



**Board Minutes**

**BOARD OF TRUSTEES MEETING  
August 9, 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	X
		5	3

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

*Also present: Deirdra Grode and Morton Marks*

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

Minutes of the previous public Board meetings held August 5, 2016 are available for review and/or correction and approval.

*I move that the minutes of the Hoboken Board of Trustees Meeting on August 5, 2016 be approved.*

**Moved by: John Berger**                      **Seconded by: Jason Altberger**  
**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>5</b>	<b>0</b>	<b>1</b>	<b>2</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 held an additional meeting on July 25<sup>th</sup> at 7:30pm and an additional meeting on August 5<sup>th</sup> at 9:00 am and will hold an additional meeting on 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:** **John Berger** **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>6</b>	<b>0</b>	<b>0</b>	<b>2</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 August 9, 2016**

<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>	23
<b><i>1</i></b>	22	<b><i>6</i></b>	22	<b><i>10</i></b>	24
<b><i>2</i></b>	22	<b><i>7</i></b>	22	<b><i>11</i></b>	25
<b><i>3</i></b>	22	<b><i>8</i></b>	22	<b><i>12</i></b>	25
<b><i>4</i></b>	23			<b><i>Total</i></b>	296

**3. School Calendar Reminder**

- 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**

Welcome tours and placement assessments are occurring for new students at HCS, and the school is excited to welcome all of our new families to HCS. The summer has been productive with summer staff working on the annual report, hiring for any vacancies, revising policies and procedures, finalizing student and staff schedules and planning schoolwide and departmental professional development and curriculum initiatives.

**5. Report From Business Administrator**

7/31/16

Period	Book Cash Bal	Fund Balance
07.31.16	775,532	937,073

**6. 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.**

**7. 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.*

- Jaclyn Mercandetti
- Archana Srinivasan

**Moved by:** **John Berger** **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			
		6	0	0	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.*

- Jaclyn Mercandetti
- Archana Srinivasan

**Moved by:** **John Berger** **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			
		6	0	0	2

3. *I move that the Board of Trustees approves an Instructional Aide/Teacher contract for Jaclyn Mercandetti for the 2016-2017 school year.*

**Moved by:** John Berger **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			
		6	0	0	2

4. *I move that the Board of Trustees approves the revised Executive Director, Teacher and Principal/Vice-Principal Evaluation Systems.*

**Moved by:** John Berger **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			
		6	0	0	2

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

1. *I move that the board approves the 2016-2017 vendor contract with Karson Food Service, commencing on 9/1/16 and continuing through 6/30/17.*
- Breakfast Price: \$1.31
  - Lunch Price: \$2.58

**Action taken:** MOTION TABLED

2. *I move that the Board of Trustees approves the appointment of McIntee Fusaro Del Corral, LLC as auditors for the 2015-2016 annual audit with a begin date of 9/7/16.*

**Moved by:** Anthony Felella **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

3. *I move that the Board of Trustees approves the dissolution of the current board committees.*

**Moved by:** Anthony Felella **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

4. *I move that the Board of Trustees approves the creation of five (5) standing committees and one (1) ad hoc committee as follows:*

**STANDING COMMITTEES:**

Facilities

Chair: Jason Altberger

Finance

Chair: Tony Fellela

Committee: Jason Altberger

Upper School

Chair: Jose Rivera



**A K – 12 SERVICE LEARNING SCHOOL**

Committee: Lisa McIntyre, Mark Silberberg

Legal

Chair: John Berger

Management (Governance/Policy/Nominating)

Chair: Mark Silberberg

Committee: Christine Sheedy, Lisa McIntyre

**AD HOC COMMITTEE:**

Upper School Facility Search

Chair: Lauren Calmas

Committee: Jason Altberger, Lisa McIntyre, George Cahn, Joy Wheeler

**Moved by:** *Anthony Felella* **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

5. *I move that the Board of Trustees approves the Board Secretary Report, as of July 31, 2016, as received, and as per DOE requirements. See attached file at the end of the minutes.*

**Moved by:** *Anthony Felella* **Seconded by:** *Christine Sheedy*

**Action taken:** *Unanimous*

Board Member	Voting	Yes	No	Abstain	Absent
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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>

6. *I move that the Board of Trustees approves the Treasurer's Report, as of July 31, 2016, as listed below in the minutes, and as per DOE requirements.*

**Moved by:** Anthony Felella **Seconded by:** Christine Sheedy  
**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>

7. *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:** Christine Sheedy  
**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>

8. 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 July 31, 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:** Christine Sheedy  
**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>

## 9. Acceptance of Reports

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 July 31, 2016.

**Moved by:** Anthony Felella **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. Certification of Reports

1. *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:** 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 of Trustees approves the bills as listed below in the minutes, and as per DOE requirements.*

**Moved by:** Anthony Felella **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. Board Committee Reports

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

⇒ Meeting went into closed session at 8:02pm via motion from Jason Altberger, seconded by Jose Rivera.  
Re-opened at 8:50pm via motion from Jason Altberger, seconded by Christine Sheedy.

*I move that the Board of Trustees authorize up to \$20,000.00 for a feasibility assessment for the school facilities.*

**Moved by:** Jason Altberger **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			
		6	0	0	2

### 13. Executive Session

- Matters related to personnel
- Executive matters



**14. 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, August 9, 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, August 9, 2016.

Moved by: Jason Altberger 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			
		6	0	0	2

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

Date 8.9.16 Adjournment 9:30pm