



INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

ICST Board of Trustees **MINUTES** for October 26, 2016

Opening of meeting, 5:30 pm. Trustees participating were Rachel Binz (RB, presiding), Kim Sdeo (KS), Jason Briggs (JB) and Tom Ogren (TO). 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 September 28, 2016 regular meeting were approved after review m/KS, s/TO, yes KS, RB, TO, JB, unanimously approved.

2) Governance, School Management.

(A) Five-year review. The NJDOE delegation of two persons visited ICST on Friday September 30. The visit went smoothly. BK and KS meet with the renewal team in the morning. ICST operations and financial soundness were reviewed. MB thanked the BOT for their support in preparing for the 5-year review.

(B) Lead testing. MB reported that the water at ICST is drinkable and is under 5 ppb in the sinks and under the 15 ppb standard in the water fountains.

(C) MB reported that curriculum planning has started this Fall at ICST. The layout will be designed and shared on day of the NJEA conference in Atlantic City (Nov 10).

(D) Policy Review, 4000-series. MB led a review of recent changes to the 4000 series of NJSBA policies. ICST follows the NJSBA policy manual for charter schools. After review, motion to approve changes to the 4000-series m/ JB, s/KS, yes JB, TO, KS, RB, unanimously approved.

3) Financial Report.

(A) The Board Secretary Report & Treasurer's Report were reviewed. They agree and were independently arrived at. No major categories are over-expended. ICST ended last year and last month with a positive balance. Motion to approve, m/TO, s/KS, yes RB, JB, KS, TO, unanimously approved.

(B) The monthly payroll for October 2016 of \$84,503.13 was reviewed and approved, m/KS, s/ JB, yes KS, JB, TO, RB, unanimously approved.

(C) Review of expenditures on the bills list and resolution to pay bills for October 2016 in the amount of \$43,576.55. After discussion of individual items, motion to approve, m/JB, s/TO, yes JB, TO, RB, KS, unanimous approval.

(D) Transfer of funds, not applicable.

4) Grants. MB reported that the Title I Parent Meeting was held on 10/19. These are parents of students who receive extra help from the school, such as in-class and tutoring when funds are available. Also, MB reported that the IDEA grant revisions have been completed. The 2016 Final Report will be submitted. ICST has already received Final Approval for the NCLB grant. Money may be drawn between 7/1/16 and 6/30/17.

Minutes ICST BOT, October 26, 2016 (continued)

5) *Report on Staffing, Personnel and Employee.* MB reported that the school certified teaching staff remains unchanged. Staffing changes: Resolution to hire Diocelin D'Oleo as a Breakfast Aide @ \$10 per hour due to resignation of Juliana Bogart. M/KS, s/JB, yes JB, TO, RB, KS, unanimous approval. Also, MB reported that two staff members will be out under FMLA during the academic year.

6) *Executive session. None held.*

7) *"Under the Gold Dome."* MB reported that the Charter School Association is looking for Trustees to testify in favor of NJDOE proposed regulations that would support charter schools. Concerning traditional teaching and tutoring versus computer-assisted learning, a large recent study could not definitely prove an advantage of one learning method over the other, however the study indicated that the learners themselves strongly feel that traditional is more effective than computer-assisted.

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

(A) MB reported that the teachers have identified the student learning levels for the Fall.

(B) MB reported that ICST enrollment for 2016-17 briefly dropped to 88 but will be full again at 90 students by next week due to transfers into ICST. The enrollment will be entered into the DOE CHE system when it reopens on 10/26.

(C) No HIB incidents were reported last month. One EVVRS report.

(D) MB said that overall, ICST is in a better and more stable situation than last year, when there were more uncertainties. Last year was good, but this year is better.

9) *Facility.* A Fire drill and an emergency drill were held during October. The results were satisfactory. HRC will update and replace several entry doors leading into and through the basement level. Cooper Pest Control will steam clean an area where a bedbug was found today. ICST staff members remain vigilant about insect pests. (B) Some bathroom repairs are underway, including replacement of a partition and a toilet seat.

10) *Correspondence.* None discussed.

11) *Old business and school operations.* It has been a very smooth academic and social start for SY 2016-17. There is a nice, convivial, focused feeling at ICST.

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

13) *Trustee business.* Meetings for the 2016-17 academic year will normally be held on the last Wednesdays of each month at 5:30 PM, except when school vacations intervene. The 2016 meetings will be Nov 30th and Dec 21st. In 2017, meetings are scheduled for 1/25, 2/22, 3/29, 4/26, 5/31, 6/28, 7/26 and 8/30. Adjournment. M/KS, s/JB, yes, unanimous approval, 6:40 PM.