

# INTERNATIONAL CHARTER SCHOOL OF TRENTON

105 Grand Street, Trenton, NJ 08611

## ICST Board of Trustees MINUTES for July 26, 2017

Opening of meeting, 5:45 pm. Trustees participating were Bob Kull (BK, presiding), Kim Sdeo (KS) and Jason Briggs (JB). Tom Ogren (TO) had notified the Board that he could not attend due to being in Alaska. Also present were Melissa Benford (MB, chief school administrator), Peter Lanzl (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 Minutes for the June 28, 2017 were reviewed and approved. M/KS, s/JB, yes KS, JB, BK, unanimous approval.

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

**(A)** The Trustees reviewed the status of the Chief School Administrator review and the Board SEAP Review. The reviews will be continued at the August meeting (8/30/2017). MB reiterated that all "end-of-year" reports and statements of assurance complete and filed.

**(B)** Policy reviews of Safety #3516 and School Meal Programs: arrears #3542.2 were postponed until the August meeting. **(C)** MB reported that ICST's Local District Special Education Report was released on June 30, without notable issues.

**(D)** Resolution for School Equity Statement of Assurance m/KS, s/JB, yes, KS, JB, BK, unanimous approval.

**4) Financial Report and Grants.** **(A)** PL provided Financial Reports. The Board Secretary Reports & Treasurer of School Monies Reports for June 2017 were reviewed. The reports agree and were derived independently. Motion to approve the June 2017 Board Secretary's report and the Treasurer's report, m/KS, s/BK, yes KS, JB, BK, unanimous approval.

**(B)** The monthly payroll for July 2017 of \$24,756.35 was reviewed and approved, m/JB, s/KS, yes JB, KS, BK, unanimously approved.

**(C)** Review of expenditures and resolutions to pay bills, after discussion of individual items, for June \$3,637.67 m/JB, s/KS, yes JB, KS, BK, and July \$23,011.50 m/KS, s/BK, yes, KS, BK, JB, unanimous approval for both.

**(D)** Transfer of funds of \$4,887.93 was approved. M/JB, s/ RB, yes JB, RB, BK, unanimously approved.

**Minutes ICST BOT, July 26, 2017 (continued)**

**(E) Lease agreement.** MB reported that Trustee JB has been working on the lease agreement. In addition to capping the monthly payments, we are seeking to have snow-shoveling, salting and de-icing be the responsibility of HRC. The intent of the Trustees is that there should be no increase in rent. JB will follow up on negotiations, to keep moving toward a resolution. School finances are flat-funded, have therefore become increasingly tight, and are unilaterally determined and capped by the State.

**(G) Grants.** MB reported that the 2017-18 ESEA allocation is \$93,341. MB reported that the NJ CAP Grant to reduce student vulnerability to assault and bullying has been submitted and bullying has been submitted for the 2017-128 program year.

**5) Report on Staffing, Personnel and Employee.** MB reported that she had reviewed applications for a bilingual Classroom Paraprofessional. She recommended hiring Olga Cuadra @ \$32,924. She will be F/T, is highly qualified, is certified to substitute, and has relevant experience. Motion to approve the hiring of Olga Cuadra @ \$32,924. M/JB, s/KS, yes JB, RB, BK, unanimously approved. The topic of the job description vs actual duties of the bilingual school secretary was discussed. The actual duties exceed the listed duties. Motion that MB will report back on the duties of this position so that the Board can reach a consensus on a course of action and revise the job description at the August meeting, m/JB, s/KS, yes JB, KS, BK, unanimous approval.

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

**7) Under the Gold Dome:** Disagreement about the school funding formula and political posturing are said to have been factors that prevented a State Budget from being passed by June 30.

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

**(A)** MB reported that PARCC data was released the previous Tuesday. **(B)** MB reported that ICST enrollment for 2017-128 is expected to be 90 students. **(C)** MB made a follow-up report on the successful annual Field Day at Knox Grove in Washington Crossing State Park.

**9) Facility.** The long-anticipated Office move is mostly complete. The swap of the Resource Room and Office spaces resulted in both spaces been thoroughly cleaned and painted. The help of volunteers from IAEA was essential. The move will improve school safety and efficiency of operations.

**10) Correspondence.** The Board reviewed the letter thanking IAEA for their assistance in moving the school office. Motion to approve, m/JB, s/KS, Yes JB, KS, BK, unanimous approval.

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

**12) Trustee business.** The next ICST BOT meeting will be held at 5:30 PM on 8/30. At the August meeting the Board will adopt a schedule of meeting dates. If Wednesdays are no longer satisfactory for Board Members, we should consider the last Thursday of the month as an alternative. MB thanked the Trustees for their diligence. The 2016-17 school year included the fourth renewal of the charter and was perhaps the most successful year ever. Adjourn at 6:15 PM, m/KS, s/JB, unanimous approval.