



# INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

## ICST Board of Trustees MINUTES for January 3, 2018

*Opening of meeting, 5:35 pm. Trustees participating were Rachel Binz (RB, presiding), Tom Ogren (TO) and Kim Sideo (KS). Also present were Melissa Benford (MB, chief school administrator, Peterr Lanzi (PL, Business Administrator), Rich Barre, Auditor, 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 December 6, 2017 were reviewed and approved. M/RB, s/TO, yes RB, TO, with KS abstaining because she had not been present at that meeting.*

### **3) Governance, School Management.**

**(A)** *MB reported that ICST is recruiting heavily for applicants for the February 9<sup>th</sup> lottery.*

**(B)** *A site review for the NSLP will be completed and submitted by February 1. It is comprised of two reviews, one for breakfast and another for lunch.*

**(C)** *MB said that Attorney Carolyn Chaudry has moved from Schwartz Simon (in Whippany) to Scarinci Hollenbeck (in Hackensack) law firm. Both law firms are in North Jersey. She provided assistance twice for ICST during contract negotiations after the untimely death of Attorney Richard Salzburg. At Scarinci Hollenbeck, her focus will be heading up the law firm's Special Education Group.*

### **4) Financial Report and Grants.**

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

**(B)** *The monthly payroll for December of \$90,408.75 was reviewed and approved, m/TO, s/RB, yes RB, TO, KS, unanimously approved.*

**(C)** *Review of expenditures and resolutions to pay bills, after discussion of individual items, in the amount of \$34,766.02. M/TO, s/RB, yes, TO, RB, KS, unanimous approval.*

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

**(E)** *Grants. MB and PL reported that grant funds have been received for services that ICST began to provide in September. The ICST 2017-18 ESEA allocations total \$93,341. E-rate improvements have been postponed due to scheduling conflicts.*

Minutes ICST BOT, January 3, 2017 (continued)

**5) Report on Staffing, Personnel and Employee.** MB reported that ICST has no staffing issues at this time. A long-term substitute has been confirmed to cover a maternity leave vacancy.

**6) Executive session.** None held.

**7) Under the Gold Dome:** No report.

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

**(A)** MB reported that no HIB incidents were reported or investigated during November. Also, there have been no unexpected delays or closures this school year to date. Several students were evaluated by the Child Study Team.

**(B)** MB reported that ICST enrollment for 2017-128 is at 88 students. Two parents appeared ready to transfer their children into ICST but then abandoned the process.

**9) Facility. Lease agreement.** There is no news on the lease agreement. **Fire inspector:** ICST had a visit from a fire inspector on 11/22 and all deficiencies noted have been corrected. As yet, there has been no re-inspection visit.

**10) School operations** MB said that no HIB incidents were reported or investigated during January. She said that sidewalk snow removal had not been fully resolved. All snow days are at our disposal. However a major blizzard is predicted for tomorrow and Trenton Schools are likely to close. The normal routines for school safety in the morning and during dismissal are working properly. Two emergency drills were conducted in December and one has already been conducted in January. Emergency drills have been orderly, satisfactory and successful this school year.

**11) Old (unfinished) business.** None discussed.

**12) Correspondence.** None reviewed by the Board.

**13) Trustee business.** The schedule of meeting dates for (mostly) first Wednesdays is 2/7, 3/7, 4/11, 5/2, 6/6, 7/11, and 8/1, all at 5:30 PM.

**14) Adjourn** at 6:05 PM, m/TO, s/RB, unanimous approval.