



# ATLANTIC COMMUNITY CHARTER SCHOOL

**\*The Board reserves the right to enter into closed session at any time during the meeting to discuss matters permitted by N.J.S.A. 10:4-12**

## **Atlantic Community Charter School Regular Board of Trustee Meeting**

**Tuesday, December 19, 2023  
4:00 PM**

### **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: 4:00PM**

**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:**

***Present:***

Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

***Absent:***

Douglas B. Groff

***Also Present:***

*Glenn A. Richardson—Board Secretary/School Business Administrator*

*Christopher Armstrong, Lead Principal, CSA, ACCS*

*Seth N. Broder, Esquire—Board Attorney*

*Jake Der Hagopian, President—CSMI, LLC*

*Barbara Kotcamp—Corporate Controller, CSMI, LLC*

*Janice Lynch, Human Resources Manager, ACCS*

*Craig Wigley—Vice President of Academics and Curriculum CSMI, LLC*

*William Zarrilli—Chief Financial Officer, CSMI, LLC*

**5. Correspondence: None.**

**6. Approval of Minutes: Attachment “A”**

**RESOLVED** that the Board of Trustees approves the Minutes of the Regular Monthly Meeting held on November 28, 2023, as attached.

Motion: Marlene D. Frayne

Second: Matthew Heinle

Voice Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene D. Frayne

Matthew Heinle

Peter Damon Seltzer

**7. Lead Person’s Report: Attachment “B”**

**RESOLVED** that the Board of Trustees accepts the Lead Person’s Report for December, 2023, as attached.

Motion: Marlene D. Frayne

Second: Matthew Heinle

Voice Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene D. Frayne

Matthew Heinle

Peter Damon Seltzer

**FINANCE:**

**8. Treasurer’s Report November 30, 2023: Attachment “C”**

**RESOLVED** that the Board of Trustees accepts the Treasurer’s Report for the month ending November 30, 2023, as attached.

Motion: Matthew Heinle

Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**9. Approval of Budget Transfers – November 30, 2023: None.**

**10. Approval of Budget vs. Actual Report – November 30, 2023: Attachment “D”**

**RESOLVED** that the Board of Trustees approves the Budget vs. Actual Report for the month ending November 30, 2023, as attached.

Motion: Matthew Heinle

Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**11. Board Secretary’s Report - November 30, 2023: Attachment “E”**

**RESOLVED** that the Board of Trustees accepts the Board Secretary’s Report for the month ending November 30, 2023, as attached.

Motion: Matthew Heinle

Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**12. School Business Administrator’s Certification of Accounts:**

**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.

Motion: Matthew Heinle

Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle

Peter Damon Seltzer

**13. Board Certification of Accounts:**

**RESOLVED** that 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. The Board of Trustees hereby certifies the School's budget, as approved, and is being followed as reflected in the financial reports.

Motion: Matthew Heinle  
Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**14. Payment of Bills: Attachment "F"**

**RESOLVED** that the Board of Trustees approves the payment of bills for the period of November 1, 2023, through November 30, 2023, totaling \$426,212.55 from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, as attached.

(Payroll and taxes were paid during the same period, totaling \$326,675.55 from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Motion: Marlene D. Frayne  
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle

Abstain: Peter Damon Seltzer

**15. Annual Audit: Attachment "G"**

**RESOLVED** that the Board of Trustees accepts the Annual Audit conducted by Bowman & Company LLP for the fiscal year July 1, 2022 to June 30, 2023, as summarized on the attached Summary of Audit and which is on file in the Office of the Board Secretary; and

**BE IT FURTHER RESOLVED** that the Annual Comprehensive Financial Report for the Fiscal Year End June 30, 2023 and related documents be filed with the New Jersey Department of Education, as required by law and code.

(The Summary of Audit Report is available for public review pursuant to code requirements, and it is noted that there are no audit recommendations.)

