



**BOARD OF TRUSTEES MEETING
October 18, 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*.

Consideration of minutes from the last Board meeting

Minutes of the previous public Board meetings held September 13, 2016 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on September 13, 2016 be approved.

Moved by _____ Seconded by _____

Action taken _____

Designation of time, date and location for formal meetings and committees

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 | ▪ March 21, 2017 |
| ▪ November 15, 2016 | ▪ March 28, 2017 |
| ▪ December 20, 2016 | ▪ April 25, 2017 |
| ▪ January 17, 2017 | ▪ May 16, 2017 |
| ▪ February 16, 2017 | ▪ June 20, 2017 |

The Tuesdays before each meeting are reserved for committee meetings.

Moved by _____ Seconded by _____

Action taken _____

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 October 18, 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> | 23 |
| <i>1</i> | 22 | <i>6</i> | 22 | <i>10</i> | 24 |
| <i>2</i> | 22 | <i>7</i> | 22 | <i>11</i> | 25 |
| <i>3</i> | 22 | <i>8</i> | 22 | <i>12</i> | 25 |
| <i>4</i> | 23 | | | <i>Total</i> | 296 |

3. School Calendar Reminder

- October 19 – PSAT testing for grades 9-11
- October 20 – Lower and Middle School Open House 7-8pm
- November 8 – Board Meeting at 713 Washington Street 7pm
- November 10 & 11 – Lower, Middle and Upper School closed for NJEA Convention
- November 17 – Staff professional development - 1pm dismissal
 - Movie Day is available for Lower and Middle School students
- November 17 – Lower and Middle School Open House at 713 Washington Street 6-7pm
- November 23 – Lower, Middle and Upper School will be closing promptly at 1:00pm. NO After-school activities.
- November 24&25 – Lower, Middle and Upper School will be closed for the Thanksgiving Day Holiday.
- December 8 – Staff professional development - 1pm dismissal
 - Movie Day is available for Lower and Middle School students
- December 8 – Holiday Concert
- December 8 – Upper School Open House 6-7:30pm
- December 20 – Board Meeting at 713 Washington Street 7pm
- December 23 – Lower, Middle and Upper School will be closing promptly at 1:00pm. NO After-school activities.
- December 26-January 2 - Lower, Middle and Upper School will be closed for the Winter Break.

4. Report from K-12 Executive Director

HCS administrators attended the Hoboken Family Alliance sponsored All Schools Open House on 10/13 and met with many prospective families. This event provides a great opportunity for Hoboken families to learn about the varied pre-K through high school options in town.

Dr. Joshi of Fairleigh Dickinson University has continued to lead the K-12 faculty and staff in the Institute for Diversity and Social Justice. The most recent sessions have explored teaching with multiculturalism in mind and identifying materials and language that work against our goals of creating an inclusive environment.

The Tomorrow's Teachers students at the Upper School spent a morning visiting K-8 classrooms in preparation for their clinical work at the Lower and Middle schools.

5. Report from Lower and Middle School Administration

Two of our eighth grade students, Jo Conlon and Olivia Cahn, had their Girls Who Code work for the littleBits Birthday Challenge featured on the site's blog: <http://littlebits.cc/community-news-cake>. The contest called on students to create inventions to celebrate the 5th anniversary of the littleBits site. Jo and Olivia created a drawing robot that wrote “Happy Bday” as a part of the Girls Who Code club. LittleBits hasn’t announced a winner yet.

The Lower and Middle School programs have contracted with Stacey van der Veen of Next Generation Science Standards Professional Development (NGSSPD) to provide four full day professional development sessions to our K-8 science teachers around the shift to the New Jersey Student Learning Standards for Science, which are modeled off of the NGSS. The sessions will be a collaboration between HCS, Golden Door and Learning Community Charter Schools. Teachers will work to unpack the content and demands of the standards, as well as to develop units and lessons aligned to them.

The K-8 program welcomed parents and guardians to Back to School Night on Thursday, September 22. Families were able to meet with their child(ren)'s teachers, administrators and support staff; learn about the instructional program; and tour the building.

