



# INTERNATIONAL CHARTER SCHOOL OF TRENTON

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

## ICST Board of Trustees MINUTES for November 4, 2021

*Opening of meeting, 5:46 pm. Trustees participating via online video (on Google Meet) pursuant to the Governor's Emergency declaration on COVID-19 and ICST Bylaws were Rachel Binz (RB, presiding), Jason Briggs (JB) and Kim Sdeo (KS). Bob Kull is unable to attend and is excused. Also present were Melissa Benford (MB, chief school administrator), Peter Lanzi (PL, business administrator), April Nixon, and David Bosted. 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 October 7, 2021 meeting. Motion to approve, m/KS, s/JB, yes, KS, JB, BK approved with RB abstaining. MB reported that members of the public had the opportunity to provide comments in person or 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 reported that the NJDOE representatives will visit ICST on Monday November 8. MB thanked April Nixon for her diligent efforts to prepare the documents and work with staff for the renewal visit. The renewal application was filed on time on Friday Oct 15. The request to add a 5th grade will be mentioned in the renewal application, but is also the subject of a separate application to NJDOE. (b) On November 8, two Trustees will be present, BK and RB, however we want to avoid having a quorum of Board members, possibly constituting a meeting. (c) MB presented the Academic Improvement Plan. It will deal with learning loss due to the disruption of classroom education by Covid. (d) ICST's Emergency Virtual Remote Program Plan has been submitted. The School Safety & Security Plan assurance will be submitted by 11/30.*

*3. Financial Report and Review of expenditures, income, budget. (a) Board Secretary and Treasurer of School Monies reports will be presented at the next BOT meeting.*

*(b) The monthly payroll totals for September @ \$93,683.08, reviewed and approved, m/JB, s/KS, yes, KS, JB, RB, BK, unanimous. There were no transfers of funds. (c) Review & approval of expenditures & resolutions to pay final bill list total for September total \$79,166.34. Motion to approve, m/JB, s/KS, yes JB, KS, RB, BK. (d) Other financial information. None discussed.*

*4. Grants. (a) MB reported that ICST continues to focus on student emotional and physical health and academics. While 2nd graders were the most affected by the disruptions and closures from Covid, students in every grade were affected by the move into virtual learning then back into classrooms. There is a new curriculum for math which MB feels will show results in student learning. (b) MB said that a PSE&G grant was possible to fund improvements to air quality.*

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5. Report on Staffing, Personnel and Employee Issues (a) MB asked the Board to approve the hiring of teachers Linda Abbott and Nicey Woods at a prorated amount of \$57,761 using ESSER funding. M/KS, s/RB, yes, KS, RB, JB, BK (b) MB reported that everyone at ICST is doing their best to stay positive and support one another.

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

7. "Under the Gold Dome." (no report this month).

8. Report on School Days, Student Achievement, Attendance and Enrollment. (a) MB reported that the school continues to operate successfully for the 21-22 academic year. There have been no Covid cases during the past month. (b) Student academic assessments continue. Test results show that students have been affected by classroom disruptions due to Covid. MB presented a plan to get learning back on track. After review, there was consensus on the Board that the plan is a good one. (c.) Daily attendance has been low this academic year, currently at 94% in part because of Covid fears that kept students out who otherwise would be at school. But no additional infections reported at ICST. MB will provide parents with information about where to get Covid shots for their students, if they are seeking that. (d) Enrollment was full during late October at 90 students, however two students from one family have left the school so enrollment is now back down, to 88 students.

9. Report on Facility. (a) A plumber looked at the grease trap in the basement kitchen. The plumber said it is undersized by modern standards. Possibly facilities money will become available to enlarge it in the future. (b) Fire and emergency drills are being held as usual unless there are contrary requirements from the Office of Emergency Management. They were held in October.

10. School Operations (a) The Collaborative Classroom professional development training continues to be on-point and valuable. The NJEA Convention in Atlantic City is occurring today and tomorrow. (b) There were no HIB incidents during the past month (or in the past year).

11. Old (unfinished) Business. None discussed.

12. Correspondence review, if any. None discussed.

13. Trustee business and announcements. BOT Meetings will be held on the first Thursday of the month for the 2021-22 academic year, starting at 5:15 PM, on 12/2, 1/6/2022, 2/3, 3/3, 4/7, 5/5, 6/2, 7/7 and 8/4. 14. Adjourn. m/JB, s/KS, yes, unanimous. 6:10 PM.