**\*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, February 22, 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: 4:03PM**
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*

*Barbara Kotcamp—Corporate Controller, CSMI, LLC*

*Janice Lynch, Human Resources Manager, ACCS*

*Tyler Melton—Information Technology Specialist, CSMI*

*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, January 18, 2024, 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. **Lead Person’s Report: Attachment “B”**

**RESOLVED** that the Board of Trustees accepts the Lead Person’s Report for February, 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 January 31, 2024: Attachment “C”**

**RESOLVED** that the Board of Trustees accepts the Treasurer’s Report for the month ending January 31, 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 Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

1. **Approval of Budget Transfers – January 31, 2024: Attachment “D”**

**RESOLVED** that the Board of Trustees accepts the Budget Transfers for the month ending January 31, 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 Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

1. **Approval of Budget vs. Actual Report – January 31, 2024: Attachment “E”**

**RESOLVED** that the Board of Trustees approves the Budget vs. Actual Report for the month ending January 31, 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 Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

1. **Board Secretary’s Report – January 31, 2024: Attachment “F”**

**RESOLVED** that the Board of Trustees accepts the Board Secretary’s Report for the month ending January 31, 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 Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

1. **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 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

1. **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 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

1. **Payment of Bills: Attachment “G”**

**RESOLVED** that the Board of Trustees approves the payment of bills for the period of January 1, 2024, through January 31, 2024, totaling **$726,924.29** 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 **$309,439.03** from the Board of Trustees’ Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

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

Kimberly Vaughan

Abstain: Peter Damon Seltzer

1. **HUMAN RESOURCES:**

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

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

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

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

**(c) Re-Appointment of Current Staff**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Effective Date** | **Comment** |
| Morgan Henderson | School Social Worker as McKinney Vento Liaison | 1/22/24-6/30/24 | No Additional compensation |

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

**(d) Additional Appointments of Current Staff:**

**RESOLVED** that the Board of Trustees approves the additional appointments of

staff listed below for the 2023-2024 school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Term** | **Salary** |
| Jose Maltez | After-School Teacher | 1/22/24-6/30/24 | $45/hour when needed |
| Morgan Henderson | After-School Teacher | 1/22/24-6/30/24 | $45/hour when needed |
| Todd Kaiser | After-School Teacher | 1/22/24-6/30/24 | $45/hour when needed |
| Jazmine Seney | Homebound Instructor  Student previously approved | 1/22/24 | $45/hour up to 10 hours per week |
| Allison Cordivari | Tutor – High Impact  (Grant) | 1/30/24 | $45/hour subject to grant |
| Michael Williscroft | Tutor – High Impact  Grant | 1/30/24 | $45/hour subject to grant |

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

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

**(e) Resignation(s) of Staff: Attachment “I”**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Effective Date** | **Comment** |
| Lisa Gibson | Substitute Teacher | 02/04/2024 | Family illness- unavailable |

Motion: Marlene Frayne

Second: Kimberly Vaughan

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**(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** |
| Sharon Mauriello | Supervisor | 2/23/24 – 3/18/24 | Using own time |
| Cindy Verderber | Teacher-Art | 01/2/24 – 02/2/24 | Previously approved until 1/12/24 |
| Donald Douglas | Custodian | 11/12/23-2/24/24 | Previously approved until 2/1/24 |

Motion: Kimberly Vaughan

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

1. **BUILDINGS AND GROUNDS: None.**

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

**(a) Approval of Stockton Field Trip for 8th Grade ACCS students:**

**RESOLVED** that the Board of Trustees approves the 8th Grade field trip to Stockton University - Marine Field Station, Port Republic on Friday, May 17, 2024 and Friday, May 31, 2024, from 9:30-2:30. The admission is Free. The bus fee is $375.00 for 35 students for May 17, 2024 and $390.00 for 35 students for May 31st.

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

**(b)** **Approval of King Pin Bowling Alley Field Trip for the 2nd Marking Period Perfect Attendance Students on March 1, 2024.**

**RESOLVED** that the Board of Trustees approves the King Pin Bowling Alley Field Trip in Egg Harbor Township, for the 2nd Marking Period Students who achieved perfect attendance. The field trip will take place on March 1, 2024 from 11:00am to 1:00pm. Admission for approximately 35 students at an approximate cost of $425.00, which includes lunch. The bus to King Pin Lanes for this trip is approximately $265.00, for an approximate total of $690.00.

Motion: Kimberly Vaughan

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

**(c) Approval of DREAMS (Developing Resiliency with Engaging Approaches to Maximize Success) application with the NJDOE Office of Student Support Services**: **Attachment “K”**

**RESOLVED** that the Board of Trustees approves the DREAMS (Developing Resiliency with Engaging Approaches to Maximize Success) application with the NJDOE Office of Student Support Services. The New Jersey Department of Children and Families (NJDCF) in collaboration with the New Jersey Department of Education (NJDOE), will provide support to project school districts through the DREAMS Program during the 2024-2025 school year.

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

**(d)** **Approval of the Expanding Access to Climate Change Education the NJ Students Learning Standards through** **Interdisciplinary Learning and Community Resilience Projects Grant:**

**RESOLVED** that the Board of Trustees approves the submission of the application for the Expanding Access to Climate Change Education the NJ Students Learning Standards through Interdisciplinary Learning and Community Resilience Projects Grant.

Motion: Kimberly Vaughan

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

**(e)** **Approval of a waiver to participate in the SEMI (Special Education Medicaid Initiative) for the 2024-2025 school year. Attachment “L”**.

**RESOLVED** that the Board of Trustees approves the waiver to participate in the SEMI (Special Education Medicaid Initiative) for the 2024-2025 school year. This is due to having 40 or below eligible Medicaid students. The projection is 40 Medicaid eligible students.

Motion: Marlene Frayne

Second: Kimberly Vaughan

Roll Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

1. **POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS**

**(a) Approval of the Brayce’s Dental Program.**

**RESOLVED** that the Board of Trustees approves the Brayce’s Dental Program to provide a Hands-on Classroom Learning – Interactive lessons to help them understand the importance of brushing and flossing with visual aids. The program will be for K, 1st and 2nd grade, on March 8, 2024. Subject to Attorney review.

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

1. **Informational Items:**

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

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

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 (01/10/2024 to 2/08/24) 92.41%**

|  |  |  |
| --- | --- | --- |
| **Monthly Report - Enrollment as of 02/08/2024** | | |
| **District by Grade** |  | **Transfer In/Out** |
| Kindergarten | 32 | 0 / 1 |
| 1st Grade | 36 | 0 / 1 |
| 2nd Grade | 42 | 0 / 1 |
| 3rd Grade | 37 | 0 / 3 |
| 4th Grade | 29 | 0 / 3 |
| 5th Grade | 34 | 0 / 2 |
| 6th Grade | 40 | 0 / 3 |
| 7th Grade | 42 | 1 / 2 |
| 8th Grade | 33 | 0 / 3 |
| **Overall Total Enrollment** | **325** |  |

1. **HIB Reports: None.**
2. **Public Comments: None.**
3. **Closed Session: None.**
4. **Return to Public Session: N/A**
5. **New/Old Business:** The next Regular Monthly Board Meeting will be held in person on Thursday, March 21, 2024, in the school’s conference room.
6. **Adjournment:** There being no further business to discuss a motion was made by Marlene Frayne and seconded by Douglas B. Groff, the Board of Trustees approved by Voice Vote, to adjourn the meeting at 4:24pm.

Voice Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Peter Damon Seltzer

Kimberly Vaughan

**Respectfully submitted,**



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