



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting**

**Date: Wednesday, July 21, 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 4:17 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  
Marlene D. Frayne  
Douglas B. Groff  
Peter Damon Seltzer

**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  
Craig Wigley – Vice-President of Academics and Curriculum, CSMI, LLC  
Katherine Shilenok-Wright, Chief Human Resources Officer, CSMI, LLC  
Bob Parsons, ACCS Technology Director, CSMI, LLC  
Michael J. Coskey, Esquire – Attorney for CSMI, LLC  
Linda O'Donnell, Assistant Principal, ACCS  
Sharon Mauriello, Supervisor of Elementary Education, ACCS  
Patricia O'Connell, Curriculum Supervisor/Instructional Coach, ACCS

**5. Correspondence: None.**

**6. Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on June 24, 2021, as attached, by Voice Vote.

**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

**7. Principal/Lead Report:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees accepted the Principal/Lead Report dated July 12, 2021, as attached, by Voice Vote.

**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 Linda A. Brand 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 – June 30, 2021:** The Board of Trustees accepted the Treasurer's Report for the month ending June 30, 2021, as attached.
9. **Budget Transfers 2020-2021 – June 30, 2021:** The Board of Trustees approved the Budget Transfers 2020-2021 for the month ending June 30, 2021, as attached.
10. **Budget vs. Actual Report 2020-2021 – June 30, 2021:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending June 30, 2021, as attached.
11. **Board Secretary's Report – June 30, 2021:** The Board of Trustees accepted the Board Secretary's Report for the month ending June 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 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 June 1, 2021 through June 30, 2021, totaling **\$204,139.77** 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 **\$292,394.64** 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. Confirmation, Approval and Ratification of Resolution to Join/Renew Membership with New Jersey Schools Insurance Group (NJSIG):** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved, and ratified the resolution to join/renew membership with the NJSIG, previously reviewed by the Board's attorney, 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

- 16. Approval of Bowman & Company LLP Engagement Letter:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the Bowman & Company LLP Engagement Letter dated June 29, 2021, for the audit of the fiscal year ending June 30, 2021, subject to review by the Board's attorney, 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

- 17. Confirmation, Approval and Ratification of Resolution for Participation in Joint Transportation Agreement 2021-2022:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the Atlantic County Special Services School District Transportation Agreement – Resolution for Participation in Joint Transportation Agreement, effective July 1, 2021

through June 30, 2022, subject to review by the Board's attorney, 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  
Dr. Dominick Potena, President

**Nays:** None

- 18. Approval of BrainPOP Quote:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the BrainPOP Quote #US5191933674R, for renewal of the School Combo 24/7 for the 2021-2022 school year, at a total cost of **\$3,250.00**, subject to review by the Board's attorney, 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

- 19. Approval of Newsela Customer Agreement:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Newsela Customer Agreement No. Q-53432 for educational subscription services for the 2021-2022 school year, at a total cost of **\$8,450.00**, subject to review by the Board's attorney, 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

**FINANCE:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved Finance Consent Agenda Items 20, 21 and 22, as detailed below, by Roll Call Vote.

20. **Approval of the Submission of the Application for Title I Grant Funding for the 2021-2022 School Year:** The Board of Trustees approved the submission of the application for the Title I Grant for the 2021-2022 school year in the amount of **\$253,157.00**. The planned use of funds will support the school's Aftercare Program/Teachers and Staff, i-Ready Diagnostic Licenses, Parent Coordinator, and various professional development programs and supplies. Such use of funds are subject to change based on application approval and/or the identification of alternate uses by the school.
21. **Approval of the Submission of the Application for Title II-A Grant Funding for the 2021-2022 School Year:** The Board of Trustees approved the submission of the application for the Title II Grant for the 2021-2022 school year in the amount of **\$20,583.00**. The planned use of funds will support professional development training with Inspired Instruction, Curriculum Associates, and other professional development, as needed. Such use of funds are subject to change based on application approval and/or the identification of alternate uses by the school.
22. **Approval of the Submission of the Application for ESSER II Grant Funding for the 2021-2022 School Year:** The Board of Trustees approved the submission of the application for the ESSER II Grant for the 2021-2022 school year in the amount of **\$989,837.00**. The planned use of the funds will support numerous initiatives and functions at the school including (i) Summer School Program; (ii) NJSLA Test Prep Program; (iii) tutoring; (iv) staffing of Paraprofessionals, Psychologist, Parent Coordinator and Social Worker; (v) various software programs and supplies; and (vi) additional Personal Protective Equipment (PPE) and cleaning. Such use of funds are subject to change based on application approval and/or the identification of alternate uses by the school.

