



# ATLANTIC COMMUNITY CHARTER SCHOOL

## **Board of Trustees Regular Monthly Meeting** **Date: Thursday, September 22, 2022** **Time: 4:00 PM**

**Location:** Atlantic Community Charter School  
112 South New York Road  
Galloway, NJ 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 President called the meeting to order at 4:00 PM and welcomed everyone.

### **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:**

Dr. Dominick Potena, President  
Linda A. Brand, Vice-President  
Marlene D. Frayne  
Dr. Kenneth King  
Peter Damon Seltzer

**Absent:** Douglas B. Groff  
Matthew Heinle

**Also Present:** Melindo A. Persi – MAP Educational Consultants, LLC  
Gus Kakavas – MAP Educational Consultants, LLC  
Donella Edwards - Board Secretary/School Business Administrator  
Seth N. Broder, Esquire – Board Attorney  
Emily Strawbridge, Esquire – Parker McCay P.A.  
Jake Der Hagopian – President, CSMI, LLC  
Bill Zarrilli – Executive Vice-President and Chief Financial Officer,  
CSMI, LLC  
Barbara Kotcamp – Corporate Controller, CSMI, LLC  
Ryan Bragg, IT Specialist - CSMI, LLC  
Dr. Shelly Ward Richards – Lead Person, ACCS  
Steve DiMatteo – Principal/Director of Special Education, ACCS

- 5. Correspondence:** Kean University letter dated September 9, 1022 regarding the Restorative Justice in Education Program.
- 6. Approval of Minutes:** On a motion made by Marlene D. Frayne and seconded by Peter Damon Seltzer, the Board of Trustees approved the Regular Monthly Meeting held on August 25, 2022, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

- 7. Lead Person's Board Report:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Board Report for August 2022, as attached, by Voice Vote.

**Voice Vote:**

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

**Nays:** None

**FINANCE:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved Finance Consent Agenda Items 8-13, as detailed below, by Roll Call Vote.

8. **Treasurer's Report – August 31, 2022:** The Board of Trustees accepted the Treasurer's Report for the month ending August 31, 2022, as attached.
9. **Budget Transfers 2022-2023 – August 31, 2022:** None.
10. **Budget vs. Actual Report 2022-2023 – August 31, 2022:** The Board of Trustees approved the Budget vs. Actual Report 2022-2023 for the month ending August 31, 2022, as attached.
11. **Board Secretary's Report – August 31, 2022:** The Board of Trustees accepted the Board Secretary's Report for the month ending August 31, 2022, as attached.
12. **School Business Administrator's Certification of Accounts:** The Board of Trustees 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.
13. **Board Certification of Accounts:** 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, and hereby certifies the school's budget, as approved, is being followed as reflected in the financial reports.

**Roll Call Vote:**

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

**Nays:** None

14. **Payment of Bills.** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees approved the payment of bills on the attached list, for the period of August 1, 2022 through August 31, 2022, totaling **\$904,052.07** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, New Jersey, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$267,064.54** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Dr. Kenneth King  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

**Abstain:** Peter Damon Seltzer (with respect to the CSMI payment)

15. **Approval of Attendance at the New Jersey School Boards Association (NJSBA) Annual Conference:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the attendance of Dr. Dominick Potena, Board President, and Craig Wigley, Vice-President of Curriculum and Academics, CSMI, LLC, at the NJSBA Annual Conference, to be held from October 24 to October 26, 2022 in Atlantic City, New Jersey, at a total registration cost of **\$1,100.00** (plus mileage), by Roll Call Vote. (CSMI, LLC will reimburse ACCS for Mr. Wigley's attendance.)

**Roll Call Vote:**

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

**Nays:** None

16. **Approval of Prismatic Magic, LLC Agreement:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the agreement between Prismatic Magic, LLC and Atlantic Community Charter School for a "Kindness Quest and Bullying Prevention" laser assembly, on October 5, 2022 (three separate shows), at a total cost of **\$1,299.00**, as attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

17. **Approval of Tuition Reimbursement:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved a tuition reimbursement in the amount of **\$1,967.00**, upon successful completion of a continuing education course at Stockton University, as detailed below and as attached, by Roll Call Vote:

Staff Member	Position	Course
Rachel Cohen	Teacher (Floater #2) – English as a Second Language (ESL)	“Introduction to Linguistics”

(Reimbursement is subject to the Board Secretary’s confirmation of a grade of “B” or higher. Documentation showing proof of grade, completion of coursework, and proof of tuition payment must be submitted to the Lead Person prior to any reimbursement.)

