



ATLANTIC COMMUNITY
CHARTER SCHOOL

Office of the Board Secretary
Dr. Joseph Cappello

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MEMO

To: Members of the Board of Trustees

From: Dr. Joseph Cappello, Board Secretary

Date: September 24, 2018

Subject: NOTICE OF SEPTEMBER BOARD OF TRUSTEES MEETING

The September meeting of the Board of Trustees of the Atlantic Community Charter School will be held on Thursday, September 27, 2018 at 4:00 PM in the Conference Room of the school.

Please confirm your attendance by calling (732) 736-6500 or by email to dlauer@atlanticcommunitycharter.com.

Thank you.

Respectfully submitted,

A handwritten signature in black ink that reads "Joseph Cappello". The signature is written in a cursive style with a large, looped 'J' and 'C'.

Dr. Joseph Cappello, Board Secretary
Atlantic Community Charter School



ATLANTIC COMMUNITY CHARTER SCHOOL

Board of Trustees

Regular Monthly Meeting

Date: Thursday, September 27, 2018

Time: 4:00 PM

Location: Atlantic Community Charter School
112 South New York Road
Galloway, NJ 08206

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, Dr. Dominick Potena, called the meeting to order at 4:02 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:

Roll Call: Dr. Dominick Potena, President
Douglas B. Groff, Vice-President
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Absent: Matthew Heinle

Also Present: Dr. Joseph Cappello, Board Secretary
Melindo A. Persi – President, *MAP* Educational Consultants, LLC
Seth N. Broder, Esquire – Attorney for the Board
Dr. Jay Dugan – Lead Person, ACCS
Mr. Edmund Cetrullo – Principal, ACCS
Steve DiMatteo – Director of Special Services, ACCS
Jake Der Hagopian – President, CSMI, LLC
William Zarrilli – Chief Financial Officer, CSMI, LLC
Michael J. Coskey, Esquire – Attorney for CSMI, LLC
Craig Wigley, Vice-President of Academics and Curriculum, CSMI, LLC
Dr. Dan Weinles, Vice-President of Assessment, Research and Evaluation, CSMI, LLC
Donella Edwards, School Business Administrator

5. Correspondence: None.

- 6. Approval of Minutes:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the Minutes of the Regular Monthly Meeting held on August 23, 2018, as attached, by Voice Vote.

Voice Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Peter Damon Seltzer

Nays: None

***At 4:05 PM, Matthew Heinle joined the meeting.**

- 7. Lead Person's/Principal's Report:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the Lead Person's Report dated September 27, 2018 and the Principal's Report for the month of September 2018, as attached, by Voice Vote.

Voice Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

FINANCE: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Items 8-13, as detailed below, by Roll Call Vote.

- 8. Treasurer's Report – August 31, 2018:** The Board of Trustees accepted the Treasurer's Report for the month ending August 31, 2018, as attached.

9. **Budget Transfers 2018-2019 – August 31, 2018:** There were no budget transfers for the month ending August 31, 2018.
10. **Approval of Budget vs. Actual Report 2018-2019 – August 31, 2018:** The Board of Trustees approved the Budget vs. Actual Report 2018-2019 for the month ending August 31, 2018, as attached.
11. **Approval of Board Secretary's Report – August 31, 2018:** The Board of Trustees accepted the Board Secretary's Report for the month ending August 31, 2018, 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: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

14. **Payment of Bills.** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees approved the payment of bills on the attached list, for the period of August 1, 2018 through August 31, 2018, totaling **\$389,213.80** from the Board of Trustees' General Account located at Fulton Bank, Cherry Hill, NJ, by Roll Call Vote.

(Payroll and taxes were paid during the same period, totaling **\$185,166.31** from the Board of Trustees' Payroll and Agency Accounts located at Fulton Bank, Cherry Hill, NJ.)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle

Nays: None

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

FINANCE: On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Items 15-18, as detailed below, by Roll Call Vote.

