



**Board Minutes**

**BOARD OF TRUSTEES MEETING  
January 12, 2016 - 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	
		8	0

*Also present: Deirdra Grode, Mollie Small, Morton Marks, Melissa Fisher, Heidi Conlin, Eliza Mixon, Kimberly Weisz, Ode Wypio, Joseph Fung, Steven Calmas, Elissa Brachfeld & Karen Kelly*

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

Minutes of the previous public Board meetings held December 8, 2015 are available for review and/or correction and approval.

*I move that the minutes of the Hoboken Board of Trustees meetings December 8, 2015 be approved.*

**Moved by: Lisa McIntyre                      Seconded by: Mark Silberberg**

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



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>1</b>	<b>0</b>

**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 2<sup>nd</sup> Tuesday of each month. The HCS Board will hold a second meeting March 15<sup>th</sup>. All meetings will take place at 713 Washington Street, Hoboken, NJ. The 4<sup>th</sup> 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:** **Mark Silberberg** **Seconded by:** **Jose Rivera**

**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>8</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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.



## A K – 12 SERVICE LEARNING SCHOOL

### 2. Enrollment as of January 12, 2015

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

### 3. 2016-2017 Lottery Application

<i>Grade</i>	<i>Hoboken Siblings</i>	<i>Out of district siblings</i>	<i>Hoboken Residents</i>	<i>Out of District Residents</i>	<i>Total # applications</i>	<i>Applications received by deadline of 1/7/16. (Compared to last year. See below.)</i>
<b><i>Kindergarten:</i></b>	8	1	252	27	288	
<b><i>Grade 1:</i></b>	0	2	99	8	109	
<b><i>Grade 2:</i></b>	1	0	59	5	65	
<b><i>Grade 3:</i></b>	1	0	39	4	44	
<b><i>Grade 4:</i></b>	0	0	27	3	30	
<b><i>Grade 5:</i></b>	0	0	18	5	23	
<b><i>Grade 6:</i></b>	0	0	9	2	11	
<b><i>Grade 7:</i></b>	1	0	2	7	10	
<b><i>Grade 8:</i></b>	0	0	3	2	5	
<b><i>Grade 9:</i></b>	0	6	10	52	68	
<b><i>Grade 10:</i></b>	0	0	1	5	6	
<b><i>Grade 11:</i></b>	0	0	1	2	3	
<b><i>Grade 12:</i></b>	0	0	0	0	0	
<b><i>TOTALS</i></b>	11	9	520	122	662	

#### 2015-2016 Applications

<i>Grade</i>	<i>Hoboken Siblings</i>	<i>Out of district siblings</i>	<i>Hoboken Residents</i>	<i>Out of District Residents</i>	<i>Total # applications</i>	<i>Last year's received lottery applications.</i>
<b><i>Kindergarten:</i></b>	5	1	216	21	243	
<b><i>Grade 1:</i></b>	0	0	101	7	108	
<b><i>Grade 2:</i></b>	2	0	61	7	70	
<b><i>Grade 3:</i></b>	1	0	31	5	37	
<b><i>Grade 4:</i></b>	0	0	22	4	26	
<b><i>Grade 5:</i></b>	0	0	12	2	14	
<b><i>Grade 6:</i></b>	0	0	10	2	12	
<b><i>Grade 7:</i></b>	1	1	10	6	18	
<b><i>Grade 8:</i></b>	0	0	2	1	3	
<b><i>Grade 9:</i></b>	0	0	16	108	124	
<b><i>Grade 10:</i></b>	0	0	0	3	3	
<b><i>Grade 11:</i></b>	0	0	0	0	0	
<b><i>Grade 12:</i></b>	0	0	0	0	0	
<b><i>TOTALS</i></b>	9	2	481	166	658	



**4. School Calendar Reminder:**

- January 12 – 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
- February 9 – Board Meeting at 713 Washington Street 7:00pm
- February 11 – Staff professional development - 1pm dismissal
  - Movie Day is available for Lower and Middle School students
- February 12-19 – Upper School Closed for Winter Break
- February 15-19 – Lower and Middle School Closed for Winter Break
- March 8 – Board Meeting at 713 Washington Street 7:00pm
- March 10 – Staff professional development - 1pm dismissal
  - Movie Day is available for Lower and Middle School students
- March 12 – Water Wings – information forthcoming
- March 15 – Board Meeting at 713 Washington Street 7:00pm
- March 24 – Lower, Middle and Upper School will have a 1 pm dismissal for Spring Break. **No after school activities.**
- Friday-Friday, March 25-April 1 – Lower, Middle and Upper School will be closed for Spring Break.
- April 12 – Board Meeting at 713 Washington Street 7:00pm
- April 14 – Staff professional development - 1pm dismissal
  - Movie Day is available for Lower and Middle School students
- April 14 – Spring Open House for the Upper School

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

The children staff and I have had a very busy period with the holidays and the matter that I am finishing my time at the Hoboken Charter School. It has been a great experience as I have been able to interact with all stakeholders in the school. I have been impressed with the quality of staff and to see their continued dedication to the students and the school. The parents have been wonderful and it was a great pleasure to meet many of them and to share some of the experiences with them like the Holiday Concert. I am happy to have had the opportunity to assist and guide staff in various areas.

