**INTERNATIONAL CHARTER SCHOOL OF TRENTON**

105 Grand Street, Trenton, NJ 08611

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

*Opening of meeting, 5:30 pm. Trustees participating were, Bob Kull (BK, presiding), Kim Sdeo (KS) 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.*

*1. Minutes and Public Comment. Review and adoption of minutes for the March 4, 2020 meeting. Motion to approve, m/RB, s/KS, yes, KS, RB, BK, unanimously approved. No public comments, no members of the public being present, and no comments having been provided to the CSA prior to the meeting.*

*2. Governance, School management. (a) MB provided an overview of the impact of COVID-19 on school operations.*

*(b) MB reported that Trenton and Hamilton have provided payments on schedule.*

*(c) MB said that preliminary planning for 2021-22 is on-going. MB is expecting significant budget adjustments. The State has extended its fiscal year through September.*

*(d) MB recommended appointment of school nurse Nancy Olivieri for AAO and Section 504 officer, and April Nixon as Title IX Officer. Motion to approve, m/KS, s/RB, yes, KS, RB, BK, unanimously approved.*

*(e) MB has provided NJDOE with the information that ICST will have Spring Break according to the NJDOE-approved school calendar, April 10-17. All NJ school districts were polled by NJDOE on their Spring Break plans.*

*3. Financial Report and Review of expenditures, income, budget. Formal financial adoptions and ratifications: (a) Review and approval of the Board Secretary and Treasurer of School Monies reports for February 2020. The figures in the reports agree and were arrived at independently. Motion to approve, m/RB, s/KS, yes, KS, BK, RB. Unanimously approved.*

*The monthly payroll totals for December, 2019 @ $94,014.23 & January, 2020 @ $97,042.08 were reviewed and approved. m/RB, s/KS, yes RB, KS, BK, unanimous. There were no transfers of funds.*

 *(b-c) Review & approval of expenditures & resolutions to pay bill list total February: $39,577.05. After examination of the bills list, motion to approve, m/RB, s/KS, yes KS, RB, BK, unanimous. (d) Other financial information. None discussed.*

*4. Grants. No action required. Title 1 is continuing remotely.*

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*5. Report on Staffing, Personnel and Employee Issues (a) MB said that reviews and observations had been conducted. (b) MB reported that there were no significant personnel matters at this time, and no 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." Harry Lee of NJPCSA reported to MB that money for charter school security is under consideration. Harry posts daily briefings and has created a shared document folder for CSs to access. We are lucky to have Harry Lee at the helm of NJPCSA during this emergency. MB reported attending several webinars focused on continuing services to students and families during this period of remote education. Homeland Security has participated and has been a force to keep schools operating despite COVID-19.*

*8. Report on School Days, Student Achievement, Attendance and Enrollment. (a) MB reported that students were focused and have been learning during of March. The transition to an online school has been successful. 100% of students are on-line and submitting work. Parents are participating in the transition to an online school. (b) Third-Quarter Report Card Planning is under way. It was noted that many schools and colleges have found it necessary to shift to P/F. (c.) Attendance and online participation are strong and we continue to be fully enrolled. Attendance is monitored through submitted school work and logs from digital websites.*

*9. Report on Facility. (a) One high bid of 10K+ was received for the fire door restoration. The coronavirus emergency has prevented other firms from providing alternative bids. (b) Keep It Clean continues to sanitize common surfaces in the building.*

*10. School Operations (a) The ICST teachers have successfully adapted to the use of interactive online technology to educate the ICST students during this emergency. We no longer rely on the brick-and-mortar site. One factor in the success has been that the COVID-19 emergency is occurring late in the school year, after the teachers and students have bonded. The teachers and students enjoy working together on learning. (b) MB said there were no HIB reports for March. ICST staff continues to monitor on-line activity to the extent possible. (c) MB reported that no emergency drills were conducted this past month due to the school being shut down. School districts and CSs are awaiting NJDOE guidance on this. There are no students inside the school building.*

*11. Old (unfinished) Business. None discussed.*

*12. Correspondence review, if any. None discussed.*

*13. Trustee business and announcements. Upcoming scheduled BOT 5:15 meetings: 05/06, 06/03, 07/01, 08/05.*

*14. Adjourn. 6:30 PM*