



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees Regular Monthly Meeting **Date: Thursday, December 16, 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
Linda A. Brand
Marlene D. Frayne
Douglas B. Groff
Peter Damon Seltzer

Absent: Dr. Kenneth King, Vice-President
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
Janice Lynch – Human Resources Manager, ACCS

5. Correspondence: None.

6. Approval of Minutes: On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on November 23, 2021, as attached, by Voice Vote.

Voice Vote:

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

Nays: None

***Dr. Kenneth King, Vice-President joined the meeting at 4:12 PM.**

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 December 2021, as attached, by Voice Vote.

Ayes: Linda A. Brand
Marlene D. Frayne
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 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 – November 30, 2021:** The Board of Trustees accepted the Treasurer's Report for the month ending November 30, 2021, as attached.
9. **Budget Transfers 2021-2022 – November 30, 2021:** The Board of Trustees approved the Budget Transfers 2021-2022 for the month ending November 30, 2021, as attached.
10. **Budget vs. Actual Report 2021-2022 – November 30, 2021:** The Board of Trustees approved the Budget vs. Actual Report 2021-2022 for the month ending November 30, 2021, as attached.
11. **Board Secretary's Report – November 30, 2021:** The Board of Trustees accepted the Board Secretary's Report for the month ending November 30, 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
Marlene D. Frayne
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 Marlene D. Frayne, the Board of Trustees approved the payment of bills on the attached list, for the period of November 1, 2021 through November 30, 2021, totaling **\$199,911.00** 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 **\$304,329.56** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Roll Call Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
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. Reapproval of Field Trip List 2021-2022 School Year:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees reapproved the list of field trips for the 2021-2022 school year, as attached, by Roll Call Vote.

(This list was reapproved due to the cancellation of one previously approved trip to Batsto Village in Hammonton, New Jersey, the inclusion of a new trip to the American Revolution Museum in Philadelphia, Pennsylvania, and a change in date for the trip to the Cedar Run Wildlife Refuge in Medford, New Jersey.)

Roll Call Vote:

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

Nays: None

16. 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 December 16, 2021, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Appointment of Staff:** 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 appointment of staff 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
Marlene D. Frayne
Douglas B. Groff
Peter Damon Seltzer
Dr. Kenneth King, Vice-President
Dr. Dominick Potena, President

Nays: None

- (c) **Confirmation, Approval and Ratification of Additional After Care Program Appointment:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved and ratified the appointment of Dalia Akter as a Teacher 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 December 7, 2021 through June 17, 2022, by Roll Call Vote.

(Ms. Akter is a Paraprofessional but has her Substitute Teaching certification. After Care staff will work on a rotating basis; not every staff member will work every day.)

Roll Call Vote:

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

Nays: None

- (d) **Approval of Saturday Remote Tutoring Program Appointment:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Lead Person and approved the appointment of Cynthia Verderber to the Saturday Remote Tutoring Program, for two (2) hours per Saturday, at the rate of **\$45.00** per hour, effective December 11, 2021 through May 28, 2022, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (e) **Declination of Appointment:** Whereas, the Board of Trustees appointed Gina Gardiner as a Secretary for the 2021-2022 school year on November 23, 2021; and whereas, Ms. Gardiner has now declined the appointment; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepts the declination of appointment of Gina Gardiner, effective December 3, 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

- (f) **Rescindment of Appointment:** Whereas, the Board of Trustees appointed Michael Maslin as a Substitute Teacher for the 2021-2022 school year on September 30, 2021, pending receipt of his Substitute Teacher certification; and whereas, Mr. Maslin has advised Human Resources that he has not obtained said certification; and

Now, therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees rescinded the appointment of Michael Maslin as a Substitute Teacher, effective December 6, 2021, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

17. BUILDINGS AND GROUNDS:

- (a) **Health and Safety Evaluation of School Buildings Checklist Statement of Assurance School Year 2021-2022:** 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 Health and Safety Evaluation of School Buildings Checklist Statement of Assurance School Year 2021-2022, as attached, with a copy provided to the Board Secretary's office for file, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

18. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Approval of “New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act” for the 2020-2021 School Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the “New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act”, from July 1, 2020 through June 30, 2021, as attached, and authorized the Lead Person to submit same to the New Jersey Department of Education, with a copy to the Board Secretary’s office for file, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

19. 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 19(a) through 19(d), as detailed below, by Roll Call Vote.

