



INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

ICST Board of Trustees MINUTES for October 4, 2017

Opening of meeting, 5:35 pm. Trustees participating were Bob Kull (BK, presiding), Kim Sdeo (KS,) Jason Briggs (JB), Rachel Binz (RB) 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) Public Comments. *None, no members of the public being present.*

2) Minutes. *The Minutes for the August 30, 2017 were reviewed and approved. M/RB, s/TO, yes KS, BK, RB, TO.*

3) Governance, School Management.

(A) Policy Updates. *3541.33 Transportation Safety and 6114 Emergencies and Disaster Preparedness. The Memorandum of Agreement for law enforcement depends on districts reviewing and approving updated policies. Motion to approve the revised policies, m/KS, s/RB, yes, KS, RB, TO, JB, BK, unanimously approved.*

(B) *MB reported that the ICST e-rate program has been approved and our connectivity infrastructure update is scheduled. Approval of the e-rate program is required every five (5) years. MB said that spending the funding is typically done in year one.*

(C) *Upon the recommendation of MB, the BOT approved April Nixon as the Title IX Officer for 2017-18, and Nancy Oliveri as the AAO and 504 Officer. M/TO, s/RB, yes KS, RB, JB, TO, BK, unanimously approved.*

4) Financial Report and Grants.

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

(B) *The monthly payroll for September of \$92,591.42 was reviewed and approved, m/JB, s/RB, yes JB, KS, RB, TO, BK, unanimously approved.*

(C) *Review of expenditures and resolutions to pay bills, after discussion of individual items, in the amount of \$68,857.46. M/JB, s/KS, yes, TO, RB, KS, BK, JB, unanimous approval.*

(D) *Transfer of funds, not applicable.*

(E) Grants. *MB reported that the ICST ESEA grant is being revised to include creative scheduling to encourage parent participation. The ICST 2017-18 ESEA allocation is \$93,341.*

Minutes ICST BOT, October 4, 2017 (continued)

5) Report on Staffing, Personnel and Employee. MB reported that ICST has no staffing issues at this time and that the entire staff is “all pulling on the oars in harmony.” The school nurse has been assigned to Grand Jury duty every Thursday for the next 16 months. Some Thursdays are waived however. An employee was accidentally kicked by a student and needed medical attention.

6) Executive session. None held.

7) Under the Gold Dome: This is the 20th anniversary of charter schools in New Jersey. The NJ Charter School Association will honor the earliest successful charter school leaders at the annual CS conference in Newark NJ. NJCSA has asked MB to be on stage for recognition. There is no overnight stay involved. Motion to authorize ICST participation and travel to the NJCSA event, m/JB, s/RB, yes JB, RB, TO, KS, BK, unanimous approval.

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

(A) MB reported that there have been no unexpected delays or closures this school year to date. Baseline assessments are nearly done. When complete, Title I notices will be sent to those students’ families. Several students are in the process of being referred to the Child Study team for evaluation.

(B) MB reported that ICST enrollment for 2017-128 is full at 90 students.

9) Facility. Signs: The main permanent sign is installed at the Beatty street entrance and is working well. Some signs have been returned. Overall the transition to the Beatty Street entrance has been working well and has increased security. The Trustees had evaluated possible locations for the new exterior entrance signs, to direct visitors to the Beatty Street entrance, at the August meeting. **Lease agreement.** Negotiations on the lease agreement are continuing. TO has calculated square footage comparisons. Resolved that TO will continue the negotiations using comparative square foot costs as a way of showing that ICST costs are already high and that the goal is no net increase in rent.

10) School operations The school community is adhering to a high standard for academic and personal behavior. The normal routines for school safety in the morning and during dismissal are working properly. Two emergency drills were conducted in September.

11) Old (unfinished) business. None discussed.

12) Correspondence. None reviewed by the Board.

13) Trustee business. The next ICST BOT meeting will be held at 5:30 PM on a first Wednesday, 11/1. The schedule of meeting dates for (mostly) first Wednesdays is 12/6, 1/3/18, 2/7, 3/7, 4/11, 5/2, 6/6, 7/11, and 8/1, all at 5:30 PM.

14) Adjourn at 6:22 PM, m/KS, s/RB, unanimous approval.