15. **Tuition Reimbursement:** The Board of Trustees accepted the recommendation of the Lead Person and approved a tuition reimbursement for Patricia O'Connell, Reading Coach, in the amount of **\$1,000.00** for a Master's Degree course, as attached. Reimbursement is subject to the Board Secretary's confirmation of a grade of "B" or higher.
16. **Staff Training for Before and After Care Staff:** The Board of Trustees approved training for sixteen (16) staff members for the Before and After Care Program as offered by the American Red Cross Full Services Training Agreement at a cost of **\$1,658.00**, as attached, subject to review by the Board's attorney, and approved payment to the sixteen (16) participating staff members, as attached. Compensation rate for attendees is at their hourly rate for training time only, and does not cover a lunch break or other periodic breaks. Rates assume all training takes place during non-normal working hours. The staff will take additional online training courses (CCDBG Training) on Child Development, Identifying Child Abuse and Neglect-Mandated Reporting, and Health and Safety, without additional compensation.
17. **Attendance at the New Jersey Charter Schools Conference:** The Board of Trustees approved the attendance of Mr. Craig Wigley at the New Jersey Charter Schools Conference to be held on October 11, 2018 in Newark, New Jersey, at a cost of **\$195.00** per person.

(CSMI, LLC will reimburse the school for the cost of Mr. Craig Wigley's attendance.)

18. **Attendance at the NJASA/NJASBO/NJSBA Conference:** The Board of Trustees approved the attendance of the following individuals at the NJASA/NJASBO/NJSBA Conference to be held on October 22 through October 25, 2018 in Atlantic City, New Jersey, at a group rate of **\$1,600.00**.

- Dr. Dominick Potena
- Douglas B. Groff
- Seth N. Broder, Esquire
- Dr. Jay Dugan
- Dr. Joseph Cappello
- Melindo A. Persi
- Craig Wigley
- William Zarrilli

(CSMI, LLC will reimburse the school for the cost of attendance for Dr. Jay Dugan, Mr. Craig Wigley, and Mr. William Zarrilli.)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

FINANCE: On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved Finance Consent Items 19-21, as detailed below, by Roll Call Vote.

19. **Approval of Staff Development – Transportation Matters:** The Board of Trustees approved payment in the amount of **\$840.00** to MAP Educational Consultants, LLC for the following staff development meetings:

- Field Trip Manual and Procedures (All Staff): August 23, 2018
- School Bus Responsibilities (Paraprofessionals): August 30, 2018

20. **Professional Development by Inspired Instruction, LLC:** The Board of Trustees approved the proposal from Inspired Instruction, LLC for professional development services by Math and English/Language Arts consultants for eight (8) days at **\$2,100.00** per day, as attached, subject to review by the Board's attorney.

21. **Galloway Township Public School District Dinner Program Contract:** The Board of Trustees approved the Dinner Program Contract between the Galloway Township Public School District and Atlantic Community Charter School for management of the Child and Adult Care Food Program for the 2018-2019 school year, as attached, subject to review by the Board's attorney.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

Abstain: Douglas B. Groff (Item 21 Only)

22. **HUMAN RESOURCES:**

- (a) **Position Control Table:** On a motion made by Peter Damon Seltzer and seconded by Linda A. Brand, the Board of Trustees accepted the Position Control Table as of September 27, 2018, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (b) **Appointment of Staff:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and appointed the individuals to the positions, terms and salaries annotated for the 2018-2019 school year, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (c) **Appointment of Principal/Lead Person:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees appointed Edmund Cetrullo as Principal/Lead Person for the 2018-2019 school year, effective October 1, 2018, at no additional compensation, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (d) **Approval of Certifying Pension Officer:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees approved the appointment of Kersteen Forsythe, Assistant Human Resources Manager, CSMI, LLC to the responsibility of Certifying Pension Officer for the 2018-2019 school year, without additional compensation to CSMI, LLC, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle

Nays: None

Abstain: Peter Damon Seltzer

- (e) **Request for Leave:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees granted Jessica Vicendese Ruoff maternity leave effective September 10, 2018 through December 6, 2018, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (f) **Change of Status:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the change of status for Denise Vincent from an hourly employee to a salaried employee, and that the job description entitled "Confidential Secretary" is approved, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

