



BOARD OF TRUSTEES MEETING
JULY 18, 2017 - 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 30, 2017 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 June 20, 2017 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on June 20, 2017 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 2017-2018 year occur at 7:00pm and are to be held at both the 713 Washington Street and the 360 First Street locations on an alternating schedule as follows:

Date	Location
July 18, 2017	713 Washington Street
August 15, 2017	360 First Street
September 19, 2017	713 Washington Street
October 17, 2017	360 First Street
November 21, 2017	713 Washington Street
December 19, 2017	360 First Street
January 16, 2018	713 Washington Street
February 27, 2018 (4th Tuesday)	360 First Street
March 20, 2018	713 Washington Street
March 27, 2018 (additional meeting)	360 First Street
April 24, 2018 (4th Tuesday)	713 Washington Street
May 15, 2018	360 First Street
June 19, 2018	713 Washington Street

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 July 18, 2017

<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>	21
<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>	22			<i>Total</i>	293

3. School Calendar Reminder

- July 18 – Board Meeting at 7:00 PM at 713 Washington Street
- August 15 - Board Meeting at 7:00 PM at 360 First Street
- August 28-31 – Professional Development for Faculty and Staff
- September 1-4 – Schools closed for Labor Day Break
- September 5 – First day of school – full day
- September 14 - Professional Development – 1:00pm dismissal for students
- September 19 – Board Meeting at 7:00 PM at 713 Washington Street
- September 21 – Schools closed for Rosh Hashanah
- September 27 – Upper School Back to School Night 6-8pm
- September 28 – Lower/Middle School Back to School Night 6:30-8:00pm

4. Report From Business Administrator

July 18, 2017

Period	Cash Bal	Fund Bal
07.31.16	775,532	937,073
08.31.16	793,416	860,983
09.30.16	799,138	865,078
10.31.16	938,264	947,061
11.30.16	782,357	869,163
12.31.16	981,766	1,110,077
01.31.17	850,126	992,107
02.28.17	996,763	1,168,089
03.31.17	1,064,762	995,823
04.30.17	1,263,172	1,106,693
05.31.17	1,221,614	1,067,738
06.30.17	1,108,038	1,019,127

5. 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

6. Consideration of Motions Related to Policy- First Reading

- I. I move that the Board of Trustees approves the revised Evaluation of Tenured and Nontenured Teaching Staff Members policy as a first reading (see attached).*

Moved by _____ Seconded by _____

Action taken _____

- II. I move that the Board of Trustees approves the revised Faculty and Staff Organizational Chart. policy as a first reading (see attached).*

Moved by _____ Seconded by _____

Action taken _____

7. 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.*

- Krisha Coluso
- Padma Lingechetty
- Heather DeSimone

Moved by _____ Seconded by _____

Action taken _____

- 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.*

- Krisha Coluso
- Padma Lingechetty
- Heather DeSimone

Moved by _____ Seconded by _____

Action taken _____

- III. I move that the Board of Trustees approves an Instructional Aide Contract for Krisha Coluso for the 2017-2018 school year.*

Moved by _____ Seconded by _____

Action taken _____



IV. I move that the Board of Trustees approves a Teacher Contract for Padma Lingechetty for the 2017-2018 school year.

Moved by_____ Seconded by_____

Action taken_____

V. I move that the Board of Trustees approves a Social Worker Contract for Heather DeSimone, MSW, LSW for the 2017-2018 school year.

Moved by_____ Seconded by_____

Action taken_____

8. Consideration of Motions Related To Board Operations

I. I move that the Board of Trustees approves the HCS 2016.2017 Annual Report.

Moved by_____ Seconded by_____

Action taken_____

II. I move that the Board of Trustees approves the HCS School Safety Team's Self-Assessment Score of 78 under the Anti-Bullying Bill of Rights Act.

Moved by_____ Seconded by_____

Action taken_____

III. I move that the Board of Trustees approves the Board Secretary Report as of June 30, 2017 as received and as per DOE requirements. See attached file at the end of the minutes.

Moved by_____ Seconded by_____

Action taken_____

IV. I move that the Board of Trustees approves the Treasurer's Report, as of June 30, 2017, as listed below in the minutes, and as per DOE requirements.

Moved by_____ Seconded by_____

Action taken_____

V. 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_____



- VI. *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 _____

- 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 June 30, 2017, 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 _____

- VIII. *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 June 30, 2017.*

Moved by _____ Seconded by _____

Action taken _____

- IX. *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 _____

9. Consideration of Motions Related To Board Operations for Discussion

10. Board Committee Reports

11. New Business to come before the Board for Action

12. Executive Session

- Matters related to personnel
- Executive matters

13. 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 18, 2017.

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 18, 2017.



