



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, March 21, 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.

3. Flag Salute:

4. Board of Trustees Roll Call:

Present:

Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Matthew Heinle

Peter Damon Seltzer

Kimberly Vaughan

Also Present:

Glenn A. Richardson—Board Secretary/School Business Administrator

Christopher Armstrong, Lead Principal, CSA, ACCS

Jake Der Hagopian, President—CSMI, LLC

Barbara Kotcamp—Corporate Controller, CSMI, LLC

Janice Lynch – Human Resources, ACCS

Tyler Melton—Information Technology Specialist, CSMI

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 Thursday, February 22, 2024, as attached.

Motion: Matthew Heinle

Second: Marlene Frayne

Voice Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Matthew Heinle

Peter Damon Seltzer

Kimberly Vaughan

7. Lead Person’s Report: Attachment “B”

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

Motion: Douglas B. Groff

Second: Marlene Frayne

Voice Vote:

Ayes: Dr. Dominick Potena, President

Dr. Kenneth King, Vice-President

Marlene Frayne

Douglas B. Groff

Matthew Heinle

Peter Damon Seltzer

Kimberly Vaughan

FINANCE:

8. Treasurer’s Report February 29, 2024: Attachment “C”

RESOLVED that the Board of Trustees accepts the Treasurer’s Report for the month ending February 29, 2024, as attached.

Motion: Marlene Frayne
Second: Kimberly Vaughan

Roll Vote:

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

9. Approval of Budget Transfers – February 29, 2024: Attachment “D”

RESOLVED that the Board of Trustees accepts the Budget Transfers for the month ending February 29, 2024, as attached.

Motion: Marlene Frayne
Second: Kimberly Vaughan

Roll Vote:

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

10. Approval of Budget vs. Actual Report – February 29, 2024: Attachment “E”

RESOLVED that the Board of Trustees approves the Budget vs. Actual Report for the month ending February 29, 2024, as attached.

Motion: Marlene Frayne
Second: Kimberly Vaughan

Roll Vote:

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

11. Board Secretary’s Report – February 29, 2024: Attachment “F”

RESOLVED that the Board of Trustees accepts the Board Secretary's Report for the month ending February 29, 2024, as attached.

Motion: Marlene Frayne
Second: Kimberly Vaughan

Roll Vote:

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

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 Frayne
Second: Kimberly Vaughan

Roll Vote:

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

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 Frayne
Second: Kimberly Vaughan

Roll Vote:

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

14. Payment of Bills: Attachment “G”

RESOLVED that the Board of Trustees approves the payment of bills for the period of February 1, 2024, through February 29, 2024, totaling **\$399,372.16** 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 **\$318,639.85** from the Board of Trustees’ Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, New Jersey.)

Motion: Marlene Frayne
Second: Matthew Heinle

Roll Vote:

Ayes: Dr. Dominick Potena, President
Dr. Kenneth King, Vice-President
Marlene Frayne
Douglas B. Groff
Matthew Heinle
Kimberly Vaughan

Abstain: Peter Damon Seltzer

15. Atlantic Community Charter School Budget for the School Year 2024-2025 to be submitted by March 29, 2024: Attachment “H”

RESOLVED that the Board of Trustees approves the ACCS School Budget for the School Year 2024-2025.

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
Matthew Heinle
Peter Damon Seltzer
Kimberly Vaughan

16. 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
Matthew Heinle
Peter Damon Seltzer
Kimberly Vaughan

(b) Appointment of Staff: Attachment “J”

RESOLVED that the Board of Trustees accepts the appointment of staff, as detailed below:

Name	Position	Effective Date	Comment
Kimberly Gentilcore	HR Manager	Begins June 1, 2024- June 30, 2024	\$7,083.20
Kimberly Gentilcore	HR Manager	Begins July 1, 2024	\$85,000/yr

*All appointments are contingent upon appropriate Teachers certification/licensing and Human Resources processing

Motion: Kimberly Vaughan
Second: Douglas B. Groff

Roll Vote:

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

(c) Re-Appointment of Current Staff: None

(d) Additional Appointments of Current Staff: None.