On September 27th at 6:30 pm, Middle School students and their families were invited to a presentation co-hosted by CORE Mental Training and Performance Prep. The workshop provided students with tools for managing anxiety and mastering the art of performing under pressure. Trainer Brian Levenson led students through his lessons and exercises in mindfulness. Students had the opportunity to work directly with the trainer, heard about his experiences conquering the challenges of high-stress situations, and picked up valuable tips and tools to support them during tests, in the classroom, on the stage, or on an athletic field.

The Hudson County Prosecutor's Office and the Hudson County Sheriff's Office were at HCS on Tuesday, October 4 from 9:00-11:00 am to offer voluntary child fingerprinting for all students in grades K-8. The County is working to visit all elementary schools to alert and assist families in gathering and retaining pertinent and critical information about their children in the unforeseen event that their child is missing. Participating children were fingerprinted with their class, and families were provided with a fingerprint ID card containing prints and an area for families to insert additional detailed information that can be kept in a safe place at home. This information can be provided to police in an effort to locate a child.

During the week of October 4-7, HCS observed the Week of Respect, an annual statewide observance to promote positive school culture as a part of the Anti-Bullying Bill of Rights. The activities for the week were as follows:

- Tuesday, October 4 – Friday, October 7: Messages About Respect – Students participating in the Student Government read a quote/message about respect on the morning announcements each day.
- Tuesday, October 4: Respect Nominations – Students completed nomination forms throughout the week about other students who have shown them respect and placed them in a box outside the office. Prizes were awarded to both the nominee and person who nominated him/her – one for Lower School, one for Middle School.
- Wednesday, October 5: Unity Chain – Led by the Student Government, students wrote and drew about kindness and respect on strips of paper. The Student Government created a building-wide chain that was hung in the lobby.

- Thursday, October 6: Teasing and Bullying Lessons - Each homeroom class completed an anti-bullying lesson based on lessons provided by the NJ Bar Association.
- Friday, October 7: Yellow Shirt Day – Students and staff wore yellow shirts in honor of the golden rule: treat others as you would like to be treated.

6. Report from Upper School Administration

On October 14th, the HCS-Upper School 9th, 10th, and 11th graders took the PSAT exam. Results will be made available in the spring.

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.

As part of the Upper School's ongoing commitment to service learning, the Upper School will be participating in the NJ Clean Communities Coastal Clean Up on November 13th at Lincoln Park in Jersey City.

Focused Academic Assistance Program

- Hoboken Charter School's Upper School believes that is not too late to improve academic outcomes for students who have been identified as deficient in certain academic areas. The individualized attention that our Upper School places on classroom instruction and in these tutoring sessions can be highly beneficial to a student's overall academic success. By providing students with this additional opportunity to increase their overall skills in the areas of math and ELA, our students will be more prepared for the rigorous and challenging academic endeavors in front of them.
- Students have been identified based on their Spring 2016 PARCC scores and/or their Measurement of Academic Progress (MAP) scores as someone who would benefit from this extra time with a teacher. These sessions will be solely focused on improving areas of deficiency as determined by the aforementioned assessments.

The Upper School ArtsBridge program will begin on 10/19. Courses for the semester include: Guitar, Artmaking and More, Public Speaking and Comedy, Mock Trial, Creative Math, Criminal Justice, Theater, Film: The Works of Alfred Hitchcock, Robotics, Creative Writing/Storytelling and Choir.

HCS -Upper School students went to the New York City Ballet on October 4th.

The Upper School will have an art exhibit at the Hoboken Library during the month of October.

The Upper School recognized the Week of Respect by engaging students in activities that encourage respect and mindfulness.

The Upper School received a grant and will be partnering with NJ clean communities on a cross-curricular environmental project and a school-wide clean up at Caven Point Beach. Students will also spend the afternoon at Ellis Island where they will learn about the history of the land, immigration and diversity.

The Upper School's service learning organization, Generation On, has signed up for the Kindness Campaign.

Senior Kayla Collins's artwork was selected to be published in *Celebrating Art*.

Junior Kiara Caban's art work is hanging at the Annual Art Educators of New Jersey Conference in Long Branch, NJ.

NJ Clean Communities approved a \$500 grant for the Upper School to take part in an environmental interdisciplinary project on Liberty State Park and Ellis Island.

