



**BOARD OF TRUSTEES MEETING
MAY 16, 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 April 25, 2017 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on April 25, 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 2016-2017 year occur at 7:00pm at 713 Washington Street on the following dates:

- | | |
|----------------------|---------------------|
| ▪ September 13, 2016 | ▪ February 13, 2017 |
| ▪ October 18, 2016 | ▪ February 16, 2017 |
| ▪ November 15, 2016 | ▪ March 21, 2017 |
| ▪ December 20, 2016 | ▪ April 25, 2017 |
| ▪ January 17, 2017 | ▪ May 16, 2017 |
| ▪ February 8, 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 May 16, 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> | 22 | | | <i>Total</i> | 298 |

3. School Calendar Reminder

- May 26 – 1:00pm dismissal. No afterschool activities.
- May 29 – Lower, Middle and Upper Schools closed for Memorial Day
- June 6 – Lower/Middle School Summer Gathering Sinatra Park at 6:00pm. (Rain date June 7)
- June 8 – Field Day for the Lower and Middle School at Pier A Park. (Rain date June 9)
- June 8 – Staff professional development - 1pm dismissal – After school activities cancelled
- June 20, 21, 22 – 1:00pm days for the Lower and Middle School
- June 21, 22, 23 – 1:00pm days for the Upper School
- June 22 – Last day of school for the Lower and Middle School
- June 22 – Eighth Grade Commencement Ceremony
- June 20 – Board Meeting at 713 Washington Street 7pm
- June 23 – Last day of school for the Upper School.
- June 23 – Twelfth Grade Graduation Ceremony

4. Report from K-12 Executive Director

United States Department of Education staff reached out to exemplary teachers across the country this week for Teacher Appreciation Week. Leigh-Ann Mitchell, HCS Middle School Science Teacher, received a call recognizing her stellar work and leadership in science education at HCS, and Tamar Reyes, HCS Upper School Spanish Teacher, received a personal call from Secretary of Education Betsy DeVos for her exemplary teaching and service learning leadership with our Upper School students.

Hoboken Charter School has been a longtime participant with H2O for Life. As they celebrate their ten years of service learning work providing water and sanitation for schools around the world, they asked to celebrate HCS- and particularly the efforts and passion of Mr. S.K. Duff who has worked with H2O for Life from their start. Hoboken Charter School has fundraised and donated over \$40,000 for water and sanitation projects for schools over the last ten years. Through this work, the access to clean water for children, primarily in eastern African countries, has increased, and our students have become more globally conscious and have developed the skills to be agents of meaningful change. As Patty Hall, Founder/President of H2O for Life, stated: "Not only does [HCS] provide an amazing school event for parents and youth, but your students have changed the lives for thousands of students around the world. Heartfelt, and Impressive!"

H2O for Life has sent a ten year plaque of service that the HCS Board of Trustees will present to HCS and Mr. Duff at our May meeting on Tuesday, May 16 at 7:00 PM at HCS's 713 Washington Street site. Parents, faculty, students and friends are invited to congratulate Mr. Duff for this honor.

HCS's annual Empty Bowls occurred on April 29, 2017. HCS students, faculty, staff and families collected more food than ever before and our grand total for food/toiletries/paper goods/cash was over \$18,000. Way to go HCS!

5. Report from Lower and Middle School Administration

On Thursday, April 27, HCS hosted the final professional development session for K-8 science teachers. Led by NGSSPD founder Stacey van der Veen, the yearlong series was a collaboration between HCS and two other schools in the Jersey City and Hoboken Charter Schools Alliance. The sessions focused on the three dimensions of the standards (practices, crosscutting concepts and interdisciplinary core ideas) and engineering. Teachers had the opportunity to plan with grade level partners at other schools and work to develop and revise curricula aligned to the standards.

On Sunday, April 30, Middle School teacher Amanda Thiede personally delivered school supplies to two Syrian families in Elizabeth, NJ whose children are starting school this week for the first time in our country. Over the last month, Hoboken Charter School Middle Schoolers have led efforts to raise funds for these families. Sixth grade students hosted a bake sale and collected school supplies. The families were extremely grateful and especially touched by the messages our sixth graders wrote in English and translated to Arabic. Funds raised will be donated to the Islamic Circle of North America.

On Friday, May 5, the Middle School Student Government Association and the Parents Association hosted the Middle School dance at the Kolo Klub.

