



**BOARD OF TRUSTEES MEETING  
January 17, 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 September 20, 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 December 20, 2016 are available for review and/or correction and approval.

*I move that the minutes of the Hoboken Board of Trustees Meeting on December 20, 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:*

- |                      |                  |
|----------------------|------------------|
| ▪ September 13, 2016 | ▪ March 21, 2017 |
| ▪ October 18, 2016   | ▪ March 28, 2017 |
| ▪ November 15, 2016  | ▪ April 25, 2017 |
| ▪ December 20, 2016  | ▪ May 16, 2017   |
| ▪ January 17, 2017   | ▪ June 20, 2017  |
| ▪ February 16, 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 January 17, 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>	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>	25
<i>4</i>	23			<i>Total</i>	299

**3. 2017-2018 lottery held on Thursday, January 12, 2017**

<i>Grade</i>	<i>Hoboken Siblings</i>	<i>Out of district siblings</i>	<i>Hoboken Residents</i>	<i>Out of District Residents</i>	<i>Total # applications</i>	<i>Applications received by deadline of 1/5/17. (For comparison with last year's submissions, please see the chart below.)</i>
<i>Kindergarten:</i>	11	0	222	20	253	
<i>Grade 1:</i>	0	1	82	9	92	
<i>Grade 2:</i>	0	0	54	5	59	
<i>Grade 3:</i>	3	0	29	7	39	
<i>Grade 4:</i>	1	0	25	2	28	
<i>Grade 5:</i>	2	0	16	0	18	
<i>Grade 6:</i>	1	2	13	9	25	
<i>Grade 7:</i>	1	0	7	1	9	
<i>Grade 8:</i>	0	0	7	2	9	
<i>Grade 9:</i>	0	1	12	84	97	
<i>Grade 10:</i>	0	0	1	6	7	
<i>Grade 11:</i>	0	0	0	4	4	
<i>Grade 12:</i>	0	1	0	0	1	
<i>TOTALS</i>	19	5	468	149	641	

<i>Grade</i>	<i>Hoboken Siblings</i>	<i>Out of district siblings</i>	<i>Hoboken Residents</i>	<i>Out of District Residents</i>	<i>Total # applications</i>	<i>2016-2017 lottery applicants</i>
<i>Kindergarten:</i>	8	1	252	27	288	
<i>Grade 1:</i>	0	2	99	8	109	
<i>Grade 2:</i>	1	0	59	5	65	
<i>Grade 3:</i>	1	0	39	4	44	
<i>Grade 4:</i>	0	0	27	3	30	
<i>Grade 5:</i>	0	0	18	5	23	
<i>Grade 6:</i>	0	0	9	2	11	
<i>Grade 7:</i>	1	0	2	7	10	
<i>Grade 8:</i>	0	0	3	2	5	
<i>Grade 9:</i>	0	6	10	52	68	
<i>Grade 10:</i>	0	0	1	5	6	
<i>Grade 11:</i>	0	0	1	2	3	
<i>Grade 12:</i>	0	0	0	0	0	
<i>TOTALS</i>	11	9	520	122	662	

