



A K – 12 SERVICE LEARNING SCHOOL

Board Minutes

BOARD OF TRUSTEES MEETING
DECEMBER 18, 2018 - 7:00 PM
360 1ST STREET, 2ND FLOOR
HOBOKEN, NJ 07030

Call to Order

Roll Call

TRUSTEE	PRESENT	ABSENT
Jason Altberger		✓ (arrived 7:30)
John Berger	✓	
Lauren Calmas	✓	
Anthony Felella	✓	
Lisa McIntyre	✓	
Christine Sheedy	✓	
Mark Silberberg	✓	

Deirdra Grode, Executive Director

Morton Marks, Business Administrator/Board Secretary

Also in attendance: Elizabeth Palma and Joanna Weintraub

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 August 27, 2018 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

Elizabeth Palma, K-8 Principal, presented on the feedback she received via parent share sessions scheduled in the Spring, Summer and Fall of 2018 with HCS K-8 families. Ms. Palma reached out to all 148 2017-2018 HCS K-8 families, and 77 families (52.4%) scheduled meetings with her to share feedback on their experiences at HCS. She will reach out to new HCS families in the new year.

Some key takeaways were as follows:

What do families think makes HCS special?

- The teachers
- Safety
- Relationships between students across grades
- Small size
- Sense of community



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- Service learning
- Differentiation
- STEM programming
- Special education services
- Academic support
- Overall quality of education
- Project based learning
- Support for the whole child
- Citizenship focus
- Field trips

In response to the feedback and in conjunction with observations by administration and staff, the following has been or will be implemented this school year:

- Revised drop off policy for items left at home
- Greater variety in club offerings including new outside providers such as Stevens Math Circles
- Increased time outside during Extra Innings
- Use of HCS Google Calendar for communication
- Revisions to Back to School Night structure to allow for more time with teachers
- Bios shared introducing all staff with photos
- Additional anti-bullying/social emotional learning initiatives
- A PBL period replacing Independent Reading in the middle school
- More opportunities for students to engage in public speaking as a part of publishing parties
- Coding in the lower school
- A revised Spanish curriculum (A new K-4 program will be implemented in January 2019.)
- Middle school parent teacher conferences to allow for more time with individual teachers
- Increased use of the HCS library
- More scaffolding for the middle school transition from 4th to 5th grades

Next, Mort Marks, Business Administrator, shared changes to the upper school breakfast program with the goal of increasing student participation. A discussion ensued around Department of Agriculture requirements around the food programs and options for schools around participation.

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

Prior to adjourning the meeting, the Board went into closed session for discussions related to finances, governance and legal matters.



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Approve Minutes

Minutes of the previous public Board meetings held November 20, 2018 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on November 20, 2018 be approved.

Moved by____Mark Silberberg____ Seconded by____Christine Sheedy____

Action taken____ OK _____

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

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:

K-8 Parent Meeting Feedback Share ó Elizabeth Palma ó December

Social-Emotional Learning (SEL) ó Elizabeth Palma and Joanna Weintraub - January

1. Finance

Motion by: _____Anthony Felella_____ Seconded by: _____Mark Silberberg_____

I. Cash and Fund Balance

Period	Cash Bal	Fund Bal
07.31.18	930,124	843,592
08.31.18	865,009	763,100
09.30.18	970,001	1,004,371
10.31.18	823,753	899,441
11.30.18	723,354	823,162

II. Resolved, that the Board of Trustees approves the Board Secretary Report as of November 30, 2018, as received in the monthly financial report as per DOE requirements.

III. Resolved, that the Board of Trustees approves the Treasurer's Report, as of November 30, 2018, as received in the monthly financial report as per DOE requirements.



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- IV. Resolved, that the Board of Trustees approves the Budget Transfers as received in the monthly financial report as per DOE requirements.
- V. Resolved, that the Board of Trustees approves the bills as received in the monthly financial report as per DOE requirements.
- VI. 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 November 30, 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).
- VII. 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 November 30, 2018.
- VIII. 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.

