

**Board Minutes****BOARD OF TRUSTEES MEETING  
September 8, 2015 - 7:00 PM****Opening of Meeting/Opening Statement**

The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed and acted upon.

**Review of the call for the meeting**

This is a public meeting of the Board of Trustees of the Hoboken Charter School. At the public meeting action will be taken on a variety of motions. In accordance with the requirements of the Sunshine Law, the meeting was announced on July 8, 2015 at City Hall and the City Clerk's Office on Washington Street and by advertisement in the Hoboken Reporter and the Jersey Journal.

Board Member	Voting	Present	Absent
Jason Altberger	Voting	X	
John Berger	Voting	X	
Lauren Calmas	Voting	X	
Anthony Felella	Voting	X	
Lisa McIntyre	Voting	X	
Jose Rivera	Voting		X
Mark Silberberg	Voting	X	
Christine Sheedy	Voting	x	
		7	1

▶ (was not present at roll call, arrived late – 8:00pm)

Also present: *Deirdra Grode, Mollie Small, Chris Sell, James C. Baker & Morton Marks*

**Consideration of minutes from the last Board meeting**

Minutes of the previous public Board meeting held August 11, 2015 are available for review and/or correction and approval.

*I move that the minutes of the Hoboken Board of Trustees meeting of August 11, 2015 be approved.*

**Moved by:** *Mark Silberberg* **Seconded by:** *Anthony Felella*

**Action taken:** *See action taken below:*

**A K – 12 SERVICE LEARNING SCHOOL**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting				
John Berger	Voting				
Lauren Calmas	Voting				
Anthony Felella	Voting				
Lisa McIntyre	Voting				
Jose Rivera	Voting				
Mark Silberberg	Voting				
Christine Sheedy	Voting				

**Designation of time, date and location for formal meetings and committees**

*I move that the public meetings of the Hoboken Charter School Board of Trustees during the 2015-2016 year meet on the 2nd Tuesday of each month with the exception for the month of March. The HCS Board will hold a second meeting on March 15<sup>th</sup>. All meetings will take place at 713 Washington Street, Hoboken, NJ. The 4th Tuesday of each month will be reserved for Board committee meetings. The times and places of those meetings will be at 7:00pm at the 713 Washington Street location.*

**Moved by:**                **Jason Altberger**                **Seconded by:**                **John Berger**

**Action taken:**                **Unanimous:**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>x</b>			
Christine Sheedy	Voting				<b>X</b>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>2</b>

**LOWER AND MIDDLE SCHOOL**

713 WASHINGTON STREET  
HOBOKEN, NJ07030  
201.963.0222  
201.963.0880 (FAX)

**UPPER SCHOOL**

4<sup>TH</sup> AND GARDEN STREETS / 4<sup>TH</sup> FLOOR  
HOBOKEN, NJ07030  
201.963.0222  
201.963.0695 (FAX)

**1. Public comment/questions on agenda items for the meeting**

A 15 minute period of time is provided for the public to ask questions on agenda items or make statements to the Board of Trustees. If there are many speakers, the chair will ask for a 3 minute speaking limit per speaker. The board may extend the public comment portion by motion if necessary.

**2. Enrollment as of September 8, 2015**

<i>Grade</i>	<i>Current</i>	<i>Grade</i>	<i>Current</i>	<i>Grade</i>	<i>Current</i>
<b><i>Kindergarten:</i></b>	22	<b><i>Grade 5:</i></b>	22	<b><i>Grade 9:</i></b>	25
<b><i>Grade 1:</i></b>	22	<b><i>Grade 6:</i></b>	22	<b><i>Grade 10:</i></b>	25
<b><i>Grade 2:</i></b>	22	<b><i>Grade 7:</i></b>	22	<b><i>Grade 11:</i></b>	25
<b><i>Grade 3:</i></b>	23	<b><i>Grade 8:</i></b>	22	<b><i>Grade 12:</i></b>	24
<b><i>Grade 4:</i></b>	22			<b><i>Total</i></b>	298

