



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting** **Date: Thursday, September 24, 2020** **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  
Peter Damon Seltzer  
Dr. Kenneth King

**Absent:** Marlene D. Frayne  
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  
Michael J. Coskey, Esquire – Attorney for CSMI, LLC  
Edmund Cetrullo – Principal/Lead, ACCS  
Steve DiMatteo – Director of Special Education, ACCS  
Sharon Mauriello – Supervisor of Elementary Education, ACCS  
Tammy Schropp – Paraprofessional, ACCS

**5. Correspondence:** None.

**6. Approval of Minutes:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on August 20, 2020, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**Note:** Marlene D. Frayne, Board Member, joined the meeting at 4:08 PM.

**7. Principal/Lead Report:** On a motion made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees accepted the Principal/Lead Report dated September 16, 2020, 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

**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 – August 31, 2020:** The Board of Trustees accepted the Treasurer's Report for the month ending August 31, 2020, as attached.
9. **Budget Transfers 2020-2021 – August 31, 2020:** There were no budget transfers for the month ending August 31, 2020.
10. **Budget vs. Actual Report 2020-2021 – August 31, 2020:** The Board of Trustees approved the Budget vs. Actual Report 2020-2021 for the month ending August 31, 2020, as attached.
11. **Board Secretary's Report – August 31, 2020:** The Board of Trustees accepted the Board Secretary's Report for the month ending August 31, 2020, 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  
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 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 August 1, 2020 through August 31, 2020, totaling **\$290,016.14** 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 **\$301,172.41** 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  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

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

- 15. Approval of Payment for Professional Development:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved a payment for professional development, in the amount of **\$99.00** for "Spotlight on Dyslexia", and **\$50.00** for "Great Minds Getting Started with Geodes", to Holly Keple, Teacher, as set forth on the attached, by Roll Call Vote.

**Roll Call 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

- 16. Confirmation, Approval and Ratification of Environmental Services Contract for the 2019-2020 School Year and Approval of Environmental Services Contract for the 2020-2021 School Year:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees confirmed, approved and ratified the Environmental Services contract for a Potable Water System Licensed Operator between the Atlantic Community Charter School and Sweetwater Environmental Management, LLC, for the 2019-2020 school year, as well as approved the Environmental Services contract for a Potable Water System Licensed Operator between the Atlantic Community Charter School and Sweetwater Environmental Management, LLC, for the 2020-2021 school year, as attached, previously reviewed by the Board's attorney, by Roll Call Vote.

**Roll Call 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

17. **Approval of Joint Transportation Agreement:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Agreement to Provide Transportation between the Atlantic Community Charter School Board of Trustees and the Egg Harbor City Board of Education, for transportation to and from school for Egg Harbor City students who attend the Atlantic Community Charter School, on school days only, as set forth on the attached, effective September 1, 2020 to June 30, 2021, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call 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

18. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of September 24, 2020, as attached, by Roll Call Vote.

**Roll Call 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

- (b) **Confirmation, Approval and Ratification of 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 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  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (c) **Confirmation, Approval and Ratification of Revised Assignments:** On a motion made by Peter Damon Seltzer and seconded by the Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead and confirmed, approved and ratified the revised assignments for three (3) teachers, with no change in salary, due to an emergency situation, as detailed below, by Roll Call Vote.

Name	Previous Assignment	New Assignment	Effective Date
Christina Klotz	"Teacher – Unassigned"	3 <sup>rd</sup> Grade Teacher	August 24, 2020
Shammara Martin	3 <sup>rd</sup> Grade Teacher	"Teacher – Unassigned"	August 24, 2020
Sandra Witzak	"Teacher – Unassigned"	2 <sup>nd</sup> Grade Teacher	September 1, 2020

**Roll Call 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

- (d) **Confirmation, Approval and Ratification of After Care Program Appointments:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the After Care Program appointments, as detailed below, effective September 14, 2020 to June 30, 2021, hours and dates as assigned, by Roll Call Vote.

