

# INTERNATIONAL CHARTER SCHOOL OF TRENTON

105 Grand Street, Trenton, NJ 08611

## ICST Board of Trustees **MINUTES** for January 27, 2016

Opening of meeting, 5:25 pm. Trustees participating were Bob Kull (BK, presiding), Kim Sdeo (KS), Jason Briggs (JB), Tom Ogren (TO) and Rachel Binz (RB). Also present were Melissa Benford (MB, chief school administrator), Peter Lanzi (PL, Business Administrator), Rich Barre & Carol Mott of Barre & Co., 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) Governance, School Management.

(A) Audit review with Rich Barre & Carol Mott of Barre & Co.. BK thanked them for preparing the audit and for coming to the BOT meeting to review the annual audit with the Trustees. The Trustees reviewed the Audit for the FY ended June 30, 2015. In the Synopsis Report, the Statement of Revenues, Expenditures and Changes in Fund Balance shows total revenues to be \$1,512,745. Total expenditures were determined to be \$1,482,234. The net change in fund balances was determined to be a positive \$30,511. It is a clean audit with no findings. After review and discussion, motion to accept the audit m/JB, s/KS, yes JB, KS, BK, unanimously approved by the Trustees participating, with TO and RB delayed in being seated due to icy conditions and therefore not participating in the vote, but separately reviewing the audit.

(B) The NJDOE Technical Assistance program scheduled for January has been postponed.

(C) MB said that the Comprehensive Equity Plan (CEP) 2016-2019 is due on Friday, April 1, 2016. The CEP reviews the previous Plan and looks ahead to the period 2016-2019. The purpose is for school districts, including charter schools, to identify and correct any discriminatory and inequitable policies, programs, practices and conditions within or affecting the public schools in New Jersey. This is achieved through a self-assessment to identify areas in need of improvement and development of a three-year plan to address them. An Action Team is formed by the district to participate in preparing the plan and to certify the contents. The Chair appointed the CSA, the AAO (Affirmative Action Officer who is the school nurse) and Trustee RB to serve on the Affirmative Action Team.

2. Approval of minutes. Review and approval of the minutes of the October 28, 2015 regular meeting, November 18, 2015 regular meeting and December 23, 2015 information session, Motion to approve these items, m/TO, s/RB, yes TO, RB, JB, KS, RB, unanimously approved.

### 3. Financial Report.

(A) The Board Secretary Reports & Treasurer's Reports for October, November and December were reviewed. PL noted that the reports agree and were independently arrived at. No major budget categories are over-expended and there are sufficient projected funds to complete the fiscal year. m/JB, s/TO, yes, JB, TO, KS, RB, BK unanimously approved.

(B) The monthly payroll for 11/30 at \$42,490.95, December 2015 at \$81,484.90 and January @ \$77,004.40 were reviewed and approved, m/KS, s/ RB, yes KS, RB, JB, TO, BK, unanimously approved.

(C) Review of expenditures and resolution to pay bills, December 2015 @ \$50,075.87 and January 2016 @ \$40,763.96. After discussion of individual items, motion to approve, m/RB, s/KS, yes RB, KS, TO, JB, BK, unanimous approval.

## **Minutes ICST BOT, January 27, 2016 (continued)**

### **4. Grants.**

(A) MB reported that Betty Sisk will provide supplemental lessons to Title I students from January through June 2016 and will be paid according to the Teacher Contract. 36 sessions of After-School Tutoring will begin on 1/12 and run on a T/Th schedule through 3/10. Margie Berrios, Julie Gannon, Lisa McNeill and Sujatha Sridhara will be paid a rate of \$50 per session worked. NCLB resolution: Title I: \$59,671 for salaries (including \$1602 for tutoring and \$15,637 for benefits). Title II \$4,975 for Professional Development. Motion to approve m/TO, s/JB, yes, TO, JB, RB, KS, RB, unanimously approved.

### **5. Report on Staffing, Personnel and Employee Issues.**

(A) After a successful initial work period, motion to increase the secretarial salary to \$25,000 (12 month). m/JB, s/RB, yes JB, RB, KS, TO, BK, unanimously approved.

(B) Mrs Nixon (nee Myers) began maternity leave in January.

### **6. Executive session. None held.**

7. Under the Gold Dome: The icy road conditions from the recent "Snowzilla" 22-inch snowfall / blizzard closed most school districts for one or two days, including ICST and Trenton. NY TV stations reported that Newark was particularly hard-hit and the district considered remaining closed for a third day, however the schools needed to reopen after two days regardless of the icy roads because many students are highly dependent on the school meals, and their food situation had become dire without the nutritious school lunches.

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

(A) MB reported on the release of NJ PARCC data. The Trustees reviewed charts and statistics on student achievement at ICST as measured by PARCC. The PARCC findings are being used to modify and improve delivery of instruction at ICST. Other tests are also used for that purpose.

(B) MB reported that ICST enrollment is full and stable at 90 students.

(C) No HIB incidents were reported. There were none between opening in Sept and 12/31/15.

(D) The No More Bullies Program was held in Dec school-wide. The bullying action report is expected in January.

### **9. Facility.**

(A) Both a fire and emergency drill were successfully held during January.

(B) A bus evacuation drill was held on Friday 12/11/15 [by the Trenton PSD Transportation Dept.]

10. School Operations and Curriculum. ICST is providing additional hours of Speech Services using Therapy Source as a provider on Tuesdays and Thursdays. (B) Snow days. The ICST calendar has absorbed two snow days, with 181 school days remaining. Final adjustments to the ICST school calendar will be sent out in April, when Winter is over. Currently the last day of school is Wednesday June 15th.

11. Correspondence. Discussion on Letter concerning a non-ICST student's special education court proceeding mistaken sent to ICST due to NJDOE error.

12. Old business. None discussed.

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

14. Trustee business. Upcoming ICST BOT meetings will be held at 5:15 PM for 2016 on 2/24, 3/23, 4/27, 5/25, 6/29, 7/27 and 8/31. Adjournment. M/RB, s/KS, yes, unanimous approval, 6:18 PM.