**3. School Calendar Reminder:**

- September 10 - Staff professional development - 1pm dismissal
  - Movie Day is available for lower and middle school students
- September 14 – Schools closed for Rosh Hashanah
- September 23 – Schools closed for Yom Kippur
- September 24 – Lower and Middle School B2SN 6-7:30pm
- October 1 – Upper School B2SN
- October 2 – Picture Day schoolwide
- October 5 – Staff professional development - 1pm dismissal
  - Movie day is available for lower and middle school students
- October 12 – Closed for Columbus Day
- October 13 – Board Meeting at 713 Washington Street 7:00pm
- October 22 – Lower and Middle School Open House 7-8pm
- October 26 – MADD Assembly of Thanks and Celebration at 713 Washington Street
- November 5 & 6 – Schools closed for NJEA Convention
- November 10 – Board Meeting at 713 Washington Street 7:00pm
- November 12 – Staff professional development - 1pm dismissal
  - Movie Day is available for lower and middle school students
- November 12 – Upper School Fall Open House 6-8pm
- November 19 – Lower and Middle School Open House 7-8pm
- November 25 – 1:00pm dismissal for Thanksgiving Day Break – No after school activities
- November 26 & 27 – Thanksgiving Day Break

**4. Report from K-12 Executive Director**

It has been a productive opening of school for our K-12 students following a busy week of staff professional development. During summer faculty/staff orientation, K-12 teachers had a unique opportunity to meet and listen to Alfie Kohn, internationally-known American author and lecturer on progressive education. Teachers also had an opportunity to network with other teachers of their same disciplines and age groups across six local charter schools at this event at Saint Peter's



University. It was a rich learning opportunity, and we hope to collaborate across charter schools again in the future to host a similar event for our teachers.

HCS has been approved to host an official Girls Who Code (GWC) club (<http://girlswhocode.com/clubs/>). GWC is a national nonprofit organization working to close the gender gap in the technology and engineering sectors. We have been paired with two volunteer instructors from the tech field that will come to HCS and teach girls in the club coding skills. GWC writes a yearlong curriculum designed to promote computational thinking. We will also arrange guest speakers and field trips. It is a really great program. Many thanks to Chris Kunkel who spearheaded this initiative for the middle and upper schools. He will serve as the faculty coach for middle school, and Meghan Ryan serve as upper school coach.

#### **5. Report from Lower and Middle School Principal**

The 5th graders and parents were invited to an orientation the Thursday before we began classes to prepare for their middle school experience. Students who were able to attend came in to locate their homeroom seat, try their locker and practice the daily schedule. It was also a great opportunity to ask questions about the first day of middle school. We hope to continue this opportunity to acquaint the 5th graders to middle school in coming years. Thanks to Ms. Koczvara who coordinated this new event. Christine Sheedy, parent and Board member, also created an introductory pamphlet for incoming middle school families to better understand the middle school experience before their first day.

4th grade is preparing to start using the classroom economy. Help wanted and job descriptions were hung in the classroom when the students walked in on the first day of school, and the students had a few days to read through and think about what jobs they might want to apply for. Ms. Swentzel reviewed each job in detail and traits needed to be hired. Students will decide upon a weekly salary for each job together, and 4<sup>th</sup> graders will complete application packages and interview for the jobs of interest. The local TD Bank donated check registers to each student, and the students will be responsible for keeping an up-to-date balance with salary, fines, and bonuses. They are super excited! Ms. Swentzel is looking into having a professional in the financial field speak with the class about money management, saving money, etc.

#### **6. Report from Upper School Principal**

The HCS-Upper School is off to a great start. Our opening in-service days focused on curriculum, instruction/learning, and PLCs - all of which will serve as the central focus for our yearlong staff professional development.