Name	After Care Program Assignment	Hourly Rate
Sharon Mauriello	Co-Director	\$35.00 per hour
Patricia O'Connell	Co-Director	\$35.00 per hour
Linda O'Donnell	Co-Director	\$35.00 per hour
Michaela Abraham	Teacher	\$32.00 per hour
Eleana Benedict	Teacher	\$32.00 per hour
Mina Marruso	Teacher	\$32.00 per hour
Connie Biesecker	Aide	\$15.27 per hour
Tracy Nuzzo	Aide	\$15.27 per hour
Denise Vincent	Aide	\$15.27 per hour

**Roll Call 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

- (e) **Confirmation, Approval and Ratification of Bus Aide Appointments:** On a motion made Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the Bus Aide appointments, as detailed below, effective September 1, 2020 to June 30, 2021, hours and dates as assigned, by Roll Call Vote.

Name	Bus Number	Hourly Rate
James Brown	1	\$15.27 per hour
Jamarah Coles	5	\$15.27 per hour
Taylor Corbitt	11	\$15.27 per hour
Iesha Hogans	9	\$15.27 per hour
Mashhuda Khanam	4	\$15.27 per hour
Shameka Oliver	2	\$15.27 per hour
Alexis Owens	6	\$15.27 per hour
Jazmine Seney	3	\$15.27 per hour
Karen Soloman	10	\$15.27 per hour

**Roll Call 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

- (f) **Confirmation, Approval and Ratification of Requests for Leave:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees confirmed, approved and ratified the Requests for Leave under the Family First Coronavirus Response Act (FFCRA) and Emergency Paid Sick Leave (EPSL), as detailed below and as attached, by Roll Call Vote.

Name/Position	Type of Leave	Requested Effective Dates
Lauren Dotsey/Teacher	FFCRA	September 14, 2020 to November 24, 2020
Shammara Martin/Teacher	FFCRA	September 14, 2020 to December 31, 2020 (or November 16, 2020, if not eligible through December 31)
Tracy Nuzzo/Paraprofessional	EPSL	September 8, 2020 to September 18, 2020
Angela Tennant/Paraprofessional	EPSL	September 2, 2020 to September 10, 2020

**Roll Call 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

- (g) **Resignations:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of the following individuals, as attached, by Roll Call Vote.

Name	Position	Effective Resignation Date
Despina Bara-Protesto	Substitute - Daily	August 24, 2020
Kelly Clark	Paraprofessional	August 20, 2020

**Roll Call 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

**19. BUILDINGS AND GROUNDS:**

- (a) **Confirmation, Approval and Ratification of Facilities Management Agreement:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the Facilities Management Agreement between Atlantic Community Charter School and TFB Property Management, LLC, for facilities management services, effective July 1, 2020 through June 30, 2021, as attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call 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

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

- (a) **Approval of Gifted and Talented Program:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the Gifted and Talented Program, as attached, by Roll Call Vote.

**Roll Call 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

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

- (a) **Appointment of School Business Administrator/Board Secretary:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees confirmed, approved and ratified the appointment of Donella Edwards, School Business Administrator/Board Secretary, from July 1, 2020 to



June 30, 2021, in accordance with the agreement between the Board of Trustees and MAP Educational Consultants, LLC, by Roll Call Vote.

**Roll Call 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

**POLICY/GOVERNANCE/OPERATIONS/MISCELLANEOUS:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 21(b) through 21(j), as detailed below, by Roll Call Vote.

- (b) **Approval of Revised Policy 1110:** The Board of Trustees approved the revised Policy 1110, titled “Organizational Chart”, for first read, as attached.
- (c) **Approval of Policy 1648:** The Board of Trustees approved the Policy 1648, titled “Restart and Recovery Plan”, for first read, as attached.
- (d) **Approval of Policy 1648.02:** The Board of Trustees approved Policy 1648.02, titled “Remote Learning Options for Families”, for final read, as attached.
- (e) **Approval of Policy 1648.03:** The Board of Trustees approved Policy 1648.03, titled “Restart and Recovery Plan – Full-Time Remote Instruction”, for first read, as attached.
- (f) **Approval of Policy 1649:** The Board of Trustees approved Policy 1649, titled “Federal Families First Coronavirus (COVID-19) Response Act, for first read, as attached.
- (g) **Approval of Revised Policy 2422:** The Board of Trustees approved the revised Policy 2422, titled “Health and Physical Education”, for first read, as attached.
- (h) **Approval of Revised Policy 5200 and Regulation R 5200:** The Board of Trustees approved the revised Policy 5200 and Regulation R 5200, titled “Attendance”, for first read, as attached.
- (i) **Approval of Revised Policy 5330 and Regulation R 5330:** The Board of Trustees approved the revised Policy 5330 and Regulation R 5330, titled “Administration of Medication”, for first read, as attached.
- (j) **Approval of Revised Policy 8462:** The Board of Trustees approved the revised Policy 8462, titled “Reporting Potentially Missing or Abused Children”, for first read, as attached.