Motion: Matthew Heinle  
Second: Marlene D. Frayne

Roll Vote:  
Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**16. Bipartisan Safer Communities Act Grant**

**RESOLVED** that the Board of Trustees accepts the Bipartisan Safer Communities Act Stronger Connections Grant (24-AA01-H02) Funding in the amount of **\$947,588.00**, to be used to improve student attendance, reduce severe disciplinary incidents and increase student learning.

Motion: Marlene D. Frayne  
Second: Matthew Heinle

Roll Vote:  
Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**17. HUMAN RESOURCES:**

**(a) Position Control Table: Attachment “H”**

**RESOLVED** that the Board of Trustees accepts the Position Control Table, as attached.

Motion: Dr. Kenneth King, Vice-President  
Second: Matthew Heinle

Roll Vote:  
Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**(b) Appointment of Staff: Attachment “I”**

**RESOLVED** that the Board of Trustees approves the appointment of staff listed below for the 2023-2024 school year, as set forth on the attached.

<b>Name</b>	<b>Position</b>	<b>Term</b>	<b>Salary</b>
Jenna Regan	Teacher – Substitute- Daily - Certified	8/23/23-6/30/24 Anticipated start date TBD	\$ 200/day
Kelly Safranek	Teacher – Floater #1	8/23/23-6/30/24 Anticipated start date TBD	\$56,250/year
Md Raashid Khan	Teacher - Substitute	8/23/23-6/30/24 Anticipated start date TBD	\$175/day if get CEAS \$200/day
Morgan Henderson	Social Worker	8/23/23-6/30/24 Anticipated start date TBD	\$56,250/year
Allison Cordiari	Homebound Instructor	8/23/23-6/30/24 Anticipated start date TBD	\$45/hour not more than 29 hours and dependent upon Funding
Michael Williscroft	Homebound Instructor	8/23/23-6/30/24 Anticipated start date TBD	\$45/hour not more than 29 hours and dependent upon Funding

\*All appointments are contingent upon appropriate teacher certifications/licensing and Human Resources processing.

Motion: Marlene D. Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**(c) Re-Appointment of Staff:**

**RESOLVED** that the Board of Trustees approves the re-appointment of staff listed below for the 2023-2024 school year.

<b>Name</b>	<b>Position</b>	<b>Term</b>	<b>Salary</b>
Alaire Kupseta	Transfer from Kindergarten to Teacher – Basic Skills	8/23/23-6/30/24 Effective 11/13/23	No change in salary

Angela Trovato	Transfer from Basic Skills to Kindergarten	8/23/23-6/30/24 Effective 11/13/23	No change in salary
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Motion: Dr. Kenneth King, Vice-President  
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**(d) Resignation(s) of Staff: Attachment “J”**

**RESOLVED** that the Board of Trustees accepts the resignation of the following staff members, as detailed below and as attached:

Name	Position	Effective Date	Comment
Noel (Hartman) Golba	Social Worker	On or before 1/20/24	
Rehab Hassan	Paraprofessional	12/19/23	Offered ABA position
Sharon Giles	Teacher–Substitute-Daily	12/12/23	Last worked 11/8/23 due to retirement & Family obligations

Motion: Marlene D. Frayne  
Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**(e) Leave of Absence:**

**RESOLVED** that the Board of Trustees accepts the Leave of Absence of the following position as detailed below:

Name	Position	Effective	Comment
Donald Douglas	Custodian	11/15/23 – 2/1/24	

Motion: Marlene D. Frayne  
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

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

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

**(a) Approval of Steve DiMatteo, Assistant Principal to Attend NJSLA Test Coordinator Training in Atlantic City in January 2024:**

**RESOLVED** that the Board of Trustees approves the attendance of Steve DiMatteo, Assistant Principal at the NJSLA Test Coordinator Training to be held on January 26, 2024 at the Sheraton Hotel in Atlantic City. There is no cost for this attendance.

