



**ATLANTIC COMMUNITY  
CHARTER SCHOOL**

**Board of Trustees  
Annual Reorganization Meeting  
Date: Thursday, July 25, 2019  
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, Dr. Joseph Cappello, 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  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** Matthew Heinle

**Also Present:** Dr. Joseph Cappello – Board Secretary  
Melindo Persi –President, *MAP* Educational Consultants, LLC  
Donella Edwards, School Business Administrator  
Seth N. Broder, Esquire – Attorney for the Board  
William Zarrilli – Executive VP and Chief Financial Officer, CSMI, LLC  
Katherine Shilenok-Wright – Chief Human Resources Officer, CSMI, LLC  
Kevin Kiesling - Senior Human Resources Manager, CSMI, LLC  
Michael Coskey, Esquire – Attorney for CSMI, LLC  
Edmund Cetrullo, Principal/Lead, ACCS  
Sharon Mauriello – Supervisor of Elementary Education  
Patricia O’Connell – Teacher, ACCS

**5. Election of Officers for 2019-2020 Fiscal Year:**

- (a) **Call for the Election of the President by the Board Secretary:** Dr. Joseph Cappello 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:** Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**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:** Dr. Dominick Potena  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

- 6. Acknowledgement and Filing by the Board Members of the Oath of Allegiance and Code of Ethics for the 2019-2020 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  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Absent:** Matthew Heinle

**8. Acknowledgement of Appointments:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees acknowledged the previously appointed persons from July 1, 2019 to June 30, 2020, as follows, by Roll Call Vote:

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

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

**9. Appointment of Auditor:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees appointed Bowman & Company LLP as official Auditors for the 2019-2020 fiscal year, by Roll Call Vote.

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

**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 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.

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

- 11. Designation of Depository of School Funds:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, 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
- Dr. Joseph Cappello, 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:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

- 12. Transfer of Funds Between Board Meetings:** On a motion made by Douglas B. Groff 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, and the Board Secretary shall report all transfers to the Board of Trustees at the next meeting, by Roll Call Vote.

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

- 13. Payment of Bills Between Board Meetings:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees authorized the payment of bills between Board meetings, and that said payments be confirmed at the next regular meeting of the Board, by Roll Call Vote.

**Roll Call:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne

**Abstain:** Peter Damon Seltzer

14. **Appointment of Insurance Broker of Record:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees appointed Conner Strong & Buckelew as the insurance broker of record for the 2019-2020 fiscal year, by Roll Call Vote.

**Roll Call Vote:**

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

**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 2018-2019 school year was **\$2,500.00**, and **\$6,500.00** was spent; and the travel budget supported by Federal Funds was **\$0** for the 2017-2018 and 2018-2019 school years, and that the maximum travel expenditure for the 2019-2020 fiscal year is established at **\$6,500.00**, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

16. **Approval of Board Policies Expenditures:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees certified the maximum expenditure annually for board policies is **\$2,830.00**, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

17. **Adoption of Roberts Rules of Order:** On a motion made by Linda A. Brand 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:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

18. **Schedule of Board Meeting Dates 2019-2020:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees approved the Schedule of Board Meeting Dates for the 2019-2020 school year on May 30, 2019, 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:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

19. **Designation of Official Newspapers:** On a motion made by Linda A. Brand 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:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

20. **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 Douglas B. Groff, the Board of Trustees appointed Strauss Esmay as the Policy Service Provider for the 2019-2020 school year, and approved that the Bylaws and Policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the Atlantic Community Charter School Board of Trustees” are hereby adopted; and all Bylaws and Policies previously adopted and inconsistent with the Bylaws and Policies hereby adopted, are rescinded; and 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:** Dr. Dominick Potena  
Douglas B. Groff  
Linda A. Brand  
Marlene D. Frayne  
Peter Damon Seltzer

**Nays:** None

21. **Adoption of Curriculum and Textbooks:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees readopted the curriculum and textbooks for use during the 2019-2020 school year, as on file in the office of the Principal/Lead, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

22. **Reaffirmation of School Calendar:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees reaffirmed the previously adopted 2019-2020 school calendar, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

23. **Appointment of Additional Positions:** On a motion made by Marlene D. Frayne 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 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	Kacey Burke – School Psychologist
Chemical Hygiene Officer and Plan	John Fraunhoffer, CSMI, LLC
HIB Coordinator	Steven DiMatteo – Director of Special Education
Homeless Liaison	Kacey Burke – School Psychologist
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
Right to Know Officer	Edmund F. Cetrullo, Principal/Lead

Substance Awareness Coordinator  
Title I Coordinator

Title IX Coordinator; School  
Safety Specialist

School Social Worker  
Edmund F. Cetrullo,  
Principal/Lead  
Sharon Mauriello, Supervisor of  
Elementary Education

**Roll Call Vote:**

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

**Nays:** None

- 24. Appointment of Purchasing Agent:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees appointed James Shoop as Purchasing Agent from July 1, 2019 to June 30, 2020, subject to the terms and conditions of the Agreement with MAP Educational Consultants, LLC, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 25. Appointment of Custodian of School Records (OPRA):** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees appointed Dr. Joseph Cappello, Board Secretary as the Custodian of School Records (OPRA), by Roll Call Vote.

**Roll Call Vote:**

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

**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 Marlene D. Frayne, the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:13 PM.

**Voice Vote:**

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

**Nays:** None

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joseph Cappello".

Dr. Joseph Cappello, Board Secretary  
Atlantic Community Charter School