

# INTERNATIONAL CHARTER SCHOOL OF TRENTON

105 Grand Street, Trenton, NJ 08611

## ICST Board of Trustees **MINUTES** for June 29, 2016

*Opening of meeting, 5:16 pm. Trustees participating were Bob Kull (BK., presiding), Tom Ogren (TO), Rachel Binz (RB), and Kim Sdeo (KS) who participated for items 3c-14. Also present were Melissa Benford (MB, chief school administrator), Peter Lanzi (PL) 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. After review, the minutes of the May 25, 2016 regular meeting were approved, m/TO, s/RB, yes TO, BK, approved, RB abstaining.*

*2) Governance, School Management.*

*(A) MB reported that the Comprehensive Equity Plan CAP has been submitted. Going forward, updating of individual policies during the 2016-17 year will reflect the dates on which the Board takes action to approve or modify a policy.*

*(B) The Trustees reviewed the SEAP. By consensus, the board determined that it reflects the BOT's understanding of its broader responsibilities.*

*(C) MB and the Board reviewed the contracted services that ICST has used during the 2015-16 year. All contractors performed well. After review of individual contracts, the Board voted to approve the listed contracted services. The Karson Food Service Contract was renewed at the rate of \$1.40 per Breakfast and \$2.58 for Lunch. Resolution to approve m/TO, s/RB, yes, TO, RB, BK, unanimous approval.*

*3) Financial Report.*

*(A) The Board Secretary Reports & Treasurer's Reports for May were reviewed. They agree and were independently arrived at. No significant categories are over-expended and there are funds available to complete FY16. Motion to approve, m/RB, s/TO, yes RB, TO, BK, unanimously approved.*

*(B) The monthly payroll for June of \$80,276.27 was reviewed and approved, m/TO, s/RB, yes TO, RB, BK, unanimously approved.*

*(C) Review of expenditures and resolution to pay bills for June 2016 in the amount of \$44,560.21. After discussion of individual items, motion to approve, m/TO, s/KS, yes RB, TO, KS, BK, unanimous approval.*

*(D) Transfer of funds \$2,822.50 from 11-190-100-300 to 11-999-230-100. The transfer is consistent with the approved budget. After discussion, m/TO, s/TO, yes JB, TO, BK, unanimous approval.*

*4) Grants. MB reported that the Technical Assistance program on how to do the NCLB/ ESEA grant is scheduled for June 24. But the grant application is due on June 30.*

**Minutes ICST BOT, June 29, 2016 (continued)**

5) *Report on Staffing, Personnel and Employee.* MB reported that letters of intent to return for the SY2016-17 have been returned by all but one teacher.

6) *Executive session.* None held.

7) *Under the Gold Dome:* The last day of the Legislative session is June 30<sup>th</sup>. There are many education bills that might find their way through the Legislature in its final hours. One of the most interesting is to require the NJDOE to provide districts with specific types of assistance to implement RTI – Response to Intervention. Melissa gave the first presentation to School Board Members on RTI, at the 2010 NJSBA Annual Conference. Her presentation was standing room only and had a huge impact in bringing RTI to the attention of school districts Statewide.

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

(A) MB reported that the students and staff stayed strong and focused on academics and learning right up to the end of the school years.

(B) MB reported that ICST enrollment is full and stable at 90 students. Due to a strong focus on attendance, the attendance rate for 2015-16 was the highest ever at ICST.

(C) No HIB incidents were reported. There were none between opening in Sept and June.

(D) MB said that the Third Grade annual Field Day at Knox Grove in Washington Crossing State Park enjoyed good weather and was a success. The ICST Completion Ceremony was held on June 14<sup>th</sup> at 10:30 AM. MB thanked Trustee Tom Ogren for his attendance at the Completion Ceremony.

(E) The NJ ASK 4 Science test was administered successfully, without significant problems.

9) *Facility.*

(A) Regular fire and emergency drills were held this month.

(B) Summer maintenance work has begun.

10) *Correspondence.* None discussed.

11) *Old business and school operations.* MB is awaiting State guidance and assistance from NJDOE, NJ Dept of Health, and NJSBA on what steps to take to comply with any emerging State requirements on testing for lead in the water fountains. There is concern due to the bad water that was distributed in Flint, Michigan from the Flint River.

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

13) *Trustee business.* Upcoming ICST BOT meetings for 2016 will be held at 5:15 PM on Wednesdays 7/27 and 8/31. Adjournment. M/TO, s/KS, yes, unanimous approval, 6:02 PM.