This year's Freshman Orientation was held on Wednesday, August 26<sup>th</sup> at the Upper School. The freshman class spent the morning in a variety of group and team-building activities. The freshmen also were introduced to the faculty, were given a tour of the school, and had an opportunity to ask questions. Thanks to Ms. Ryan and Ms. Freylikhman for organizing the event and to the Upper School student ambassadors who assisted throughout the morning.

**7. Report From Business Administrator**

The month of Aug shows the beginning of new spending: commercial insurance, new payroll, school supplies. The Demarest lease has been revised slightly which will have to be voted on despite the BOE just wanting an initial where changes were made. Adjustment aid in September will assist in cash flow and the fund balance.

**8. Questions from Board and Public on Reports: 10 minutes will be allotted for questions related to the Executive Director, Lower and Middle School Principal, Upper School Principal and Business Administrator's report.****9. Consideration of Motions Related to Instruction:**

1. *I move that the board approves the submission of a NJDOE waiver application (N.J.A.C.6H-9-6 5C) to the County Office for the hiring of school staff and/or substitutes while formal criminal history is processed.*

- *Danielle Shenk*
- *Mansoor Ahmed*
- *Tiffany Echevarria*
- *Danielle Schoeck*
- *Chelsea Padilla*

**Moved by:**                      **Mark Silberberg**                      **Seconded by:**                      **John Berger**

**Action taken:**                      **Unanimous:**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

2. *I move that the Board approves the following personnel for the daily assignments as school staff and/or substitutes pending completion of a county sub license and/or criminal background check.*

- *Danielle Shenk*
- *Mansoor Ahmed*
- *Tiffany Echevarria*

**A K – 12 SERVICE LEARNING SCHOOL**

- *Danielle Schoeck*
- *Chelsea Padilla*

**Moved by:**            **Mark Silberberg**            **Seconded by:**            **John Berger**

**Action taken:**            **Unanimous:**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	X			
John Berger	Voting	X			
Lauren Calmas	Voting	X			
Anthony Felella	Voting	X			
Lisa McIntyre	Voting	X			
Jose Rivera	Voting				X
Mark Silberberg	Voting	X			
Christine Sheedy	Voting	X			
		7	0	0	1

3. *I move that the board approves Danielle Shenk as Instructional Aide for the 2015-2016 school year.*

**Moved by:**            **Mark Silberberg**            **Seconded by:**            **John Berger**

**Action taken:**            **Unanimous:**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	X			
John Berger	Voting	X			
Lauren Calmas	Voting	X			
Anthony Felella	Voting	X			
Lisa McIntyre	Voting	X			
Jose Rivera	Voting				X
Mark Silberberg	Voting	X			
Christine Sheedy	Voting	X			
		7	0	0	1

4. *I move that the board approves Mansoor Ahmed as Teacher for the 2015-2016 school year.*

**Moved by:**            **Mark Silberberg**            **Seconded by:**            **John Berger**

**Action taken:**            **Unanimous:**

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**A K – 12 SERVICE LEARNING SCHOOL**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

**10. Consideration of Motions Related To Board Operations:**

- I move that the Board approves the professional development request for LaWanda White, School Nurse, to attend the 24th Annual NJAAP School Health Conference on Wednesday, October 14th. The conference will be an all-day event held at The Palace at Somerset Park. The cost for the conference is \$175.00.*

**Moved by:** Mark Silberberg      **Seconded by:** John Berger

**Action taken:** Unanimous:

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

- I move that the board approves Margo Hohn as nurse for the 2015-2016 school year.*

**Moved by:** Mark Silberberg      **Seconded by:** John Berger

**Action taken:** Unanimous:

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Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

3. *I move that the board approves the Hoboken Charter School contract for medical consultation and services with Carepoint Health Foundation, Inc.*

**Moved by:** **Mark Silberberg** **Seconded by:** **John Berger**

**Action taken:** **Unanimous:**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

4. *I move that the Hoboken Charter School Board of Trustees approves the 2015-2016 Hoboken BOE lease for the HS at the Demarest building.*

