



Board Minutes

**BOARD OF TRUSTEES MEETING
March 8, 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

► (was not present at roll call, arrived late – 7:12pm)

Also present: Deirdra Grode, Mollie Small, & Morton Marks

Consideration of minutes from the last Board meeting

Minutes of the previous public Board meetings held February 9, 2016 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees meetings February 9, 2016 be approved.

Moved by: Lisa McIntyre Seconded by: Jose Rivera

Action taken: See action taken below:

**A K – 12 SERVICE LEARNING SCHOOL**

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	2	1

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: **Lisa McIntyre** **Seconded by:** **Jose Rivera**

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

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>
<i>K</i>	22	<i>5</i>	22	<i>9</i>	25
<i>1</i>	22	<i>6</i>	22	<i>10</i>	25
<i>2</i>	22	<i>7</i>	21	<i>11</i>	25
<i>3</i>	23	<i>8</i>	22	<i>12</i>	23
<i>4</i>	22			<i>Total</i>	296

* Calls are being placed to fill the 7th grade spot.

3. School Calendar Reminder

- 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
- April 23 – Earth Day – Details forthcoming
- May 10 – Board Meeting at 713 Washington Street 7:00pm
- May 12 – Staff professional development - 1pm dismissal
 - Movie Day is available for Lower and Middle School students
- May 27 – Lower, Middle and Upper School will have a 1 pm dismissal for Memorial Day weekend. **No after school activities.**
- May 30 – Lower, Middle and Upper School will be closed for Memorial Day.
- June 7 – Summer Gathering (Rain Date June 8)
- June 9 – Staff professional development - 1pm dismissal
 - Movie Day is available for Lower and Middle School students
- June 9 – Field Day (Rain Date June 10)
- June 14 – Board Meeting at 713 Washington Street 7:00pm
- June 14-16 – 1:00pm dismissal for Elementary and Middle School students only.
- June 16 – Last Day of School for Lower and Middle School students
- June 16 – Graduation for the 8th grade students – details forthcoming
- June 20-22 – 1:00pm dismissal for Upper School students only
- June 22 – Last Day of School for Upper School
- June 22 – Graduation for Upper School Seniors – details forthcoming

4. Report from K-12 Executive Director

K-12 students participated in Pink Shirt Day on February 24, 2016. Seniors were divided among the lower school classrooms. Each group read a story and had the lower school students complete different projects around anti-bullying. While this was going on, middle school students participated in various rotations with the upper school students also around anti-bullying efforts. Overall, it was a successful day.

Hoboken Charter School, in collaboration with Stevens Cooperative School and Elysian Charter School, hosted a free parent education workshop titled "Helping Your Child/Teen Navigate Tough Choices" on March 1st. Presenters shared with parents the latest research, information and tools to effectively communicate with their children around challenging issues, such as drug and alcohol abuse, responding to peer pressure and risky behaviors. The workshop focused on how parents can initiate challenging conversations and equip their children with the skills to manage increasingly complex social dynamics and situations. Many thanks to Lauren Freylikhman for coordinating.

5. Report from Lower and Middle School Principal

On 3/1 afternoon, several teachers and administrators from the lower and middle school participated in a workshop focusing on mindfulness in the classroom. Marti Austin of WeeCare Associates guided the group through chair yoga poses and guided meditations that can be used in the classroom with students of all ages. Current research on this topic suggests mindfulness can positively impact classroom dynamics in terms of improving student attention, reducing anxiety, increased self-regulation and calmer learning environments. Many thanks to Melissa Fisher for coordinating.

A lot of great stuff has been happening in and out of the art room! The Steampunkers 4th-6th grade after school group has created some substantial work. The middle school Monkey Business group is busy with their Save the Lion campaign and did a terrific awareness workshop with the first grade students. They'll also be volunteering at the Woodstock Farm Animal Sanctuary on the March 19, 2016. Also the third grade Ubuntu kids are busy preparing Water Wings for March 12, 2016, at St. Matt's to bring clean water to kids in Africa. Additionally, Mr. Duff will be speaking with the Chamber of Commerce on March 15, 2016 about the HCS service learning program.

Fourth grade took a trip to the State House in Trenton where they had a guided tour and had time at the NJ State Museum. This trip is mostly funded by a small grants program which Ms. Swentzel applied for that provides awards of up to \$350 to eligible middle-school and high-school teachers of government, civics, history, and other social studies classes. The grants are designed to help pay for bus rental costs to take classes on field trips to the State House in Trenton for special guided tours and first-hand examination of the legislature's role in our system of representative democracy.

A teacher artist from Lincoln Center worked with third and fourth graders on March 1, 2016, in preparation for a concert at Lincoln Center being held on March 10, 2016.