23. BUILDINGS AND GROUNDS:

- (a) **Award of Snow Removal Management Bid:** On a motion made by Marlene D. Frayne and seconded by Linda A. Brand, the Board of Trustees awarded the bid for Snow Removal Management (Bid # 02AC-19), which was opened and publicly read aloud by the Pro-Tem Board Secretary at 11:00 AM on Tuesday, September 18, 2018, to Warriner's Construction, Inc. at a total combined hourly rate of **\$655.00**, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (b) **Fence Repair:** On a motion made by Matthew Heinle and seconded by Douglas B. Groff, the Board of Trustees approved a school fence repair by TFB Property Management, LLC in the amount of **\$3,249.00**, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

24. CURRICULUM AND REGULAR/SPECIAL EDUCATION:

- (a) **Attendance at Homeless Education Seminar:** On a motion made by Marlene D. Frayne and seconded by Matthew Heinle, the Board of Trustees approved the attendance of Kacey Burke, School Psychologist, at the "McKinney-Vento Homeless Education 101: An Introduction and Overview" county-wide seminar in Sewell, New Jersey on October 1, 2018, at no associated cost, by Roll Call Vote.

(The School Psychologist is the Homeless Liaison.)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (b) **Poetry Program for Grade 8:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved seven (7) visits from the Stockton University Poetry Class and their Professor for implementation of a Poetry Program for Grade 8, at no cost to the school, scheduled to begin the week of October 15, 2018, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (c) **English as a Second Language (ESL) Curriculum for Grade 6:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and approved the ESL curriculum for Grade 6 for the 2018-2019 school year, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (d) **Attendance at Bilingual Supervisors and Coordinators Training:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved the attendance of Jillian Garza, ESL teacher, at the “New Jersey Department of Education Bilingual/ESL/ELS Supervisors and Coordinators Training”, to be held in Trenton, New Jersey on October 29, 2018, at no associated cost, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (e) **PARCC Preparation Proposal:** On a motion made by Peter Damon Seltzer and seconded by Douglas B. Groff, the Board of Trustees approved the PARCC Preparation proposal and estimated costs, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (f) **Attendance at Instructor and (Re)Certification Program:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees approved the attendance of Steve DiMatteo at the “Handle with Care Instructor and (Re)Certification Program” to be held in Vineland, New Jersey on October 15 through October 17, 2018, at a cost of **\$1,250.00**, by Roll Call Vote.

(Mr. DiMatteo will be certified to turnkey the “Handle with Care Restraint Program” to staff members once this certification program is completed.)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

25. POLICY / GOVERNANCE / OPERATIONS / MISCELLANEOUS:

- (a) **Final Reading of Policy 9204:** On a motion made by Peter Damon Seltzer and seconded by Matthew Heinle, the Board of Trustees approved the final reading of Policy 9204, titled "Atlantic Community Charter School Jump Start Program Use of Technology and Social Media Policy", as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (b) **First Reading of Regulation 7510:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved the first reading of Regulation 7510, titled "Use of School Facilities", as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (c) **Application for Change of Use of Educational Space:** On a motion made by Matthew Heinle and seconded by Linda A. Brand, the Board of Trustees approved the Application for Change of Use of Educational Space for the Storage Room/Lead Person's office to the ISS Room/Office, as attached, and authorized the Board Secretary to make an application to the Executive County Superintendent of Atlantic County for same, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (d) **Statement of Assurance Regarding the Use of Paraprofessional Staff:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees accepted the recommendation of the Lead Person and approved the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2018-2019 School Year, as attached, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (e) **Rescind Award of Transportation Contract ACCS #2:** On a motion made by Douglas B. Groff and seconded by Linda A. Brand, the Board of Trustees rescinded the award of transportation contract ACCS #2 (Route 7), in the amount of **\$39,283.20** with Integrity Transportation, LLC of Egg Harbor City, New Jersey, due to the resident district providing transportation effective September 1, 2018, by Roll Call Vote.

