



# INTERNATIONAL CHARTER SCHOOL OF TRENTON

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## ICST Board of Trustees MINUTES for May 30, 2017

Opening of meeting, 5:45 pm. Trustees participating were Bob Kull (BK., presiding), Kim Sdeo (KS), and Tom Ogren (TO). Also present were Melissa Benford (MB, chief school 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) Minutes. After review, the minutes of the April 26, 2017 regular meeting were approved, m/KS, s/TO, yes TO, KS, BK, approved.

2) Governance, School Management.

(A) MB reported that Barre & Co has split into two entities. ICST will continue to use the services of Rich Barre with Barre, LLC. Motion to extend the previous approval to use his services for the audit to extend to Barre, LLC. m/KS, s/TO, yes KS, TO, BK.

(B) ICST has received the 2017 Charter Agreement from NJDOE. The first version contained errors so MB obtained a corrected version. MB reviewed the provisions with the Trustees. Resolution to approve signing of the charter agreement by the Board President after review of its provisions, m/KS, s/TO, yes KS, TO, BK.

(C) Review of Contract Service agreements for 2017-18 as listed on an attachment. After discussion of individual items, motion to approve, m/KS, s/TO, yes KS, TO, BK.

(D) Lease agreement. MB reported that Trustee JB has been working on the lease agreement. We are seeking to have snow-shoveling be the responsibility of HRC. The intent of the Trustees is that there should be no increase in rent.

3) Financial Report.

(A) The Board Secretary Reports & Treasurer's Reports for March were reviewed. Motion to approve the board Secretary's report m/TO, s/KS, yes TO, KS, BK, unanimously approved. The Board decided to defer action on the Treasurer's report until the next regular meeting. m/KS, s/TO, yes KS, TO, BK.

(B) The monthly payroll for May 2017 of \$79,472.62 was reviewed and approved, m/KS, s/ TO, yes KS, TO, BK, unanimously approved.

(C) Review of expenditures and resolution to pay bills on the May bill list in the amount of \$40,426.66. After discussion of individual items, motion to approve, m/KS, s/TO, yes KS, TO, BK, unanimous approval.

(D) The proposed transfer of funds was tabled until it can be discussed with the Business Administrator's explanation of the transfer.

4) Grants. MB reported that the NJ School Safety Grant has funding available to update communications system. The will be used for that (for example, upgraded walkie-talkie system), not academic purposes. Motion to approve the application for this NJ School Safety Grant m/TO, s/KS, yes TO, KS, BK, unanimously approved.

Minutes ICST BOT, May 30, 2017 (continued)

5) Report on Staffing, Personnel and Employee. MB reported that everybody on the staff had been renewed. All staff members have indicated that they intend to return. The Staff Survey has been distributed. Results will be tabulated prior to the next regular Board meeting.

6) Executive session. None held.

7) Under the Gold Dome: The music portion of the ICST Spring Concert was a great success, except for the jokes and riddles portion by the Fourth grade. The annual ICST school picnic will be held as usual at Washington Crossing State Park on June 9th, unless bad weather prevents that. The annual Completion Ceremony for 4th graders will be on Wednesday June 14th at 10:30 am. Trustees are invited. June 16th will be the last day of school. Then, we will begin the moving of the Office.

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

(A) MB reported that DRA testing and other end-of-year assessments are coming in very strongly. Students have made significant progress when measured against their entry point.

(B) MB reported that ICST enrollment is stable at 88 students. (C) No HIB incidents were reported.

9) Facility.

(A) A fire drill and an emergency drill that entailed an evacuation to the Broad Street CYO was held.

(B) Planning is underway for swapping the Resource Room and Office spaces, immediately after the end of the school year. (C) The Fire Inspector's visit has not yet occurred.

10) Correspondence. ICST has received the approval of its waiver request to refuse SEMI aid. The approval notice came from the County Office of Education. MB reviewed the State approval with the Board.

11) Old (unfinished) business. None discussed.

12) Opportunity for Public Comments. None, no members of the public being present.

13) Trustee business. Upcoming ICST BOT meetings for 2017 will be held at 5:30 PM on 6/28, 7/26 and 8/30. Adjourn, M/KS, s/TO, yes, unanimous approval, 6:50 PM.