



INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

ICST Board of Trustees **MINUTES** for February 22, 2017

Opening of meeting, 5:35 pm. Trustees participating were Rachel Binz (RB, presiding), Jason Briggs (JB), Kim Sdeo (KS) and Bob Kull (BK, arriving at 5:45 during agenda item 3C). Also present were Melissa Benford (MB, chief school administrator), Peter Lanzi (PL, Business 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. The minutes of the January 25, 2017 regular meeting were approved after review correcting two typos. m/KS, s/JB, yes KS, JB, RB approved unanimously.*

2) *Governance, School Management.*

(A) MB reported that the renewal notification is expected next week, probably on Tuesday Feb 28th, late in the day. She has no reason to expect anything but renewal for ICST for five years.

(B) MB presented the School Nursing Plan, as prepared by Nancy Oliveri, the school nurse. After review and discussion, motion to accept and submit the Plan to NJDOE, m/JB, s/KS, yes KS, JB, RB approved unanimously

(C) MB reported on SPED Policies and Procedures review for updates. FAPE, "Fair and Appropriate Education" continues to be in effect for districts and charter schools. However, charter schools are not required to have a "child find" program. ICST already follows all required time-lines and protocols. Many are required by statute. The NJDOE due date is April 7.

(D) E-Rate and streamlining will be discussed at a March 1st meeting with vendors.

3) *Financial Report.*

(A) The Board Secretary Report & Treasurer of School Monies Reports will be reviewed at the March meeting. At the current time no major categories are over-expended.

(B) The monthly payroll for February, 2017 of \$83,663.73 was reviewed and approved, m/KS, s/JB, yes KS, JB, RB, yes, unanimously approved.

(C) Review of expenditures on the bills list and resolution to pay the February, 2017 bill list in the amount of \$50,593.66. After discussion of individual items, motion to approve, m/RB, s/KS, yes JB, RB, KS, BK, unanimous approval.

(D) Transfer of funds, not applicable.

4) *Grants. SEMI Funding Refusal, due to fewer than forty students who qualify for the initiative. The cost of person-hours to monitor and complete paperwork will cost more than the available funding. Motion to refuse SEMI funding, m/JB, s/BK, RB, KS, unanimous approval.*

Minutes ICST BOT, February 22, 2017 (continued)

5) *Report on Staffing, Personnel and Employee.* MB reported that the school is fully enrolled. No staffing changes were made. An employee will take pregnancy leave starting on or about May 1, and a substitute will be hired. The teacher will return when school reopens in September.

5B) MB reported on proposed contract settlement. ICEA would agree to three year deal at 2.75, 2.75 and 3.00% increases over the next three years within the framework of the current agreement. PL said that future appropriations from the State of NJ cannot be known, but that the proposed schedule would be manageable and not ruinous to ICST programming. Avoiding the legal fees associated with negotiations would save at least \$10,000 [actual cost last negotiation being \$10,688]. Motion to approve this agreement for the next three years with 2.75, 2.75 and 3.00% increases over the next three years, m/KS, s/JB, yes, KS, JB, RB approved unanimously. BK did not participate in this portion of the meeting and also did not vote.

6) *Executive session. None held.*

7) *"Under the Gold Dome." The final Budget Address of the Christie Administration will be delivered on Tuesday Feb 28, 2017.*

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

(A) MB reported that ICST was closed on 02/09 due to bad weather. The amount of snow was less of a problem than the early morning timing of the storm. The worst of the storm was north and east.

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

(C) A HIB or EVVRS incident occurred this month. MB reported on the incident and the follow-up.

(D) MB has prepared a tentative 180-day schedule for 2017-18. ICST will open immediately after Labor Day (Sept 5). JB said that some schools are opening in late August. MB will present the calendar to the Board for review and a vote at the March 29 BOT meeting.

9) *Facility.* A Fire drill and an emergency drill were held during February. The results were satisfactory. (B) MB reported that the new phone system has been installed and is fully operational. It has many advantages over the previous, more expensive system.

10) *Correspondence. None discussed.*

11) *Old business and school operations.* As previously discussed, the Lease with HRC will need to be reviewed and renewed at the end of the academic year. A five-year lease is contemplated by both parties. JB investigated the St Mary's School. The Diocese is not interested in leasing, and only wants to sell.

12) *Opportunity for Public Comments.* No comments, no members of the public being present.

13) *Trustee business.* BK has successfully completed the online training. Not all portions of the training are applicable to charter schools, for example, ballot second questions. Upcoming Meetings are scheduled for 3/29, 4/26, 5/24, 6/28, 7/26 and 8/30. Adjournment. M/KS, s/JB, yes, unanimous approval, 6:35 PM.