6. Report from Upper School Principal

- I. Congratulations to our Varsity Boys' Basketball team for a great year and, the first time in school history, qualifying for the NJSIAA Boys Basketball state tournament.
- II. Congratulations to our Varsity Boys Basketball team for winning the end of the year Charter School Athletic League tournament.
- III. One of our Upper School students, junior Rozlin Hall, will be receiving a State Art Award from The Art Educators of NJ in Trenton. The awards ceremony will take place on March 11th.
- IV. The Upper School has been invited to paint a mural in the new teen space of the Multi-Purpose Center on Grand Street.
- V. In conjunction with over fifteen local community partners, our Upper School seniors are continuing their work with their capstone service learning projects.
- VI. Our Upper School's student run "Spear Your Career" club hosted their second guest speaker. This month's speaker was Abbe Rivers, singer, actress, and owner of Empire Coffee.
- VII. The Upper School is participating in the "Students Rebuild Healing Classroom Project". This project will allow our Upper School students to work closely with students from our Lower School and from HOLA to better understand the plight of child refugees living in war-torn areas.
- VIII. This past week seventeen of our Upper School students went to see Blue Man Group in the city. Special thanks to High 5 and Teen Connection for donating these tickets.
- IX. We have been selected to participate in the Hoboken Drain Mural Project. Our drain is located on the corner of 4th and Garden. Freshman Valentina Sacaridis and Gabby Price will be designing the sketch, and seniors D'Angelo Barrow and Ivan Sanchez will be leading the project as part of their senior portfolio.
- X. In preparation for Earth Day, the Upper School students will be working with NJ Clean Communities at the Liberty Science Center.
- XI. In recognition of Black History month, the Upper School students contributed over 50 portraits to the city of Hoboken's display at City Hall.

7. Report From Business Administrator

Financial Notes

2/29/16

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
01.31.16	676,761	739,651	x
02.29.16	891,599	941,453	x

The month of February shows an increase in the cash balance due to the early installment of State adjustment aid of \$230,000.



A K – 12 SERVICE LEARNING SCHOOL

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. Student Suspensions

One upper school student has been suspended for 1 day for infractions 1, 2 and 17 of the Code of Student Conduct.

10. Consideration of Motions Related to Instruction:

1. *I move that the Board approves the professional day request for Amelia Katz, SLP, to attend an all-day training session on Melodic – Based Communication Therapy in Manhattan, NY on March 11, 2016 at a cost of \$209.99.*

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

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 professional development request for Mort Marks, Business Administrator, to attend the NJCSA Annual Conference as a presenter and panelist. The conference will take place in Atlantic City, NJ on May 25-26, 2016. The cost is approximately \$560 to cover hotel, registration and transportation.*

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

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 professional development request for Deirdra Grode, Executive Director/K-8 Principal, to attend the NJCSA Annual Conference as a presenter and panelist. The conference will take place in Atlantic City, NJ on May 25-26, 2016. The cost is approximately \$560 to cover hotel, registration and transportation.*

Moved by: Lisa McIntyre Seconded by: Mark Silberberg

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

11. Consideration of Motions Related To Board Operations

1. *The Board moves and certifies that all corrective actions listed on the charter school corrective action plan for the fiscal year ending 6/30/15 have been fully implemented with no exceptions.*

Moved by: Mark Silberberg Seconded by: John Berger

Action taken: See action taken below:



A K – 12 SERVICE LEARNING SCHOOL

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	2	0

CORRECTIVE ACTION PLAN

NAME OF SCHOOL: HOBOKEN CHARTER SCHOOL **COUNTY:** HUDSON
TYPE OF AUDIT: ENROLLMENT COUNTS & FOOD SERVICE
AUDIT FY: 7/1/2014-6/30/2015
DATE OF BOARD MEETING: 03/08/16

CONTACT PERSON: MORTON MARKS **TELEPHONE NUMBER:** 201-963-0222 EXT. 211

Recommendation Number	Correction Action Approved By The Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
1. Administrative Practices and Procedures: Two valid registration forms were not provided. Used alternative methods.	School provides necessary documentation and updating.	Better coordination between receiving app and reporting the DOE. Scanning all forms for future.	Morton Marks	Implemented as of 03/08/16
2. Administrative Practices and Procedures: Enrollment Days reported in error for seven students, 7 students were under enrolled.	School provides necessary documentation and updating.	Better coordination Use of School Register Summary procedures for verification. Additional audits. New spreadsheet maintained.	Morton Marks	Implemented as of 03/08/16

3. Administrative Practices and Procedures: 2 SPED Students classified as requiring speech services that did not.	School provides necessary documentation and updating. Corrected after 10/15	Better coordination. Use of SRS procedures for verification. Additional audits. New spreadsheet maintained.	Morton Marks	Implemented as of 03/08/16
4. Administrative Practices and Procedures: SPED students (3) classified, did not receive services.	School provides necessary documentation and updating. Corrected after 10/15	Better coordination. Use of SRS. Increased audits to verify. New spreadsheet maintained.	Morton Marks	Implemented as of 03/08/16
5. Administrative Practices and Procedures: One student received free lunch but did not have app on file.	School provides necessary documentation and updating.	Better coordination. Use of SRS. Increased audits to verify. New spreadsheet maintained. All apps to be scanned.	Morton Marks	Implemented as of 03/08/16

2. *I move that the Board approves the 2016-2017 budget to be submitted to the DOE 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



A K – 12 SERVICE LEARNING SCHOOL

⇒ Meeting went into closed session at 8:29pm via motion from Jason Altberger, seconded by Lisa McIntyre.
Re-opened at 9:30pm via motion from Jason Altberger and seconded by Lisa McIntyre.

3. *I move that the Board approves the Board Secretary Report, as of February 29, 2016, 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

4. *I move that the Board approves the Treasurer's Report, as of February 29, 2016, 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

5. *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

6. *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 February 29, 2016, 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

11.A 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 February 29, 2016.*

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

11.B 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	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 bills as listed below in the minutes, and as per DOE requirements.*

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

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. 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 |

13. New Business to come before the Board for action

14. Executive Session

- Matters related to personnel
- Executive matters

15. 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, March 8, 2016.

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, March 8, 2016.



A K – 12 SERVICE LEARNING SCHOOL

Moved by: Lisa McIntyre Seconded by: Jose Rivera

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* ***10:10pm*** _____