A K – 12 SERVICE LEARNING SCHOOL

*Moved by*_____ *Seconded by*_____

*Action taken*_____

Certified by Board Secretary _____

*Date*_____ *Adjournment* _____

DRAFT

Evaluation of Tenured and Nontenured Teaching Staff Members

The Board of Trustees believe that effective evaluation of teaching staff is essential if the school is to achieve its educational goals. The purpose of teacher evaluation shall be to promote professional excellence and improve the skills of teaching staff in order to improve pupil learning and support the intellectual and social-emotional growth of students. Moreover, a formal evaluation plan provides a basis for the review of staff performance. Furthermore, the Board shall continue to promote additional staff development essential for nurturing teaching excellence and the educational values of the school as designated in the charter and as is best practice.

The Board of Trustees encourages a positive working environment in which the professional growth that results from staff participation in the evaluation process is of major importance. Therefore, the administration shall develop evaluation instruments and criteria flexible enough to identify the current educational strengths and areas in need of improvement of each teacher. The plan also aims to identify the teaching techniques, objectives, strategies, and pupil assessments needed to achieve mastery of the New Jersey Student Learning Standards and any additional goals required to support the school's educational program.

Evaluation Criteria

Evaluation criteria shall include both performance elements that are readily observable in the classroom setting as well as performance elements that are observable outside the classroom—such as collaboration with peers, participation on school committees, presence at meetings and events, ongoing study of schoolwide and individually assigned professional development topics and participation in schoolwide initiatives and events.

Evaluation criteria may include:

1. Full Lesson Observations
2. Partial Lesson Observations
3. Progress Toward Reaching Professional Development Plan Goals
4. Assessment of Professional Responsibilities and Conduct
5. Summary notes and action plans developed through ongoing teacher-supervisor meetings/conversations, when relevant
6. Teacher Self-Assessment
7. Student Growth Portfolio (including analysis, action plan, progress toward goals, evidence of student growth and reflection around data such as test scores, various student work samples, pre and post-assessments, etc.)

The evaluation procedure shall provide continuous, constructive and cooperative interaction and feedback among the teaching staff member and director or the director's qualified designee, thus ensuring a valid basis for performance review.

Full Lesson Observations

Tenured teaching staff members shall be formally evaluated via at least one full lesson observation annually by the director or the director's qualified designee. Non-tenured teaching staff members shall be formally evaluated via at least two lesson observations (of which at least one must be a full lesson observation) annually by the director or the director's qualified designee. The director or his/her designee may make as many full lesson observations as they deem appropriate. At least one of the observations will be announced in advance. The number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.

The full lesson evaluation observation procedure shall include:

1. a conference prior to the announced observed lesson at which, at minimum, the lesson plan and related materials and strategies will be discussed between the director or director-designated observer and teaching staff member;
2. the actual observed lesson; and
3. a post-observation conference at which the lesson will be de-briefed with feedback from the director or director designated observer.

At all points in the process, the established evaluation criteria shall provide the framework for feedback and assessment. The evaluation tool will be distributed to all teaching members in advance of any observation. In planning lessons for an observation, the director or designee may require the teaching staff member to develop and present a lesson in a specific curriculum area. The staff member may also be required to develop and present a lesson that demonstrates particular instructional strategies or techniques. Additional materials can be requested such as corresponding pre-assessments, unit plans, etc. before or after the observed lesson.

Partial Lesson Observations

In addition to the full lesson observations and evaluations, the director or his/her designee may at their discretion conduct partial lesson observations of any teacher at any time

Feedback from partial lesson observations may be issued to the teacher via email, completed rubric, face-to-face conversation, etc. and will be used to inform the summative evaluation. Templates can be used to guide the observer such as the sample included. Templates, when used, will be shared with at least ten days in advance of being used for reviews.

Progress Toward Reaching and Ultimate Achievement of Professional Development Plan Goals

Teachers will annually create a Professional Development Plan in collaboration with their supervisor. Depending on the specific goals for the school as well as for each individual faculty member each school year, the director or the director's designee may determine the annual goals for individual faculty members or for the full staff. There will be three meetings each year with the supervisor in which active progress toward the goals is reviewed.

Assessment of Additional Professional Responsibilities

Each teacher will be evaluated annually on their performance regarding professional responsibilities and conduct.

Summary Notes and Action Plans Developed Through Ongoing Teacher-Supervisor Meetings/Conversations

Ongoing formal and informal meetings between the teacher and supervisor may give rise to summary notes that provide insight and expectations related to the teacher's goals and general professional expectations. These notes are considered part of the evaluation criteria.

Teacher Self-Assessment

Annually, each teacher will complete a self-assessment through which they will reflect upon their strengths, successes, achievement of PDP goals, areas where they would like to grow professionally still and support they would like to receive from the HCS. Scores will be based on how thorough, thoughtful and reflective the completion is of the self-assessment.

Student Growth Portfolio

Teachers will maintain a student growth portfolio through which they will include data regarding student performance. With that data, they will set goals, develop an action plan, track progress toward goals, reflect upon their findings and ultimately show evidence of student growth. Data can include test scores, various student work samples, pre and post-assessments, etc.

Summative Evaluation Reports

The summative evaluation will rate the teaching staff member's performance on full lesson and partial lesson observations, growth toward Professional Development Plan goals, professional responsibility expectations, a teacher-completed self-assessment and Student Growth Portfolio data.

