**INTERNATIONAL CHARTER SCHOOL OF TRENTON**

*ICST Board of Trustees* ***MINUTES*** *for July 1, 2020*

*Opening of meeting, 5:35 pm. Trustees participating via telephone conference call pursuant to the Governor’s Emergency declaration on COVID-19 and ICST Bylaws were Bob Kull (BK, presiding), Kim Sdeo, Jason Briggs (JB) and Rachel Binz (RB) . Also present were Melissa Benford (MB, chief school administrator), Peter Lanzi (PL, Business Administrator), and David Bosted (DB). Call to Order. Flag Salute/Pledge of Allegiance. All provisions of the Open Public Meeting Law of 1976 “Sunshine Law” NJ Public Law 231 had been met in the scheduling of the meeting. The purpose of the meeting is to conduct regular business of the public charter school. Flag Salute and Pledge of Allegiance.*

*1. Minutes and Public Comment. Review and adoption of minutes for the June and June meetings. Motion to approve , m/JB, s/RB, yes, KS, RB, BK, JB, unanimously approved, with JB noting that he was relying on the review and approval by the other Trustees for the meeting that he had not attended. MB reported that members of the public had the opportunity to provide comments in advance but she had received no public comments for the Trustees and no requests to join the meeting.*

*2. Governance, School management. (a) MB provided an update on the impact of COVID-19 on school operations. Summer food distribution has been successful. There are no students or parents inside the building. Meetings with staff are held online.*

*(b) MB said that the NJDOE is requiring an Annual Report from charter schools, on top for the many reports that have been provided since the burden of Covid fell upon the schools. This week NJDOE announced that fire drills and other emergency drills will not be required for the months when schools were shut down from Covid.*

*(c) MB said that preliminary planning for the coming academic year is underway. MB is still expecting significant budget adjustments and cutbacks after the September reopening, however the State is opaque on funding for 2020-21. Remote learning will be even more difficult in September than in April (when it was a continuation of a school year that was well-begun). New students in Kindergarten will likely have the greatest difficulty in the likely event that remote learning continues into September. The State has extended its fiscal year through to the end of August, with a State Budget for FY2021 expected by August 25 and the new FY beginning September 1 (about when the new academic year begins).*

*3. Financial Report and Review of expenditures, income, budget. (a) PL said that it is the end of the ICST Fiscal year. At this time there is no Board Secretary and Treasurer of School Monies report for the BOT to review. The monthly payroll totals for June, 2020 @ $95,743.11 were reviewed and approved. m/KS, s/RB, yes KS, RB, JB, BK, unanimous. There were no transfers of funds. (b-c) Review & approval of expenditures & resolutions to pay bill list total for June, $54,563.36. Motion to approve, m/JB, s/KS, yes JB, KS, RB, BK, unanimous. (d) Other financial information. None discussed.*

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*4. Grants. Grants are being managed. There is a significant revision to the EASA and Title I program. Resolution to approve, moved by RB,s/KS, yes RB, KS, JB, BK, unanimously approved. MB reported that material purchased with the CARES Act is beginning to arrive.*

*5. Report on Staffing, Personnel and Employee Issues (a) MB said that distance teaching had proven to be stressful on the ICST teachers. They receive calls early in the morning and late into the night. (b) MB reported that one teaching staff member, Margero Ackerman, has moved to Puerto Rico after 11 productive years at ICST. There were no other significant employee issues for Board review or action.*

*6. Executive Session (optional, no exec session held).*

*7. Status Reports on Legislation, Regulations and significant Litigation. "Under the Gold Dome." The key phrase in the State plan to reopen schools in September is “in some capacity.” Charter Schools that have pledged to open in July or August will have difficulty meeting the NJDOE requirement to give 30 days advance notice to parents about reopening plans and schedules. NJPCSA has been holding weekly call-in events to keep members informed. NJPCSA has been providing its members with opportunities to exchange information on reopening plans and options for overcoming difficulties. On key issues, such as school districts that are not reviewing and approving student registrations or transfers in a timely manner, NJPCSA has been a pillar of strength.*

*8. Report on School Days, Student Achievement, Attendance and Enrollment. (a) MB reported that there were no HIB incidents. (b) As usual, some ICST students will be leaving for 4th grade after being recruited by other local charter schools that have Middle School grade levels. But it may be especially difficult to replace them, due to the paperwork bottleneck. (c.) MB reported that the Covid-19 summer school session will begin on-line in August. Teachers may include Julie Gannon, Lisa McNeil, Sujatha Sridhara and Katerine Palmer. Some CSs may open in August on-line, then switch to hybrid in mid-September.*

*9. Report on Facility. (a)* *The building is mostly empty. Food is distributed at the rear entranc. Food waste has been kept to a minimum. (b) The Fire Inspector is expected to return prior to the reopening. The main gate remains locked. The alarm is set while the building is closed.*

*10. School Operations (a) The Restart Committee that NJDOE is requiring will meet online to plan Sept-Jan and will include a design for remote learning only instruction, if that should be required. (b) There were no HIB incidents for the school year 2019-20. (c) MB reported that she participated in an advanced training and is now certified by Johns Hopkins in “contact tracing.”*

*11. Old (unfinished) Business. None discussed. 12. Correspondence review, if any. None discussed.*

*13. Trustee business and announcements. Upcoming scheduled BOT 5:15 meetings: 08/05. 14. Adjourn. 6:35 PM*