(Staff are required to remain employed at the school for one (1) year after the receipt of tuition reimbursement or be subject to returning the tuition reimbursement monies to the school.)

**Roll Call Vote:**

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

**Nays:** None

- 18. Approval of Parent-Teacher Organization (PTO) Family Engagement Conference:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved a PTO Family Engagement Conference (Paint and Sip) event, to be held on November 18, 2022 from 5:30 PM to 8:00 PM, at a total cost of **\$355.00**, as attached, plus seven (7) hours at **\$45.00** per hour for Cynthia Verderber, Art Teacher for instruction, set-up and breakdown after event, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- 19. Approval of Late Run Transportation Proposal: Moved to New/Old Business Item 29(a).**

**20. HUMAN RESOURCES:**

- (a) Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the Position Control Table as of September 22, 2022, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) **Confirmation, Approval and Ratification of Appointment of Staff:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and confirmed, approved, and ratified the appointment of staff, as set forth on the attached, contingent upon receipt of all required documentation by Human Resources, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (c) **Approval of Additional Appointments for After Care Staff and Bus Duty:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the additional appointments for After Care staff and Bus Duty, as set forth on the attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (d) **Abandonment of Position and Rescindment of Offer:** Whereas, the Board of Trustees approved the appointment of Artaya Graham as a Paraprofessional at the Regular Monthly Meeting held on July 21, 2022, and whereas Artaya Graham did not remain in contact with Human Resources to process her new hire paperwork, has not yet worked for ACCS (she did not show up for her first day), and has not responded to calls or emails, and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the recommendation of the Lead Person and approved this as an abandonment of position by Artaya Graham, effective September 7, 2022, and formally rescinded the offer of employment, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (e) **Declination of Appointment:** Whereas, the Board of Trustees approved the appointment of Marco Panting-Bogram as a Paraprofessional at the Regular Monthly Meeting held on July 21, 2022, and whereas Marco Panting-Bogram has since declined the appointment to work directly for ACCS (but will continue to work for the school through an outside vendor); and

Now therefore resolved: On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the declination of appointment for Marco Panting-Bogram, effective September 1, 2022, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (f) **Approval of Request for Leave of Absence:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees approved the request for a Leave of Absence (Maternity-Temporary Disability) for Shameka Oliver, Paraprofessional, effective September 12, 2022 to December 19, 2022, by Roll Call Vote. (Ms. Oliver's return date of December 19, 2022 is twelve (12) weeks from her anticipated delivery date of September 26, 2022, but is subject to change.)

**Roll Call Vote:**

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

**Nays:** None

- (g) **Approval of Practicum Preceptor Placement:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and approved the Practicum Preceptor Placement for Rayna Bostnick-Warren, for forth (40) clinical hours, to work alongside the School Nurse, Mary Seddon, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**21. BUILDINGS AND GROUNDS: None.**

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

- (a) **Approval of Science, Physical Education, Health, English Language Arts (ELA) and Social Studies K-8 Curricula:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and approved the Science, Physical Education, Health, ELA, and Social Studies K-8 Curricula, by Roll Call Vote. (The curricula are available for review in the Lead Person's office.)

**Roll Call Vote:**

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

**Nays:** None

- (b) **Approval of Homebound Instruction:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved homebound instruction for a 7<sup>th</sup> Grade Student, ID # 220110, for ten (10) hours per week pending a psychiatric evaluation, to be provided by Delta-T Group, at the rate of **\$45.00** per hour, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**23. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:**

- (a) **Approval of COVID-19 Plan 2022-2023:** On a motion made by Peter Damon Seltzer and seconded by Dr. Kenneth King, the Board of Trustees approved the COVID-19 Plan for the 2022-2023 school year, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

- (b) **Approval of ACCS Charter Renewal Application:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved the ACCS Charter Renewal Application dated October 14, 2022, as attached, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:** On a motion made by Dr. Kenneth King and seconded by Peter Damon Seltzer, the Board of Trustees approved Policy/Governance/Operations/Miscellaneous Consent Agenda Items 23(c) through 23(h), as detailed below, by Roll Call Vote.

