**\*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, January 18, 2024**

**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.

1. **Flag Salute:**
2. **Board of Trustees Roll Call:**

***Present:***

*Dr. Dominick Potena, President*

*Dr. Kenneth King, Vice-President*

*Marlene Frayne*

*Douglas B. Groff*

*Peter Damon Seltzer*

*Kimberly Vaughan*

***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 Hagopian, President—CSMI, LLC-via Zoom*

*Barbara Kotcamp—Corporate Controller, CSMI, LLC-via Zoom*

*Janice Lynch, Human Resources Manager, ACCS*

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

*William Zarrilli—Chief Financial Officer, CSMI, LLC*

1. **Correspondence: None.**
2. **Approval of Minutes:** **Attachment “A”**

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

Motion: Marlene Frayne

Second: Douglas B. Groff

Voice Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

1. **Approval of Closed Session Minutes:** **Attachment “B”**

**RESOLVED** that the Board of Trustees approves the Closed Session Minutes of the Regular Monthly Meeting held on Tuesday, December 19, 2023, as attached

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Voice Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

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

**RESOLVED** that the Board of Trustees accepts the Lead Person’s Report for January, 2024, as attached.

Motion: Marlene Frayne

Second: Kimberly Vaughan

Voice Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene D. Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**FINANCE:**

1. **Treasurer’s Report December 31, 2023: Attachment “D”**

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

Motion: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**10. Approval of Budget Transfers – December 31, 2023: Attachment “E”**

**RESOLVED** that the Board of Trustees accepts the Budget Transfers for the month ending December 31, 2023, as attached

Motion: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**11. Approval of Budget vs. Actual Report – December 31, 2023: Attachment “F”**

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

Motion: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**12.** **Board Secretary’s Report – December 31, 2023: Attachment “G”**

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

Motion: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**13. 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: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**14. 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: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**15. Payment of Bills: Attachment “H”**

**RESOLVED** that the Board of Trustees approves the payment of bills for the period of December 1, 2023, through December 31, 2023, totaling **$396,296.36** 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 **$325,171.97** from the Board of Trustees’ Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Motion: Marlene Frayne

Second: Matthew Heinle (joined the meeting at 4:12pm)

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Kimberly Vaughan

Matthew Heinle

Abstain: Peter Damon Seltzer

**16. New Jersey High Impact Tutoring Grant**

**RESOLVED** that the Board of Trustees accepts the 2024 New Jersey High Impact Tutoring Competitive Discretionary Grant, in the amount of $48,000.00. The funds will be used for intervention for those students identified through multiple measures for tutoring in math and ELA during the school day.

Motion: Douglas B. Groff

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

**17. The Galloway Township Elks Lodge #2845 Monetary Award**

**RESOLVED** that the Board of Trustees accepts the Galloway Township Elks Lodge #2845 Monetary Award, in the amount of $1,000.00. The funds will be used to assist in the development of the ACCS school library.

Motion: Marlene Frayne

Second: Douglas B. Groff

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

**18. HUMAN RESOURCES:**

**(a) Position Control Table: Attachment “I”**

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

Motion: Dr. Kenneth King, Vice-President

Second: Marlene Frayne

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

**(b) Appointment of Staff: None**

**(c) Re-Appointment of Staff: None**

**(d) Exit of Staff/Declination of Appointment.**

**RESOLVED** that the Board of Trustees accepts the Exit of the following staff member(s), as detailed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Effective Date** | **Comment** |
| Michael Tarsitano | Paraprofessional | 1/8/24 | Passed away |

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

**(e) Resignation(s) of Staff: None**

**(f) Leave of Absence: Attachment “J”**

**RESOLVED** that the Board of Trustees accepts the Leave of Absence of the following position as detailed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Effective** | **Comment** |
| Cynthia Verderber | Teacher-Art | 1/2/24-1/12/24 |  |

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

**19.** **BUILDINGS AND GROUNDS: None.**

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

**(a) Approval of Chris Armstrong, Lead Person and Steve DiMatteo, Assistant Principal to Attend NJASA Techspo Conference on Wednesday, January 23, 2024 and Thursday, January 24, 2024, in the amount of $330.00 each**.

**RESOLVED** that the Board of Trustees approves the attendance of Chris Armstrong, Lead Person and Steve DiMatteo, Assistant Principal to Attend NJASA Techspo Conference on Wednesday, January 23, 2024 and Thursday, January 24, 2024. Registration is $330.00 per person.

Motion: Dr. Kenneth King, Vice-President

Second: Douglas B. Groff

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

(**b**) **Approval of Professional Development Session on Cognitive Assessment More Than An IQ Score – School Psychologist Forum for Christopher Landzert, Friday, January 26, 2024:**

**RESOLVED** that the Board of Trustees approves a Professional Development Session on Cognitive Assessment More Than An IQ Score – School Psychologist Forum for Christopher Landzert, Friday, January 26, 2024 at Atlantic County Special Services. There is no cost for this event.

Motion: Marlene Frayne

Second: Dr. Kenneth King, Vice-President

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

(**c**) **Approval of Homebound Instruction for the following student(s) and reasons, #220006, 2nd Grade.**

**RESOLVED** that the Board of Trustees approves homebound instruction for the following student(s) #220006, in 2nd Grade – 5 hours of instruction per week, for the duration of attendance to the CHOP intensive and behavioral program. Anticipated start date; week of 01/22/24.

Homebound instruction to be provided by Allison Cordivari (BOT approved homebound instructor at $45.00/hour.

Motion: Marlene Frayne

Second: Douglas B. Groff

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

**21. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS**

**(a) Bid Specifications for Emergency School Related Activity Student Transportation Services for Atlantic Community Charter School, for the 2023-2024 School Year: Attachment “K”**

**RESOLVED** that the Board of Trustees approves the following bid specifications for emergency school related activity student transportation services for Atlantic Community Charter School, for the 2023-2024.

**\*TABLED\***

**22. Informational Items:**

**(a)** **Management Fees: Attachment “L”**

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

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 (12/13/2023 to 01/09/2024) 90.22%**

|  |  |  |
| --- | --- | --- |
| **Monthly Report - Enrollment as of 01/09/2024** | | |
| **District by Grade** |  | **Transfer In/Out** |
| Kindergarten | 33 | 0 / 0 |
| 1st Grade | 37 | 0 / 1 |
| 2nd Grade | 43 | 0 / 0 |
| 3rd Grade | 40 | 1 / 0 |
| 4th Grade | 32 | 0 / 0 |
| 5th Grade | 36 | 0 / 1 |
| 6th Grade | 43 | 0 / 1 |
| 7th Grade | 43 | 0 / 1 |
| 8th Grade | 36 | 0 / 0 |
| **Overall Total Enrollment** | **343** |  |

**23. HIB Reports: None.**

**24. Public Comments: None.**

**25. Closed Session: None.**

**26. Return to Public Session: N/A**

**27. New/Old Business:**

**(a) Approval of Revised Budget for 2023-2024 School Year: Attachment “N”**

**RESOLVED** that the Board of Trustees approves the revised budget as set forth on the attached.

Motion: Marlene Frayne

Second: Kimblery Vaughan

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

Matthew Heinle

**(b)** The next Regular Monthly Board Meeting will be held in person on Thursday, February 22, 2024 in the school’s conference room.

**28. Adjournment: 4:20pm**

**Respectfully submitted,**



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