



**ATLANTIC COMMUNITY  
CHARTER SCHOOL**

**Board of Trustees  
Annual Reorganization Meeting  
Date: Thursday, July 23, 2020  
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. *\*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 the meeting location has changed to a video conference format, until further notice from the Atlantic Community Charter School.*

**3. Flag Salute:**

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

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

**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  
Michael Coskey, Esquire – Attorney for CSMI, LLC  
Edmund Cetrullo, Principal/Lead, ACCS  
Steve DiMatteo, Director of Special Education, ACCS

**5. Election of Officers for 2020-2021 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 Peter Damon Seltzer. 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  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff

**Nays:** None

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

**Roll Call Vote:**

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

**Nays:** None

6. **Acknowledgement and Filing by the Board Members of the Oath of Allegiance and Code of Ethics for the 2020-2021 Fiscal Year:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, 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, 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

7. **Roll Call (Incoming Board of Trustees)**

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

8. **Acknowledgement of Appointments:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees acknowledged the previously appointed persons from July 1, 2020 to June 30, 2021, 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  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

9. **Appointment of Auditor:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees appointed Bowman & Company LLP as official Auditors for the 2020-2021 fiscal year, 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

**CONSENT AGENDA:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved Consent Agenda Items 10-13, as detailed below, by Roll Call Vote.

10. **Establishment of Petty Cash Account:** The Board of Trustees established a Petty Cash Account as follows:

- 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/Lead; 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.

11. **Designation of Depository of School Funds:** 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.

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 2020-2021 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 2020-2021 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  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

14. **Appointment of Insurance Broker of Record:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees appointed Conner Strong & Buckelew as the insurance broker of record for the 2020-2021 fiscal year, 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

15. **Approval of Travel Expenditures:** On a motion made by Douglas B. Groff and seconded by Matthew Heinle, the Board of Trustees certified the maximum travel expenditure established for the 2019-2020 school year was **\$6,500.00**, and **\$3,090.00** was spent; and the travel budget supported by Federal Funds was **\$0** for the 2018-2019 and 2019-2020 school years, and that the maximum travel expenditure for the 2020-2021 fiscal year is established at **\$6,500.00**, 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

- 16. Appointment of Policy Service Provider and Approval of Atlantic Community Charter School Bylaws, Policies and Regulations:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees appointed Strauss Esmay as the Policy Service Provider for the 2020-2021 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  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

**CONSENT AGENDA:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved Consent Agenda Items 17-22, 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.
- 19. Adoption of Schedule of Board Meeting Dates 2020-2021:** The Board of Trustees approved the Schedule of Board Meeting Dates for the 2020-2021 school year on June 25, 2020, 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.

20. **Designation of Official Newspapers:** The Board of Trustees designated the Press of Atlantic City and the Philadelphia Inquirer as the official newspapers of the Board of Trustees.
21. **Adoption of Curriculum and Textbooks:** The Board of Trustees readopted the curriculum and textbooks for use during the 2020-2021 school year, as on file in the office of the Principal/Lead.
22. **Reaffirmation of School Calendar:** The Board of Trustees reaffirmed the previously adopted 2020-2021 school calendar, 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. **Appointment of Additional Positions:** On a motion made by Linda A. Brand and seconded by Matthew Heinle, the Board of Trustees approved the appointment of the following persons to the additional positions, as listed for the 2019-2020 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 HIB Coordinator	John Fraunhoffer, CSMI, LLC
Homeless Liaison	Steven DiMatteo – Director of Special Education
Indoor Air Quality Designee	Dr. Pamela Luke, School Social Worker
Integrated Pest Management Coordinator and IPM Plan	John Fraunhoffer, CSMI, LLC
District Testing Officer	John Fraunhoffer, CSMI, LLC
Right to Know Officer	Steven DiMatteo – Director of Special Education
Substance Awareness Coordinator	Edmund F. Cetrullo, Principal/Lead
Title I Coordinator	Dr. Pamela Luke, School Social Worker
Title IX Coordinator; School Safety Specialist	Edmund F. Cetrullo, Principal/Lead
	Sharon Mauriello, Supervisor of Elementary Education

**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

- 24. Appointment of Purchasing Agent:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees appointed James Shoop as Purchasing Agent from July 1, 2020 to June 30, 2021, 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  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- 25. Appointment of Custodian of School Records (OPRA):** On a motion made by Matthew Heinle and seconded by Linda A. Brand, 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  
Matthew Heinle  
Peter Damon Seltzer  
Dr. Kenneth King  
Douglas B. Groff, 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 Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:20 PM, by Roll Call 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

Respectfully submitted,

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

Donella Edwards, Board Secretary  
Atlantic Community Charter School