**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

23. **Refusal of Title III Funds:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the refusal of Title III Funds, as Atlantic Community Charter School is not part of the required consortium to take part of Title III funds, 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

**FINANCE:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved Finance Consent Agenda Items 24 and 25, as detailed below, by Roll Call Vote.

- 24. Approval of the Submission of the Application for Title IV Part A Grant Funding for the 2021-2022 School Year:** The Board of Trustees approved the submission of the application for the Title IV Part A Grant for the 2021-2022 school year in the amount of **\$19,773.00**. The planned use of funds will support assemblies/programs for student well-being activities. Such use of funds are subject to change based on application approval and/or the identification of alternate uses by the school.
- 25. Approval of the Submission of the Application for IDEA Grant Funding for the 2021-2022 School Year:** The Board of Trustees approved the submission of the application for the IDEA Grant for the 2021-2022 school year in the amount of **\$89,755.00**. The planned use of funds will provide Support Services (Speech, Occupational and Physical Therapy, Educational and Psychological Testing, and other related services) for Students with Disabilities. Such use of funds are subject to change based on application approval and/or the identification of alternate uses by the school.

**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. HUMAN RESOURCES:**

- (a) Position Control Table:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of July 21, 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) Confirmation, Approval and Ratification of Corrected Employee Agreement:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved, and ratified the corrected Employee Agreement for Christopher Landzert, School Psychologist, for the 2021-2022 school year, correcting the term from ten (10) months to twelve (12) months, 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

- (c) **Confirmation, Approval and Ratification of Summer Hours:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees confirmed, approved, and ratified that Dr. Pamela Luke, Social Worker, may work up to one hundred (100) additional summer hours during the 2021-2022 school year, at the approved rate of **\$35.00** per hour, effective July 1, 2021 to August 25, 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

**(Comment by Dr. Kenneth King):** “Appointment of staff is with the understanding that staff members who are being appointed to positions that require a certificate, have the certificate that is required for the position to which they are being appointed.”

- (d) **Appointment of Staff:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of staff 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  
Douglas B. Groff  
Peter Damon Seltzer  
Dr. Kenneth King, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (e) **Confirmation, Approval and Ratification of Appointment of Summer School Staff:** Whereas, the Board of Trustees approved the Summer School Program and related budget and pay rates (Teachers **\$36.05** per hour; Paraprofessionals **\$20.00** per hour) on May 27, 2021; and



Now therefore resolved: On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the appointment of the following staff to work the Summer School Program from July 12, 2021 through August 12, 2021, four (4) days per week, as detailed below, by Roll Call Vote.

Employee Name	Position
Michaela Abraham	Teacher
Dalia Akter	Paraprofessional
Eleana Benedict	Teacher
Connie Biesecker	ESY Paraprofessional
Patricia Bombara	Teacher
Christine Garry	Teacher
Megan Hawkinson	ESY Teacher
Iesha Hogans	Paraprofessional
Mashhuda Khanam	Paraprofessional
Christina Klotz	Teacher (Substitute)
Mina Marruso	ESY Teacher
Jinelle Nevoso	Teacher
Shameka Oliver	Paraprofessional
Ashley Osowski	Teacher
Matthew Palmero	Teacher
Christine Schrum **	Teacher (Substitute)
Jazmine Seney	Paraprofessional
Christopher Wells	Teacher

\*\* Ms. Schrum will work as both a Para (no bus rides) and as a Teacher. She will work as a Teacher during the last week of the Summer School Program.

**Note:** Teachers start at 8:30 a.m. with a half hour prep time (4 hours of school). Paraprofessionals ride the bus for an extra 2 hours per day, for a total of 6 hours.

**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

- (f) **Approval of Stockton University Student Placements:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the Stockton University Student Placements, as detailed below and 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

- (g) **Resignation:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of Samantha Bolognese, 3<sup>rd</sup> Grade Teacher, effective July 1, 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

- (h) **Retirement:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the letter of retirement from Edmund Cetrullo, Principal/Lead, effective August 25, 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

**27. BUILDINGS AND GROUNDS: None.**

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

- (a) **Approval of Request for New Program Approval – “Trimesters”:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the Request for New Program Approval titled “Trimesters”, to create a trimester schedule of report card and interim progress reporting by moving from (4) 45-day marking periods to (3) 60-day marking periods, 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

- 29. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 29(a) and 29(b), as detailed below, by Roll Call Vote.