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

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

Name	Position	Effective Date	Comment
Khan, MD Raashid	Substitute Teacher	2/21/24	New grad offered full-time employment

Lynch, Janice	Human Resources Mgr.	6/30/24	Retirement at end of school year
O'Connell, Patricia	Supervisor	8/31/24	Retirement

Motion: Douglas B. Groff
 Second: Kimberly Vaughan

Roll Vote:

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

(f) Leave of Absence:

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

Name	Position	Effective	Comment
Marcella Scivoletto	Child Accountant	Possible 4/5/24-5/5/24	Possible full leave and or intermittent leave as covered by FMLA.
Donald Douglas	Custodian	Ongoing—3/29/24	Previously approved until 2/28/24

Motion: Marlene Frayne
 Second: Kimberly Vaughan

Roll Vote:

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

17. BUILDINGS AND GROUNDS: None.

18. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

(a) Approval of the Revised 2023-2024 ACCS School Calendar: Attachment “L”

RESOLVED that the Board of Trustees approves the **Revised 2023-2024 ACCS School Calendar**, as attached.

Motion: Kimberly Vaughan
Second: Douglas B. Groff

Roll Vote:

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

(b) Approval of ACCS Calendar for the 2024-2025 School Year: Attachment “M”

RESOLVED that the Board of Trustees approves the ACCS School Calendar for the 2024-2025 School Year, as attached.

Motion: Matthew Heinle
Second: Marlene Frayne

Roll Vote:

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

(c) Approval of the renewal of the KnowBe4 Security Awareness Training Subscription License for one (1) Year Effective 5/22/24: Attachment “N”

RESOLVED that the Board of Trustees approves the renewal of the KnowBe4 Security Awareness Training subscription license for one (1) year effective 5/22/24, for a total amount of \$2,261.25, as attached.

Motion: Dr. Kenneth King, Vice-President
Second: Kimberly Vaughan

Roll Vote:

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

(d) Approval of the ACCS Bid Package ACCS-MED1-24 for School Related Activity Student Transportation Services: Attachment “O”

RESOLVED that the Board of Trustees approves the ACCS Bid Package ACCS-MED1-24 for School Related Activity Student Transportation Services, 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
Matthew Heinle
Peter Damon Seltzer
Kimberly Vaughan

(e) Approval of the ACCS Bid Package ACCS-T1-24 for Busing for Field Trips in April and May 2024: Attachment “P”

RESOLVED that the Board of Trustees approves the ACCS Bid Package ACCS-T1-24 for Busing for Field Trips on the following dates in April and May 2024, as indicated: April 25th Camden Adventure Aquarium; June 7th Cedar Run Wildlife Refuge and May 22nd Toms River Field of Dreams.

Motion: Douglas B. Groff
Second: Marlene Frayne

Roll Vote:

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

ADDENDUM AGENDA

(f) Approval of the ACCS Bid for Kindergarten Bus for Atlantic City Students, for the 2024-2025 School Year: Attachment “A”

RESOLVED that the Board of Trustees approves the ACCS Bid Package ACCS-T1-24 for Busing for Field Trips on the following dates in April and May 2024, as indicated: April 25th Camden Adventure Aquarium; June 7th Cedar Run Wildlife Refuge and May 22nd Toms River Field of Dreams.

Motion: Douglas B. Groff
Second: Marlene Frayne

Roll Vote:

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

19. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS

- (a) **Approval of the First Amendment to the Comcast Enterprise Service Sales Order No. NJ-ESCNJ-12180-FY21-19207105: Attachment “Q”**

RESOLVED that the Board of Trustees approves the First Amendment to the Comcast Enterprise Service Sales Order No. NJ-ESCNJ-12180-FY21-19207105. This Amendment will result in Comcast’s continued provision of internet services to the School for a period of 12-months starting on July 1, 2024, at a cost of \$877.00 per month.

Motion: Kinberly Vaughan
Second: Marlene Frayne

Roll Vote:

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

20. Informational Items:

- (a) **Management Fees: Attachment “R”**
- (b) **Report to Board on School Contracts: Attachment “S”**

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 (02/09/2024 to 03/11/2024) 92.8%

Monthly Report - Enrollment as of 02/09/2024		
District by Grade		Transfer In/Out
Kindergarten	33	1 / 0
1st Grade	36	0 / 0
2nd Grade	43	1 / 0
3rd Grade	37	0 / 0
4th Grade	29	0 / 0
5th Grade	34	0 / 0
6th Grade	40	0 / 0
7th Grade	41	0 / 1
8 th Grade	33	0 / 0
Overall Total Enrollment	326	

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 Thursday, April 25, 2024, in the school's conference room.

26. **Moment of Silence for the loss of Seth N. Broder, Esquire's mother**

27. **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 4:19pm.

Voice Vote:

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

Respectfully submitted,



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