



Board Minutes

**BOARD OF TRUSTEES MEETING
November 10, 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	
		6	2

Also present: Mollie Small, Chris Sell, Dr. James C. Baker, Morton Marks, Melissa Fisher, Chuck DeMeola, Isabel DelCorral & Darren Fusaro

Consideration of minutes from the last Board meeting

Minutes of the previous public Board meetings held October 13, 2015 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees meetings October 13, 2015 be approved.

Moved by: Christine Sheedy **Seconded by:** Jason Altberger

Action taken: See action taken below:

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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			
		5	0	1	2

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. The HCS Board will hold a second meeting March 15th. 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: *Christine Sheedy* **Seconded by:** *Jason Altberger*

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			
		6	0	0	2

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

3. School Calendar Reminder:

- 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 – Picture retake day for grade K-12.
- 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
- December 8 – Board Meeting at 713 Washington Street 7:00pm
- December 10 – Staff professional development - 1pm dismissal
 - Movie Day is available for lower and middle school students
- December 11 – Upper School closing at 1:00pm
- December 17 – After school activities for Lower and Middle School are cancelled
- December 23 – 1:00pm dismissal for Winter Break – No after school activities
- December 24-January 1 – Lower, Middle and Upper Schools closed for the Winter Break
- January 7 – Lottery application deadline – All applications are due by the close of the working day (5:00pm). Applications submitted after 5:00pm are considered to be reserve pool applications.
- January 13 – Board Meeting at 713 Washington Street 7:00pm
- January 14 – Staff professional development - 1pm dismissal
 - Movie Day is available for lower and middle school students
- January 14 – HCS Lottery held at 713 Washington Street 7:00pm
- January 15 – MLK March on Washington Street
- January 18 – Lower, Middle and Upper School closed for MLK Holiday

4. Report from K-12 Executive Director

The past few weeks have been positive in terms of our overall operation and all is functioning well.

I attended a Superintendent's Roundtable which was run by the NJ Department of Education and the County Prosecutor. The State is emphasizing safety concerns and there was valuable information provided as well as our agreement to coordinate with local police which was signed by all three agencies: Schools, Department of Education and the Chiefs of Police. I was able to have significant discussions with the Superintendent and Business Administrator of the Hoboken School District regarding our use of the Demarest facility.

Subsequent to the event I was able to meet with the Superintendent and President of the Hoboken Board of Education to further discuss our concerns in working together with their operation. We



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saw some positive results from those interactions along with the cooperation Mr. Sell has been able to effectuate in prior actions. I attended the New Jersey School Board's "Workshop" where I went to numerous sessions and had the opportunity to speak with several vendors to include "On Course", AXA, ERIC, IEP Direct, Genesis, as well as several others. In addition, I went to the "Annual Law Forum" which is part of the program. I spoke to several attorneys and was able to hear the latest information on new laws and new court "Findings." Moreover, I attended sessions where the Commissioner spoke on PARCC, and where legislators and State Board members spoke on several important policies and directions they are considering. I have appraised staff on the substantive content which I saw.

The senior staff and I met to discuss the major activities and other operational issues which we need to address. Subjects included the majority of concerns that Ms. Grode provided to us. I also met with Mrs. Calmas where we reviewed the progress that is being made in terms of the operational items.

In terms of the 403b item, we received a list of all the Districts and schools that AXA is serving which proved to be very extensive. Mr. Marks has scheduled a meeting with another vendor to meet with the finance committee to discuss their program. The items involving maintenance concerns were thoroughly examined with Sergio, Mort, Harold and a contractor working with Harold. We toured the entire building discussing the needs and worked to establish a timeline for all items needing attention. The electrical work was done over the long weekend where I was in contact with Harold who worked with Jhon and the electrical contractor to accomplish the work.

We are examining the prospect of purchasing several computer storage cabinets in order to alleviate the problems of computer damage and electrical issues. We are researching the costs for providing a cabinet in each class. We have two such cabinets at the present time.

I am well entrenched in teacher evaluation and continue to be impressed with the staff with whom I have observed formally and informally. All of my proscribed "long" evaluations have been completed.

5. Report from Lower and Middle School Principal

A group of ten 6th-8th grade students will be participating in the First Lego League Robotics Competition (<http://www.usfirst.org/roboticsprograms/fll>) at Clifton High School on Saturday, November 21, 2015. FLL is a national competition with students competing from across the country. If HCS students place in the top half of the regional event, they will advance to the state competition.

School Violence Awareness Week is celebrated by schools in New Jersey during the third week of October. Staff selected at least one idea from a list of ideas on how to support awareness of school violence by promoting respect and tolerance of others, learning how to resolve conflicts peacefully, and supporting safety inside and outside of school that would best meet the needs of their current students.

On October 22, 2015, the Lower and Middle school hosted their first Open House event for the 2015-16 school year. Many interested families, mostly from Hoboken and Jersey City, attended this event to learn more about both the lower school and middle school program. The teachers did



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an excellent job of providing information about the specific components of the program and answering parent questions.

Current seventh grade student, Josephine Conlon, is the winner of the Veteran's Day Essay Contest through the City of Hoboken. She has been invited to read her essay during the Hoboken Veteran's Day Event at Elysian Park on November 11, 2015, and all seventh grade students have been invited to attend, as well. Additionally, Mayor Zimmer and Commander John Carey are scheduled to visit HCS on November 10, to share the news and speak with the seventh grade students.

