



# ATLANTIC COMMUNITY CHARTER SCHOOL

## Board of Trustees Regular Monthly Meeting

**Date: Thursday, April 22, 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 4:00 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. *\*In accordance with the New Jersey Department of Community Affairs Local Operations Guidance – COVID-19 Guidance for Remote Public Meetings in New Jersey, please note that the meeting location has been changed to a video conference format, until further notice from the Atlantic Community Charter School.*

### **3. Flag Salute:**

**4. Board of Trustees Roll Call:**

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

**Absent:** 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  
Barbara Kotcamp – Corporate Controller, CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC  
Craig Wigley – Vice-President of Academics and Curriculum, CSMI, LLC  
Bob Parsons, ACCS Technology Director, CSMI, LLC  
Josh Totoro, Information Technology Director, CSMI, LLC  
Michael J. Coskey, Esquire – Attorney for CSMI, LLC  
Susan Hodges, Esquire – Parker McCay  
Edmund Cetrullo – Principal/Lead, ACCS  
Linda O'Donnell – Vice-Principal, ACCS  
Steve DiMatteo – Director of Special Education, ACCS

**5. Correspondence: None.**

**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 March 25, 2021, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**Note:** Matthew Heinle, Board Member, joined the meeting at 4:09 PM.

**7. Principal/Lead Report:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees accepted the Principal/Lead Report dated April 22, 2021, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**FINANCE:** On a motion made by Matthew Heinle 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 – March 31, 2021:** The Board of Trustees accepted the Treasurer's Report for the month ending March 31, 2021, as attached.
9. **Budget Transfers 2020-2021 – March 31, 2021:** The Board of Trustees approved the Budget Transfers 2020-2021, as attached.
10. **Budget vs. Actual Report 2020-2021 – March 31, 2021:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending March 31, 2021, as attached.
11. **Board Secretary's Report – March 31, 2021:** The Board of Trustees accepted the Board Secretary's Report for the month ending March 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  
Marlene D. Frayne  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the payment of bills on the attached list, for the period of March 1, 2021 through March 31, 2021, totaling **\$353,680.62** 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 **\$294,090.18** 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  
Matthew Heinle  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

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

- 15. Confirmation, Approval and Ratification of Second Amendment to Comcast Enterprise Services Sales Order:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved, and ratified the Second Amendment to Comcast Enterprise Services Sales Order No. NJ-ESCNJ-012618-FY18-11053465, effective March 25, 2021 until termination, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 16. Confirmation, Approval and Ratification of Proposal to Combat Learning Loss – Saturday Test Prep/Tutoring:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the Proposal to Combat Learning Loss – Saturday Test Prep/Tutoring, on eight (8) Saturdays from April 17, 2021 through May 22, 2021 and June 5, 2021 through June 12, 2021, two (2) hours per day, at a total estimated cost of **\$14,000.00**, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

17. **Confirmation, Approval and Ratification of Recruitment and Student Registration Agreement:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved, and ratified the Recruitment and Student Registration Agreement for the 2020-2021 school year, effective April 22, 2021 through June 30, 2021, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

18. **Approval of Shared Services Agreement (Student Transportation):** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the Shared Services Agreement for student transportation between the Board of Trustees of Atlantic Community Charter School and the Board of Education of the Egg Harbor City School District, effective July 1, 2021 through June 30, 2022, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

19. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees accepted the Position Control Table as of April 22, 2021, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) **Confirmation, Approval and Ratification of Staff Appointments for Saturday Test Prep/Tutoring:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees confirmed, approved, and ratified the staff appointments for Saturday Test Prep/Tutoring, beginning April 17, 2021 through May 22, 2021, and June 5 through June 12, 2021, two (2) hours per day at **\$35.00** per hour, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Confirmation, Approval and Ratification of Appointment of Staff:** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead and confirmed, approved, and ratified the appointment of the individuals to the positions, terms and salaries for the 2020-2021 school year, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Approval of Request for Extension of Leave:** Whereas, the Board of Trustees confirmed, approved and ratified the Family and Medical Leave Act (FMLA) for Teresa Moody-Butler, Teacher, at the Regular Monthly Meeting held on March 25, 2021, effective February 23, 2021 through April 2, 2021, and whereas the physician for Teresa Moody-Butler has recommended an extension of leave; and

Now therefore resolved: On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the request for an extension of leave under FMLA for Teresa Moody-Butler, Teacher, until approximately April 25, 2021, by Roll Call Vote. (Employee was notified about New Jersey Disability Insurance by the Human Resources Office.)