**Roll Call 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

- (k) Approval of Appendices A-Q of the Restart and Recovery Plan:** Whereas, the Board of Trustees approved the Restart and Recovery Plan at the Board of Trustees meeting held on August 20, 2020; and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Appendices A to Q of the Restart and Recovery Plan, as attached, by Roll Call Vote.

**Roll Call 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

- (l) Approval of ACCS School Bus Cleaning Protocols:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the ACCS School Bus Cleaning Protocols, as set forth on the attached, by Roll Call Vote.

**Roll Call 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

- (m) Approval of Comprehensive Equity Plan Statement of Assurance 2020-2021:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the Comprehensive Equity Plan Statement of Assurance 2020-2021, as attached, by Roll Call Vote.

**Roll Call 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

- (n) **Approval of Statement of Assurance Regarding the Use of Paraprofessional Staff 2020-2021 School Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the Statement of Assurance Regarding the Use of Paraprofessional Staff 2020-2021 School Year, as attached, by Roll Call Vote.

**Roll Call 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

- (o) **Approval of Revised School Calendar 2020-2021:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved the revised school calendar for the 2020-2021 school year, as attached.

(The school calendar is being revised due to Governor Murphy's declaration that schools shall be closed on Election Day, November 3, 2020.)

**Roll Call 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

**22. Informational Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on August 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) **Gifted and Talented Program Presentation:** The Gifted and Talented Program Presentation is intended for posting on the ACCS website, and for presentation at any future Parent-Teacher Organization (PTO) meetings.
- (d) **Use of Elks of Galloway Parking Lot:** The Elks of Galloway has agreed to allow the use of their parking lot for overflow parking during Back to School Night on October 7, 2020. A Certificate of Insurance for the Elks of Galloway has been obtained.
- (e) **Change in Enrollment:**

<b>ADA Percentage: September 1, 2020-September 16, 2020: 77.67%</b>			
<b>District Grade</b>	<b>By</b>	<b># of Students</b>	<b>Transferred Out/In</b>
Kindergarten		23	
1 <sup>st</sup> Grade		42	-4, +2
2 <sup>nd</sup> Grade		45	-3
3 <sup>rd</sup> Grade		64	-4, +2
4 <sup>th</sup> Grade		52	-4
5 <sup>th</sup> Grade		34	-2
6 <sup>th</sup> Grade		38	-3
7 <sup>th</sup> Grade		26	-1
8 <sup>th</sup> Grade		21	
<b>TOTAL</b>		<b>345</b>	

23. **HIB Reports: None.**
24. **Public Comments:** Tammy Schropp, Paraprofessional at the Atlantic Community Charter School, upon receiving a RICE Notice, chose to address the Board of Trustees in Public Session regarding her proposed termination and the related circumstances. Written documentation regarding those circumstances were provided to the Board of Trustees prior to the meeting; Ms. Schropp then provided additional documentation, which was also provided to the Board of Trustees for review prior to the meeting.
25. **Closed Session: None.**
26. **Return to Public Session: N/A**
27. **New/Old Business:**
- (a) **Termination of Employment:** On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees accepted the recommendation of the Principal/Lead and approved the termination of

employment of Tammy Schropp, Paraprofessional, due to unprofessional behavior, as set forth on the attached (provided to Board of Trustees members only), effective September 24, 2020, by Roll Call Vote.

**Roll Call 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

- (b) Confirmation, Approval and Ratification of Change of Assignment:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees accepted the recommendation of the Principal/Lead and confirmed, approved and ratified the change of assignment for Ramona Schlaegel, from Instructional Strategist to Teacher – Social Studies, term and salary 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  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (c) Resignation:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the resignation of Dawn Brown, Teacher, effective September 22, 2020, as attached, by Roll Call Vote.

**Roll Call 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

**The next Regular Board Meeting will be held on Thursday, October 22, 2020. (Determination for virtual or in-person return still pending.)**

- 28. Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Marlene D. Frayne, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:38 PM.

**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

**Respectfully submitted,**

A handwritten signature in black ink, appearing to be 'Donella Edwards', with a stylized flourish extending to the right.

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