



Board Minutes

**BOARD OF TRUSTEES MEETING
September 13, 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	
		7	1

Also present: Deirdra Grode, Chris Sell, Elizabeth Niesz, Morton Marks, Mark Virgona and Chris Kunkel

Consideration of minutes from the last Board meeting

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

I move that the minutes of the Hoboken Board of Trustees Meeting on August 9, 2016 be approved.

Moved by: Jason Altberger **Seconded by:** John Berger
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	
		4		3	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.

2. Enrollment as of September 13, 2016

<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>	22	<i>11</i>	25
<i>3</i>	22	<i>8</i>	22	<i>12</i>	24
<i>4</i>	23			<i>Total</i>	298

3. School Calendar Reminder

- September 19 – Parent Association meeting at 713 Washington Street – 7:00pm
- 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

The K-12 administration, faculty and staff are engaged in a year-long workshop series with Dr. Khyati Joshi of Fairleigh Dickinson University entitled "Institute for Teaching Diversity and Social Justice." The goal of these sessions is to raise awareness of individual and institutional bias in order to ultimately perpetuate an inclusive school culture which allows for increased student outcomes and serves to further foster a safe and supportive learning environment. Through this series, participants examine and subsequently will utilize culturally relevant teaching methods to increase achievement and socio-emotional learning. The workshops will focus on: individual awareness, curricular and pedagogical innovation, creating multicultural learning environments and cultural relevant teaching.

5. Report from Lower and Middle School Principal

The 2016-2017 school year got off to a great start, with teachers returning on Monday, August 29 for four days of professional development. During staff orientation, our K-8 staff had the opportunity to attend a session at St. Peter's University with other schools in the Jersey City and Hoboken Charter Schools Alliance. The keynote speaker was Dan Tricarico, author of "The Zen Teacher: Creating Focus, Simplicity and Tranquility in the Classroom." Staff also had the opportunity to network with staff from other schools who work in the same discipline. This is the second time the alliance has come together for this event and we look forward to collaborating with other schools throughout the year.

Fifth graders and their families were invited to a middle school orientation session on Wednesday, August 31. Students were able to meet with their teachers, find their seats and lockers and practice their middle school schedule. Thanks to Ms. Koczwara and Ms. Thiede for coordinating this event again this year. Additionally, all incoming middle school families received a welcome guide that outlined the middle school experience at HCS.

The middle school Girls Who Code club continues to receive national media recognition for their work around the water crisis in Flint Michigan. Maya Espinel and Lucy Hartigan are currently featured in a video about Girls Who Code founder Reshma Saunjani on the History Channel (<http://www.history.com/shows/history-now/videos/reshma-saujani-is-teaching-girls-to-code>).

7th and 8th grade students in the Future City elective attended a field trip on Tuesday, September 13 to see an exhibit at the Skyscraper Museum called "Garden City, Mega City." The trip is in advance of the Future City, a project-based learning program where middle school students imagine, research, design, and build cities of the future.

6. Report from Upper School Principal

On Wednesday, August 31, HCS Upper School hosted the Hoboken Charter School Class of 2020! Rising freshman engaged in ice breakers, got to know one another and then were split into two groups in which they ran through a mock schedule. Before leaving for the day, the students had met every faculty/staff member. It was a success, and we are thrilled to welcome all of our new students to the Upper School.

Ms. Grode and Ms. Fisher presented the Tomorrow's Teachers Middle College Program courses they will be teaching (Education 101: Introduction to Professional Practice in Education and Education 102: Field Experience) to seniors and distributed applications. Participating students will earn four college credits from Fairleigh Dickinson University.

7. Report From Business Administrator

Financial Notes

08/31/16

Period	Book Cash Balance	Fund Balance
07.31.16	775,532	937,073
08.31.16	793,416	860,983

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 5 days for infractions 1 and 36 of the Code of Student Conduct.

10. Consideration of Motions Related to Instruction:

- I. 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.*

- Karen Hahne
- Scott Pearson

Moved by: Lisa McIntyre **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			
		7	0	0	1

II. *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.*

- *Karen Hahne*
- *Scott Pearson*

Moved by: *Lisa McIntyre* **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			
		7	0	0	1

III. *I move that the Board of Trustees approves the professional development request for Morton Marks, Business Administrator, to Qualifying Purchasing Agent classes at Rutgers University, October 5 and October 11, 2016 to be held in New Brunswick at a cost of \$445.00.*

Moved by: *Lisa McIntyre* **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			
		7	0	0	1

- IV. *I move that the Board of Trustees approves the professional development request for LaWanda White, School Nurse, to attend an all-day seminar on Pediatric Crisis: Mastering Rapid Assessment Skills and Overcoming the Unique Treatment Challenges of a Pediatric Crisis. It will be held on Tuesday, October 11, 2016 at the Sheraton Parsippany Hotel in Parsippany, NJ at a cost of \$199.99.*

