



INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

ICST Board of Trustees MINUTES for February 7, 2018

Opening of meeting, 5:44 pm. Trustees in attendance were Bob Kull (BK, presiding), Jason Briggs (JB) and Tom Ogren (TO). 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. 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 January 3, 2018 were reviewed and unanimously approved. M/TO, s/JB, approved, yes, TO, abstaining were BK and JB who were not present at the meeting.*

3) Governance, School Management.

(A) Policy 6171.3 on Family engagement. *This is the NJSBA recommended revised policy. MB said that policy on this topic has previously been un-required guidelines for parent participation. M/JB, s/TO, yes, JB, TO, BK, unanimously approved.*

(B) MB presented the 2018-19 school calendar. *M/JB, s/TO, yes JB, TO, BK, unanimously approved.*

(C) MB presented the School Nursing Services Plan, which is essentially the same as in previous years. *Motion to approve, m/TO, s/JB, yes, TO, JB, BK, unanimously approved.*

4) Financial Report and Grants.

(A) The Board Secretary Reports & Treasurer of School Monies Reports for December 2017 were reviewed. *The reports agree and were derived independently. Motion to approve the December 2017 Board Secretary's report and the Treasurer's report, m/JB, s/TO, yes JB, TO, BK, unanimous approval.*

(B) The monthly payroll for November of \$90,965.43 was reviewed and approved, *m/TO, s/JB, yes TO, JB, BK, unanimously approved.*

(C) Review of expenditures and resolutions to pay bills, after discussion of individual items, in the amount of \$55,984.18. *M/JB, s/TO, yes, JB, TO, BK, unanimous approval.*

(D) Transfer of funds, \$2,095.00. *After review, m/JB, s/TO, yes JB, TO, BK, unanimous approval.*

(E) The Trustees reviewed slight budget revisions which were due to enrollment fluctuations.

Minutes ICST BOT, February 7, 2018 (continued)

- (5) Grants. MB reported on the ESEA amendment to allocate carry-over funds to title IA parent participation by \$168 and the IIA professional development by \$699. Motion to approve M/ JB, s/TO, yes, JB, TO, BK, unanimous approval. ICST will make a SEMI Waiver request to the Dept of Education, as in previous years, because the cost of administration would exceed the amount of the grant, M/ JB, s/TO, yes, JB, TO, BK, unanimous approval.*
- 6) Report on Staffing, Personnel and Employee. MB reported that ICST has no staffing issues at this time. MB has secured a satisfactory long-term substitute teacher.*
- 7) Executive session. None held.*
- 8) Under the Gold Dome: The SAT results have been published for 387 public high schools, including charter high schools. The results are available online from NJSBA in the Daily Clips of 2/06. Trenton HS is listed as 371 of 387.*
- 9) Report on School Days, Student Achievement, Attendance and Enrollment.*
- (A) MB reported that no HIB incidents were reported or investigated during January. Also, MB reported on a biology project with students from nearby Lawrence School District for grades 2, 3 and 4.*
- (B) MB reported that ICST enrollment for 2017-128 is at 89 students, with the vacancy in third. The lottery for kindergarten will be held on Friday 2/9. There are many more applications than there are openings.*
- 10) Facility. Lease agreement. Negotiations on the lease agreement are continuing. Snow removal isn't mentioned in the current lease. No vendors have responded to ICST about possibly contracting for snow removal on school days. ICST can only be responsible for snow around the school, not for the entire church property. There are many conceivable snowfall situations. The consensus is to continue with the current lease practice and to leave any reference to snow removal out of the lease.*
- 11) School operations A fire drill and an emergency drill were conducted in January. Emergency drills have been orderly, satisfactory and successful this school year.*
- 12) Old (unfinished) business. None discussed.*
- 13) Correspondence. (a) NJSBA Charter School Board Institute will be held in New Brunswick on April 14 (b) MB reported that vendors are reaching out to ICST for business, and she reviewed two specific solicitations with the Board.*
- 14) Trustee business. The next ICST BOT meeting will be held at 5:30 PM on a first Wednesday, 3/7. The schedule of meeting dates for (mostly) first Wednesdays is 4/11, 5/2, 6/6, 7/11, and 8/1, all at 5:30 PM.*
- 15) Adjourn at 6:41 PM, m/ JB, s/TO, unanimous approval.*