



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, December 15, 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
Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King

Absent: Linda A. Brand, Vice-President
Peter Damon Seltzer

Also Present: Melindo A. Persi – MAP Educational Consultants, LLC
Donella Edwards - Board Secretary/School Business Administrator
Seth N. Broder, Esquire – Board Attorney
William Zarrilli – Chief Financial Officer and Executive Vice-President, CSMI, LLC
Craig Wigley – Vice-President of Curriculum and Academics, 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 Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on November 22, 2022, as attached, by Voice Vote.

Voice Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Dr. Dominick Potena, President

Nays: None

7. Lead Person's Board Report: On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Lead Person's Board Report for December 2022, as attached, by Voice Vote.

Voice Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Dr. Dominick Potena, President

Nays: None

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

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

Nays: None

14. **Payment of Bills:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of November 1, 2022 through November 30, 2022, totaling **\$682,237.42** 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 **\$325,842.88** 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
Matthew Heinle
Dr. Kenneth King
Dr. Dominick Potena, President

Nays: None

15. **Approval of Utility Resolutions with the Alliance for Competitive Energy Services (ACES):** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the resolutions to purchase electric and gas services through ACES, from the date of resolution adoption through May 2028, as attached, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Dr. Dominick Potena, President

Nays: None

16. **Approval of Professional Development Requests:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved the professional development requests as detailed below and as attached, by Roll Call Vote.

Name	Position	Event Name/Date	Cost
Dr. Shelly Ward Richards Steve DiMatteo	Lead Person Principal	Techspo (Atlantic City)/January 25-27, 2023	\$515.00 per person (parking/mileage included)
Marie Hiles	Interventionist	Curriculum and Instructional Field Trip/December 16, 2022	No Cost
Dr. Shelly Ward Richards Sharon Mauriello	Lead Person Supervisor of Elementary Education	After School Crisis Training at Cape May Technical School/January 19, 2023	Mileage/Tolls
Mary Seddon	School Nurse	Narcan Virtual Training/December 2022 (date yet to be determined) *5:00 PM – 7:00 PM	\$90.00 (teacher pay) No cost for course
Makenna Sacco *In the event of her absence, Noel Hartman, Social Worker will attend as a replacement.	Counselor	Atlantic City Traumatic Loss Coalition/various dates	No Cost

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Dr. Dominick Potena, President

Nays: None

17. **Approval of Black History Month Event:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved a Black History Month event, sponsored by the Parent-Teacher Organization (PTO), to be held at Atlantic Cape Community College in February 2023 (date to be determined), at a total cost of **\$960.00**, as detailed on the attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Dr. Dominick Potena, President

Nays: None

***Board Member Peter Damon Seltzer joined the meeting at 4:10 PM.**

- 18. Approval of Resource Fair:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved a Resource Fair to be held on February 15, 2023 from 1:00 PM to 4:00 PM at the school, at a total cost of **\$135.00** as attached.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

- 19. Approval for Disc Jockey (DJ) at School Dance:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved Paul Moore 3rd, DJ with Big4life ENT, to play at a school dance to be held on December 16, 2022, at a cost of **\$300.00**, as attached, by Roll Call Vote. (An agreement with Big4life ENT is in the process of being prepared and will be obtained prior to the event date, along with a Certificate of Insurance.)

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

- 20. Approval of Addendum with ESS Northeast, LLC for Bus Aide Pay Rates:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the Addendum with ESS Northeast, LLC for bus aide pay rates, effective January 1, 2023, subject to review by the Board's attorney, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

- 21. Acceptance of Donation:** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees accepted the donation of school supplies in the amount of **\$50.00**, donated by Yamirah Jones, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

22. HUMAN RESOURCES:

- (a) Position Control Table:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Position Control Table as of December 15, 2022, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

- (b) Appointment of Staff:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, 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
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

- (c) **Confirmation, Approval and Ratification of Request for Leave of Absence (LOA):** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees confirmed, approved, and ratified a request for a LOA for Donald Douglas, Custodian, effective November 23, 2022 to January 3, 2023, by Roll Call Vote. (Medical confirmation has been received; further documentation is still pending. The LOA is conditional based upon receipt of proper documentation by Human Resources.)

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

- (d) **Resignation:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the resignation of Leighann Miller, Teacher – First Grade, effective January 27, 2023, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

23. **BUILDINGS AND GROUNDS:** None.

24. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:**

- (a) **Approval of ACCS Plan of Action:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved the ACCS Plan of Action, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

- (b) **Approval of Homebound Instruction:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved homebound instruction for Student ID# 230039 (2nd Grade) due to behavioral issues, for two (2) hours per week (because of a modified instruction schedule), and for Student ID # 150104 (8th Grade) due to behavioral issues, for five (5) hours per week pending clearance, both at the rate of **\$45.00** per hour, to be provided by Delta-T Group, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

25. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Approval of Revised Policy 5512:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the revised Policy 5512, titled “Harassment, Intimidation or Bullying”, for final read, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

- (b) **Approval of Atlantic Community Charter School Purchasing Manual 2022-2023:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the Atlantic Community Charter School Purchasing Manual 2022-2023, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
 Douglas B. Groff
 Matthew Heinle
 Dr. Kenneth King
 Peter Damon Seltzer
 Dr. Dominick Potena, President

Nays: None

26. Information Items:

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on November 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 – DECEMBER 6, 2022		
AVERAGE DAILY ATTENDANCE: 88.8%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	39	0/2
1 st Grade	36	½
2 nd Grade	42	1/0
3 rd Grade	37	0/0
4 th Grade	33	0/0
5 th Grade	45	0/0
6 th Grade	38	1/0
7 th Grade	35	0/1
8 th Grade	27	0/0
TOTAL	332	

(d) Schedule For Professional Development Days**(e) Family Forum Flier**

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

28. Public Comments: None.

29. Closed Session: None.

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

31. **New/Old Business:**

- (a) **Approval of Request for Extension of Leave of Absence (LOA):** Whereas, at the Regular Monthly Meeting held on September 22, 2022, the Board of Trustees approved the LOA (Temporary Disability-Maternity) for Shameka Oliver, Paraprofessional, effective September 12, 2022 to December 19, 2022; and

Now therefore resolved: On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the extension of the LOA for Shameka Oliver, Paraprofessional, to January 3, 2023, as all required documentation has been received by Human Resources, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

32. **Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Marlene D. Frayne and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:21 PM.

Voice Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Matthew Heinle
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

The next Regular Monthly Board Meeting will be held on Thursday, January 19, 2023. Note: The Board Meeting scheduled for January 2023 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