7. Report From Business Administrator

Financial Notes
09/30/16

| Period | Book Cash Balance | Fund Balance |
|----------|-------------------|--------------|
| 07.31.16 | 775,532 | 937,073 |
| 08.31.16 | 793,416 | 860,983 |
| 09.30.16 | 799,138 | 865,078 |

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 3 days for infractions 1, 2, and 18 of the Code of Student Conduct.
- One Upper School student has been suspended for 3 days for infractions 1 and 32 of the Code of Student Conduct.
- One Upper School student has been suspended for 1 day for infractions 1, 2, and 10 of the Code of Student Conduct.
- One Upper School student has been suspended for 1 day for infractions 1, 2, and 15 of the Code of Student Conduct.
- One Upper School student has been suspended for 1 day for infractions 1, 2, 11, and 17 of the Code of Student Conduct.
- One Upper School student has been suspended for 2 days for infractions 1, 2, 3, 13, 14, and 17 of the Code of Student Conduct.

10. Consideration of Motions Related To Board Operations

- I. *I move that the Board of Trustees approves the Board Resolution approving the IDEA Grant Application for the 2017 Year.*

Moved by _____ Seconded by _____

Action taken _____



***Copy of Board Resolution Approving the IDEA Grant Application for the 2017 year.
The Hoboken Charter School
Board Resolution
October 18, 2016***

Whereas the Hoboken Charter School is committed to providing educational opportunities for all children, including children with disabilities;

Be It Resolved that the Hoboken Charter School Board of Trustees approves the IDEA Grant Application for 2017 as presented on this date of October, 18 2016 by the Chief School Administrator of Hoboken Charter School.

Board President

Date

Board Secretary

Date

- II. I move that the Board of Trustees approves the Board Resolution approving Giant Steps to provide substance abuse treatment services to the Hoboken Charter School.*

Moved by _____ *Seconded by* _____

Action taken _____

***Copy of Board Resolution Approving Giant Steps
The Hoboken Charter School
Board Resolution
October 18, 2016***

Whereas the Hoboken Charter School is compliant with N.J.A.C 6A:16-4.1:

Be It Resolved that the Hoboken Charter School Board of Trustees approves Giant Steps at Hoboken University Medical Center to provide substance abuse treatment services.

Board President

Date

Board Secretary

Date

- III. I move that the Board of Trustees approves the professional development request for Chris Sell, Upper School Principal, Amanda Seybold, Teacher, and Meghan Ryan, Guidance Counselor, to attend the MAP Foundation Series Regional Workshop to be held in Edgewater, N.J. on Friday, November 18, 2016 at a cost of \$300.00 per person for a total of \$900.00.*

Moved by _____ *Seconded by* _____

Action taken _____

- IV. *I move that the Board of Trustees approves the Board Secretary Report, as of September 30, 2016, as received, and as per DOE requirements. See attached file at the end of the minutes.*

Moved by _____ Seconded by _____

Action taken _____

- V. *I move that the Board of Trustees approves the Treasurer's Report, as of September 30, 2016, as listed below in the minutes, and as per DOE requirements.*

Moved by _____ Seconded by _____

Action taken _____

- VI. *I move that the Board of Trustees approves the Budget Transfers as listed below in the minutes, and as per DOE requirements.*

Moved by _____ Seconded by _____

Action taken _____

- VII. *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 September 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 _____ Seconded by _____

Action taken _____

11. Consideration of Motions Related To Board Operations for Discussion

The Board of Trustees is asked to review the revised Hoboken Charter School Organizational Chart as is attached to be approved at the November 15, 2016 board meeting.

12. Acceptance of Reports

- I. *Be it 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 September 30, 2016.*

Moved by _____ Seconded by _____

Action taken _____

13. Certification of Reports



A K – 12 SERVICE LEARNING SCHOOL

- 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 _____ Seconded by _____

Action taken _____

- II. *I move that the Board of Trustees approves the bills as listed below in the minutes, and as per DOE requirements.*

Moved by _____ Seconded by _____

Action taken _____

14. Board Committee Reports

15. New Business to come before the Board for action

16. Executive Session

- Matters related to personnel
- 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, October 18, 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, October 18, 2016.

Moved by _____ Seconded by _____

Action taken _____

Certified by Board Secretary _____

Date _____ Adjournment _____

