

INTERNATIONAL CHARTER SCHOOL OF TRENTON

105 Grand Street, Trenton, NJ 08611

ICST Board of Trustees **MINUTES** for February 24, 2016

Opening of meeting, 5:15 pm. Trustees participating were Rachel Binz (RB, presiding), Kim Sdeo (KS), and Tom Ogren (TO). Also present were Melissa Benford (MB, chief school 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) Minutes. Review and approval of the minutes of the Jan 27, 2016 regular meeting, Motion to approve these minutes, m/KS, s/TO, yes TO, KS, RB, unanimously approved.

(2) Governance, School Management.

(A) MB discussed the ICST Policy Manual (blue binder) in the context of the Comprehensive Equity Plan (CEP) which is now being prepared. After discussion, "The Trustees re-affirm that they continue to use the NJSBA-based ICST Policy Manual (blue binder) to stay in conformance with State & Federal laws and regulations. When NJSBA recommends revisions to policies in the "Critical Policy Reference Manual – Charter School Edition" these changes shall become part of the ICST Manual unless the BOT, after review of the same, decides otherwise. The Board hereby readopts the ICST Policy Manual (blue binder)." M/KS, s/TO, yes, KS, TO, RB, unanimous approval.

(B) MB discussed the progress in completing the three-year Comprehensive Equity Plan which is due on Friday, April 1, 2016. The CEP reviews the previous ICST CEP and looks ahead to the period 2016-2019. An Affirmative Action Team has been formed to participate in preparing the plan and to certify the contents. The CSA, the AAO (Affirmative Action Officer who is the school nurse) and Trustee RB serve on the Affirmative Action Team.

3. Financial Report.

(A) The Board Secretary Reports & Treasurer's Reports for January will be reviewed at the March meeting.

(B) The monthly payroll for February of \$77,008.28 was reviewed and approved, m/TO, s/ KS, yes KS, TO, RB, unanimously approved.

(C) Review of expenditures and resolution to pay bills for February 2016 in the amount of \$50,739.35. After discussion of individual items, motion to approve, m/KS, s/TO, yes KS, TO, RB, unanimous approval.

(D) There were no transfers of funds.

(E) TO congratulated the CSA on the successful audit. TO said he had reviewed the audit carefully and found it to be excellent. It is a clean audit with no findings.

(F) MB said that we are holding firm to our budget and there are no anomalies to report.

4. Grants.

(A) MB reported that the Title II funding has now been spent. MB said that teachers have attended Professional Development and ICST students have benefitted from that Professional Development training.

5. Report on Staffing, Personnel and Employee Issues.

Mrs Nixon (nee Myers) will return from maternity leave soon, possibly in March..

Minutes ICST BOT, February 24, 2016 (continued)

6. *Executive session. None held.*

7. *Under the Gold Dome: In neighboring NYC, the Mayor is seeking to close three regular neighborhood public schools as being underperforming. However, many parents are complaining about the dislocations that will occur for their students. Three charter schools have previously been identified for closure. It will be interesting to see if the three neighborhood schools are actually closed and what accommodations, if any, are made for the students and parents who are adversely affected by the closures.*

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

(A) *MB reported that Administrative NJ PARCC training and readiness for Grades 3 & 4 will commence in March.*

(B) *MB reported that ICST enrollment is full and stable at 90 students.*

(C) *No HIB incidents were reported. There were none between opening in Sept and 12/31/15.*

(D) *Ethics forms are due soon. MB thanked RB for having already completed her ethics form. MB reported that the forms for MB and Peter Lanzi have also been filed.*

9. *Facility.*

(A) *A fire drill and an emergency drill were conducted this month.*

(B) *There is no facilities news to report.*

11. *Correspondence. None discussed.*

12. *Old business. None discussed.*

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

14. *Trustee business. Upcoming ICST BOT meetings for 2016 will be held at 5:15 PM on 3/23, 4/27, 5/25, 6/29, 7/27 and 8/31. Adjournment. M/KS, s/TO, yes, unanimous approval, 6:01 PM.*