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

- Several students from grades 7 and 8 participated in the MoMathalon
- Grades 1 and 2 visited Carnegie Hall
- Girls Who Code visited the Prudential Center
- Kindergarten visited the Children's Museum
- Grade 1 visited Liberty Science Center
- Middle Schoolers participated in the Science Olympiad as a part of the STEM club

6. Report from Upper School Administration

Congratulations to Rebecca Reyes and Gabrielle Michael, HCS Upper School Valedictorian and Salutatorian for the Class of 2017. Rebecca and Gabrielle were recognized at the Hudson County Academic Recognition Dinner on May 10th.

Congratulation to Rebecca Reyes and Dynah Polanco. Rebecca and Dynah were selected as recipients of this year's Hoboken Family Alliance Scholarship Awards.

Congratulations to Moroni Aranda and Gabrielle Michael. These two students were the recipients of the 2017 Community Service Merit Scholarships. They will be honored on May 17th at a dinner celebration in West New York. Congratulations Moroni and Gabrielle.

On May 6th, the HCS Upper School Track team competed at the New Jersey Charter School Athletic League Relays. Our boys and girls competed in 13 events on that day. Out of those thirteen events, HCS took 1st in two events (Distance Medley and the 4x800). Overall, the team finished in second place. Congratulations to our student-athletes and Coaches. The next track meet is on May 18th.

The Upper School has completed its PARCC testing for the academic year. There were no issues with the administration of the exam.

As part of our students’ senior project, the students have been meeting and working with their teacher mentors with regards to the seniors’ service learning projects.

7. Report From Business Administrator

04/30/17

| 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 |
| 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 |

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. Consideration of Motions Related to Policy (Second Reading)

- I. I move that the Board of Trustees adopts the Streamline Tenure Acquisition and Dismissal policy to replace the current Granting of Teacher Tenure and Certification of Tenure Charges policy.*

Moved by_____ Seconded by_____

Action taken_____

10. Consideration of Motions Related to Instruction

- I. I move that the Board of Trustees resolves to thank S.K. Duff for his dedication and service for the past ten years in connecting HCS students with H2O for Life to support partner schools in need of water, sanitation and hygiene education. This work has not only had an invaluable impact on children gaining access to clean water but has also broadened HCS students' understanding of the world water crisis as well as their role as critical agents of change in the world.*

Moved by_____ Seconded by_____

Action taken_____

- II. I move that the Board of Trustees approves Jaclyn Mercandetti as Teacher.*

Moved by_____ Seconded by_____



A K – 12 SERVICE LEARNING SCHOOL

Action taken_____

III. *I move that the Board of Trustees approves Lindsay Acker as School Social Worker.*

Moved by_____ Seconded by_____

Action taken_____

IV. *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.*

- Lindsay Acker

Moved by_____ Seconded by_____

Action taken_____

V. *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.*

- Lindsay Acker

Moved by_____ Seconded by_____

Action taken_____

VI. *I move that the Board approves the contracts for employees in the areas of instructional and non-instructional positions for the 2017-2018 academic year.*

Moved by_____ Seconded by_____

Action taken_____

11. Student Suspensions

- One Middle School student has been suspended for 1 day for infraction # 10 of the Code of Student Conduct.
- One Upper School student has been suspended for 1 day for infraction # 17 of the Code of Student Conduct.
- One Upper School student has been suspended for 3 days for infraction # 17 of the Code of Student Conduct.

12. Consideration of Motions Related To Board Operations

I. *I move that the Board of Trustees approves the lease agreement between the City of Hoboken and Hoboken Charter School for the property located in the Hoboken Multiservice Center, as depicted in Exhibit A of the lease, effective 6/1/17 for 2017-2018.*

Moved by_____ Seconded by_____



A K – 12 SERVICE LEARNING SCHOOL

Action taken_____

- II. *I move that the Board of Trustees approves the 2017-2018 Vendor Contract Addendum, Form #234, between HCS and Karson Food Service, Inc. The contract is to be extended one year from 9/1/17 and ending 6/30/18. Unit price for breakfast is \$1.32 and unit price for lunch is \$2.60.*

Moved by_____ Seconded by_____

Action taken_____

- III. *I move that the Board of Trustees approves the Board Secretary Report as of April 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 April 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 April 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 April 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_____

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, May 16, 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, May 16, 2017.

Moved by_____ Seconded by_____

Action taken_____

Certified by Board Secretary _____

Date_____ Adjournment _____