



**Board Minutes**

**BOARD OF TRUSTEES MEETING  
July 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 June 25, 2016 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

▶ (was not present at roll call, arrived late – 7:30pm)

*Also present: Deirdra Grode, Elizabeth Niesz, and Morton Marks*

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

Minutes of the previous public Board meetings held June 14, 2016 are available for review and/or correction and approval.

*I move that the minutes of the Hoboken Board of Trustees meetings June 14, 2016 be approved.*

**Moved by: Anthony Felella      Seconded by: John Berger**  
**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>4</b>	<b>0</b>	<b>1</b>	<b>3</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 2016-2017 year meet on the 2<sup>nd</sup> Tuesday of each month at 7:00pm with the exception of the October 2016 meeting. The October meeting will be held on October 18, 2016. The HCS Board will hold a second meeting March 21<sup>st</sup> at 7:00pm. 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:** Anthony Felella      **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>5</b>	<b>0</b>	<b>0</b>	<b>3</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.

**2. Enrollment as of July 12, 2016**

Grade	Current	Grade	Current	Grade	Current
<b>K</b>	22	<b>5</b>	21	<b>9</b>	20
<b>1</b>	22	<b>6</b>	22	<b>10</b>	24
<b>2</b>	22	<b>7</b>	22	<b>11</b>	25
<b>3</b>	22	<b>8</b>	22	<b>12</b>	25
<b>4</b>	23			<b>Total</b>	289

### **3. School Calendar Reminder**

- July 1 – August 19 – Summer hours are Monday – Thursday 9-3pm and Friday 9-1pm
- July 12 – Board Meeting at 713 Washington Street 7pm
- July 18 – Summer Camp will run through August 5<sup>th</sup>.
- August 9 – Board Meeting at 713 Washington Street 7pm
- September 2-5 – School Closed for the Labor Day Holiday
- September 6 – First full day of school for the Lower, Middle and Upper School
- September 8 – Staff professional development - 1pm dismissal
  - Movie Day is available for Lower and Middle School students
- September 13 – Board Meeting at 713 Washington Street 7pm
- September 22 – Lower and Middle School Back to School Night 6:30-8pm
- September 29 – Upper School Back to School Night 6:30-8pm
- October 3 – School Closed for Rosh Hashanah
- October 10 – Lower, Middle and Upper School Closed for Columbus Day
- October 12 – Lower, Middle and Upper School Closed for Yom Kippur
- October 13 – Staff professional development - 1pm dismissal
  - Movie Day is available for Lower and Middle School students
- October 13 – Upper School Open House 6-7:30pm
- October 14 – K-12 Picture Day
- October 18 – Board Meeting at 713 Washington Street 7pm
- October 19 – PSAT testing for grades 9-11
- October 20 – Lower and Middle School Open House 7-8pm

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

K-12 end of year events were well-attended. HCS wishes our students a healthy and happy summer.

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

Out of more than 200 entries in the junior category, Toby Platt was named one of four finalists in the Future Engineers Star Trek Replicator Challenge. The challenge, developed in conjunction with NASA, was to create a digital 3D model for a non-edible, food related item that astronauts could 3D print in space. Through his enrichment engineering elective with Mr. Kunkel, he created a water condenser to allow for drinking water to be collected from the air during space missions. As a finalist, Toby, a rising sixth grader, was awarded a PancakeBot for his family and a MakerBot Replicator Mini for Hoboken Charter School. Toby's design was judged based on his innovation, creativity, model quality and presentation. Information about his design and the competition is currently posted on the NASA website: <http://go.nasa.gov/29o13pT>

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

On June 20th, our seniors presented their service-based senior projects. These capstone projects were a culmination of the seniors' academic experiences here at HCS and provided the students with an opportunity to merge their various interests, passions, and curiosities with their academic lives while demonstrating autonomy and critical analysis skills.

**7. Report From Business Administrator**

**Financial Report**

Period	Book Cash Balance	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
03.31.16	959,147	910,533	x
04.30.16	1,304,051	997,048	x
05.31.16	1,158,790	1,004,283	x
06.30.16	861,214	1,021,703	x

\$75,000 Per Fr Reserve is established and included in the cash. See under Per Fr Reserve column above.

**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 was suspended for 3 days for infractions 1, 2, 10 and 11 of the Code of Student Conduct.

**10. Consideration of Motions Related to Instruction:**

1. *I move that the Board of Trustees 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.*
  - *Alfonso Valentin*
  - *Erin Stewart*
  - *Carlyn Vautin*

***Moved by: John Berger                      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	0	1	2

2. *I move that the Board of Trustees 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.*

- *Alfonso Valentin*
- *Erin Stewart*
- *Carlyn Vautin*

**Moved by:** *John Berger*      **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	
		5	0	1	2

3. *I move that the Board of Trustees approves Erin Stewart as Interim School Social Worker for the duration of the current School Social Worker's maternity leave.*

**Moved by:** *John Berger*      **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	
		5	0	1	2

4. *I move that the Board of Trustees approves Carlyn Vautin as Instructional Aide.*

**Moved by:** *John Berger*      **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	
		5	0	1	2

5. *I move that the Board of Trustees approves the Teacher and School Leader/Principal Evaluation Systems and Tools.*

**Moved by:** John Berger **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	
		5	0	1	2

6. *I move that the Board of Trustees approves the Student Promotion/Retention Policy.*

**Moved by:** John Berger **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	
		5	0	1	2

7. *I move that the Board of Trustees approves the Graduation Policy.*

**Moved by:** **John Berger** **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	
		5	0	1	2

8. *I move that the Board of Trustees approves the Student Conduct/Discipline Policy.*

**Moved by:** **John Berger** **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	
		5	0	1	2

9. *I move that the Board of Trustees approves the 2016 Annual Report.*

**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

# **11. Consideration of Motions Related To Board Operations**

1. *I move that the Board of Trustees approves the Board Secretary Report, as of June 30, 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			
		6	0	0	2

2. *I move that the Board of Trustees approves the Treasurer's Report, as of June 30, 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			
		6	0	0	2

3. *I move that the Board of Trustees 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

4. Pursuant to N.J.A.C. 6A:23-2.11(c)3, the Board of Trustees acknowledges and accepts the certification from the Board Secretary that as of June 30, 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			
		6	0	0	2

#### 11.A Acceptance of Reports

1. Resolved, that the Board of Trustees acknowledges the receipt of the Report of the Treasurer and the Report of the Board Secretary for the month ending June 30, 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			
		6	0	0	2

### **11.B Certification of Reports**

- Further Resolved, the Board of Trustees 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			
		6	0	0	2

- I move that the Board of Trustees 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

### **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



## A K – 12 SERVICE LEARNING SCHOOL

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

### 13. New Business to come before the Board for action

⇒ Meeting went into closed session at 8:18pm via motion from Jason Altberger, seconded by Christine Sheedy.  
Re-opened at 9:05pm via motion from Jason Altberger, seconded by Christine Sheedy.

### 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, July 12, 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, July 12, 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			
		6	0	0	2

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

**Date** July 12, 2016 **Adjournment** 9:05pm