Roll Call Vote

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

2. Educational Planning

Motion by: _____Christine Sheedy_____ Seconded by: _____Lisa McIntyre_____

- I. Resolved, that the Board of Trustees approves the professional development request for Travis Novack, Teacher and Victoria Gemma, Teacher, to attend the M-cubed Session on mathematical problems and solutions, the people behind these discoveries, and the historical developments that led to each breakthrough. The training will take place at the National Museum of Mathematics in NYC on January 28, 2019. The total cost is \$350.00 (\$175.00 for each teacher attending.)
- II. Resolved that the Board of Trustees approves the professional development request for Deirdra Grode, Executive Director, and Melissa Fisher, Special Education Coordinator, to attend the Diverse Charter School Coalition's Annual Two-Day Convening to visit exemplar schools, network with other member schools to learn transferable effective practices and push thinking on diversity, equity and inclusion to improve our work at HCS. It will take



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place in New Orleans, Louisiana from January 31 ó February 1, 2019. Total cost is \$373.76. (The DCSC will be subsidizing \$800 of the trip as our first year as a member school.)

- III. Resolved that the Board of Trustees approves the professional development request for Deirdra Grode, Executive Director, and Joanna Weintraub, Principal 9-12, to visit the flagship Big Picture Learning (BPL) school, The Met High School, in Providence, Rhode Island on January 16, 2019 through which they aim to become more knowledgeable about the principles of BPL in action with particular attention on program personalization, school organization, authentic learning experiences and ways in which these principles are reinforced through LTIs and advisories. The cost of the trip will be \$867.87.

Roll Call Vote

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

3. Information Items

December 18, 2018

Grade	Current	Grade	Current	Grade	Current
K	22	5	22	9	23
1	22	6	22	10	26
2	22	7	22	11	25
3	22	8	22	12	26
4	22			Total	298

School Calendar Reminder

December 20 ó After school activities are cancelled.

December 21 ó 1:00pm dismissal ó After school activities are cancelled.

December 24 to January 1 ó Lower, Middle and Upper School are closed for the winter break.

January 3 ó Lottery application deadline

January 10 ó Professional Development Day-students will have a 1:00pm dismissal. Movie Day is available for K-8 students.

January 10 ó Lottery at 2:00pm at 713 Washington Street

January 21 ó School Closed for MLK Day Holiday

January 22 ó Board Meeting at 713 Washington Street 7:00 pm.



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Executive Director's Report

In September 2018, HCS was selected to engage in a cost-free contract with Teachers College Consulting & Swan Group to support our work toward actualizing one K-12 identity around service learning, social justice and learner-centered education as we move into a shared campus for September 2020. HCS administration shared goals to develop purposeful programming to build a more unified community, involve more stakeholder voice, provide a more seamless transition across divisions and promote a clear vision with our stakeholders.

The consulting team of nine graduate students in the Social-Organizational Psychology program began its work three months ago by developing an understanding of the school and its strengths, challenges and goals by meeting with K-12 administration and touring the three sites on two occasions, listening to a presentation led by HCS administration at Teachers College, attending the Day of the Dead event and conducting nine individual conferences with members of the leadership team, K-12 teachers and two school founders. They then supported the administration in developing surveys for K-12 parents and teachers/staff that addressed program integration, school mission and values and communication around such which they collected to allow for greater anonymity and thus more honest feedback. HCS administration also created and disseminated an anonymous survey to students in grades 5-12 to complete in school. Once the data was collected, members of the team conducted a half-day workshop with HCS administration in which we explored themes and insights from the cumulative data collected including a SWOT analysis. The HCS team concluded their work with Swan Group with a presentation at Teachers College through which feedback was received by the professor and their classmates and administration began to work on a change roadmap which we will continue to complete at HCS independently. HCS has been approved to work with another consulting team in the spring semester to create a concrete change plan and receive support on the implementation of the plan.

On December 13, 2018, members of HCS administration spoke at the Hoboken Housing Authority December Board meeting to share information about HCS as well as distribute applications. HCS is committed to serving a broader cross-section of the community, and administration has been in conversation with HHA administration on ways to increase our presence and outreach. Our goal is to engage in more frequent and ongoing outreach efforts in HHA year-round.

Lower School/Middle School Report

On Saturday, November 16, the Middle School sent three teams to the Montclair Society of Engineers New Jersey First Lego League Qualifying Tournament. HCS teams have been working since the summer to design and build a robot to earn points in this year's game, "Into Orbit." Teams were also responsible for creating a project around a solution to a problem associated with long term space travel. The fifth grade team won the Judges' Award for their work on their project, commending the team for creating a website to share information about themselves and the project. The seventh and eighth grade team won the Robot Design Award for their advanced coding using sensors. The team also earned an invitation to the state championship in a few weeks. Lastly, robotics advisor Chris Kunkel won the Mentor of the Year Award. He was nominated by HCS students for his dedication and commitment to the robotics program.

