



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Tuesday, November 23, 2021** **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, Dr. Dominick Potena, 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
Dr. Kenneth King, Vice-President
Linda A. Brand
Douglas B. Groff
Peter Damon Seltzer

Absent: Marlene D. Frayne
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
William Zarrilli – Executive Vice-President & Chief Financial Officer, CSMI, LLC
Craig Wigley – Vice-President of Academics and Curriculum, CSMI, LLC
Bob Parsons, ACCS Technology Director, CSMI, LLC
Emily E. Strawbridge, Esquire – Attorney for CSMI, LLC
Dr. Shelly Ward Richards – Lead Person, ACCS
Steve DiMatteo – Principal/Director of Special Education, ACCS
Patricia O’Connell – Curriculum Supervisor/Instructional Coach, ACCS
Sharon Mauriello – Supervisor of Elementary Education
Students and Teachers from ACCS (to attend staff recognition)

Student and Staff Recognition: The School recognized the efforts of the staff and students who saved a teacher’s life during a recent health emergency. Several students and teachers from ACCS attended this recognition ceremony.

- 5. Correspondence:** Bowman & Company LLP letter dated November 8, 2021, regarding the State delay in issuing the school’s audit for the fiscal year ended June 30, 2021
- 6. Approval of Minutes:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on October 21, 2021, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

- 7. Lead Person’s Board Report:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Lead Person’s Board Report for November 2021, as attached, by Voice Vote.

Voice Vote:

Ayes: Linda A. Brand
Douglas B. Groff
Peter Damon Seltzer
Dr. Kenneth King, 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 – October 31, 2021:** The Board of Trustees accepted the Treasurer's Report for the month ending October 31, 2021, as attached.
9. **Budget Transfers 2021-2022 – October 31, 2021:** The Board of Trustees approved the Budget Transfers 2021-2022 for the month ending October 31, 2021, as attached.
10. **Budget vs. Actual Report 2021-2022 – October 31, 2021:** The Board of Trustees approved the Budget vs. Actual Report 2021-2022 for the month ending October 31, 2021, as attached.
11. **Board Secretary's Report – October 31, 2021:** The Board of Trustees accepted the Board Secretary's Report for the month ending October 31, 2021, 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: Linda A. Brand
Douglas B. Groff
Peter Damon Seltzer
Dr. Kenneth King, Vice-President
Dr. Dominick Potena, President

Nays: None

14. **Payment of Bills.** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees approved the payment of bills on the attached list, for the period of October 1, 2021 through October 31, 2021, totaling **\$240,698.08** 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 **\$432,906.23** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

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

Nays: None

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

- 15. Confirmation, Approval and Ratification of Contract for “In-School” Nursing Services:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the contract for “in-school” nursing services between Starlight Homecare Agency, Inc. and Atlantic Community Charter School, effective October 22, 2021 through June 30, 2022 as set forth on the attached, previously reviewed by the Board Attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 16. Approval of Annual Charter/Renaissance School Fiscal Questionnaire:** On a motion made by Peter Damon Seltzer and seconded by Dr. Kenneth King, the Board of Trustees approved the Annual Charter/Renaissance School Fiscal Questionnaire, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 17. Approval of Attendance at Techspo in Atlantic City, New Jersey:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees approved the attendance of Dr. Shelly Ward Richards, Ed.D., Lead Person at Techspo in Atlantic City, New Jersey on January 26-28, 2022, at a cost of **\$490.00**, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 18. Approval of the Submission of the Application of the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund for the 2021-2024 School Year:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the submission of the application for the ARP ESSER Fund in the amount of **\$2,170,616.00**. This grant will span three (3) school years and consists of a basic grant and subgrants. The budgeted spending by school year is outlined in the below schedule. The planned use of funds will support numerous initiatives and functions at the school including (i) summer school program, (ii) New Jersey Standard Learning Assessment (NJSLA) test prep program, (iii) tutoring, (iv) staffing of paraprofessionals, Substitutes, Floater Teachers, Guidance Counselor, Psychologist, Parent Coordinator and Social Worker, (v) recruiting and longevity incentives, (vi) various software programs, Chromebooks and supplies, and (vii) additional Personal Protective Equipment (PPE) and cleaning. Such use of funds is subject to change based on application approval and/or the identification of alternate uses by the school, by Roll Call Vote.

