



INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

ICST Board of Trustees **MINUTES** for January 25, 2017

Opening of meeting, 5:30 pm. Trustees participating were Bob Kull (BK, presiding), Rachel Binz (RB), Jason Briggs (JB), Kim Sdeo (KS) and Tom Ogren (TO). 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 December 2016 regular meeting were approved. Noting ,” m/KS, s/RB, yes KS, JB, RB, BK, approved, TO abstaining.

2) Governance, School Management.

(A) Careful control of expenditures has boosted cash and cash equivalents to \$131,852, and Total Assets to \$166,399. The good cost control created a net positive change in Fund Balances of \$64,431. Motion to accept the audit, m/RB, s/TO, yes RB, TO, JB, KS, BK, unanimously approved.

(B) P.A.C.O. Certification. MB has provided P.A.C.O. certification to NJDOE.

(C) MB provided follow-up on developing an ELL program at ICST. The program might be required in September 2017, for the 2017-18 academic year. It may be feasible to start with bilingual aides to assist teachers in classrooms. 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) Impacts from the growing ELL population will be reflected in the 2017-18 Budget.

3) Financial Report.

(A) The auditor provided new fund balances therefore the Board Secretary Report & Treasurer of School Monies Reports for December will match those numbers and be reviewed for December and January at the 2/22 meeting. ICST ended last year and last month with positive balances. It was a clean audit with no findings or recommendations.

(B) The monthly payroll for January 2017 of \$82,824.18 was reviewed and approved, m/KS, s/JB, yes KS, JB, RB, BK, yes, unanimously approved.

(C) Review of expenditures on the bills list and resolution to pay the January 2017 bill list in the amount of \$38,616801. 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 no remarkable changes have occurred programmatically or fiscally in either the NCLB-ESSA grant or under the IDEA grant.

Minutes ICST BOT, January 25, 2017 (continued)

5) *Report on Staffing, Personnel and Employee.* (A) MB reported that the Professional Development activities that staff members have participated in to date have made a positive impact on classroom learning. Teachers are eager to share what they have learned, as well as implement new techniques.

(B) The ICEA has asked to negotiate the salary increase, and not move to full negotiations which include revised, additional, or removed language in the current contract.

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 one emergency make-up day was used on 1/09 due to a water main break.

(B) MB reported that enrollment is stable at 89 students.

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

(C) No HIB incidents occurred in this month. The January HIB report was submitted to DOE and the 2016 Grade is posted on the school web-site. (D) NAEP testing will be held on February 2.

9) *Facility.* (A) Fire drill and an emergency drill were held during January. The results were satisfactory.

(B) *Building.* MB reported on repairs that have been made or are in progress. 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.

10) *Old business and school operations.*

11) *The telephone system will be replaced in February.*

12) *Correspondence. Two items discussed, no immediate action necessary.*

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

14) *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. In 2017, meetings are scheduled for 2/22, 3/29, 4/26, 5/31, 6/28, 7/26 and 8/30.*

15) *Adjournment. M/KS, s/JB, yes, unanimous approval, 6:32 PM.*