



INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

ICST Board of Trustees **MINUTES** for November 30, 2016

Opening of meeting, 5:33 pm. Trustees participating were Bob Kull (BK, presiding), Rachel Binz (RB), Jason Briggs (JB) and Kim Sdeo (KS, arriving at 5:40 for item 2 on the agenda). 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 October 26, 2016 regular meeting were approved after review m/JB, s/RB, yes JB, RB, BK unanimously approved.

2) Governance, School Management.

(A) Policy Review, 1000, 2000 and 3000-series. MB led a review of recent changes to the 1000, 2000 and 3000 series of policies. ICST policies are closely aligned to the NJSBA policy manual for charter schools. Some of the most significant changes were to #1120 which added text on school report card, #2240 on Research, Evaluation and Planning, and #3515 which adds a prohibition against vaping on school property. After review, motion to approve changes to the 1000, 2000 and 3000-series m/ RB, s/JB, yes JB, KS, RB, BK, unanimously approved.

(B) Lead testing. MB reported that the water at ICST is drinkable with lead levels lower than ppb requirements in the sinks and in the water fountains. Families were notified as results were available. Also noted: run 5 minute flushing further reduced lead levels for all taps.

(C) MB reported that curriculum planning has been going well during November, with a need being identified for additional STEM tools (LEGO project) and math.

(D) The Lease with HRC will need to be reviewed and renewed at the end of the academic year.

3) Financial Report.

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

(B) The monthly payroll for November 2016 of \$83,585.89 was reviewed and approved, m/RB, s/ KS, yes KS, JB, RB, BK, yes, unanimously approved.

(C) Review of expenditures on the bills list and resolution to pay bills for November 2016 in the amount of \$51,431.80. After discussion of individual items, motion to approve, m/JB, s/RB, yes JB, RB, KS, BK, unanimous approval.

(D) Transfer of funds, not applicable.

4) Grants. MB reported that the Title I Parent Meeting was held on 10/19. These are parents of students who receive extra help from the school, such as in-class and tutoring when funds are available. Also, MB reported that the IDEA grant revisions have been completed. The 2016 Final Report will be submitted. ICST has already received Final Approval for the NCLB grant. Money may be drawn between 7/1/16 and 6/30/17.

Minutes ICST BOT, November 30, 2016 (continued)

5) *Report on Staffing, Personnel and Employee.* MB reported that the school is fully enrolled. No staffing changes were made.

6) *Executive session.* None held.

7) *“Under the Gold Dome.”* The next national administration may be more favorable toward charter schools. But it isn't clear whether community charter schools will be supported by the new administration to the same extent as for-profit proprietary charter schools.

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 briefly dropped to 88 but will be full again at 90 students by next week due to transfers into ICST. The enrollment will be entered into the DOE CHE system when it reopens on 10/26.

(C) No HIB incidents were reported last month. The one EVVRS report from last month has been resolved and completed.

9) *Facility.* A Fire drill and an emergency drill were held during November. The results were satisfactory. Cooper Pest Control steam cleaned an area where a bedbug was found last month. No additional insects were found. (B) Some bathroom repairs were made, and an additional stall closure mechanism problem was noted.

10) *Correspondence.* None discussed.

11) *Old business and school operations.* The strong academic start for SY 2016-17 continues. Academically, MB said that 1st and 4th grades are the strongest grades. In a small school such as ICST, there can be large swings in class composition.

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

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 school vacations intervene. The final 2016 meeting will be Dec 21st. In 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/JB, yes, unanimous approval, 6:35 PM.