Motion: Marlene D. Frayne  
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**(b) Approval of additional Field Trip(s) for ACCS students:**

**RESOLVED** that the Board of Trustees approves the field trip for ACCS Self-Contained Students Grades K-3, to the RWJ Field of Dreams in Toms River, New Jersey, at a cost of \$300.00 for full use of the complex.

Motion: Marlene D. Frayne  
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**(c) Approval of Professional Development Session on Restorative Circles – An Academic Focus with Carolyn Corbi:**



**RESOLVED** that the Board of Trustees approves a Professional Development Session on Restorative Circles – An Academic Focus with Carolyn Corbi. The Professional Development will take place on January 17, 2024 during staff PLC times. The cost of the training is \$1,500.00, which will be paid for through the NJDOE/Kean University Restorative Grant Fund.

Motion: Matthew Heinle  
Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**20. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

**(a) Approval of Paychex Flock Benefit Administration Services: Attachment “K”**

**RESOLVED** that the Board of Trustees approves the purchase of Paychex Flock Benefit Administration Services at an estimated annual cost of \$3,315.00, with a minimum monthly fee of \$200.00, for a total monthly fee of \$4.25 per employee per month, subject to the terms of the existing contract with Paychex, as attached, already reviewed by the Board’s attorney.

Motion: Matthew Heinle  
Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**(b) Approval of Kimberly A. Vaughn as a member of the Board of Trustees: Attachment “L”**

**RESOLVED** that the Board of Trustees approves Kimberly A. Vaughn as a member of the Board of Trustees.

Motion: Marlene D. Frayne  
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President

Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**21. Informational Items:**

**(a) Management Fees: Attachment “L”**

**(b) Report to Board on School Contracts: Attachment “M”**

As pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts and does not require any action be taken by the Board.

**(c) Change in Enrollment:**

**ADA (11/07/2023 to 12/12/2023) 92.4%**

<b>Monthly Report - Enrollment as of 12/12/2023</b>		
<b>District by Grade</b>		<b>Transfer In/Out</b>
Kindergarten	33	1 / 1
1st Grade	38	0 / 1
2nd Grade	43	1 / 1
3rd Grade	39	0 / 1
4th Grade	32	0 / 2
5th Grade	37	1 / 2
6th Grade	44	1 / 0
7th Grade	44	0 / 1
8 <sup>th</sup> Grade	36	0 / 1
<b>Overall Total Enrollment</b>	<b>346</b>	

**22. HIB Reports: 2024-001. Report to be Distributed at Board of Trustee Meeting.**

Motion: Matthew Heinle  
Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**23. Public Comments: None.**

**24. Closed Session: 4:20 PM**

**WHEREAS, N.J.S.A. 10:4-12** allows for a Public Body to go into closed session during a Public Meeting, and

**WHEREAS,** the Board of Trustees of the Atlantic Community Charter School has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS,** the regular meeting of this Board of Trustees will reconvene at the conclusion of closed session, at approximately 4:30 p.m. this evening.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Atlantic Community Charter School will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

  X   Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public, including student matters (Provision relied upon: \_\_\_\_\_);

Motion: Matthew Heinle  
Second: Marlene D. Frayne

Roll Vote:  
Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**25. HIB Investigation – Incident #2024-01:**

**RESOLVED** that the Board of Trustees accepts the Lead Person’s findings regarding the HIB investigation for Incident #2024\_001.

Motion: Matthew Heinle  
Second: Dr. Kenneth King, Vice-President

Roll Vote:  
Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

**26. New/Old Business:** The next Regular Monthly Board Meeting will be held in person on Thursday, January 18, 2024 in the school’s conference room.

27. **Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Dr. Kenneth King, Vice-President, the Board of Trustees approved by Voice Vote, to adjourn the meeting, at 4:33pm.

Voice Vote:

Ayes: Dr. Dominick Potena, President  
Dr. Kenneth King, Vice-President  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Glenn Richardson', with a long horizontal flourish extending to the right.

**Glenn A. Richardson, Board Secretary/School Business Administrator  
Atlantic Community Charter School**