I have been diligently completing the various tasks which Deirdra asked that I do. As I had stated when I first began my time here, that I am willing to go beyond the role of CSA in order to help the organization for Deirdra. I have utilized many of my sources and resources to acquire the requested documents and other materials to provide extra assistance. Moreover, I have met with the appropriate staff and have had regular meetings with the School's Executive staff.

All in all this has been a great experience for me and I seem to have had some positive effect on the school. Again, as I had stated when I began with you in September, I am willing to assist the school when I leave.



**6. Report from Lower and Middle School Principal**

On December 10, students in the k-8 program performed in the Holiday Concert. Held at All Saints, it was a great celebration of winter and holiday themed music performed through both singing and playing instruments.

On December 23, we had our annual K-8 pep rally. Organized by Mr. Flynn, Mr. Gavarny, and Mr. Persico, all members of the lower and middle school basketball teams were introduced, as well as music provided by the Jazz band. It was a nice culmination of school spirit and student involvement to start winter break.

The MLK March on Washington will be on January 15. Mr. Duff is working with local city officials, HCS and other schools in Hoboken to plan for this yearly event. The coat drive for homeless veterans will follow the march.

Within the K-8 program, middle school students have the opportunity to be a part of some new classes such as Tim Burton: Visionary Artist and Cathedrals: a Testament to Man's Ingenuity. Students are also involved in Monkey Business: An Answer to Apathy (Art & Animal Awareness) where they are getting ready to do a big campaign on saving big cats. Likewise, middle school students will be preparing workshops on "saving the African lion" with/for younger grades.

**7. Report from Upper School Principal**

HCS' Upper School students' artwork depicting and reflecting on Civil Rights will be featured in a month-long exhibit at the Hoboken Public Library.

The Upper School received a \$500.00 service grant from GenerationOn. This money will be used to fund future service learning opportunities for our Upper School students.

As part of the Upper School's commitment to giving back to the community of Hoboken, representatives from the 9th – 12th grades made handmade bracelets and filled gift bags for the children in the pediatric ward at the hospital. These students spent time visiting with the children and reading stories to them. The students also had an opportunity to speak with some of the pediatric nurses and the Director of Volunteer Services (Mrs. Dorothy DeMauro) about their daily responsibilities and what our students need to do to become nurses in the pediatric ward.

On Christmas Eve, we had a group of our Upper School students volunteer to work at the shelter. These students assisted in the preparation and serving of a Christmas Eve meal.



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.

**8. Report From Business Administrator**

Financial Notes

12/31/15

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
11.30.15	532,328	653,234	x
12.31.15	694,792	806,166	x

The month of December shows an increase in the cash balance due primarily to the second quarter installment of hold harmless aid and additional hold harmless aid from last year's final enrollment count.

Some of the new costs are centered on laptop carts for the classrooms / overhead projectors and continued maintenance of the facility such as updates/repairs to the security system.

**9. 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.**

**10. Student Suspensions:**

There have been five suspensions since the December 8th Board meeting. Three were separate incidents of infraction 10 of the Lower and Middle School Code of Student Conduct committed by a single Lower School student. Each infraction resulted in a day of suspension. The other two suspensions were for two Upper School students who committed infraction 10 of the Upper School Code of Student Conduct. Each student received one day of suspension.

It should also be noted that there was an additional suspension that occurred prior to the December 8th Board meeting that was not reported on the December minutes. This was a Lower School suspension of one day due to infraction 10 committed by a Lower School student.

**11. 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.*

- *Marissa A. Marshall*
- *Rashad Lloyd*



**A K – 12 SERVICE LEARNING SCHOOL**

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

**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			
		8	0	0	0

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.*

- *Marissa A. Marshall*
- *Rashad Lloyd*

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

**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			
		8	0	0	0



3. *I move that the Board approves Marissa A. Marshall as an instructional aide.*

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

**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			
		8	0	0	0

4. *I move that the Board approves Rashad Lloyd as an instructional aide.*

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

**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			
		8	0	0	0





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

1. *I move that the Board approves the Board Secretary Report, as of December 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			
		8	0	0	0

2. *I move that the Board approves the Treasurer's Report, as of December 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			
		8	0	0	0



3. *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			
		8	0	0	0

4. *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 December 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:*

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			
		8	0	0	0

**12.1 Acceptance of Reports**

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

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

**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>8</b>	<b>0</b>	<b>0</b>	<b>0</b>

**12.2 Certification of Reports**

1. *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:**

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>8</b>	<b>0</b>	<b>0</b>	<b>0</b>

2. *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	<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>8</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **13. 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      |

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

## 15. Executive Session

- Matters related to personnel
- Executive matters

⇒ Meeting went into closed session at 7:40pm via motion from Christine Sheedy, seconded by Lisa McIntyre. Re-opened at 9:45pm via motion from Christine Sheedy and seconded by Lisa McIntyre.

**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, January 12, 2016.



**A K – 12 SERVICE LEARNING SCHOOL**

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, January 12, 2016.

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

**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			
		8	0	0	0

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

*Date* \_\_\_\_\_

*Adjournment* 9:50pm