



A K – 12 SERVICE LEARNING SCHOOL

Board Minutes

**BOARD OF TRUSTEES MEETING
JUNE 19, 2018 - 7:00 PM
713 WASHINGTON STREET
HOBOKEN, NJ 07030**

Call to Order

Roll Call

<i>TRUSTEE</i>	<i>PRESENT</i>	<i>ABSENT</i>
Jason Altberger	✓	
John Berger	✓	
Lauren Calmas	✓	
Anthony Felella	✓	
Lisa McIntyre	✓	
Jose Rivera	✓	
Christine Sheedy		✓
Mark Silberberg	✓ (until 8:05pm)	

Deirdra Grode, Executive Director

Morton Mark, Business Administrator/Board Secretary

Also in attendance: Jennah Fahmy, James Gregory, Elisa Rivera, Mariam Elgawli, Monaya Fahmy, Elisa-Marie Rivera, Adrian Perez, Beatty Stires, Ian Costello, Joanna Weintraub, and Elizabeth Niesz

Reading of the Open Public Meeting 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. 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*.

Summary Notes from the Meeting

An HCS upper school student Elisa-Marie Rivera expressed that she has been in the Hoboken Charter School since kindergarten and always looked forward to the future at HCS upper school. She mentioned that she was aware of turnover of staff members for the upcoming school year that disappointed her as she and her classmates have such strong relationships with the teachers at the upper school. She urged the Board to find ways to improve compensation for HCS teachers and staff moving forward to reduce turnover.

HCS teacher Matt Gregory thanked the Board for increasing the pay scale five years ago. He then stated that he was here to address the issue of class coverage when a teacher is out as staff members cover for one another when a substitute is not available. He asked the Board to consider a new policy through which the



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money that is set aside for substitute teachers who do not provide coverage when unavailable be distributed to teachers when their prep time is spent covering a colleague's class.

Executive Director Deirdra Grode presented her strategic plan work to the Board. She stated that Hoboken Charter School's 20th year was one of reflection and envisioning for its future as a K-12 leader of service-learning, social justice and learner-centered education. Considerable reflection was informed by insight from surveys and focus groups which covered a wide range of stakeholders including 7th-12th grade students, K-12 faculty and staff, K-12 parents, alumni, parents of alumni and board members. Feedback fell into four aspirational focus areas, Mission, Value Proposition, Communication and Community.

Mission

HCS will recommit to and reimagine learner-centered education and service learning as the core elements of the HCS mission and affirm the crucial role that social justice education has as a lever for creating powerful service learning experiences. HCS will engage in systematic program review to ensure alignment with the mission and our commitment to learner-centered education and service learning. HCS will also design space at 709 Washington Street to best align with our vision for learning.

Value Proposition

HCS will establish our upper school as a differentiator in the competitive high school market and seek out and engage students who are passionate about social justice education and service learning and who seek something more than the traditional high school experience. HCS will use its small size as an opportunity for connecting students to the community through authentic and relevant learning projects that seek to solve pressing problems; fostering the development of meaningful relationships; and providing unique opportunities for personalized learning.

Community

HCS will develop programs and context for collaboration that clarifies the thirteen-year HCS learning experience. To unify the school community, HCS will unite stakeholders around the mission in meaningful, relationship-building ways that create a consistent sense of home for our students; create more opportunities for purposeful collaboration across "divisions;" and design 709 Washington Street with unification in mind. Additionally, we will tell the story of the full HCS experience through refined messaging.

Communication

HCS will acknowledge, celebrate and share the extraordinary quality of our K-12 teachers and K-12 student learning to K-12 families and beyond; train faculty to communicate a "one school" mentality and to become champions for all of HCS; and better communicate the school mission to our current and prospective families.

A discussion followed through which a timeline for implementation was discussed (end of summer with piloted programs starting in the 2018.2019 school year). One board member asked if data from the surveys would be shared, and Deirdra Grode stated that she would be happy to share trends but identifying information would not be shared. Discussion ensued regarding clarifying the mission without deviating from the core elements of the mission and seeking ways to ensure that our families are here for the mission.