Performance Indicators

All written reports—both formative and summative—shall include an indicator that provides an effectiveness status that explicitly indicates whether the staff member is highly effective, effective, partly effective or ineffective. Definitions are below.

- 4: Highly Effective
- 3: Effective
- 2: Partly Effective
- 1: Ineffective

Professional Development Requirements

All evaluation procedures shall include review of each teacher's progress toward achievement of the state-required goal of 100 clock hours of professional development every five years. Teachers at HCS are expected to accrue beyond 20 hours each school year and maintain a log of their hours completed annually. The purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to pupil achievement of the New Jersey Student Learning Standards as well as practicing the teaching strategies and philosophies stated in our charter and as determined by HCS as best practice. In any instance where an individual teacher fails to make annual progress toward meeting the 100-hour requirement, or where a professional fails to satisfy the requirement fully within the five year period, the director or designee shall take appropriate remedial action applying accepted procedures of supervision as well as using existing laws and rules to the fullest extent.

At the end of the first five-year cycle, the principal shall annually report all instances of noncompliance with the 100-hour rule as well as the actions taken to address them to the State Department of Education.

Teaching staff members are encouraged to seek out professional development opportunities on their own in accordance with their Professional Development Plans and the mission and goals of the school. The school will support teaching staff member participation to the extent feasible within its budget and resources. Attendance at workshops or classes that require missing a regular work day, or that require payment by the school, must be approved in advance by the director or designee. The director or designee may direct teaching staff members to participate in specific workshops or classes as well as direct them to visit particular schools for observation. The director or designee may also direct teachers to complete studies of various texts, programs or other educational or professional materials.

Notification and Review

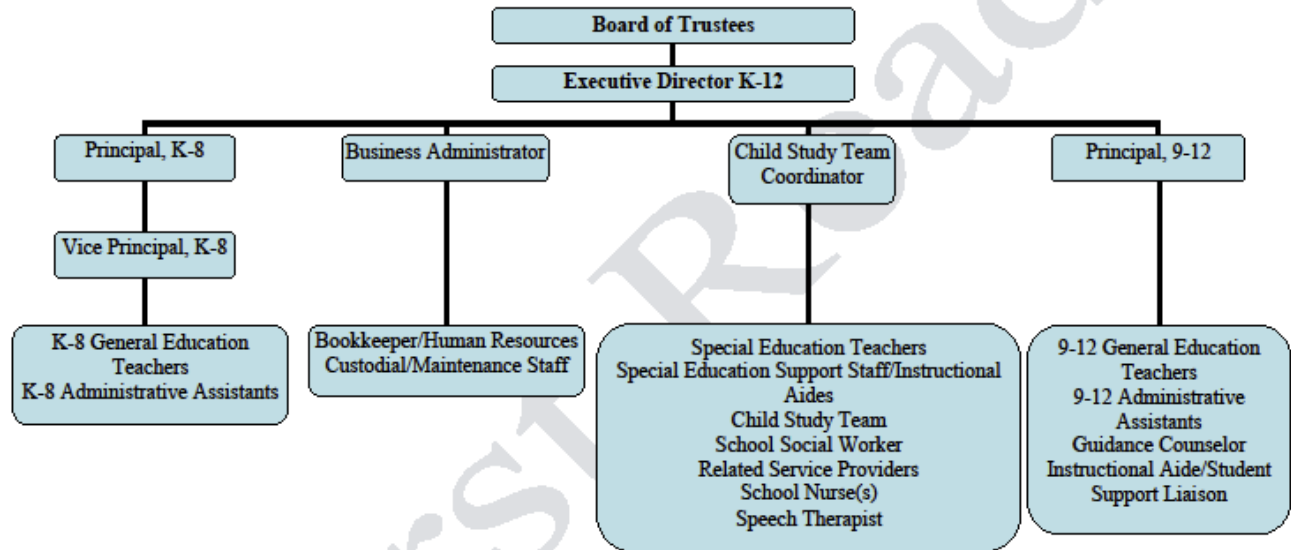
The director shall provide each teaching staff member with a copy of this policy statement and his/her evaluation criteria annually by October 1 and shall distribute any amendments to those documents within ten working days of their becoming effective.

This policy and related procedures shall be reviewed at least yearly and revised as needed before readoption by the Board.

N.J.S.A. 18A:27-3.1 et seq

Adopted by the Hoboken Board of Trustees on June 12, 2013 and subsequently adopted by the NJDOE on July 17, 2013. HCS Board of Trustees readopted the policy with amendments on August 20, 2014. The policy was again readopted on July 12, 2016 and readopted with amendments on August 9, 2016.

Hoboken Charter School Organizational Chart



The Hoboken Charter School (HCS) Organizational Chart outlines each employee's direct supervisor and initial point of administrative contact. Evaluations can be conducted by any member of the HCS administrative team who holds a supervisory role and appropriate certification. Although the position most closely linked to each box explains the first point of contact and supervisor, directives may be delivered by other members of the administrative team.