



ATLANTIC COMMUNITY CHARTER SCHOOL

***The Board reserves the right to enter into closed session at any time during the meeting to discuss matters permitted by N.J.S.A. 10:4-12**

Atlantic Community Charter School Regular Board of Trustee Meeting

**Thursday, October 19, 2023
4:00 PM**

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.

***Moment of Silence for deceased Board Member, Linda A. Brand**

1. Call to Order: 4:02PM

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.

3. Flag Salute:

4. Board of Trustees Roll Call:

Present:

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

Absent:
Matthew Heinle

Also Present:

Glenn A. Richardson—Board Secretary/School Business Administrator
Christopher Armstrong, Lead Principal, CSA, ACCS
Seth N. Broder, Esquire—Board Attorney
Jake Der Hagoplan, President—CSMI, LLC
Barbara Kotcamp—Corporate Controller, CSMI, LLC
Tyler Melton—Information Technology Specialist, CSMI
Dan Weinles, Vice President of Assessment, Research & Evaluation, CSMI, LLC
Craig Wigley—Vice President of Academics and Curriculum CSMI, LLC
William Zarrilli—Chief Financial Officer, CSMI, LLC

5. Correspondence: None.

6. Approval of Minutes: Attachment “A”

RESOLVED that the Board of Trustees approves the Minutes of the Regular Monthly Meeting held on September 21, 2023 as attached.

Motion: Marlene Frayne
Second: Peter Damon Seltzer

Voice Vote:

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

7. Lead Person’s Report Attachment “B”

RESOLVED that the Board of Trustees accepts the Lead Person’s Report for October 2023, as attached.

Motion: Marlene Frayne
Second: Douglas B. Groff

Voice Vote:

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

FINANCE:

8. Treasurer’s Report – September 30, 2023: Attachment “C”

RESOLVED that the Board of Trustees accepts the Treasurer’s Report for the month ending September 30, 2023, as attached.

Motion: Marlene D. Frayne
Second: Peter Damon Seltzer

Roll Vote:

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

9. Approval of Budget Transfers – September 30, 2023: Attachment “D”

RESOLVED that the Board of Trustees accepts the Budget Transfers for the month ending September 30, 2023, as attached

Motion: Marlene D. Frayne
Second: Peter Damon Seltzer

Roll Vote:

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

10. Approval of Budget vs. Actual Report – September 30, 2023: Attachment “E”

RESOLVED that the Board of Trustees approves the Budget vs. Actual Report for the month ending September 30, 2023, as attached

Motion: Marlene D. Frayne
Second: Peter Damon Seltzer

Roll Vote:

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

11. Board Secretary’s Report – September 30, 2023: Attachment “F”

RESOLVED that the Board of Trustees accepts the Board Secretary’s Report for the month ending September 30, 2023, as attached.

Motion: Marlene D. Frayne
Second: Peter Damon Seltzer

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President

Marlene D. Frayne
Douglas B. Groff
Peter Damon Seltzer

12. School Business Administrator's Certification of Accounts:

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.

Motion: Marlene D. Frayne
Second: Peter Damon Seltzer

Roll Vote:

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

13. Board Certification of Accounts:

RESOLVED that 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. The Board of Trustees hereby certifies the School's budget, as approved, and is being followed as reflected in the financial reports.

Motion: Marlene D. Frayne
Second: Peter Damon Seltzer

Roll Vote:

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

14. Payment of Bills: Attachment "G"

RESOLVED that the Board of Trustees approves the payment of bills for the period of September 1, 2023, through September 30, 2023, totaling \$553,340.47 from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, as attached.

(Payroll and taxes were paid during the same period, totaling \$431,735.78 from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Motion: Douglas B. Groff
Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Douglas B. Groff

Abstain: Peter Damon Seltzer

15. Asset Transfer: Attachment “H”

RESOLVED that the Board of Trustees accepts the transfer of certain licenses and subscriptions from the account of CSMI, LLC to the account of Atlantic Community Charter School, as outlined in the letter from PowerSchool dated September 29, 2023, as attached, for software licensed by PowerSchool to support the operations of the Atlantic Community Charter School, subject to review by the Board’s attorney.

Motion: Marlene D. Frayne
Second: Douglas B. Groff

Roll Vote:

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

16. HUMAN RESOURCES:

(a) Position Control Table: Attachment “I”

RESOLVED that the Board of Trustees accepts the Position Control Table as of September 30, 2023, as attached.

