student Recognition:** The Board recognized a 7th Grade student who was selected by their peers to have their artwork put on the school T-shirt.

- (g) **Attendance at Virtual Workshop:** The Principal, Social Worker, and Guidance Counselor will be attending a virtual workshop about Threat Assessments in November 2022 and February 2023. These staff members are part of the Threat Assessment Team.

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

24. **Public Comments:** Dr. Shelly Ward Richards, Lead Person, read a prepared statement from Ms. Joanne Kunik, Teacher – Special Education (In-Class Support) addressing the Board regarding the Lead Person's recommendation for termination of Ms. Kunik's employment, effective November 26, 2022.

25. **Closed Session:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved going into Closed Session at 4:17 PM to discuss employment matters, 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

26. Return to Public Session: 4:37 PM.

27. New/Old Business:

- (a) Correspondence:** Bowman & Company LLP Audit Issuance Delay Letter dated November 17, 2022
- (b) Termination of Employment:** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees, upon the recommendation of the Lead Person, approved the termination of employment for James Pearce, Teacher – Social Studies Grades 6-8, effective November 7, 2022, 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) Termination of Employment:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees, upon the recommendation of the Lead Person, approved the termination of employment for Joanne Kunik, Teacher – Special Education (In-Class Support), effective November 26, 2022, 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

Abstain: Douglas B. Groff

- (d) **Approval of Additional Appointment 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 appointment of Jazmine Seney, Aide (with a Substitute Teacher's certificate), as an After Care staff member at the rate of **\$45.00** per hour, effective December 1, 2022 to June 16, 2023, as assigned, 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. **Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Linda A. Brand and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:41 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, December 15, 2022. Note: The Board Meeting scheduled for December 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**