



# INTERNATIONAL CHARTER SCHOOL OF TRENTON

105 Grand Street Trenton, NJ 08611 609/394-3111 [fax 394-3116]

*Opening of meeting, 5:31 pm. Trustees participating were Rachel Binz (RB, presiding), Kim Sdeo (KS,) Tom Ogren (TO) and Jason Briggs (JB, arriving for item 3). Also present were Melissa Benford (MB, chief school administrator), Peter Lanzi (PL, Business Administrator) and David Bosted (DB). Call to Order. Flag Salute and Pledge of Allegiance. This meeting is held in accordance with NJ Public Law 231, also known as the Sunshine Law. Notice of this meeting and other regular meetings was published in The Times of Trenton and The Trentonian. Public notice for this meeting was also posted at ICST and published in the school newsletter. The purpose of the meeting is to conduct regular business of the public charter school.*

**1) Public Comments.** *None, no members of the public being present.*

**2) Minutes.** *The October 4, 2017 meeting minutes were reviewed and approved. M/KS, s/TO, yes KS, TO, RB.*

### **3) Governance, School Management.**

**(A) Audit.** *The 2016-17 Audit is here for review. The auditors will come to an ICST BOT to discuss it, scheduled for the December 6 meeting. The audit report can be reviewed as a pdf file or a hard copy.*

**(B)** *MB reported that the Memorandum of Agreement with local law enforcement agencies will not be revised this year after all. School districts will continue to use the 2015 format. The Board President signs the document for the Board.*

### **4) Financial Report and Grants.**

**(A)** *The Board Secretary Reports & Treasurer of School Monies Reports for September 2017 were reviewed. The reports agree and were derived independently. Motion to approve the September 2017 Board Secretary's report and the Treasurer's report, m/TO, s/KS, yes KS, TO, JB, RB, unanimous approval.*

**(B)** *The monthly payroll for October of \$91,488.96 was reviewed and approved, m/JB, s/KS, yes JB, KS, RB, TO, unanimously approved.*

**(C)** *Review of expenditures and resolutions to pay bills, after discussion of individual items, in the amount of \$42,685.98. M/JB, s/TO, yes, TO, RB, KS, JB, unanimous approval.*

**(D)** *Transfer of funds, not applicable.*

**(E) Grants.** *MB reported that the ICST ESEA grant is being revised again. The format and process has changed somewhat from the previous 17 years. MB is confident the formatting issues can be resolved. The ICST 2017-18 ESEA allocation is \$93,341.*

**5) Report on Staffing, Personnel and Employees.** *MB reported that ICST has no staffing issues at this time. Also, at the celebration of the 20th anniversary of charter schools in New Jersey, at the NJ Charter School Association Conference, MB joined other original (1997-2000) charter school founder's & directors on the stage. All were honored as the earliest successful charter school leaders in NJ. MB reported on productive conversations and programs at the Conference in Newark. For example, reducing absenteeism and breaking the "school-to-prison pipeline" were discussed.*

Minutes ICST BOT, November 1, 2017 (continued)

6) **Executive session.** None held.

7) **Under the Gold Dome:** The Federal law that encourages translation of student tests and test instructions into the languages that students are most familiar with is in the news. Two States have asked for and received waivers on the basis of English being their official State language. Florida may be a similar situation because English is the official language in that State also. Some researchers feel that translation of tests into Spanish or Creole has minimal positive effect because many students have developed oral skills in two languages but only weak skills in writing. Translation is most effective for students with strong writing skills in one language.

8) **Report on School Days, Student Achievement, Attendance and Enrollment.**

(A) MB reported that the first quarter ends on 11/8. ICST is switching over to a quarterly schedule which better matches the current curriculum. Several students are in the process of being referred to the Child Study team for evaluation. Three families came to the Title I meeting, so a follow-up meeting will be needed. Attendance at the Title I meeting has been much higher in previous years. (B) MB reported that ICST enrollment for 2017-128 is down one fourth grader, to 89. Other charter schools seek out and enroll ICST fourth graders because ICST students have a strong reputation for academic and social skills.

9) **Facility:** The Beatty street entrance is working well and has increased security. The new front door sign is ready for installation. Special bolts are needed. **Lease agreement.** Negotiations on the lease agreement are continuing. MB has spoken with several HRC members but there is no formal response or signed lease agreement from HRC.

10) **School operations.** Two emergency drills were conducted in October, including an evacuation drill to CYO. The school community is adhering to a high standard for academic and personal behavior. The normal routines for school safety in the morning and during dismissal are working properly. ASSA reporting is nearly complete. The substitute company failed to provide a sub, despite two months advance notice. Some substitute teachers refuse to work in Trenton. MB reported on her efforts at "traffic calming" on Beatty Street, successful so far, in cooperation with the Trenton Police.

11) **Old (unfinished) business.** None discussed.

12) **Correspondence.** A letter from Senator Shirley Turner was reviewed by the Board. Senator Turner thanked ICST for participating in a charitable event to raise funds for Hurricane Irma relief in Puerto Rico. The letter will be posted on the ICST Facebook page and website.

13) **Trustee business.** The next ICST BOT meeting will be at 5:30 PM on a first Wednesday, 12/6. The schedule of meeting dates for (mostly) first Wednesdays is 1/3/18, 2/7, 3/7, 4/11, 5/2, 6/6, 7/11, and 8/1, all at 5:30 PM.