Upper School Teacher Ian Costello presented on the Upper School Advisory Program. He expressed that our current advisory program is a socio-emotional and academic support program that occurs four times a week for thirty minutes a session with two teachers to twelve to thirteen students. The ultimate goal over a



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four-year period is to get students ready for college and career. For the 2017-2018 school year, the sessions focused on study habits, college and career readiness work and socio-emotional work. Advisory has served well to offer a venue for non-academic needs and school wide culture initiatives in addition, he stated. All students feel like they have at least one adult in the school to trust which is critical for building community. Advisory teachers have recommended that advisory become three sessions per week with the addition of restorative circles.

Business Administrator Mort Marks introduced a first read of three policies supporting the school's participation in the National School Lunch and Breakfast programs. After one revision made regarding the implementation of an offer versus serve policy at the upper school, the first readings were approved. Motions involving the renewal of Brown and Brown Metro, LLC commercial insurance plan for the FY 2018-2019, the 2018-2019 Vendor Contract between HCS and Karson Food Service, Inc. and the acceptance of the 2018-2019 ESEA and IDEA Grant Awards were presented and approved. Cash balances are still high and the school is on target with its budget

The Executive Director recommended the acceptance of employee resignations and approval of new hires Victoria Gemma, Math, and Samantha Glass, English. She shared that the school has been actively engaged in interviewing candidates for instructional vacancies for the 2018-2019 school year. Students have been engaged in demonstration lessons and have shared feedback with administration.

Joanna Weintraub, 2018-2019 Upper School Principal, spent a day at HCS last week and attended a FoHCS Parents Meeting, met with several key personnel in the K-12 program, participated in interviews and held focus group sessions with 9th, 10th and 11th grade students. She looks forward to her visit later this week through which she'll have an opportunity to meet with the rest of the 9-12 team and begin planning for the upcoming school year.

Reports from the Executive Director and Principals were given. (See text of reports in the meeting agenda to the right.)

Prior to adjourning the meeting, the Board went into closed session for discussions related to communication, finances and discipline.

Approve Minutes

Minutes of the previous public Board meetings held May 15, 2018 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on May 15, 2018 be approved.

Moved by _____ Lisa McIntyre _____ Seconded by _____ Jason Altberger _____

Action taken _____ OK _____



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<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger	✓			
John Berger			✓	
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre	✓			
Jose Rivera			✓	
Christine Sheedy				✓
Mark Silberberg	✓			

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.

Presentations:

- HCS Strategic Plan- Deirdra Grode
- Upper School Advisory Program –Ian Costello

1. Policy

Motion by: ____Lisa McIntyre____ Seconded by: ____John Berger____

- I. Resolved, that the Board of Trustees approves the HCS School Lunch/Food Policy which includes our school charge policy for National School Lunch Program and School Breakfast Program participation as a first reading. (See enclosed.)
- II. Resolved, that the Board of Trustees approves the HCS Breakfast Offer versus Serve policy for National School Breakfast Program participation as a first reading. (See enclosed.)
- III. Resolved, that the Board of Trustees approves the HCS Lunch Offer versus Serve policy for National School Lunch Program participation as a first reading. (See enclosed.)

<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger			✓	
John Berger	✓			
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre	✓			
Jose Rivera			✓	
Christine Sheedy				✓
Mark Silberberg				✓



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2. Educational Planning

Motion by: ____Lisa McIntyre____ Seconded by: ____John Berger_____

- I. Resolved, that the Board of Trustees approves the Professional Development for Joanna Weintraub to attend a three-day series that will empower school leaders to understand the legal requirements related to addressing the student code of conduct, as well as best practices related to building a strong school climate and conducting effective investigations of various student conduct issues. The session will run from July 31 to August 2, 2018 and be held in Monroe Township, NJ. The total cost is \$405.00.

TRUSTEE	YES	NO	ABSTAIN	ABSENT
Jason Altberger	✓			
John Berger	✓			
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre	✓			
Jose Rivera	✓			
Christine Sheedy				✓
Mark Silberberg				✓

3. Personnel

Motion by: ____Jose Rivera____ Seconded by: ____Anthony Felella_____

- I. Resolved, 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.
- Samantha Glass
 - Victoria Gemma
- II. Resolved, 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.
- Samantha Glass
 - Victoria Gemma
- III. Resolved, that the Board of Trustees approves the contract for Samantha Glass as Teacher for the 2018-2019 school year.
- IV. Resolved, that the Board of Trustees approves the contract for Victoria Gemma as Teacher for the 2018-2019 school year.
- V. Resolved, that the Board of Trustees approves the contract for Deirdra Grode as Executive Director for the 2018-2019 school year.