Motion: Marlene D. Frayne
Second: Peter Damon Seltzer

Roll Vote:

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

(b) Appointment and Reassignment of Staff: Attachment “J”

RESOLVED that the Board of Trustees approves the appointment of staff listed below for the 2023-2024 school year, as set forth on the attached.

Name	Position	Term	Salary
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Michelle Scott	Teacher - Floater	8/23/23-6/30/24 Anticipated start date 10/16/23	\$ 56,250
Lisa Gibson	Teacher – Substitute- Daily Certified	8/23/23-6/30/24 Anticipated start date TBD	\$200/day
Jose Maltez	Reassigned from Sub- Teacher to Teacher 6 th Grade	8/23/23-6/30/24 Reassignment date 10/16/2023	\$ 56,250

*All appointments are contingent upon appropriate teacher certifications/licensing and Human Resources processing.

Motion: Douglas B. Groff
Second: Peter Damon Seltzer

Roll Vote:

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

c) Appointment of Additional Staff to work After School Tutoring and Clubs:

RESOLVED that the Board of Trustees approves the appointment of additional staff to work in the After School Tutoring and Clubs Programs from 3:45p.m. to 5:00p.m., for the 2023-2024 school year, as set forth below. Staff compensation for the After School Tutoring and Clubs Programs is being funded through two (2) federal sources as follows:

Title I: \$8,600
ARP ESSER: \$40,000

Elaina Benedict	\$45/hr.
Todd Kaiser	\$45/hr.
Regina Ludmer	\$45/hr.
Gia Murphy	\$45/hr.
Kimberly Roccosalvo	\$45/hr.
Jasmine Seney	\$45/hr.

Michael Tarsitano	\$45/hr.
Cindy Verderber	\$45/hr.
Dorothy Wilkerson	\$45/hr

Motion: Peter Damon Seltzer
Second: Marlene D. Frayne

Roll Vote:

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

(d) Resignation(s) of Staff: Attachment “K”

RESOLVED that the Board of Trustees accepts the resignation of the following staff member, as detailed below and as attached:

Name	Position	Effective Date
Laura Birth	SPED- Self-contained 6-8	11/20/23

Motion: Peter Damon Seltzer
Second: Marlene D. Frayne

Roll Vote:

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

17. BUILDINGS AND GROUNDS: None.

18. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

(a) Approval of Personal Hygiene Presentation to be provided by Southern Jersey Family Medical Centers: Attachment “L”

RESOLVED that the Board of Trustees approves Southern Jersey Family Medical Centers to provide hygiene education, as attached.

Motion: Peter Damon Seltzer

Second: Douglas B. Groff

Roll Vote:

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

19. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

(a) Approval of Revised Bylaw: Attachment “M”

RESOLVED that the Board of Trustees accepts the revised Bylaws of the Atlantic Community Charter School for final read, as attached.

Motion: Marlene D. Frayne
Second: Douglas B. Groff

Roll Vote:

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

20. Informational Items:

(a) Management Fees: Attachment “N”

(b) Report to Board on September School Contracts: Attachment “O”

As pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report is provided to the Board of Trustees regarding school contracts and does not require any action be taken by the Board.

(c) Change in Enrollment:

ADA (09/13/2023 – 10/04/2023) 90.44%

Monthly Report - Enrollment as of 10/04/2023		
District by Grade		Transfer In/Out
Kindergarten	33	5 / 2
1st Grade	38	0 / 0
2nd Grade	41	3 / 0
3rd Grade	42	3 / 0
4th Grade	35	0 / 0

5th Grade	37	3 / 1
6th Grade	40	2 / 0
7th Grade	42	2 / 0
8 th Grade	37	1 / 0
Overall Total Enrollment	345	

21. **HIB Reports: None.**
22. **Public Comments: None.**
23. **Closed Session: None.**
24. **Return to Public Session: N/A**
25. **New/Old Business:** The next Regular Monthly Board Meeting will be held in person on Tuesday, November 28, 2023 in the school's conference room.
26. **Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Douglas B. Groff, the Board of Trustees approved by Voice Vote, to adjourn the meeting.

Voice Vote:

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

Respectfully submitted,



Glenn A. Richardson, Board Secretary/School Business Administrator
Atlantic Community Charter School