#### 4. School Calendar Reminder

- February 9 – Staff professional development - 1pm dismissal
    - Movie Day is available for Lower and Middle School students
  - February 16 – Board Meeting at 713 Washington Street 7pm
  - February 17-24 – Upper School Closed for Winter Break
  - February 20-24 – Lower and Middle School Closed for Winter Break
  - March 9 – Staff professional development - 1pm dismissal
    - Movie Day is available for Lower and Middle School students
  - March 21 – Board Meeting at 713 Washington Street 7pm
  - March 28 – Board Meeting at 713 Washington Street 7pm
  - April 13 – 1:00pm dismissal. No afterschool activities.
  - April 14-21 – Lower, Middle and Upper Schools are closed for the Spring Break.
  - April 25 – Board Meeting at 713 Washington Street 7pm
  - April 27 – Staff professional development - 1pm dismissal
    - Movie Day is available for Lower and Middle School students
  - May 11 – Staff professional development - 1pm dismissal
    - Movie Day is available for Lower and Middle School students
  - May 16 – Board Meeting at 713 Washington Street 7pm
  - May 26 – 1:00pm dismissal. No afterschool activities.
  - May 29 – Lower, Middle and Upper Schools closed for Memorial Day
  - June 6 – Summer Gathering for the Lower and Middle School at Frank Sinatra Park at 6:00pm. The rain date is June 7.
  - June 8 – Field Day for the Lower and Middle School at Pier A Park. The rain date is rain date is June 9.
  - June 8 – Staff professional development - 1pm dismissal – After school activities cancelled
  - \*June 16, 19, 20 – 1:00pm days for the Lower and Middle School
  - \*June 19, 20, 21 – 1:00pm days for the Upper School
  - \*June 20 – Last day of school for the Lower and Middle School
  - \*June 20 – Graduation for the 8<sup>th</sup> Grade
  - June 20 – Board Meeting at 713 Washington Street 7pm
  - \*June 21 – Last day of school for the Upper School.
  - \*June 21 – Graduation for the 12<sup>th</sup> Grade
- \*Subject to change. In the event of an unforeseen school closure, the school year will be extended through no later than Friday, June 23, 2017. In the event that more than 3 days are needed to make up for school closures, the spring break will be utilized going backwards from April 21<sup>st</sup>. The last three days of school are 1:00pm days.

#### 5. Report from K-12 Executive Director

Upper School Teacher Cadets have begun their work with lower and middle school classrooms and have jumped right in to supporting teachers in their work in the classroom. In the first weeks, they will be getting acclimated with the class, teacher and class rules and providing support. Ultimately, they will apply what they have learned in their coursework as well and lead small group work and full lessons. We appreciate their enthusiasm as well as the time the K-8 teachers are giving to serve as mentors to these students.

On January 12<sup>th</sup>, Hoboken Charter School hosted its 19<sup>th</sup> lottery. The event was well attended, and families received notification the following day. We are eager to meet all of our new families.

#### **6. Report from Lower and Middle School Administration**

Middle School math teacher Chris Kunkel and music teacher Sean Gavarny were nominated for the LifeChanger of the Year Award. Mr. Kunkel and Mr. Gavarny were nominated by HCS parents for their hard work and dedication. The finalists will be selected in January and will receive cash prizes for themselves and their schools. In addition, there is a spirit award for the school and nominee whose community shows the most support for their nomination.

During the month of December, Ms. Swentzel's first graders collected toiletry kits to donate to the Hoboken Shelter. Over 100 kits were collected, in addition to other supplies and food. The first graders carried the kits over to the shelter on December 21.

On December 7, 2016, the sixth through eighth grade "Girls Who Code" club met with 26 third through fifth grade girls after school for an "Hour of Code" event. GWC members led a variety of activities from code.org. Also in December, GWC members Maya Espinel, Lucy Hartigan, Alma Madlener and Jo Conlon led "Hour of Code" sessions with first and second grade students during the school day.

On December 19, Student Government Advisors Mr. Persico and Ms. Mercandetti, along with Ms. Freylikhman conducted a peer mentor training session with the fourth grade student council officers, Middle School officers and a few other SGA representatives. Students were excited to begin the work and had many great ideas to share as the Lower and Middle Schools look to implement peer mentoring. The program will be rolled out this winter.

The Lower and Middle Schools held their annual pep rally on December 23, led by Mr. Flynn. Members of HCS clubs were recognized and the basketball teams were introduced. The Middle School jazz band played as well.

On January 3, forty-three Middle School students were celebrated for making the first trimester honor roll, with a 90% or above average in every class. Students joined Ms. Grode, Ms. Niesz and Ms. Fisher for a pizza lunch.