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- VI. Resolved, that the Board of Trustees approves the contract for Amy Katz as Speech and Language Therapist for the 2018-2019 school year.
- VII. Resolved, that the Board of Trustees approves the Provisional/Emergency Certificate for Francesca Fonseca, School Nurse.
- VIII. Resolved, that the Board of Trustees approves the resignation of Allison Addona effective June 30, 2018.
- IX. Resolved, that the Board of Trustees approves the resignation of Elizabeth Paredes effective June 30, 2018.
- X. Resolved, that the Board of Trustees approves the resignation of Timothy Mahoney effective June 30, 2018.
- XI. Resolved, that the Board of Trustees approves the resignation of Tamar Reyes-Fernandez effective June 30, 2018.

Roll Call Vote

<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger	✓			
John Berger	✓			
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre	✓			
Jose Rivera	✓			
Christine Sheedy				✓
Mark Silberberg				✓

4. Finance

Motion by: _____Anthony Felella _____ Seconded by: _____Jason Altberger _____

- I. Resolved, that the Board of Trustees approves the renewal of Brown and Brown Metro, LLC commercial insurance plan for the FY 2018-2019.
- II. Resolved, that the Board of Trustees approves the 2018-2019 Vendor Contract, Form #233, between HCS and Karson Food Service, Inc. The contract is from 9/3/18 – 6/20/19. Unit price for breakfast is \$1.50 and unit price for lunch is \$2.89
- III. Resolved, that the Board of Trustees of the Hoboken Charter School accepts and approves the Fiscal Year 2018-2019 ESEA Grant Award in the amounts listed on the attached Grant Acceptance Certificate.



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New Jersey Department of Education No Child Left Behind Allocation Notice Summary Fiscal Year 2018-2019

District: 6720 – Hoboken CS

County: 17-Hudson

Title I Part A Basic, Concentration, Targeted & EFIG \$86,779

Title I Part A Neglected \$0

Title I Part D Delinquent \$0

Title I Total \$86,779

Title II Part A \$9,538

Title II Part D \$0

Title III \$0

Title III Immigrant \$0

Title IV PART A \$10,000

Total Allocation \$106,317.00

The above referenced grant shall be implemented in accordance with Fiscal Year FY2019. Notification of Grant Award and the approved FY 2019 ESEA Consolidated application including assurances filed with the NJDOE which was used as the basis of awarding the grant.

1. The grant shall be administered and monitored in accordance with the appropriate state and federal regulations.
2. Wherever the program supported with these funds involves the procurement of goods or services from vendors or consultants, written contracts between LEA and such vendors or consultants, and the award for such contracts, shall be in accordance with the provisions of N.J.S.A. 18A-1 Et.-Seq.

IV. Cash and Fund Balance

Period	Cash Bal	Fund Bal
07.31.17	720,920	812,335
08.31.17	618,023	789,589
09.30.17	776,464	1,011,054
10.31.17	661,830	887,208
11.30.17	573,885	827,490
12.31.17	925,648	1,123,982
01.31.18	950,477	1,001,185
02.28.18	1,150,895	1,240,323
03.31.18	1,060,851	1,144,997
04.30.18	1,322,775	1,419,093
05.31.18	1,325,525	1,158,106

- V. Resolved, that the Board of Trustees accepts the funds provided by IDEA for Fiscal Year 2019. The funds are as follows: Total available for budgeting \$56,181 and \$1,014 Preschool.



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- VI. Resolved, that the Board of Trustees approves the renewal contract for Batia Zumwalt as behavior therapist.
- VII. Resolved, that the Board of Trustees approves the renewal contract for Giant Steps.
- VIII. Resolved, that the Board of Trustees approves the renewal contract for Whole Body Fitness.
- IX. Resolved, that the Board of Trustees approves the renewal contract for Colette Robinson, Doctor of Physical Therapy, LLC.
- X. Resolved, that the Board of Trustees approves the renewal contract for D. W. Putt, Educational Services.
- XI. Resolved, that the Board of Trustees approves the renewal contract for Bedford Psychological Services, PC.
- XII. Resolved, that the Board of Trustees approves the contract for Execusearch Group-Health Services.
- XIII. Resolved, that the Board of Trustees approves the renewal contract for Essex Regional Educational Service Commission.
- XIV. Resolved, that the Board of Trustees approves the Board Secretary Report as of May 31, 2018, as received in the monthly financial report as per DOE requirements.
- XV. Resolved, that the Board of Trustees approves the Treasurer's Report, as of May 31, 2018, as received in the monthly financial report as per DOE requirements.
- XVI. Resolved, that the Board of Trustees approves the Budget Transfers as received in the monthly financial report as per DOE requirements.
- XVII. Resolved, that the Board of Trustees approves the bills as received in the monthly financial report as per DOE requirements.
- XVIII. 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 May 31, 2018, 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).
- XIX. 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 May 31, 2018.
- XX. 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.



