



**ATLANTIC COMMUNITY
CHARTER SCHOOL**

**Board of Trustees
Annual Reorganization Meeting
Date: Thursday, July 21, 2022
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 4:00 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
Dr. Kenneth King
Linda A. Brand
Marlene D. Frayne
Douglas B. Groff
Peter Damon Seltzer

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
Craig Wigley – VP Academics and Curriculum, CSMI, LLC
Susan S. Hodges, Esq., - Parker McCay P.A.
Dr. Shelly Ward Richards - Lead Person, ACCS
Steve DiMatteo – Principal/Director of Special Education, ACCS

5. Acknowledgement and Filing by the Board Members of the Oath of Allegiance and Code of Ethics for the 2022-2023 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.

6. Election of Officers for 2022-2023 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 Linda A. Brand. 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
Douglas B. Groff
Peter Damon Seltzer
Dr. Kenneth King

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 Linda A. Brand, seconded by Marlene D. Frayne. The President called for other nominations; hearing none, Linda A. Brand was elected Vice President by the following Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Dr. Dominick Potena, President

Nays: None

Abstain Linda A. Brand

7. Roll Call (Incoming Board of Trustees)

Roll Call: Dr. Dominick Potena, President
Linda A. Brand, Vice-President
Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
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, 2022 to June 30, 2023, as follows, by Roll Call Vote:

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

Roll Call Vote:

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

Nays: None

9. Appointment of Auditor: On a motion made by Linda A. Brand and seconded by Dr. Kenneth King, the Board of Trustees appointed Bowman & Company LLP as official Auditors for the 2022-2023 fiscal year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 10. Establishment of Petty Cash Account:** On a motion made by Peter Damon Seltzer 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 Lead Person 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 Lead Person.

Note: The current detailed policy is attached for reference.

Roll Call Vote:

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

Nays: None

- 11. Designation of Depository of School Funds:** On a motion made by Peter Damon Seltzer 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: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

12. **Transfer of Funds Between Board Meetings:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees authorized the Board Secretary to make transfer of funds to balance accounts between Board meetings for the 2022-2023 school year, and that the Board Secretary shall report all transfers to the Board of Trustees at the next meeting, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

13. **Payment of Bills Between Board Meetings:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees authorized the payment of bills between Board meetings for the 2022-2023 school year, and that said payments be confirmed at the next regular meeting of the Board, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, 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 Linda A. Brand, the Board of Trustees appointed Conner Strong & Buckelew as the insurance broker of record for the 2022-2023 fiscal year, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

15. **Approval of Travel Expenditures:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees certified the maximum travel expenditure established for the 2021-2022 school year was **\$6,500.00**, and **\$622.00** was spent; and the travel budget supported by Federal Funds was **\$0** for the 2020-2021 and 2021-2022 school years, and that the maximum travel expenditure for the 2022-2023 fiscal year is established at **\$6,500.00**, by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, 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 Marlene D. Frayne, the Board of Trustees appointed Strauss Esmay as the Policy Service Provider for the 2022-2023 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: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- 17. Approval of Responsibility for Management of Existing Policies and Regulations:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved that the Board Secretary's office retain responsibility for the management and retention of all existing Policies and Regulations, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 18. Adoption of Roberts Rules of Order:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees adopted the Roberts Rules of Order to be the Parliamentary authority for all meetings, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 19. Adoption of Schedule of Board Meeting Dates 2022-2023:** Whereas, the Board of Trustees approved the schedule of Board Meeting Dates for the 2022-2023 school year on May 26, 2022, and;

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved 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: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- 20. Designation of Official Newspapers:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, 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: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, Vice-President
Dr. Dominick Potena, President

Nays: None

- 21. Adoption of Curriculum and Textbooks:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees readopted the curriculum and textbooks for use during the 2022-2023 school year, as on file in the office of the Lead Person, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 22. Reaffirmation of School Calendar:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees reaffirmed the previously adopted 2022-2023 school calendar, as attached, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 23. Appointment of Additional Positions:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the appointment of the following persons to the additional positions, as listed for the 2022-2023 school year, without additional compensation, by Roll Call Vote:

504 Committee Officer	Steven DiMatteo – Principal/Director of Special Education
ADA Officer	Steven DiMatteo – Principal/Director of Special Education
Anti-Bullying Specialist	Sharon Mauriello – Supervisor of Elementary Education
Foster Care Liaison	Noel Hartman, School Social Worker
Chemical Hygiene Officer and Plan	John Fraunhoffer, CSMI, LLC
HIB Coordinator	Steven DiMatteo – Principal/Director of Special Education
Homeless Liaison	Noel Hartman, School Social Worker
Indoor Air Quality Designee Integrated Pest Management Coordinator and IPM Plan	John Fraunhoffer, CSMI, LLC John Fraunhoffer, CSMI, LLC
District Testing Officer	Steven DiMatteo – Principal/Director of Special Education

EEO Officer	Janice Lynch, Human Resources Manager
Affirmative Action Officer	Dr. Shelly Ward Richards, Lead Person
Public Agency Compliance Officer	Janice Lynch, Human Resources Manager
Right to Know Officer	Steven DiMatteo, Principal/Director of Special Education
Substance Awareness Coordinator	Noel Hartman, School Social Worker
Title I Coordinator	Steven DiMatteo, Principal/Director of Special Education
Title IX Coordinator; School Safety Specialist	Sharon Mauriello, Supervisor of Elementary Education

Roll Call Vote:

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

Nays: None

- 24. Appointment of Purchasing Agent:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees appointed James Shoop as Purchasing Agent from July 1, 2022 to June 30, 2023, subject to the terms and conditions of the Agreement with MAP Educational Consultants, LLC, by Roll Call Vote.

Roll Call Vote:

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

Nays: None

- 25. Appointment of Custodian of School Records (OPRA):** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees appointed Donella Edwards, Board Secretary, as the Custodian of School Records (OPRA), by Roll Call Vote.

Roll Call Vote:

Ayes: Marlene D. Frayne
Douglas B. Groff
Dr. Kenneth King
Peter Damon Seltzer
Linda A. Brand, 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 Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:14 PM.

Voice Vote:

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