



# INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

## ICST Board of Trustees **MINUTES** for September 28, 2016

*Opening of meeting, 5:32 pm. Trustees participating were Bob Kull (BK, presiding), Rachael Binz (RB), Kim Sdeo (KS) and Tom Ogren (TO, arriving at 5:36 for item 2). Also present were Melissa Benford (MB, chief school administrator), Peter Lanzi (PL, Business Administrator) and David Bosted. 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. The minutes of the August 31, 2016 regular meeting were approved after review and amendment of three typos, m/KS, s/RB, yes KS, RB, BK, approved.*

### *2) Financial Report.*

*(A) The Board Secretary Report & Treasurer's Report were reviewed. They agree and were independently arrived at. No major categories are over-expended. ICST ended last year and last month with a positive balance. Motion to approve, m/RB, s/KS, yes RB, KS, TO, BK, unanimously approved.*

*(B) The monthly payroll for September 2016 of \$83,963.34 was reviewed and approved, m/KS, s/ TO, yes KS, TO, RB, BK, unanimously approved.*

*(C) Review of expenditures and resolution to pay bills for September 2016 in the amount of \$55,241.21. After discussion of individual items, motion to approve, m/TO, s/RB, yes TO, RB, KS, BK, unanimous approval.*

*(D) Transfer of funds, \$2,586.00 from account 11-190-100-300 (purchase of professional services) to account 11-999-262-441, to address the 3% contractual negotiated increase in rent, m/RB, s/KS, yes, RB, KS, TO, BK, unanimously approved.*

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

*(A) The NJDOE delegation will visit ICST on Friday September 30. BK and KS will meet with the renewal team in the morning, probably at 9:30 until about 11.*

*(B) Memorandum of Agreement on cooperation with the police and County Prosecutor. The MOA is the mostly same as last year (nominal changes only). Motion to approve, m/ RB, s/KS, yes, RB, KS, TO, BK, unanimously approved.*

*(C) MB reported on the need to submit the final HIB Self-Assessment Grade by 9/30 following the September review report. The Self-Assessment raises the score from 53 to 66. However, there were no HIB incidents at ICST during the 2015-16 School Year. NJSBA protested the unfair and unreasonable scoring system that gives a low score even to schools with an exceptional record of success. Motion to approve m/ RB, s/TO, yes RB, TO, KS, BK, unanimously approved.*

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4) Grants. MB reported that ICST has received Final Approval for the NCLB grant. Money may be drawn between 7/1/16 and 6/30/17. There is no word yet about the revised IDEA grant. The grant funding will be very much needed.

5A) Report on Staffing, Personnel and Employee. MB reported that the school is fully enrolled. We have no staffing issues at this time.

5B) The Trustees reviewed the Truant Officer contractual agreement for 2016-17. The Truant Officer is not needed often, but does make a big difference in selected situations by meeting with parents in their homes. Motion to approve an extension of the current contract with Mrs. Reed for 2016-17, m/KS, s/TO, yes, m/KS, s/TO, yes KS, TO, RB, BK, unanimously approved.

6) Executive session. None held.

7) MB said the Renewal Report was filed with NJDOE on time. BOT President Bob Kull and Trustee Kim Sdeo will meet with the NJDOE renewal delegation. It is reasonable to ask that the \$75,000 escrow be modified for ICST in light of the much smaller school operation here and the strong financial track record. On a per-student basis, some CSs retain 1/10th or less in escrow as is being demanded of ICST. The excessive escrow (for a remote hypothetical situation) affects actual delivery of much-needed educational services to children. Also, ICST is suffering from NJDOE having awarded the highly-regarded "International Charter School of Trenton" name to an entirely separate recent cross-town local start-up, which resulted in bad publicity already this school year for ICST due to heroin being discovered in the "other" International Charter School (Academy) of Trenton.

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

(A) Back to School Night was held on 9/14. It was extremely well attended. Approximately 65% of families attended. PARCC testing was one topic discussed with the parents. 2015 PARCC Performance Reports and 2016 Preliminary data are favorable for ICST.

(B) MB reported that ICST enrollment for 2016-17 is full at 90 students. The enrollment will be entered into the DOE CHE system when it reopens on 10/26.

(C) No HIB incidents were reported last month.

(D) Teachers have begun preliminary Title I student lists and the Title I parent meeting will be held in October. ICST Title I students receive support in class, rather than being segregated with a separate watered-down curriculum.

(E) MB said that overall, ICST is in a better and more stable situation than last year, when there were more uncertainties. Last year was good, but this year is better.

9) Facility. (A) MB continues to be pro-active in addressing concerns about possible lead in the water in faucets and fountains. Some of the initial test results were perplexing, such as water taps on the same water line and at the same cluster of sinks having wildly different test results, low, medium and fairly high. There will be some retesting. (B) Some bathroom repairs are underway, including replacement of a partition and a toilet seat.

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*(C) Two emergency drills were successfully conducted this month. Use of walkie-talkies is an important part of emergency drills.*

*10) Correspondence. None discussed.*

*11) Old business and school operations. It has been a very smooth academic and social start for SY 2016-17. There is a nice, convivial, focused feeling at ICST.*

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

*13) Trustee business. Meetings for the 2016-17 academic year will be held on the last Wednesdays of each month at 5:30 PM. Upcoming meetings are scheduled for 10/26, 11/30, 12/ 21. 2017 meetings are scheduled for 1/25, 2/22, 3/29, 4/26, 5/31, 6/28, 7/26 and 8/30.*

*Adjournment. M/KS, s/RB, yes, unanimous approval, 6:35 PM.*