



INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

ICST Board of Trustees **MINUTES** for August 31, 2016

Opening of meeting, 5:25 pm. Trustees participating were Bob Kull (BK,, presiding), Rachel Binz), Jason Briggs (JB) and Kim Sdeo (KS, arriving at 5:40 during item 4). Also present were Melissa Benford (MB, chief school 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. After review, the minutes of the July 27, 2016 regular meeting were approved, m/RB, s/JB, yes JB, RB, BK, approved. 2) Governance, School Management (deferred until later in the meeting).

3) Financial Report.

(A) The Board Secretary Report & Treasurer's Report for July 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/JB, s/RB, yes JB, RB, BK, unanimously approved.

(B) The monthly payroll for August of \$23,167.23 was reviewed and approved, m/RB, s/ JB, yes RB, JB, BK, unanimously approved.

(C) Review of expenditures and resolution to pay bills for August 2016 in the amount of \$24,171.41. After discussion of individual items, motion to approve, m/JB, s/RB, yes RB, JB, BK, unanimous approval.

(D) No transfers of funds.

(E) The auditors were here starting Monday August 1st, to get a start on the FY2016 audit. Last year's audit was clean.

4) Grants. MB reported that the Office of Grants Management has asked for additional information / minor revisions to both IDEA and ESEA. These changes will be submitted to OGM by 9/9. KS arrived and was seated during item 4 at 5:40.

5) Report on Staffing, Personnel and Employee. MB reported that the school is fully enrolled. Staff are arriving on 9/1 for the pre-school meeting and training. We have no anticipated staffing issues at this time. Teachers and staff have been in the school to pull together their classrooms. Approval of Field Trip List provided by MB. M/JB, s/KS, yes JB, RB, KS, BK, approved unanimously. 6) Executive session. None held.

2, deferred) Governance, School Management.

(A) Reorganization of the Board. Motion to elect BK as Board President for the coming year m/RB, s/JB, yes, RB, JB, KS, abstaining BK. Motion to elect RB as VP, m/KS, s/JB, yes, KS, JB, BK, abstaining RB. Mottion to elect TO as Secretary/Treasurer, m/JB, s/RB, yes JB, RB, KS, BK, unanimous approval.

(B) MB said the ICST Annual Report was filed on time with NJDOE.on August 1. A draft version was circulated. She thanked the Board for suggested changes and corrections.

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(C) The Board completed the performance review of MB. MB was successful in driving up student attendance and that had a positive impact on academic achievement. The Board completed the review by comparing last year's goals and MB's analysis. BK congratulated MB on behalf of the Board, saying "I don't see how we can be more satisfied." MB has created stability and that matters. KS said "Teachers and aides are enthusiastic to come back. You keep the best interests of the students always in mind. Keep up the good work." Her performance was endorsed, with appreciation, m/RB, s/JB, yes RB, JB, BK, unanimously approved.

(D) Motion to reappoint KS to a new three-year term on the ICST BOT. M/RB, s/JB, yes RB, JB, BK, with KS abstaining.

7) The departure of Harry Lee from NJDOE was discussed. He was an excellent member of the Charter School unit, including at the last renewal of the ICST charter. He is now employed by a successful North Jersey multi-school CS.

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

(A) PARCC testing was discussed. 2015 PARCC Performance Reports and 2016 Preliminary data were favorable for ICST. NJDOE now compares ICST not to Trenton schools but to schools in districts with higher demographics such as in Clifton, Linden and Hamilton.

(B) MB reported that ICST enrollment for 2016-17 is full at 90 students.

(C) No HIB incidents were reported from opening in Sept to the end of the school year in June. Yet the rating is only 53 of 78. NJSBA protested the scoring system on behalf of districts & CSs.

(D) MB said that overall, ICST is in a better and more stable situation than last year, when there were more uncertainties.

9) Facility.

(A) The landlord has installed a new carpet in the main hallway. It is beautiful.

(B) MB reported that a new version of the schools website went live on August 1st. The old website has been popular and this will be a further improvement in communicating with parents and the public.

10) Correspondence. ICST received official notice of approval of our CEP, dated 7/30/16.

11) Old business and school operations. MB has been pro-active in addressing concerns about possible lead in the water in faucets and fountains. There is national concern due to the bad water that was distributed in Flint, Michigan from the Flint River. MB has found the Halsey-Taylor water fountain manufacturer on a list of drinking fountain manufacturers whose fountains should be replaced. The HRC landlord shares our concern and will take action. Also, the school nurse has submitted the school nursing services plan. Also, NJDOE will be at ICST on Sept 30 for a 5-year review of our school.

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

13) Trustee business. Policy 2224 was reviewed and updated to match the NJSBA model policy. M/RB, s/KS, yes, unanimous approval. Meetings for the 2016-17 academic year will be held on the last Wednesdays of each month at 5:30 PM. Upcoming meetings are scheduled for Sept 28th, October 26th, Nov 30th, Dec 21st.

Adjournment. M/RB, s/KS, yes, unanimous approval, 6:25 PM.