**Moved by:** **Mark Silberberg** **Seconded by:** **John Berger**

**Action taken:** **Unanimous:**

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Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

5. *I move that the Board approves the Board Secretary Report, as of August 31, 2015, 2015, as received, and as per DOE requirements. See attached file at the end of the minutes.*

**Moved by:** **Mark Silberberg** **Seconded by:** **John Berger**

**Action taken:** **Unanimous:**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

6. *I move that the Board approves the Treasurer's Report, as of August 31, 2015, as listed below in the minutes, and as per DOE requirements.*

**Moved by:** **Mark Silberberg** **Seconded by:** **John Berger**

**Action taken:** **Unanimous:**

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**A K – 12 SERVICE LEARNING SCHOOL**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

7. *I move that the Board approves the Budget Transfers as listed below in the minutes, and as per DOE requirements.*

**Moved by:** **Mark Silberberg** **Seconded by:** **John Berger**

**Action taken:** **Unanimous:**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

8. *Pursuant to N.J.A.C. 6A:23-2.11(c)3, the Board acknowledges and accepts the certification from the Board Secretary that as of August 31, 2015, this board secretary report that no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23-2.11(a).*

**Moved by:** **Mark Silberberg** **Seconded by:** **John Berger**

**Action taken:** **Unanimous:**

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Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

***Acceptance of Reports***

9. *Resolved, that the Board acknowledges the receipt of the Report of the Treasurer and the Report of the Board Secretary for the month ending August 31, 2015.*

***Moved by:*** Mark Silberberg ***Seconded by:*** John Berger

***Action taken:*** Unanimous:

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

***Certification of Reports***

10. *Further Resolved, the Board certifies that no budgeted line item, major account or fund has been over extended in violation of N.J.A.C 6A:23-2.11(a) and (b) and that sufficient funds are available to meet the school's financial obligations for the remainder of the year.*

***Moved by:*** Mark Silberberg ***Seconded by:*** John Berger

***Action taken:*** Unanimous:

**A K – 12 SERVICE LEARNING SCHOOL**

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

*11. I move that the Board approves the bills as listed below in the minutes, and as per DOE requirements.*

**Moved by:** *Mark Silberberg* **Seconded by:** *John Berger*

**Action taken:** *Unanimous:*

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

**11. Board Committee Reports:**

- |                         |                  |
|-------------------------|------------------|
| • Finance               | Anthony Felella  |
| • Facilities            | Jason Altberger  |
| • Management            | Mark Silberberg  |
| • Communication         | Lauren Calmas    |
| • Nominating Committee  | Lisa McIntyre    |
| • Legal                 | John Berger      |
| • Governance            | Lauren Calmas    |
| • PA Representative     | Christine Sheedy |
| • Community Outreach    | Lisa McIntyre    |
| • High School Committee | Jose Rivera      |

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**12. New Business to come before the Board for action:**

**13. Executive Session**

- Matters related to personnel
- Executive matters

**Adjournment of Meeting:**

**Whereas**, the business of the regular meeting has been concluded, now, therefore be it resolved that the HCS Board of Trustees adjourned their meeting of Tuesday, September 8, 2015.

It is hereby certified that the foregoing resolution was duly adopted by the HCS Board of Trustees, by the vote below indicated at the regular meeting held on Tuesday, September 8, 2015.

**Moved by:** Christine Sheedy **Seconded by:** Lisa McIntyre

**Action taken:** Unanimous:

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting	<b>X</b>			
John Berger	Voting	<b>X</b>			
Lauren Calmas	Voting	<b>X</b>			
Anthony Felella	Voting	<b>X</b>			
Lisa McIntyre	Voting	<b>X</b>			
Jose Rivera	Voting				<b>X</b>
Mark Silberberg	Voting	<b>X</b>			
Christine Sheedy	Voting	<b>X</b>			
		<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>

*Certified by Board Secretary* \_\_\_\_\_

*Date* \_\_\_\_\_ *Adjournment* 9:00p.m.