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

- Grade 2 visited the Hoboken Historical Society
- The Girls Who Code Club went to see Hidden Figures - a movie about three African-American women at NASA
- Grade 7 and 8 Girls Who Code Club members went to Tween Tech Day at Drew University

#### **7. Report from Upper School Administration**

Deirdra Grode and Melissa Fisher brought the Tomorrow's Teachers class to Montclair State University on January 9th for a conference hosted by the university's Center of Pedagogy, College of Education and Human Services and the NJ Future Educators Association. Students listened to inspirational educators speak about their experiences and selected breakout sessions around areas of particular interest in education. Topics included: Reaching Every Child From Within, Jumpstart into Early Childhood, Discovering Your Education Swagger in Less than 60 Minutes, Apps and Technology for Learning in

the 21st Century, Using Psychology to Make you a Better Learner, Impact Over Income and Discovering the Mathematician within Them and You. Students also had an opportunity to hear from Montclair students about the transition from high school to college. Montclair reps were also available to meet with interested students.

As part of the Upper School's capstone service-learning project, the seniors have been meeting with their senior project advisors.

On Thursday, January 12<sup>th</sup>, the Upper School staff participated in a drug and alcohol awareness workshop. This workshop focused on educating our students on positive lifestyle choices and in helping our staff to better understand and recognize the signs of drug and alcohol use.

As part of the Upper School's commitment to service learning, various staff members have designed classroom experiences focused on MLK on the schoolwide theme of "And Justice For All".

#### **8. Report From Business Administrator**

12/31/16		
Period	Book Cash Bal	Fund Balance
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

#### **9. 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.**

#### **10. Student Suspensions**

- One Upper School student has been suspended for 10 days for infractions # 1, 2, and 36 of the Code of Student Conduct.
- One Upper School student has been suspended for 2 days for infractions # 1, 2, 3, 11, and 17 of the Code of Student Conduct.
- One Upper School student has been suspended for 5 days for infractions # 1, 2, 3, 11, 17, and 27 of the Code of Student Conduct.

#### **11. 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.*
  - Rose-Maria Russo
  - Carolyn Yuhas

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.*

- Rose-Maria Russo
- Carolyn Yuhas

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_

Action taken\_\_\_\_\_

- III. *I move that the Board of Trustees approves Carolyn Yuhas as Instructional Aide.*

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_

Action taken\_\_\_\_\_

- IV. *I move that the Board of Trustees approves the professional development request for Jessica Santelli, Teacher, to attend a session on Dyslexia at The Westwood in Garwood, NJ on Friday, March 24, 2017. The cost is \$205.00.*

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_

Action taken\_\_\_\_\_

## **12. Consideration of Motions Related To Board Operations**

- I. *I move that the Board approves Hoboken Charter School's Self-Assessment Score under the Anti-Bullying Bill of Rights Act.*

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_

Action taken\_\_\_\_\_

- II. *I move that the board approves the 2016-2017 revised budget as of October 15, 2016, to be submitted to the DOE and as per DOE requirements.*

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_

Action taken\_\_\_\_\_

- III. *I move that the Board of Trustees approves the Board Secretary Report, as of December 31, 2016 as received, and as per DOE requirements. See attached file at the end of the minutes.*

Moved by\_\_\_\_\_ Seconded by\_\_\_\_\_



**A K – 12 SERVICE LEARNING SCHOOL**

Action taken\_\_\_\_\_

- IV. *I move that the Board of Trustees approves the Treasurer's Report, as of December 31, 2016, 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 December 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\_\_\_\_\_ 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 December 31, 2016.*

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\_\_\_\_\_





**13. Consideration of Motions Related To Board Operations for Discussion**

**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, January 17, 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, January 17, 2017.

*Moved by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

*Action taken* \_\_\_\_\_

*Certified by Board Secretary* \_\_\_\_\_

*Date* \_\_\_\_\_ *Adjournment* \_\_\_\_\_