- (a) Approval of ACCS Parent-Student Handbook 2021-2022:** The Board of Trustees approved the ACCS Parent-Student Handbook for the 2021-2022 school year, as attached.
- (b) Approval of ACCS Human Resources Employee Handbook 2021-2022:** The Board of Trustees approved the ACCS Human Resources Employee Handbook for the 2021-2022 school year, 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

- (c) Approval of ACCS School Improvement Plan SY 2021-2022:** On a motion made by Dr. Kenneth King and seconded by Linda A. Brand, the Board of Trustees approved the ACCS School Improvement Plan SY 2021-2022, 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 New Jersey Department of Education (NJDOE) Office of Charter and Renaissance Schools Annual Report 2020-2021:** On a motion made by Dr. Kenneth King and seconded by Linda A. Brand, the Board of Trustees approved

the NJDOE Office of Charter and Renaissance Schools Annual Report 2020-2021, 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

**30. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on June 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) **Student Safety Data System Submission for the 2020-2021 School Year:**

The NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights for the 2019-2020 school year was accepted at the Board of Trustees meeting held on October 22, 2020. ACCS has since completed eight (8) HIB related trainings for staff and/or students, and six (6) HIB related programs for staff and/or students, as attached. There were no HIB incidents reported during the 2020-2021 school year.

(d) **Sending Districts in SY 2020-2021**

(e) **Change in Enrollment:**

ADA Percentage: June 13, 2021 – June 24, 2021: 77.5%		
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	37	-1
7 <sup>th</sup> Grade	25	
8 <sup>th</sup> Grade	21	
<b>TOTAL</b>	<b>351</b>	

- 31. **HIB Reports: None.**
- 32. **Public Comments: None.**
- 33. **Closed Session: None.**
- 34. **Return to Public Session: N/A**
- 35. **New/Old Business:**

**(a) Correspondence:**

Egg Harbor City Public Schools letter dated July 15, 2021; and Florio, Perruci, Steinhardt, Cappelli, Tipton & Taylor LLC letter dated July 16, 2021

- (b) Approval of Student Transportation Contract ACCS#2 (Renewal #4) for the 2021-2022 School Year:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the Student Transportation Contract ACCS#2 (Renewal#4) for the 2021-2022 school year, effective September 1, 2021 through June 30, 2022, at a total contract amount of **\$41,212.80**, as attached, 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

- (c) Approval of Appointment of Principal/Director of Special Education:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of Steven DiMatteo, as Principal/Director of Special Education, effective August 25, 2021 to June 30, 2022, as set forth on the 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

**NEW/OLD BUSINESS:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the New/Old Business Consent Agenda Items 35(d) and 35(e), as detailed below, by Roll Call Vote

- (d) **Approval of Annual Facility Approvals 2021-2022:** The Board of Trustees approved the Annual Facility Approvals for the 2021-2022 school year, as attached.
- (e) **Approval of Dual Use Classrooms:** The Board of Trustees authorized the Principal/Lead and Board Secretary to make an application to the Executive County Superintendent of Schools for Atlantic County for the dual use of the following classrooms for the 2021-2022 school year, as detailed below and as attached, by Roll Call Vote.
- Room 19: Grades K-2 Pull Out and Grades 3-5 Pull Out
  - Room 20: English as a Second Language (ESL) and Pull Out
  - Room 21: Grades 3-5 Pull Out and Grades 6-8 Pull Out

**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

- (f) **Approval of Alternate Method of Compliance for Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms:** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees authorized the Principal/Lead to make an application to the Executive County Superintendent of Schools for Atlantic County for an alternate method of compliance for toilet room facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classroom Numbers 15 and 17, for the 2021-2022 school year, 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

- (g) **Approval of Job Description:** On a motion made by Dr. Kenneth King and seconded by Linda A. Brand, the Board of Trustees approved a job description titled "Lead Person", 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

- (h) Approval of Appointment of Lead Person:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of Dr. Shelly Ward Richards as Lead Person for two (2) years, effective September 20, 2021 through June 30, 2023, as set forth on the 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

- 36. 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 4:45 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, August 19, 2021.**  
**Note: The Board Meeting scheduled for August 2021 will be an “in person” meeting and will be held in the School’s Conference Room.**

**Respectfully submitted,**



**Dr. Dominick Potena, Board President**  
**Atlantic Community Charter School**



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