On Wednesday, November 28, the sixth graders host a bake sale after school to raise money for the Lighthouse, a Hudson County organization that supports refugees and asylum seekers. Students read the book, "Refugee" in ELA this fall and had a Syrian refugee come speak to the class about his experience.

On Friday, November 30, the Middle School hosted their first Project Based Learning Share session to close out the first trimester. Students shared the work they completed over the course of the trimester on topics such as police brutality, gender equality in sports, cyberbullying and indigenous peoples. Lower and Upper School students and parents came to listen to the presentations.



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During the week of December 3, K-8 students visited Little City Books for their annual book fair. This was the first year that HCS partnered with LCB for their book fair.

Additionally during the week of December 3, HCS rec basketball practices started for students in grades 3-8. Games will begin in January.

The Lower School performances of "Annie Kids" were held on Friday, December 7 and Saturday, December 8. The Middle School will begin auditions for their Drama Club production of "Once on this Island, Jr." later on in December.

On Saturday, December 8, the Middle School debate team participated in their first debate. Sixth grader Danny Baruchin won the Best Speaker Award on behalf of HCS.

On December 14, Lower and Middle School Students participated in the 11th Annual Holiday Concert at All Saints. There were vocal performances in grades K-3 and performances by the fourth grade band, the 5/6 band, the 7/8 band and several Artsbridge electives.

During the month of December, the fourth grade class has teamed up with The Leukemia & Lymphoma Society (LLS) in their öPennies for Patientsö campaign. During this three week campaign, students are part of a "Hero Squad," raising money in whatever way they can for patients with blood cancers, many of them being children just like themselves. Simultaneously, students are participating in Common Core STEM lessons, with a focus on learning about cells to inspire students to be scientists working toward a cure. The class set an ambitious goal of raising \$5000 and met their goal in 14 days!

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

- The fourth graders visited the New Jersey State House

Upper School Report

As per state requirement, the Upper School has submitted and enacted a plan to improve participation in the Breakfast program. We conducted a survey to discern studentsö favorite breakfast foods as well as preferred eating times. The resulting program changes include:

- Student preferred foods available every day
- Breakfast available from 8:00- 11:00 instead of 8:00- 8:15 every day
- Breakfast available to students who did not pre-order
- Post service billing procedures developed

We are in the process of reflecting upon progress from these changes and will revise as needed.

Learning for a just world continued this month. The Freshmen concluded a study of memoirs by sharing their work in a celebration with the Senior Center. They brought food memoirs and foods to share, but the highlight of the event was the conversations sparked between generations about foods! The US History classes attempted to understand the humanity behind events such as the Stamp Act of 1765 and post Civil War debates between W.E.B DuBois and Booker T. Washington. They brought their own understandings to reenactments, artwork, and discussions. The seniors in Economics classes have put their learning to work as they attempt to improve the world through capitalism in a öShark Tankö activity.

The final Open House of this year was held on December 6th. We had an improved turnout at the successful event. Staff conducted interdisciplinary demo classes and current students again turned out in large numbers to participate in the student panel.



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The Students on Broadway program is an all-expense paid program with lunch, motorcoach transportation and a Broadway performance to THE LION KING at the Minskoff Theatre. We have won a grant to take 50 students in March!! Students will be chosen who demonstrate a dedication and proficiency with the Cougar academic and citizenship expectations. They will have the opportunity to qualify with grades, attendance or exceptional community participation.

December 17-21 will be an official Spirit Week as the basketball and cheer teams begin their seasons. Home games are on Thursdays in January at the multi service center. Spirit week will actually conclude after the break with a pep rally and student dance January 3rd and 4th.

Board of Trustees Committee Reports

New Business

Public Comments

Looking Ahead

First read on a proposed Family and Medical Leaves and Benefits Policies

First read on a proposed Human Resources Handbook

Executive Session

=Meeting went into closed session at 8:55pm via motion from Anthony Felella, seconded by Christine Sheedy.

Re-opened at 9:40pm via motion from Anthony Felella, seconded by Christine Sheedy.

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, December 18, 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, December 18, 2018.

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

Action taken _____ OK _____

Certified by Board Secretary _____

Date _____ 12.18.18 _____ Adjournment _____ 9:45 _____

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