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Roll Call Vote

TRUSTEE	YES	NO	ABSTAIN	ABSENT
Jason Altberger	✓			
John Berger	✓			
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre	✓			
Jose Rivera	✓			
Christine Sheedy				✓
Mark Silberberg				✓

5. Information Items

May 15, 2018

Grade	Current	Grade	Current	Grade	Current
K	22	5	22	9	25
1	22	6	22	10	25
2	22	7	22	11	24
3	22	8	22	12	21
4	22			Total	293

School Calendar Reminder

- June 20-22 – 1:00pm Dismissal for students only
- June 22 – Last Day of School
- June 22 – 8th Grade Commencement Ceremony at HOPES, 301 Garden Street at 2:00 p.m.
- June 22 – 12th Grade Graduation Ceremony at HOPES, 301 Garden Street at 4:00 p.m.
- July 17 – Board Meeting
- July 23 to August 10 – Summer Camp
- August 21 – Board Meeting
- August 27 to August 30 – All staff professional development
- August 31 to September 3 – Schools closed for Labor Day weekend.
- September 4 – First day of school – full day.

Executive Director's Report

The school has been actively engaged in interviewing candidates for instructional vacancies for the 2018-2019 school year. Students have been engaged in demonstration lessons and have shared feedback with administration.

Joanna Weintraub, 2018-2019 Upper School Principal, spent a day at HCS last week and met parents at a FoHCS Parents Meeting, met with several key personnel in the K-12 program, participated in some interviews and held focus group sessions with 9th, 10th and 11th grade students. She looks forward to her visit later this week through which she'll have an opportunity to meet with the rest of the 9-12 team and begin planning for the upcoming school year.

On Thursday, June 14, the Lower and Middle Schools participated in Field Day with support from our Upper School Teachers of Tomorrow students.



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Upper School Report

On June 22nd, the Hoboken Charter School will hold their Upper School's Class of 2018 Commencement ceremony at the HOPES center's Rue building at 4:00 p.m.

Hope Cosme (class of 2018) was the recipient of the 2018 Hackensack University Community Service Merit Scholarship. As a result, Hope received a \$2000.00 scholarship to be used towards her post-secondary education. Congratulations Hope!

On June 7th, our seniors presented their Social Justice projects. These capstone projects were a culmination of the seniors' experiences in the Social Justice program.

On May 20th, Ms. Addona's English 3 class is celebrating the publication of their poetry in the Hoboken Historical Museum's yearly student poetry anthology. Fatma Abdelrasoul, Tais Martinez, and Laisha Perez performed their poems to a packed audience at the Hoboken Historical Museum. Mayor Ravi Bhalla spoke at the event, and poet Robert Hyland performed his poems as well.

Our students wrote poems on the topic of immigration and truly embodied the spirit of social justice activists. Chris Perez, Travon Merritt, Infiniti Mincey, Alexandra Reyes, Jinal Thakkar, Rico Phang, and Yaliza Prensa also have poems featured in the book.

On Friday May 25th, the Hoboken Charter School's Upper School held their annual Jr./Sr. Prom. This year prom was held at the Sheraton Lincoln Harbor Hotel. It was a great night for all the students and the staff. A special thanks to Ms. Reyes and the Prom committee for putting together such a special night!

This past May, the HCS Upper School track team participated in the New Jersey Charter School Athletic League spring track meet at Westside High School in Newark. Results from the meet are listed below:

- Individual 100 m boys: Kobe Rivers - 1st place
- Individual 100 m girls: Elaine Condo - 2nd place
- Individual 200 m boys 1st heat: Tavian Frazier - 2nd place
- Individual 200 m boys 2nd heat: Kareem Parker - 2nd place
- 400 m relay: Tavian Frazier, Belvis Colon, Kobe Rivers, Mike Nieves - 1st place

Lower School/Middle School Administrative Reports

On Friday, May 18, the Middle School bands (5/6 band, 7/8 band and Jazz Band) performed at the High Notes Music Festival in Allentown, PA. All three bands received the distinction of "Excellent" for their performances. The Middle School then enjoyed the day at Dorney Park.

