



INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

ICST Board of Trustees **MINUTES** for December 21, 2016

Opening of meeting, 5:33 pm. Trustees participating were Bob Kull (BK, presiding), Rachel Binz (RB), Jason Briggs (JB), Tom Ogren (TO) and Kim Sdeo (KS). Also present were Melissa Benford (MB, chief school administrator), Peter Lanzi (PL, Business Administrator), Rich Barre and Carol Mott of Barre & Co Auditors, Nick Bosted 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) Meeting with the Auditors from Barre & Company, Rich Barre and Carol Mott. The auditors discussed key features of the audit. The State of Nj provides the exact format for the audit report. Careful control of expenditures has boosted cash and cash equivalents to \$131,852, and Total Assets to \$166,399. Total General Fund revenues for the FY ending June 30, 2016 were \$1,374,090, the bulk of which (90%) were from the State of NJ in the amount of \$1,260,351. The good cost control created a net positive change in Fund Balances of \$64,431. The statement on the importance of maintaining full enrollment was explained as meaning that the small enrollment at ICST places special importance on having full enrollment in order to maintain stability, and to obtain new students to replace any who might change districts or move abroad. The Chair BK thanked the auditors and the ICST business staff including PL and Nicole for another admirable year of tight financial controls and fiscal responsibility resulting in a clean audit with no recommendations. Motion to accept the audit, m/RB, s/TO, yes RB, TO, JB, KS, BK, unanimously approved.

(B) P.A.C.O. Certification. This is an informational item, that MB will provide P.A.C.O. certification to NJDOE.

(C) MB reported that she attended a long meeting laying groundwork to develop ELL and Dyslexia testing and a program at ICST. The program might start in September 2017, for the 2017-18 academic year. Starting a program this academic year would allow it to be running well for academic year 2018, when programmatic changes in these areas may be required.

(D) The Lease with HRC will need to be reviewed and renewed at the end of the academic year. A five-year lease is contemplated by both parties. There may be changes, such as for sidewalk shoveling to be the responsibility of the landlord.

2) Minutes. The minutes of the November 30, 2016 regular meeting were approved after review noting that there was an extra "." and that letting some water run through the faucets to gain a fresh unit of water for use or testing should be changed from "purge" to "flush.," m/KS, s/RB, yes KS, JB, RB, BK, approved, TO abstaining.

3) Financial Report.

(A) The Board Secretary Report & Treasurer of School Monies Reports for November 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/TO, s/RB, yes TO, KS, RB, JB, BK, unanimously approved.

(B) The monthly payroll for December 2016 of \$79,936.64 was reviewed and approved, m/KS, s/JB, yes KS, JB, RB, BK, yes, unanimously approved.

Minutes ICST BOT, December 30, 2016 (continued)

(C) Review of expenditures on the bills list and resolution to pay the December 2016 bill list in the amount of \$42,858.70. After discussion of individual items, motion to approve, m/RB, s/KS, yes JB, RB, KS, TO, BK, unanimous approval.

(D) Transfer of funds, not applicable.

4) Grants. MB reported that a request for reimbursement of the water testing for lead has been submitted. (B) DOE has picked up the expense of administering ELL testing. ICST's limited Title III money may pay for some portion of bilingual support(s) in FY18.

5) Report on Staffing, Personnel and Employee. MB reported that the school is fully enrolled. No staffing changes were made. Mrs. Ujj will return in January.

6) Executive session. None held.

7) "Under the Gold Dome." Nationally, Statewide and locally, student enrollments have been dropping as the "echo baby boom" students complete their schooling. Trenton student enrollment is down about 3,000 from its peak. Even allowing for large numbers of students who are illegally enrolled in neighboring school districts, this downward enrollment trend will create an increasingly competitive situation for charter schools in Trenton.

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

(A) MB reported that the teachers have identified the student learning levels for the Fall.

(B) MB reported that ICST enrollment for 2016-17 is full at 90 students but a first grade student will be moving. The next candidate on the 1st grade waiting list has been contacted.

(C) No HIB or EVVRS incidents were reported last month.

9) Facility. A Fire drill and an emergency drill were held during December. The results were satisfactory. (B) A broken bathroom flushing handle was replaced.

10) Correspondence. None discussed.

11) Old business and school operations. The strong academic start for SY 2016-17 continued throughout the Fall. MB noted that ICST has an academic program in place during this pre-holiday week, while the Trenton schools are entirely closed down. MB reported that this week includes parent-teacher conferences. The "no-show" rate is roughly 9%. ICST staff follows up diligently with telephone calls and new appointments.

12) Opportunity for Public Comments. Nick Bosted said "Merry Christmas Everyone and Happy Holidays."

13) Trustee business. Meetings for the 2016-17 academic year will normally be held on the last Wednesdays of each month at 5:30 PM, except when official holidays or school vacations intervene. The first 2017 meeting will be January 25. In 2017, meetings are scheduled for 1/25, 2/22, 3/29, 4/26, ~~5/24~~, 6/28, 7/26 and 8/30. Adjournment. M/KS, s/JB, yes, unanimous approval, 6:35 PM.

5/31