- (c) **Approval of Revised Bylaw 0163:** The Board of Trustees approved the revised Bylaw 0163, titled “Quorum”, for final read, as attached.
- (d) **Approval of Revised Regulation R 2415.20:** The Board of Trustees approved the revised Regulation R 2415.20, titled “Every Student Succeeds Act Complaints”, for final read, as attached.
- (e) **Approval of New Policy 1511:** The Board of Trustees approved the new Policy 1511, titled, “Board of Trustees Website Accessibility”, for **first** read, as attached.
- (f) **Approval of Revised Policy 2425 and New Regulation R 2425:** The Board of Trustees approved the revised Policy 2425 and new Regulation R 2425, titled “Emergency Virtual or Remote Instruction Program”, for **first** read, as attached.
- (g) **Approval of Revised Policy 8420:** The Board of Trustees approved the revised Policy 8420, titled “Emergency and Crisis Situations”, for **first** read, as attached.
- (h) **Approval of Revised Policy 9320 and Regulation R 9320:** The Board of Trustees approved the revised Policy and Regulation 9320, titled “Cooperation with Law Enforcement Agencies”, for **first** read, as attached.

**Roll Call Vote:**

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

**Nays:** None

**24. Information Items:**

- (a) **Management Fees:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Report to Board on August School District Contracts:** Pursuant to N.J.S.A. 18A:18A-42.2, the attached cumulative report was provided to the Board of Trustees regarding school contracts and does not require any action to be taken by the Board.
- (c) **Change in Enrollment:**

MONTHLY REPORT – ENROLLMENT – SEPTEMBER 13, 2022		
AVERAGE DAILY ATTENDANCE: 90.8%		
Grade	Current Enrollment	Transferred In/Out
Kindergarten	33	33/0
1 <sup>st</sup> Grade	36	2/3
2 <sup>nd</sup> Grade	39	11/1
3 <sup>rd</sup> Grade	39	4/3
4 <sup>th</sup> Grade	33	2/6
5 <sup>th</sup> Grade	49	5/6
6 <sup>th</sup> Grade	31	1/7
7 <sup>th</sup> Grade	29	3/1
8 <sup>th</sup> Grade	27	0/1
<b>TOTAL</b>	<b>316</b>	

25. **Harassment, Intimidation and Bullying (HIB) Reports:** None.
26. **Public Comments:** None.
27. **Closed Session:** On a motion made by Peter Damon Selzer and seconded by Marlene D. Frayne, the Board of Trustees approved going into Closed Session at 4:29 PM to discuss a litigation matter, by Roll Call Vote.

**Roll Call Vote:**

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

**Nays:** None

**\*Dr. Kenneth King, Board Member, left the meeting at 4:38 PM.**

**28. Return to Public Session: 4:43 PM**

**29. New/Old Business:**

- (a) **Approval of Engagement Letter with Jorns & Associates LLC:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees approved the Engagement Letter between Jorns & Associates LLC and Atlantic Community Charter School for assistance with filing amended 941-X returns needed to claim the Employee Retention Tax Credit for calendar years 2020-2021, at a cost of **\$2,600.00**, as attached, subject to review by the Board's attorney, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (b) **Approval of Revised Mission Statement:** On a motion made by Linda A. Brand and seconded by Peter Damon Seltzer, the Board of Trustees accepted the recommendation of the Lead Person and tabled this resolution, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

- (c) **Approval of Specifications for Bid for After School Activities Transportation:** Whereas it is the recommendation of the Lead Person that the current contract for after school activities transportation should not be renewed, and whereas the Board of Trustees confirmed that the current transportation contract for After School Activities transportation shall not be renewed; and

Now therefore resolved: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved that the School Business Administrator is directed to prepare bid specifications and advertise and receive bids for After School Activities transportation for the 2022-2023 school year, by Roll Call Vote.

**Roll Call Vote:**

**Ayes:** Marlene D. Frayne  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

**Nays:** None

30. **Adjournment:** There being no further business to discuss, a motion was made by Marlene D. Frayne and seconded by Peter Damon Seltzer and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 4:46 PM.

**Voice Vote:**

**Ayes:** Marlene D. Frayne  
Peter Damon Seltzer  
Linda A. Brand, Vice-President  
Dr. Dominick Potena, President

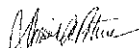
**Nays:** None

**The next Regular Monthly Board Meeting will be held on Thursday, October 20, 2022. Note: The Board Meeting scheduled for October 2022 will be an "in person" meeting and will be held in the School's Conference Room.**

Respectfully submitted,



**Donella Edwards, Board Secretary**  
**Atlantic Community Charter School**



**Dr. Dominick Potena, Board President**  
**Atlantic Community Charter School**