On Saturday, May 19, students in grades 4-6 participated in the annual Elementary Science Olympiad.

On Monday, May 21, elementary school teachers from HoLa Dual Language Charter School visited HCS to observe literacy and math instruction, as well as our academic intervention program.

On Friday, June 1, fourth graders Luna Cascetta and Filip Loncar were honored at Pershing Global Financial Solutions in Jersey City, as they first within the elementary school division of the New Jersey North Stock Market Game. The fourth grade class has been participating in the 2017-2018 year long competitive session



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since September. Luna and Filip ended the year with over \$116,000 in equity through their work in the game and gave a speech describing their process.

On Tuesday, June 5, the Lower and Middle School students performed at Sinatra Park for Summer Gathering.

The Hoboken Public Library visited the Lower School on June 11 to read with our classes, talk about summer programming and sign students up for library cards.

On Tuesday, June 12 HCS hosted the Middle School Science Fair. Students had the opportunity to present their projects and findings.

On Monday, June 18, the Kindergarten class celebrated the end of their year with a moving up ceremony.

Several of our Lower and Middle School classes have participated in experiential field trips outside of the classroom:

- The fourth grade went to Waterloo Village as a part of their Social Studies unit on the Lenape Indians
- The third and fourth grades visited Carnegie Hall
- The eighth graders visited Washington, DC, Maryland and Virginia for their end of the year trip
- The first and second grades visited Liberty Science Center
- Members of Girls Who Code visited the Franklin Institute
- The sixth grade visited a glass blowing museum as a part of their science unit
- The fifth grade visited Liberty Science Center

Student Suspensions

- One middle school student has been suspended for 5 days for infraction #20 of the Code of Student Conduct.
- One Upper School student has been suspended for 2 days for infraction #'s 11, 15, 16, and 17 of the Code of Student Conduct.

Board of Trustees Committee Reports

New Business

Public Comments

Looking Ahead

- ESEA application submission in Summer 2018
- IDEA application submission in Summer 2018
- New telephone contract in discussion
- Renewal of Payschools in Summer 2018
- Annual Report submission by August 1, 2018

Executive Session

- Matters related to personnel, finance and legal matters
- Executive matters



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⇒ Meeting went into closed session at 9:10pm via motion from Anthony Felella, seconded by Jose Rivera.
Re-opened at 10:20pm via motion from Anthony Felella, seconded by Jose Rivera.

6. 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, June 19, 2018.

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, June 19, 2018.

<i>TRUSTEE</i>	<i>YES</i>	<i>NO</i>	<i>ABSTAIN</i>	<i>ABSENT</i>
Jason Altberger	✓			
John Berger	✓			
Lauren Calmas	✓			
Anthony Felella	✓			
Lisa McIntyre	✓			
Jose Rivera	✓			
Christine Sheedy				✓
Mark Silberberg				✓

Moved by _____Anthony Felella_____ Seconded by _____Jose Rivera_____

Action taken _____

Certified by Board Secretary _____

Date _____ Adjournment _____ 10:20 _____



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HCS School Lunch/Food Policy- FIRST READING

Hoboken Charter School (HCS) participates in the National School Lunch Program (NSLP) and School Breakfast Program. For families wishing to apply for free or reduced-priced lunch for their children, an application is available in each building's main office and by email to Mort Marks, Business Administrator. All student eligibility is kept strictly confidential. No identification is made at the point of service and all meals choices are available to everyone. Should a family's financial circumstances change during the course of the year, they may fill out another application at any time.

Currently, the fee for reduced-price lunch is \$.40 per meal and reduced-price breakfast is \$.30 per meal. Should a family not be eligible for free or reduced-price lunch, the full price is \$2.00 for breakfast and \$3.25 for lunch. Vegetarian and non-vegetarian lunch options are available daily and breakfast is always vegetarian.