ARP ESSER Grant	Total	FY 2021-22	FY 2022-23	FY 2023-24
Total	\$ 2,170,616.00	\$ 380,405.00	\$ 1,411,287.00	\$ 378,924.00
Mandatory Subgrant	\$ 1,995,616.00	\$ 324,709.00	\$ 1,291,983.00	\$ 378,924.00
Accelerated Learning Coaching and Support	\$ 50,000.00	\$ 45,696.00	\$ 4,304.00	\$ -
Mental Health Support	\$ 45,000.00	\$ 10,000.00	\$ 35,000.00	\$ -
Evidence Based Summer Learning	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -
Evidence Based Beyond the School Day	\$ 40,000.00	\$ -	\$ 40,000.00	\$ -
Total	\$ 2,170,616.00	\$ 380,405.00	\$ 1,411,287.00	\$ 378,924.00

Roll Call Vote:

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

Nays: None

19. **Approval of Additional Field Trips and Authorization to Bid for Transportation:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved additional field trips for the 2021-2022 school year, as detailed below, and authorized the Board Secretary/School Business Administrator to pursue bids for related transportation costs, by Roll Call Vote.

7th Grade: Independence Hall, Liberty Bell and Betsy Ross Home in Philadelphia, Pennsylvania (April 13, 2021)

3rd Grade: Wheaton Village Arts and Cultural Center, Millville, New Jersey (June 2, 2022)

Roll Call Vote:

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

Nays: None

20. **Approval of Pay Rate for Student Recruiters:** On a motion made by Dr. Kenneth King and seconded by Linda A. Brand, the Board of Trustees approved a pay rate of **\$15.00** per hour for Student Recruiters, expected to be hired as 1099 contracted employees in December 2021, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

21. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees accepted the Position Control Table as of November 23, 2021, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) **Confirmation, Approval and Ratification of Appointment:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved, and

ratified the appointment of Meghan Roth as a Teacher for the 2021-2022 school year, effective November 8, 2021 through June 30, 2022, as attached, contingent upon receipt of all required documentation by Human Resources, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (c) **Appointment of Staff:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person and approved the appointment of Gina Gardiner as a Secretary for the 2021-2022 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: Linda A. Brand
Douglas B. Groff
Peter Damon Seltzer
Dr. Kenneth King, Vice-President
Dr. Dominick Potena, President

Nays: None

- (d) **Confirmation, Approval and Ratification of Additional After Care Program Appointments:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved and ratified the appointments of Connie Biesecker and Noel Hartmann as Teachers at the After Care Program, two (2) hours daily from 4:00 PM to 6:00 PM, as assigned, at the rate of **\$45.00** per hour, effective October 26, 2021 through June 17, 2022, by Roll Call Vote.

(After Care staff will work on a rotating basis; not every staff member will work every day.)

Roll Call Vote:

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

Nays: None

- (e) **Confirmation, Approval and Ratification of Additional After School Tutoring/Activities/Clubs Appointments:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved, and ratified the appointment of the following staff as Teachers at After School Tutoring/Activities/Clubs, for 1.25 hours per day (Monday-Thursday), as detailed below, by Roll Call Vote.

Name	Effective Dates	Pay Rate
Christopher Landzert	November 8, 2021 – April 7, 2022	\$45.00 per hour
Regina Ludmer	October 4, 2021 – April 7, 2022	\$32.96 per hour (October 4-24, 2021); \$45.00 per hour (October 25, 2021 – April 7, 2022)

Roll Call Vote:

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

Nays: None

- (f) **Confirmation, Approval and Ratification of Request for Leave of Absence:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved, and ratified a Request for Leave of Absence for Sandra Witzak, effective October 28, 2021 to January 1, 2022, by Roll Call Vote.

(Ms. Witzak has been out since October 28, 2021, with a physician's recommendation to remain on leave through January 1, 2022. Ms. Witzak has applied for New Jersey Temporary Disability, and Human Resources is in possession of her documentation for Family and Medical Leave Act (FMLA). This will result in the use of eight (8) weeks of her twelve (12) weeks allowable under FMLA.)

