



**ATLANTIC COMMUNITY
CHARTER SCHOOL**

**Board of Trustees
Annual Reorganization Meeting
Date: Wednesday, July 21, 2021
Time: 4:00 PM**

Location: Atlantic Community Charter School
112 South New York Road
Galloway, New Jersey 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 Secretary, Donella Edwards, called the meeting to order at 4:02 PM.

2. Notice of Meeting:

The Board Secretary noted that compliance with the Open Public Meetings Act, the date, time and location of this meeting were 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:

Roll Call: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer
Dr. Kenneth King

Absent: Matthew Heinle

Also Present: Donella Edwards – Board Secretary/School Business Administrator
Melindo Persi –President, *MAP* Educational Consultants, LLC
Seth N. Broder, Esquire – Attorney for the Board
Jake Der Hagopian, President, CSMI, LLC
William Zarrilli – Executive VP and Chief Financial Officer, CSMI, LLC
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC
Craig Wigley – VP Academics and Curriculum, CSMI, LLC
Michael 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. Election of Officers for 2021-2022 Fiscal Year:

- (a) **Call for the Election of the President by the Board Secretary:** Donella Edwards called for nominations for President. Douglas B. Groff nominated Dr. Dominick Potena, and it was seconded by Dr. Kenneth King. No other nominations were offered, and it was moved that Dr. Dominick Potena was elected President by the following Roll Call Vote.

Roll Call Vote:

Ayes: Linda A. Brand
Marlene D. Frayne
Dr. Kenneth King
Peter Damon Seltzer
Douglas B. Groff

Nays: None

Abstain: Dr. Dominick Potena

- (b) **Call for the Election of the Vice President by the President:** Dr. Dominick Potena called for nominations for Vice-President. Douglas B. Groff nominated Dr. Kenneth King, seconded by Marlene D. Frayne. The President called for other nominations; hearing none, Dr. Kenneth King was elected Vice President by the following Roll Call Vote.

Roll Call Vote:

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

Nays: None

Abstain Dr. Kenneth King

6. **Acknowledgement and Filing by the Board Members of the Oath of Allegiance and Code of Ethics for the 2021-2022 Fiscal Year:** The Board of Trustees reviewed the attached Oath of Allegiance and Code of Ethics for School Board Members, acknowledged that each member affirmed compliance by signing and dating the documents, and returned same to the Board Secretary.

7. **Roll Call (Incoming 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

8. **Acknowledgement of Appointments:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees acknowledged the previously appointed persons from July 1, 2021 to June 30, 2022, as follows, by Roll Call Vote:

- Donella Edwards, Board Secretary/School Business Administrator
- Seth N. Broder, Esquire, Board Attorney
- Robert Sapp, Treasurer of School Monies
- Dr. Glenn Budnick, School Medical Inspector

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

9. **Appointment of Auditor:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees appointed Bowman & Company LLP as official Auditors for the 2021-2022 fiscal year, 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

- 10. Establishment of Petty Cash Account:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees established a Petty Cash Account as follows, by Roll Call Vote.

- a. The account shall be established at \$500.00;
- b. The maximum single expenditure for the account shall not exceed \$100.00;
- c. The Principal/Lead shall be responsible for the disposition of the funds;
- d. The account may be refunded by following the monthly presentation of the Board of Trustees Voucher together with all applicable receipts by the Principal; and
- e. At the conclusion of the school year, all funds shall be returned to the general fund.

Note: The current detailed policy is attached for reference.

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

- 11. Designation of Depository of School Funds:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees designated Fulton Bank of New Jersey as the depository of school funds, and that all Drafts, Notes, Warrants or Checks be signed by:

- Dr. Dominick Potena, Board President
- Donella Edwards, Board Secretary
- Mr. Robert Sapp, Treasurer of School Monies

whose signatures shall be certified to Fulton Bank, and that no Drafts, Notes, Warrants or Checks shall be released unless so signed, 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

CONSENT AGENDA ITEMS 12 AND 13: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved Consent Agenda Items 12 and 13, as detailed below, by Roll Call Vote.

12. Transfer of Funds Between Board Meetings: The Board of Trustees authorized the Board Secretary to make transfer of funds to balance accounts between Board meetings for the 2021-2022 school year, and that the Board Secretary shall report all transfers to the Board of Trustees at the next meeting.

13. Payment of Bills Between Board Meetings: The Board of Trustees authorized the payment of bills between Board meetings for the 2021-2022 school year, and that said payments be confirmed at the next regular meeting of the Board.