6. Report from Upper School Principal

1. On October 14th, the HCS-Upper School 9th, 10th, and 11th graders took the PSAT exam. Results will be made available in the spring.
2. On October 22nd, Ms. Septimus took a group of students to see the play 39 Steps at the Union Square Theater in the city.
3. On November 8th, the Upper School students' artwork was displayed at City Hall. This display was part of the Hoboken Studio Artist Tour. Our students received many compliments on their artwork.
4. In partnership with HOPES Cap INC, one of our Upper School students, Xavier Rivera, attended this past weekend's NY Jets game against the Jacksonville Jaguars. Xavier was the special guest of Jets Quarterback Geno Smith.
5. Two of our Upper School students, Giselle Price and Dynah Polanco had their artwork displayed at the NJEA conference in Atlantic City this past weekend.
6. As part of the Upper School's capstone service learning project, the seniors have been meeting and working with Ms. Septimus, the Upper School Service Learning coordinator on a daily basis.
7. As part of the Upper School's ongoing commitment to service learning, the Upper School will be participating in the NJ Clean Communities Coastal Clean Up on November 13th at Lincoln Park in Jersey City.
8. In late November, The Upper School students will hold a Climate UN and develop innovative ways to reduce carbon emissions (with the target goal of limiting the global temperature rise to 2 degrees C over the next few years).
9. HCS-Upper School students, Sheldon Mays and Kayla Collins, have been invited to publish their art in the publication "Celebrating Art". More information to follow.
10. The Upper School received a \$500 dollar grant from GenerationOn. This money will be used to kick off the Upper School's "Going Green" theme and toward future community clean-up projects.

7. Report From Business Administrator

Financial Notes
10/31/15

Period	Book Cash Bal	Fund Balance	Per Fr Resrv
07.31.15	761,500	752,407	
08.31.15	727,710	644,658	
09.30.15	690,232	827,241	X
10.31.15	530,758	779,140	X

The month of October shows a temporary dip in cash which is due a number of factors. The key factor is the State and the districts still owe some enrollment funds. The State will not settle until December where the next installment of Hold Harmless will be made. This should boost the balance by at least \$200,000. The 10/15 enrollment count has not been settled to determine the actual money due for the balance of this FY. Usage of the NCLB/IDEA funds are on a reimbursement basis which also accounts for some interfund advances.

Discussions are continuing on the 401K plan where there is interest in a 403B plan. Additional meetings have been setup and an attempt to resolve the issue sooner is may occur. Dr. Baker has brought in AXA for a discussion since they have quite a following amongst many BOE's and charters. The total count at this point is 668 school districts and schools being served by AXA's 403b plan.

HCS' enrollment has been confirmed as 298-full enrollment. Union City had declassified one student but had changed their minds, at least until 10/15, based upon pressure from the State and Dr Baker.

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 Board Operations:

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.*

- *Maurese Richardson*

Moved by: *Mark Silberberg* Seconded by: *Christine Sheedy*

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			
		6	0	0	2

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.*

- *Maurese Richardson*

Moved by: Mark Silberberg Seconded by: Christine Sheedy

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			
		6	0	0	2

10.

1. *I move that the board approves the 2014-2015 CAFRA and AMR.*

Moved by: Mark Silberberg Seconded by: Jason Altberger

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			
		6	0	0	2

2. *I move that the board approves the 2014-Form 990 (2014-2015).*

Moved by: **Mark Silberberg** **Seconded by:** **Jason Altberger**

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			
		6	0	0	2

3. *I move that the board approves the 2015-2016 Annual Charter School Fiscal Questionnaire.*

Moved by: **Mark Silberberg** **Seconded by:** **Jason Altberger**

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			
		6	0	0	2

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4. *I move that the board approves implementing a 403b plan by a vendor selected by the board finance committee.*

Moved by: **Anthony Felella** **Seconded by:** **Jason Altberger**

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

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			
		5	1	0	2

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

Moved by: **Anthony Felella** **Seconded by:** **Jason Altberger**

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			
		6	0	0	2

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

Moved by: **Anthony Felella** **Seconded by:** **Jason Altberger**

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			
		6	0	0	2

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

Moved by: *Anthony Felella* **Seconded by:** *Jason Altberger*

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			
		6	0	0	2

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 October 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: *Anthony Felella* **Seconded by:** *Jason Altberger*

Action taken: *Unanimous:*

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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			
		6	0	0	2

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 October 31, 2015.*

Moved by: Anthony Felella ***Seconded by:*** Jason Altberger

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			
		6	0	0	2

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: Anthony Felella ***Seconded by:*** Jason Altberger

Action taken: Unanimous:

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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			
		6	0	0	2

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

Moved by: Anthony Felella **Seconded by:** Jason Altberger

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			
		6	0	0	2

10. **Student Suspensions:**
 9M - 1 day OSS (#s 1, 3, 7, and 13)
 10 M - 2 days OSS (#s 1, 3, and 31)
 10 M - 3 days OSS (#s 1, 3, and 31)
 12 F - 2 days OSS (#s 1, 20, and *25)
 12 F - 2 days OSS (#s 1, 20, and *25)

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 |



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- PA Representative Christine Sheedy
- Community Outreach Lisa McIntyre
- High School Committee Jose Rivera

⇒ Meeting went into closed session at 9:50pm via motion from Anthony Felella, seconded by John Berger. Re-opened at 10:05pm via motion from John Berger and seconded by Anthony Felella, re-closed at 10:07pm and re-opened at 10:10pm.

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, November 10, 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, November 10, 2015.

Moved by: Anthony Felella **Seconded by:** John Berger

Action taken: Unanimous:

Certified by Board Secretary _____

Date _____ **Adjournment** 10:15pm