Roll Call Vote:

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

Nays: None

- (g) **Approval of Revised Job Description – Paraprofessional:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved the revised job description for a "Paraprofessional", as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (h) Approval of Revised Job Description – After School Aide:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved the revised job description for an “After School Aide”, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (i) Approval of Spring Practicum Preceptor Placement:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and approved the Spring Practicum Preceptor Placement for Ivory Buckmon, for forty (40) clinical hours, to work alongside the School Nurse, Mary Seddon, as attached, by Roll Call Vote.

(Ms. Buckmon is pursuing her BSN through the University of Arkansas.)

Roll Call Vote:

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

Nays: None

- (j) Resignations:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, 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 Resignation Date
Casey Clisham	Special Education Teacher - Self-Contained Grades 2-4	November 26, 2021 (Ms. Clisham has been on a leave of absence since August 26, 2021, and never returned to work for the 2021-2022 school year. Her last official day worked at the school was June 23, 2021.)
Mina Marruso	Special Education Teacher - Self-Contained Grades 3-5	December 3, 2021
Christopher Wells	Special Education Teacher In-Class Support – Middle/Gifted & Talented	TBD (per resignation letter)

Roll Call Vote:

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

Nays: None

22. BUILDINGS AND GROUNDS: None.

23. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Approval of Homebound Instruction by Delta-T Group:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved that Delta-T Group provide homebound instruction, at the rate of **\$42.00** per hour, as set forth below, by Roll Call Vote:

Student ID#	Reason	Number of Hours
220049 (2 nd Grade)	Medical	Five (5) hours per week (pending medical determination)
220084 (4 th Grade)	Medial	Five (6) hours per week (until Private Duty Nurse is in place)

Roll Call Vote:

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

Nays: None

24. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS: On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 22(a) through 22(c), as detailed below, by Roll Call Vote.

- (a) **Approval of New Policy 2425:** The Board of Trustees approved the new Policy 2425, titled “Emergency Virtual or Remote Instruction Program”, for final read, as attached.
- (b) **Approval of Revised Policy & Regulation 3221:** The Board of Trustees approved the revised Policy & Regulation 3221, titled “Evaluation of Teachers”, for first read, as attached.
- (c) **Approval of Revised Policy & Regulation 3222:** The Board of Trustees approved the revised Policy & Regulation 3222, titled “Evaluation of Teaching Staff Members, Excluding Teachers and Administrators”, for first read, as attached.

Roll Call Vote:

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

Nays: None

- (d) Approval of Initial Enrollment Period 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 Initial Enrollment Period for the 2022-2023 school year to open on November 30, 2021 and close on February 25, 2022, with a lottery conducted (if necessary) on March 4, 2022, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

25. Informational 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:**

ADA Percentage: October 12, 2021 – November 9, 2021: 91.44%		
By Grade	# of Students	Transferred Out/In
Kindergarten	38	1/0
1 st Grade	23	0/1
2 nd Grade	47	0/1
3 rd Grade	44	0/0
4 th Grade	59	1/1
5 th Grade	43	3/2
6 th Grade	30	0/0
7 th Grade	28	0/1
8 th Grade	19	0/1
TOTAL	333	

- 26. **HIB Reports: None.**
- 27. **Public Comments: None.**
- 28. **Closed Session: None.**
- 29. **Return to Public Session: N/A.**
- 30. **New/Old Business:**

(a) Approval of Additional First Grade Teaching Position:

On a motion made by Dr. Kenneth King and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and approved the creation of an additional First Grade teaching position, effective November 29, 2021, and authorized the Lead Person to fill said teaching position, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

(b) Approval of Reassignment and Revised Offer Letter:

On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person and approved the reassignment of Rachel Cohen from Substitute Teacher to Teacher – Floater, to be assigned to the new First Grade class, effective November 29, 2021 to June 30, 2022, as set forth on the attached, by Roll Call Vote.

(Ms. Cohen has her Certificate of Eligibility with Advanced Standing (CEAS) from Stockton University and is eligible for the \$1,000.00 hiring bonus.)

Roll Call Vote:

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

Nays: None

- 31. **Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Linda A. Brand and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:44 PM.

Voice Vote:

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

Nays: None

The next Regular Monthly Board Meeting will be held on Thursday, December 16, 2021. Note: The Board Meeting scheduled for December 2021 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**