

INTERNATIONAL CHARTER SCHOOL OF TRENTON

105 Grand Street, Trenton, NJ 08611

ICST Board of Trustees MINUTES for November 29, 2018

Opening of meeting, 540 pm. Trustees participating were Rachel Binz, Jason Briggs and Bob Kull (BK, presiding). 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 October 25, 2018 meeting were reviewed and approved, having previously been distributed via email. M/BK, s/RB, yes BK, RB, JB, unanimous approval.*

3) Governance, School Management. (A) *MB reported that the Department of Education Review of the Charter School Program is continuing. MB attended the first session and delivered a statement in support of charter schools. DB participated in a session held at NJSBA on Nov 5. MB and DB also participated in an online webinar on the evening of 11/28. They made the formal suggestion that empty seats at District professional development sessions be opened up for local charter school teachers to attend. DB will file an expanded version of this comment, via email.*

(B) *2016-17 School Report Cards from NJDOE have been issued. MB discussed the ICST Report Card with the Trustees. ICST's scores are far stronger than the scores of the Trenton School District, however there is room for improvement at ICST. School size is small, so that any weak class of students has a disproportional impact on test scores. Examining test results, the teachers at ICST have detected a problem that students are not holding onto new words, so there will be a school-wide emphasis on vocabulary and word-retention. ICST has a strong focus on developing reading skills.*

(C) *The **Financial Audit** is being prepared and will be filed by the Auditors prior to the NJDOE deadline in mid-December. The audit will be discussed at the January ICST Board of Trustees meeting. The Auditors will likely attend, to review the audit with the Trustees.*

(D) Participation in the Safe Routes to Schools Program *was reviewed. ICST participation will likely result in improvements that will make the intersection of Beatty and Grand less dangerous. Additionally, ICST participation will benefit students in all schools on the eastside of Trenton by making many unsafe intersection improvements eligible for Federal funding, to improve safety. The Greater Mercer Public Health Partnership (GMPHP) is strongly in support of the Safe Routes to School Program. Automobile crashes, injuries and fatalities are a local and national public health crisis. ICST participation will put Trenton grant applications on a solid footing. Motion to approve a resolution endorsing ICST participation, m/JB, s/RB, yes, JB, RB, BK, unanimously approved.*

4) Financial Report and Grants.

Minutes ICST BOT, November 29, 2018 (continued)

- (A)** The Board Secretary Report & Treasurer of School Monies Report for September & October 2018 were reviewed. The reports agree and were derived independently. Motion to approve the September & October 2018 Board Secretary's report and the Treasurer's report, m/JB, s/RB, yes JB, RB, BK, unanimous approval.
- (B)** The monthly payroll for November of \$86,755.17 was reviewed. Motion to approve this November payroll and the December payroll as per the contract, moved and approved, m/RB, s/JB, yes RB, JB, BK, unanimous approval.
- (C)** Review of expenditures and resolutions to pay bills, after discussion of individual items, in the amount of \$51,868.71, and to approve payment in December of normal recurring bills and lease payments, m/RB, s/JB, yes, RB, JB, BK, unanimous approval.
- (D)** Transfer of funds, not applicable.
- (E) Grants.** MB reported that ICST may apply for a grant to implement a Social and Emotional Learning Competency (NJSEL) program to raise achievement levels within the Title I Student population.
- 5) Report on Staffing, Personnel and Employees.** MB reported that the staff is working well as a team during the current academic year. Teachers have maintained their focus on student achievement. School climate remains very positive. MB reported on succession planning.
- 6) Executive session.** None held.
- 7) Under the Gold Dome.**
- 8) Report on School Days, Student Achievement, HIB, Attendance and Enrollment.** MB said that 2018-19 enrollment is full at 90 students. The school atmosphere is good, very positive. The teachers focused on student achievement. There were no HIB incidents to report.
- 9) Facility.** MB reported on Three Year Facility Planning, and that there will be sampling of all cold water taps for lead testing in December.
- 10) School operations.** MB reported on activities during the new academic year. HIB scoring is underway, with a scoring system that typically provides low scores even if a district has few or no HIB incidents. ICST has a score of 52 out of 78. NJSBA objected to the HIB scoring system as being misleading and unfair when it was created. There were no HIB incidents since the start of the school year. Two emergency drills were conducted in November. MB has received School Safety & Security training.
- 11) Old (unfinished) business.** None.
- 12) Correspondence.** Reviewed by BK, none discussed.
- 13) Trustee business.** The last Thursday of each month at 5:30 is the schedule for most meetings during the 2018-19 academic year. Up-coming meeting dates will be 1/31, 2/28, 3/28, 5/2, 5/30, 6/27, 7/25, 8/29. There will be no meeting scheduled during the holiday break in December while the school is closed.
- 14) Adjourn** at 6:20 PM, m/JB, s/RB, unanimous approval.