Moved by: Lisa McIntyre **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			
		7	0	0	1

- V. *I move that the Board of Trustees approves the professional development request for Margot Hohn, HCS Nurse, to attend an all-day seminar on Pediatric Crisis: Mastering Rapid Assessment Skills and Overcoming the Unique Treatment Challenges of a Pediatric Crisis. It will be held on Wednesday, October 12, 2016 at the Sheraton Edison Hotel in Edison, NJ at a cost of \$199.99.*

Moved by: Lisa McIntyre **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			
		7	0	0	1

VI. *I move that the Board of Trustees approves the professional development request for LaWanda White, School Nurse, to attend the NJAAP School Health Conference. It will be held on Tuesday, October 18, 2016 at The Palace at Somerset Park in Somerset, NJ at a cost of \$175.00.*

Moved by: Lisa McIntyre **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			
		7	0	0	1

VII. *Resolution Increasing the Bid Threshold-Qualified Purchasing Agent*

WHEREAS, Morton Marks, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1 , 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Hoboken Charter School, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Morton Marks to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Moved by: Lisa McIntyre **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			
		7	0	0	1

11. Consideration of Motions Related To Board Operations

I. I move that the Board of Trustees designates that formal Board of Trustees meetings during the 2016-2017 year occur at 7:00pm at 713 Washington Street on the following dates:

- October 18, 2016
- November 15, 2016
- December 20, 2016
- January 17, 2017
- February 16, 2017
- March 21, 2017
- March 28, 2017
- April 25, 2017
- May 16, 2017
- June 20, 2017

The Tuesdays before each meeting are reserved for committee meetings.

Moved by: Lisa McIntyre **Seconded by:** Anthony Felella

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

II. *I move that the Board of Trustees approves the Conflict of Interest Policy.*

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

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			
		6	0	1	1

III. *I move that the Board of Trustees approves the Use of Facilities Policy.*

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

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			
		6	0	1	1

IV. *I move that the Board of Trustees approves the Section 504 and Rights of Persons with Handicaps or Disabilities Policy/Policy on Non-Discrimination.*

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

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			
		6	0	1	1

V. *I move that the Board of Trustees approves the Individuals with Disabilities Act/Special Education Policy.*

Moved by: Christine Sheedy **Seconded by:** Mark Silberberg
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			
		6	0	1	1

VI. *I move that the Board of Trustees approves the Gender Identity and Expression Policy.*

Moved by: Christine Sheedy **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			
		7	0	0	1

VII. I move that the Board of Trustees approves the Attendance and Truancy Policy.

Action taken: MOTION TABLED

VIII. I move that the Board approves the 2016-2017 Vendor Contract Addendum, Form #234 between HCS and Karson Food Service, Inc. The contract is to be extended one year from 9/1/16-6/30/17. Unit price for breakfast is \$1.31 and unit price for lunch is \$2.58.

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			
		7	0	0	1

IX. I move that the Board of Trustees approves the Board Secretary Report, as of August 31, 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			
		7	0	0	1

X. *I move that the Board of Trustees approves the Treasurer’s Report, as of August 31, 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			
		7	0	0	1

XI. *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			
		7	0	0	1

- XII. 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 August 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: 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			
		7	0	0	1

12. Acceptance of Reports

- I. 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 August 31, 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			
		7	0	0	1

13. Certification of Reports

- I. 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			
		7	0	0	1

- II. 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			
		7	0	0	1

14. Board Committee Reports

- Facilities
- Finance
- Upper School
- Legal
- Management

15. New Business to come before the Board for action

- I. I move that the Board of Trustees approves the renewal of the current Horizon Blue Cross/Blue Shield health insurance plan and the additional Horizon MyWay HSA-Direct Access health insurance plan (high deductible plan) effective 10/01/2016.*

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			
		7	0	0	1



⇒ Meeting went into closed session at 8:50pm via motion from Christine Sheedy, seconded by John Berger.
Re-opened at 10:15pm via motion from Christine Sheedy, seconded by John Berger.

16. Executive Session

- Executive matters

17. 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, September 13, 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, September 13, 2016.

Moved by: Christine Sheedy Seconded by: John Berger
Action taken: Unanimous:

Board Member	Voting	Yes	No	Abstain	Absent
Jason Altberger	Voting				
John Berger	Voting				
Lauren Calmas	Voting				
Anthony Felella	Voting				
Lisa McIntyre	Voting				
Jose Rivera	Voting				
Mark Silberberg	Voting				
Christine Sheedy	Voting				

Certified by Board Secretary _____

Date 9.13.16 Adjournment 10:15