(The Transportation Contract ACCS #1 for the 2018-2019 school year, as was approved on July 19, 2018, remains in effect and the total cost for student transportation for the 2018-2019 school year is **\$51,883.20.**)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (f) **Award of Field Trip Bid:** On a motion made by Peter Damon Seltzer and seconded by Marlene D. Frayne, the Board of Trustees awarded a partial bid to James Transportation for a field trip to the Cape May Zoo in the amount of **\$2,200.00** and **\$90.00** per hour (for any trip that exceeds 5 hours in total duration) with four 54-passenger buses, by Roll Call Vote. (A second trip that was bid on, to the Pumpkin Patch at Sahl's Farm, was cancelled after the bid opening).

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (g) **Authorization to Solicit Quotations for Field Trips:** On a motion made by Linda A. Brand and seconded by Douglas B. Groff, the Board of Trustees authorized the Board Secretary to solicit quotations for the balance of the field trips as follows, by Roll Call Vote, (as the bid process failed for a second time to yield the necessary bids):

- Six (6) buses – Cape May Zoo
- One transit bus – Washington, D.C.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (h) **Spanish Translation of Parent-Student Handbook:** On a motion made by Linda A. Brand and seconded by Marlene D. Frayne, the Board of Trustees approved a Spanish translation of the Parent-Student Handbook, and authorized Jillian Garza, ESL teacher, to complete the translation at a cost of \$400.00, by Roll Call Vote.

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

- (i) **Clean Eating Presentation:** On a motion made by Douglas B. Groff and seconded by Marlene D. Frayne, the Board of Trustees approved a presentation to Grades 7 and 8 by the Clean Eating Chef, tentatively scheduled for October 12, 2018, at no cost, by Roll Call Vote.

(This is a follow-up activity to the school garden grant project, using vegetables from the school's home grown garden. A Certificate of Insurance has been requested.)

Roll Call Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

26. Informational Items:

- (a) **Management Fee:** The Chief Financial Officer of CSMI, LLC presented the attached report concerning management fees.
- (b) **Line of Credit Activity:** As of August 31, 2018, the school had no outstanding balance on the line of credit from Fulton Bank.
- (c) **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.
- (d) **Enrollment Report September 2018:**

ADA Percentage from September 5, 2018 – September 13, 2018 = 97.04%			
District Grade	By	# of Students	Transferred Out/In
Kindergarten		50	+11
1 st Grade		72	
2 nd Grade		71	
3 rd Grade		44	
4 th Grade		52	
5 th Grade		30	
6 th Grade		24	
7 th Grade		19	
8 th Grade		15	
TOTAL		377	

(e) **“Atlantic Community Charter School PARCC Results Review and More for School Year 2017-2018”:**

A presentation by Dr. Dan Weinles, Vice-President of Assessment, Research, and Evaluation, CSMI, LLC.

27. **HIB Reports: None.**

28. **Closed Session:** On a motion made by Douglas B. Groff and seconded by Peter Damon Seltzer, the Board of Trustees approved going into Closed Session at 5:00 PM to discuss certain personnel matters which are rendered confidential or excluded from discussion in public, by Voice Vote.

Voice Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

29. **Return to Public Session: 5:05 PM**

30. **New/Old Business: None.**

31. **Public Comments: None.**

The next meeting will be held on Thursday, October 25, 2018.

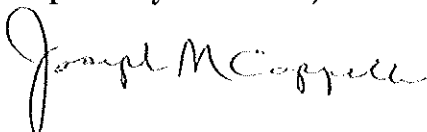
30. **Adjournment:** There being no further business to discuss, a motion was made by Peter Damon Seltzer and seconded by Matthew Heinle, and the Board of Trustees approved, by Voice Vote, to adjourn the meeting at 5:06 PM.

Voice Vote:

Ayes: Dr. Dominick Potena
Douglas B. Groff
Linda A. Brand
Marlene D. Frayne
Matthew Heinle
Peter Damon Seltzer

Nays: None

Respectfully submitted,



**Dr. Joseph Cappello, Board Secretary
Atlantic Community Charter School**