To allow for our participation with a contracted offsite meal provider while increasing program management efficiency, we require that all meals are ordered by students' families in the preceding month of the month that they are served. For example, meals for June are pre-ordered online in May. HCS uses PaySchools/PayForIt as an online order and payment system. The parent can choose breakfast and lunch items for any or all days. There is a cutoff time for parents to order each month which is announced. If you miss the cut off, you will be unable to access the ordering system. Program guidance is issued to families annually. For additional instructions, please contact the main office for assistance. Please note that free meal qualifying students are not charged and reduced-price qualifying students have the reduced price as noted above.

In the case that a child has not ordered a meal or brought a meal from home, the school will make an effort to provide an alternative to the child and follow up with the family to ensure that the school and family are working together to provide for every student. Support to families may include support in NSLP application completion or online ordering technical support. Due to the pre-order and pre-pay process, at no point should the school have an unpaid meal charge. With pre-payments, there will not be any refunds for unserved meals or milk. This is the HCS policy to ensure the efficiency of the program and compliance with USDA regulations. HCS has a "serve only" policy for grade K-8 students which supplies a complete meal at the time of delivery. HCS has an "offer versus serve" policy for grade 9-12 students through which students can accept the complete meal or decline a certain number of food components.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or



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write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Any complaints should be addressed to the Executive Director of HCS, Deirdra Grode, and sent to Hoboken Charter School, 713 Washington Street, Hoboken, NJ 07030. You can request a USDA Discrimination Complaint Form – 148 from the office.



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HCS Breakfast Offer versus Serve Policy- FIRST READING

Name of Local Education Agency: Hoboken Charter School

Implementation Date: 6/19/18

Offer versus serve (OVS) is a policy for reimbursable meals that allows students to decline a certain number of food components in the meal in order to reduce plate waste and food cost.

A school breakfast eligible for federal reimbursement shall offer four (4) food items from the three (3) food components in the appropriate amounts per grade grouping:

1. Fruit (Including optional vegetables)
2. Grains (Including optional meat/meat alternate)
3. Milk

Students are allowed to decline one (1) of the four (4) items offered, but must select at least ½ cup of fruit (or ½ cup of vegetables) or ½ cup of a fruit /vegetable combination.

After taking the required ½ cup fruit, students must select at least two (2) additional food items in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.

The student's decision to accept all four (4) food items or to decline one (1) food item shall not affect the price charged for the meal. The breakfast is priced as a unit.

School staff cannot require a student to take a particular food component (except the required ½ cup fruit). It is the student's choice to select three or all four food items.

Prepackaged meals such as bagged or "grab and go" meals are allowed under OVS. School staff is encouraged to offer some food components/food items with choices (e.g. fruit basket) and/or the option to decline an item, such as milk.

At each school implementing the Offer versus Serve Policy:

- School food service staff will be trained annually.
- Signs will be posted to assist students in identifying a reimbursable meal under OVS.

Offer versus Serve will be implemented at the Hoboken Charter Upper School only.



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HCS Lunch Offer versus Serve Policy – FIRST READING

Name of Local Education Agency: Hoboken Charter School

Implementation Date: 6/19/18

Offer versus serve (OVS) is a policy for reimbursable meals that allows students to decline a certain number of food components in the meal in order to reduce plate waste and food cost.

A school lunch eligible for federal reimbursement shall offer five (5) food components in the appropriate amounts per grade grouping:

1. Fruit
2. Vegetable
3. Grains
4. Meat/Meat Alternate
5. Milk

Students are allowed to decline two (2) of the five (5) required food components, but must select at least $\frac{1}{2}$ cup of either fruit (or fruit combination) or $\frac{1}{2}$ cup of vegetables (or vegetable combination) or $\frac{1}{2}$ cup of a fruit/vegetable combination.

After taking the required $\frac{1}{2}$ cup fruit or vegetable, students must select at least two (2) additional components in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.

The student's decision to accept all five (5) components or to decline two (2) components shall not affect the price charged for the meal. The lunch is priced as a unit.

School staff cannot require a student to take a particular food component (except the required $\frac{1}{2}$ cup fruit or vegetable). It is the student's choice to select three, four or all five components.

Prepackaged meals such as bagged or "grab and go" meals are allowed under OVS. School staff is encouraged to offer some food components/food items with choices (e.g. fruit basket) and/or the option to decline a component/item, such as milk.

At each school implementing the Offer versus Serve Policy:

- School food service staff will be trained annually.
- Signs will be posted to assist students in identifying a reimbursable meal under OVS.

Offer versus Serve will be implemented at the Hoboken Charter Upper School only.