- (a) **Approval of Revised Policy and Regulation 3221:** The Board of Trustees approved the revised Policy & Regulation 3221, titled “Evaluation of Teachers”, for final read, as attached.
- (b) **Approval of Revised Policy and Regulation 3222:** The Board of Trustees approved the revised Policy & Regulation 3222, titled “Evaluation of Teaching Staff Members, Excluding Teachers and Administrators”, for final read, as attached.
- (c) **Approval of New Policy and Regulation 3223:** The Board of Trustees approved the new Policy and Regulation 3223, titled “Evaluation of Administrators, Excluding the Principal and Assistant Principal”, for first read, as attached.

- (d) **Approval of New Policy and Regulation 3224:** The Board of Trustees approved the new Policy and Regulation 3224, titled “Evaluation of the Principal and Assistant Principal”, for first read, as attached.

Roll Call Vote:

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

Nays: None

20. Informational 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:**

ADA Percentage: November 9, 2021 – December 7, 2021: 89.41%		
By Grade	# of Students	Transferred Out/In
Kindergarten	38	0/0
1 st Grade	22	0/1
2 nd Grade	46	0/1
3 rd Grade	42	0/2
4 th Grade	59	1/1
5 th Grade	42	0/1
6 th Grade	29	0/1
7 th Grade	28	0/0
8 th Grade	19	0/0
TOTAL	325	Four (4) moved to a different area, and two (2) from the same family had no transportation.

21. HIB Reports: None.

22. Public Comments: None.

23. **Closed Session:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved going into Closed Session at 4:23 PM to discuss a personnel matter, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

24. **Return to Public Session: 4:29 PM.**

- (a) **Approval of Continuance of Matter – Staff Member #1941:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the continuance of suspension with pay for staff member #1941, subject to the findings of the investigation conducted by the Galloway Police Department and School Administration, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

25. **New/Old Business:**

- (a) **Award of Bid #ACCS-T1-22 for Student Transportation (Field Trips) 2021-2022 School Year:** Whereas, the Board of Trustees authorized the Board Secretary/School Business Administrator, pursuant to law and code, to advertise for bids for Student Transportation (Field Trips) for the 2021-2022 school year at the Regular Monthly Meetings held on October 21, 2021 and November 23, 2021; and whereas, sealed bids were accepted, opened, and publicly read aloud on Wednesday, December 15, 2021 at 10:00 AM at the School by the Pro-Tem Board Secretary, as follows:

James Transportation – Folsom, New Jersey: Eight (8) routes, as attached, at a total cost of **\$5,400.00**; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees awarded Bid # ACCS-T1-22 Student Transportation (Field Trips) for the 2021-2022 school year to James Transportation, Folsom, New Jersey, at a total cost of **\$5,400.00** for eight (8) field trips, as attached; and

BE IT FURTHER RESOLVED that the Board Secretary/School Business Administrator is authorized to execute the appropriate contract, subject to review by the Board's attorney, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (b) Approval of Revised Pay Rates:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised daily pay rates, as detailed below, by Roll Call Vote:

- Three (3) Floater-Teachers (Substitute Certificate or Certified Teacher), four (4) days per week only, Substitute Certificate at a rate of **\$225.00** per day, or Certified Teacher at a rate of **\$250.00** per day;
- Long Term Substitute (Certified Teacher for the particular position) at a rate of **\$250.00** per day;
- Daily Substitute (Substitute Teacher at a rate of **\$175.00** per day, or Certified Teacher at a rate of **\$200.00** per day.)

Roll Call Vote:

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

Nays: None

- (c) Approval of Full-Time School Counselor Position and Job Description:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the creation of a full-time School Counselor position, and the associated job description, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- (d) **Approval of Revised School Calendar 2021-2022:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the revised school calendar for the 2021-2022 school year, as attached, by Roll Call Vote.

(The Lead Person has changed December 23, 2021 to a Single Session day.)

Roll Call Vote:

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

Nays: None

26. **Adjournment:** There being no further business to discuss, a motion was made by Linda A. Brand and seconded by Marlene D. Frayne and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:45 PM.

Voice Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
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, January 20, 2022. Note: The Board Meeting scheduled for January 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**