**Roll Call Vote:**

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

**Nays:** None

- (e) **Confirmation, Approval and Ratification of Request for Unpaid Leave:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees confirmed, approved, and ratified a request for unpaid leave for Ramona Schlaegel, Paraprofessional, from March 18, 2021 to April 12, 2021, as attached, by Roll Call Vote. (Due to the employee's hire date, there is no eligibility under FMLA. Employee was notified about New Jersey Disability Insurance by the Human Resources Office.)

**Roll Call Vote:**

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

**Nays:** None

- (f) **Confirmation, Approval and Ratification of Appointment of School Recruiters:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees confirmed, approved, and ratified the appointment of the individuals, as set forth on the attached, as school recruiters from April 22, 2021 through June 30, 2021, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**20. BUILDINGS AND GROUNDS: None.**

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

- (a) **Approval of One Judge-One School Program:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the One Judge-One School Program, in which a judge serves as a positive role model by visiting classrooms virtually and teaching students about law and the judicial system, starting April 23, 2021 and ending on June 25, 2021, at no cost to the school, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

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

- (a) **Confirmation, Approval and Ratification of Appointment of Public Agency Compliance Officer:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the appointment of Janice Lynch, Human Resources Manager, CSMI, LLC, as the Public Agency Compliance Officer for the Atlantic Community Charter School, effective on or about April 22, 2021, for one year, as required by the State of New Jersey, Equal Employment Opportunity (EEO) Monitoring Program, at no additional compensation, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) **Approval of Revised Regulation R 1642: Withdrawn.**

**POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved the Consent Agenda Items 22(c) and 22(d), as detailed below, by Roll Call Vote.

- (c) **Approval of New Policy P 1643:** The Board of Trustees approved the new Policy P 1643, titled “Family Leave”, for first read, as attached.



- (d) **Approval of Revised Policy P 7425 and New Regulation R 7425:** The Board of Trustees approved the revised Policy P 7425 and new Regulation R 7425, both titled “Lead Testing of Water in Schools”, for first read, as attached.

**Roll Call Vote:**

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

**Nays:** None

**23. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on March 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: March 15, 2021 – April 12, 2021: 83.56%		
District By Grade	# of Students	Transferred Out/In
Kindergarten	26	
1 <sup>st</sup> Grade	45	
2 <sup>nd</sup> Grade	45	
3 <sup>rd</sup> Grade	67	
4 <sup>th</sup> Grade	51	
5 <sup>th</sup> Grade	34	
6 <sup>th</sup> Grade	38	
7 <sup>th</sup> Grade	25	
8 <sup>th</sup> Grade	21	
<b>TOTAL</b>	<b>352</b>	

**24. HIB Reports: None.**

**25. Public Comments: None.**

26. **Closed Session:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved going into Closed Session at 4:25 PM to discuss personnel matters, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

27. **Return to Public Session:** 4:46 PM.

28. **New/Old Business:**

**(a) Resignation:**

On a motion made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of Jonathan Jones, Paraprofessional, effective April 19, 2021, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) Reappointment of Staff 2021-2022:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees approved the reappointment of staff and the withholding of certain salary increments for the 2021-2022 school year, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**The next Regular Board Meeting will be held on Thursday, May 27, 2021. Note: The Board Meeting scheduled for May 2021 will continue to be a virtual meeting.**

29. **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 4:49 PM.

**Voice Vote:**

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

**Nays:** None

**Respectfully submitted,**



**Donella Edwards, Board Secretary  
Atlantic Community Charter School**