



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, November 28, 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.

1. Call to Order: 4:00PM

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
Matthew Heinle
Peter Damon Seltzer

Absent:

Douglas B. Groff

Also Present:

Christopher Armstrong, Lead Principal, CSA, ACCS

Seth N. Broder, Esquire—Board Attorney

Jake Der Hagoplan, President—CSMI, LLC

Barbara Kotcamp—Corporate Controller, CSMI, LLC

Janice Lynch, Human Resources Manager, ACCS

Craig Wigley—Vice President of Academics and Curriculum CSMI, LLC

William Zarrilli—Chief Financial Officer, CSMI, LLC

5. **Correspondence: Correspondence from Bowman & Co., LLP regarding requested extension from the NJDOE to file audits: Attachment “A”**
6. **Approval of Minutes: Attachment “B”**

RESOLVED that the Board of Trustees approves the Minutes of the Regular Monthly Meeting held on October 19, 2023, as attached.

Motion: Marlene Frayne

Second: Matthew Heinle

Voice Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

7. **Lead Person’s Report: Attachment “C”**

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

Motion: Marlene Frayne

Second: Matthew Heinle

Voice Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

FINANCE:

8. **Treasurer’s Report – October 31, 2023: Attachment “D”**

RESOLVED that the Board of Trustees accepts the Treasurer’s Report for the month ending October 31, 2023, as attached.

Motion: Matthew Heinle

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

9. Approval of Budget Transfers – October 31, 2023: None.

10. Approval of Budget vs. Actual Report – October 31, 2023: Attachment “E”

RESOLVED that the Board of Trustees approves the Budget vs. Actual Report for the month ending October 31, 2023, as attached.

Motion: Matthew Heinle
Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

11. Board Secretary’s Report – October 31, 2023: Attachment “F”

RESOLVED that the Board of Trustees accepts the Board Secretary’s Report for the month ending October 31, 2023, as attached.

Motion: Matthew Heinle
Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
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: Matthew Heinle
Second: Dr. Kenneth King, Vice-President

Roll Vote:

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

Matthew Heinle
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: Matthew Heinle
Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

14. Payment of Bills: Attachment "G"

RESOLVED that the Board of Trustees approves the payment of bills for the period of October 1, 2023, through October 31, 2023, totaling **\$486,819.57** 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 **\$330,920.47** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Motion: Dr. Kenneth King, Vice-President
Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle

Abstain: Peter Damon Seltzer

15. HUMAN RESOURCES:

(a) Position Control Table: Attachment "H"

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

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(b) Appointment of Staff: Attachment “I”

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
Danielle Carruth	Teacher – Character Education	8/23/23-6/30/24 Anticipated start date TBD	\$ 60,000/Per Year Prorated
Kelsie Karrer	Teacher – Substitute-Daily non-Certified	8/23/23-6/30/24 Anticipated start date TBD	\$175/Per Day

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

Motion: Dr. Kenneth King, Vice-President
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(c) Re-Appointment of Staff:

RESOLVED that the Board of Trustees approves the re-appointment of staff listed below for the 2023-2024 school year.

Name	Position	Term	Salary
Jose Maltez	Transfer from Substitute to Grade 6	8/23/23-6/30/24 Effective 10/16/23	\$56,250/Per Year Prorated
Michelle Scott	Transfer from Floater to Grade 1	8/23/23-6/30/24 TBD	\$56,250/Per Year Prorated

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

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

Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

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

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

Name	Position	Effective Date	Comment
John Woolston	Teacher Grade 1	On or before 12/16/23	Leaving teaching

Motion: Matthew Heinle
Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(e) Homebound Instruction:

RESOLVED that the Board of Trustees accepts the appointment of the following position as detailed below:

Name	Position	Terms	Salary
Delta-T Group	Homebound instruction	10 hours per week	\$45.00 per hour

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(f) Approval of Clinical Experience Fieldwork Placement from Stockton University: Attachment “K”

RESOLVED that the Board of Trustees accepts the clinical experience fieldwork placement of the following Stockton students, as detailed below and as attached:

Name	Position	Terms	Salary
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Rebecca Gourley	4 th Grade Clinical Experiences	1/16/24-5/03/24	None
Nicole Smith	Middle School Social Studies Clinical Experiences	1/16/24-5/03/24	None

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

16. **BUILDINGS AND GROUNDS:**

(a) **Approval of Contract with Northeast Exterminators: Attachment “L”**

RESOLVED that the Board of Trustees approves the contract with Northeast Exterminators to provide pest control services for Atlantic Community Charter School, as attached.

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

17. **CURRICULUM AND REGULAR/SPECIAL EDUCATION:**

(a) **Approval of Contract with Brett DiNovi & Associates, L.L.C.: Attachment “M”**

RESOLVED that the Board of Trustees approves the Contract with Brett DiNovi & Associates, L.L.C., for the period of July 1, 2023 through June 30, 2024, as attached.

Motion: Marlene Frayne
Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(b) Approval of the Amended School Calendar: Attachment “N”

RESOLVED that the Board of Trustees approves the amended School Calendar adding a single session day for Professional Development on January 12, 2024.

Motion: Dr. Kenneth King, Vice-President
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

(c) Approval of the following Field Trips for ACCS students:

RESOLVED that the Board of Trustees approves the Field Trips for ACCS students to the Adventure Aquarium, Grades K-2 and 6-8; and to Cedar Run Wildlife Refuge, Grades 3-5, Young’s Skating Center, Perfect Attendance Students.

Motion: Dr. Kenneth King, Vice-President
Second: Marlene D. Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

18. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

(a) Approval of Paychex Flock Benefit Administration Services: Attachment “O”

RESOLVED that the Board of Trustees accepts the Paychex Flock Benefit Administration Services, as attached.

Tabled until next meeting.

(b) Approval of School Self-Assessment Under the Anti-Bullying Bill of Rights Act: Attachment “P”

RESOLVED that the Board of Trustees accepts the School Self-Assessment Under the Anti-Bullying Bill of Rights Act, as attached.

Motion: Marlene Frayne

Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene D. Frayne

Matthew Heinle

Peter Damon Seltzer

19. Informational Items:

(a) Management Fees: Attachment “Q”

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

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 (10/05/2023 – 11/06/2023) 91.29%

Monthly Report - Enrollment as of 11/06/2023		
District by Grade		Transfer In/Out
Kindergarten	33	3 / 3
1st Grade	39	2 / 1
2nd Grade	43	3 / 0
3rd Grade	40	0 / 2
4th Grade	35	1 / 1
5th Grade	38	1 / 0
6th Grade	43	3 / 0
7th Grade	45	4 / 1
8 th Grade	37	1 / 1
Overall Total Enrollment	353	

20. HIB Reports: None.

21. Public Comments: None.

22. 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, December 19, 2023 in the school's conference room.
26. **Adjournment:** There being no further business to discuss, a motion was made by Matthew Heinle and seconded by Marlene D. Frayne, the Board of Trustees approved by Voice Vote, to adjourn the meeting, at 4:20pm.

Voice Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Glenn A. Richardson', with a long horizontal flourish extending to the right.

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