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. Appointment of Insurance Broker of Record: On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees appointed Conner Strong & Buckelew as the insurance broker of record for the 2021-2022 fiscal year, 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

15. Approval of Travel Expenditures: On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees certified the maximum travel expenditure established for the 2020-2021 school year was **\$6,500.00**, and **\$564.50** was spent; and the travel budget supported by Federal Funds was **\$0** for the 2019-2020 and 2020-2021 school years, and that the maximum travel expenditure for the 2021-2022 fiscal year is established at **\$6,500.00**, 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. **Appointment of Policy Service Provider and Approval of Atlantic Community Charter School Bylaws, Policies and Regulations:** On a motion made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees appointed Strauss Esmay as the Policy Service Provider for the 2021-2022 school year; approved the Bylaws and Policies printed and codified, as attached, are hereby adopted; approved all Bylaws and Policies previously adopted and inconsistent with the Bylaws and Policies hereby adopted, are rescinded; and approved that in the event any Policy, part of a Policy or section of the Bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by the Board; the remaining Bylaws, Policies and parts of Policies shall remain in full effect, 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

CONSENT AGENDA ITEMS 17 AND 18: On a motion made by Marlene D. Frayne and seconded by Dr. Kenneth King, the Board of Trustees approved Consent Agenda Items 17 and 18, as detailed below, by Roll Call Vote.

17. **Approval of Responsibility for Management of Existing Policies and Regulations:** The Board of Trustees approved that the Board Secretary's office retain responsibility for the management and retention of all existing Policies and Regulations.
18. **Adoption of Roberts Rules of Order:** The Board of Trustees adopted the Roberts Rules of Order to be the Parliamentary authority for all meetings.

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. **Adoption of Schedule of Board Meeting Dates 2021-2022:** On a motion made by Dr. Kenneth King and seconded by Douglas B. Groff, the Board of Trustees approved the Schedule of Board Meeting Dates for the 2021-2022 school year on June 24, 2021, as attached, and authorized that the meeting schedule be posted at the school and advertised in the two (2) official newspapers, pursuant to New Jersey Statutes, 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

- 20. Designation of Official Newspapers:** On a motion made by Dr. Kenneth King and seconded by Linda A. Brand, the Board of Trustees designated the Press of Atlantic City and the Philadelphia Inquirer as the official newspapers of the Board of Trustees, 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

- 21. Adoption of Curriculum and Textbooks:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees readopted the curriculum and textbooks for use during the 2021-2022 school year, as on file in the office of the Principal/Lead, 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

- 22. Reaffirmation of School Calendar:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees reaffirmed the previously adopted 2021-2022 school calendar, 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

- 23. Appointment of Additional Positions:** On a motion made by Dr. Kenneth King and seconded by Marlene D. Frayne, the Board of Trustees approved the appointment of the following persons to the additional positions, as listed for the 2021-2022 school year, without additional compensation, by Roll Call Vote:

| | |
|---|---|
| 504 Committee Officer | Steven DiMatteo – Director of Special Education |
| ADA Officer | Steven DiMatteo – Director of Special Education |
| Anti-Bullying Specialist | Sharon Mauriello – Supervisor of Elementary Education |
| Foster Care Liaison | Dr. Pamela Luke, School Social Worker |
| Chemical Hygiene Officer and Plan | John Fraunhoffer, CSMI, LLC |
| HIB Coordinator | Steven DiMatteo – Director of Special Education |
| Homeless Liaison | Dr. Pamela Luke, School Social Worker |
| Indoor Air Quality Designee | John Fraunhoffer, CSMI, LLC |
| Integrated Pest Management Coordinator and IPM Plan | John Fraunhoffer, CSMI, LLC |
| District Testing Officer | Steven DiMatteo – Director of Special Education |
| EEO Officer | Janice Lynch, CSMI, LLC |
| Affirmative Action Officer | Janice Lynch, CSMI, LLC |
| Public Agency Compliance Officer | Janice Lynch, CSMI, LLC |
| Right to Know Officer | Steven DiMatteo, Director of Special Education |
| Substance Awareness Coordinator | Dr. Pamela Luke, School Social Worker |
| Title I Coordinator | Steven DiMatteo, Director of Special Education |
| Title IX Coordinator; School Safety Specialist | Sharon Mauriello, Supervisor of Elementary Education |

Roll Call Vote:

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| 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. Appointment of Purchasing Agent:** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees appointed James Shoop as Purchasing Agent from July 1, 2021 to June 30, 2022, subject to the terms and conditions of the Agreement with MAP Educational Consultants, LLC, 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. Appointment of Custodian of School Records (OPRA):** On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees appointed Donella Edwards, Board Secretary, as the Custodian of School Records (OPRA), 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

- 26. New/Old Business:** None.

- 27. Public Comments:** None.

- 28. Adjournment:** There being no further business to discuss, a motion was made by Douglas B. Groff and seconded by Dr. Kenneth King, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:15 PM, by Roll Call 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

Respectfully submitted,



Dr. Dominick Potena, Board President
Atlantic Community Charter School



Donella Edwards, Board Secretary
Atlantic Community Charter School