



# INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

## ICST Board of Trustees MINUTES for May 2, 2018

*Opening of meeting, 5:33 pm. Trustees participating were), Rachel Binz (RB, presiding), Kim Sdeo (KS), Jason Briggs (JB) and Tom Ogren (TO). 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. All provisions of the Open Public Meeting Law of 1976 "Sunshine Law" NJ Public Law 231 were met in the scheduling and public notice of the meeting. 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 Minutes of the April 11, 2018 meeting minutes were reviewed and approved, noting the date correction to 2018. M/KS, s/JB, yes KS, JB, RB, with TO abstaining, not having been present at the meeting.*

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

**(A) 2018-19 Budget.** *The 2018-19 Budget was approved by NJDOE Office of Finance following a meeting at ICST to discuss the format for charter schools to report the end fund balance.*

**(B)** *Discussion of vendor contracts for 2018-19 was postponed until June.*

**(C)** *MB will attend a pre-school funding and public information meeting in June. Also, NJDOE is requiring all districts to have a School Safety Specialist, who is to attend a 4 day mandatory training.*

**(D)** *The Department of Education has been issuing instructions concerning the late payment of June funding. The June payment will be deposited into the district regular state aid bank account on July 11, 2018, and payment to the charter schools must be made no later than July 12, 2018. It sounds OK and no problem for ICST, however the end-of-fiscal-year variation from the usual monthly procedure creates a concern about the potential for shenanigans.*

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

**(A)** *The Board Secretary Reports & Treasurer of School Monies Reports for March 2018 were reviewed. The reports agree and were derived independently. Motion to approve the March 2018 Board Secretary's report and the Treasurer's report, m/TO, s/JB, yes JB, KS, TO, RB, unanimous approval.*

**(B)** *The monthly payroll for March of \$87,377.19 was reviewed and approved, m/RB, s/KS, yes RB, KS, JB, BK, unanimously approved.*

**(C)** *Review of expenditures and resolutions to pay bills, after discussion of individual items, in the amount of \$56,575.48. M/KS, s/TO, yes, KS, TO, JB, RB, unanimous approval.*

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

**Minutes ICST BOT, May 2, 2018 (continued)**



## INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

- (E) Grants. MB said the remaining Title I funds, supplemented if necessary with regular school funds, would be used for a Title Parent Breakfast to present support materials for parents to use at home, including during the summer.*
- 5) Report on Staffing, Personnel and Employees. MB reported no problems. She said the long term substitute is working out well.*
- 6) Executive session. None held.*
- 7) Under the Gold Dome: No report.*
- 8) Report on School Days, Student Achievement, HIB, Attendance and Enrollment. MB reported that child study team determinations were completed. Report cards have been issued and all but three parents have attended their meetings at ICST. MB said that Third quarter assessments show evidence of strong student growth school-wide. 2017-18 enrollment is steady at 90 students. MB has been working to resolve bus issues including frequent driver changes, sporadic schedule, and improper student behavior.*
- 9) Facility. Lease agreement. MB reported that Negotiations on the lease agreement are continuing. There is no formal response or signed lease agreement from HRC. Also, Trenton is replacing its water mains. The connection pipes from the street to the owners water pipes must also be replaced.*
- 10) School operations. MB reported that a fire drill and an emergency drill were conducted in April.*
- 11) Old (unfinished) business. None discussed.*
- 12) Correspondence. None discussed.*
- 13) Trustee business. TO said that after serving 20 years on the ICST Board, he would be leaving the Board at the end of the academic year, however he said he was willing to serve as an alternate board member. The next ICST BOT meeting will be at 5:30 PM on a first Wednesday, 6/6. The schedule of meeting dates for (mostly) first Wednesdays is 6/6, 7/11, and 8/1, all at 5:30 PM.*
- 14) Adjourn at 6:10 PM, m/JB, s/TO, unanimous approval.*