

INTERNATIONAL CHARTER SCHOOL OF TRENTON

105 Grand Street, Trenton, NJ 08611

ICST Board of Trustees MINUTES for August 30, 2017

Opening of meeting, 5:30 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 July 26, 2017 were reviewed and approved. M/KS, s/JB, yes KS, JB, BK, RB. TO abstained.*

3) Governance, School Management.

(A) *The Trustees approved the favorable review of the Chief School Administrator. M/JB, s/TO, yes, JB, TO, KS, RB, BK, unanimously approved.*

(B) *Policy reviews of Safety #3516 and School Meal Programs: arrears #3542.2 were reviewed and approved, as recommended by the CSA. #3516 was modified to add lead testing. ICST is already fully compliant. #3542.2 was modified to remove options for non-payment to make it clear that the third notice of non-payment is the trigger for sanctions. M/KS, s/RB, yes KS, RB, JB, TO, BK, unanimously approved.*

(C) *MB presented the Performance Framework from NJDOE for the Board to evaluate its own performance. After review, the Performance Framework was adopted by the Board. M/KS, 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 July 2017 were reviewed. The reports agree and were derived independently. Motion to approve the July 2017 Board Secretary's report and the Treasurer's report, m/KS, s/TO, yes KS, TO, JB, BK, RB, unanimous approval.*

(B) *The monthly payroll for July 2017 of \$23,748.84 was reviewed and approved, m/RB, s/KS, yes JB, KS, RB, TO, BK, unanimously approved.*

(C) *Review of expenditures and resolutions to pay bills, after discussion of individual items, for August \$27,566.75. M/TO, s/RB, yes, TO, RB, KS, BK, JB, unanimous approval.*

(D) *Transfer of funds of \$42,989.54 for the bilingual aide was approved. M/RB, s/ JB, yes RB, KS, JB, TO, BK, unanimously approved.*

Minutes ICST BOT, August 30, 2017 (continued)

(E) Lease agreement. Trustee JB has been working on the lease agreement. There has been an ICST proposal and a HRC counter-proposal with \$220 per month increases in the first years and larger increases in the last two years of a five-year lease. HRC wants ICST to continue the snow-shoveling, salting and de-icing. However School finances are flat-funded, have therefore become increasingly tight, and are unilaterally determined and capped by the State. BK thanked JB for doing a good job on lease negotiations. Resolved that TO will continue the negotiations using comparative square foot costs as a way of showing that ICST costs are already high.

(G) Grants. MB reported that NJDOE is having problems with its grant submission website. The ICST ESEA grant has been submitted and is in line for review (and approval). The ICST 2017-18 ESEA allocation is \$93,341.

5) Report on Staffing, Personnel and Employee. MB reported that the job description has been revised to reflect the actual duties of the twelve-month bi-lingual school secretary was discussed. The actual duties had exceeded the listed duties. Motion to revise the job description to incorporate the additional actual duties of the title "Confidential Bilingual Secretary" and to match the salary of the bilingual aide (10-month position). M/KS, s/TO, yes KS, TO, RB, JB, BK, unanimous approval.

6) Executive session. None held.

7) Field Trips: MB presented a list of Field Trip locations. State regulations require annual Board review and approval of the list of potential Field Trip sites. After review, motion to approval /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 Staff will be reporting on 9/1 for a pre-school meeting and training. ICST has no staffing issues at this time. **(B)** MB reported that ICST enrollment for 2017-128 is expected to be full at 90 students.

9) Facility. The Trustees toured the new Main Office. The swap of the Resource Room and Office spaces resulted in both spaces being thoroughly cleaned and painted. The help of volunteers from IKEA was essential. The move will improve school safety and efficiency of operations. The Trustees looked at possible locations for the new exterior entrance signs, to direct visitors to the Beatty Street entrance.

10) Correspondence. None reviewed by the Board.

11) Old (unfinished) business. None discussed.

12) Trustee business. The next ICST BOT meeting will be held at 5:30 PM on a first Wednesday, 10/4. The Board adopted a schedule of meeting dates for (mostly) first Wednesdays 11/1, 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. Adjourn at 6:35 PM, m/JB, s/RB, unanimous approval.