



## A K – 12 SERVICE LEARNING SCHOOL

### Board Minutes

BOARD OF TRUSTEES MEETING  
APRIL 16, 2019 - 7:00 PM  
713 WASHINGTON STREET  
HOBOKEN, NJ 07030

### Call to Order

#### Roll Call

TRUSTEE	PRESENT	ABSENT	
Jason Altberger		X	
John Berger	X		
Lauren Calmas	X		
Anthony Felella	X		
Lisa McIntyre	X		
Christine Sheedy	X		7:30 pm arrival
Mark Silberberg	X		

Deirdra Grode, Executive Director

Morton Marks, Business Administrator/Board Secretary

### 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

The Board of Trustees will have a special board meeting on Tuesday, May 14, 2019 at 713 Washington Street through which personnel, two policies mandated by the New Jersey Department of Education (NJDOE) – Medication Administration Policy and Medical Marijuana Policy, and professional development requests will be reviewed. Additionally, the board will conduct a first read of a proposed amendment to the Hoboken Charter School charter to authorize HCS to provide a 3:1 preference in the school lottery to economically disadvantaged Hoboken-resident students applying to the K-8 program starting with the 2020-2021 school year.

The board voted to approve the 2019-2020 budget to be submitted to the NJDOE. This was the second discussion on the budget. Although there were no new questions, Morton Marks, Business Administrator, presented a more detailed summary of the annual budget in response to questions posed in the March meeting. This summary will be a template for future annual meetings. Key highlights were graphs on revenue showing the effect of Hold Harmless on revenue generation despite changes in student enrollment. It was shared that expenditures of salaries, benefits and rent affect 80% of the budget.



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The board approved the renewal lease with The City of Hoboken for the space leased at the Hoboken Multiservice Center, 124 Grand Street, for the period of 7/1/19-6/30/20. The terms of the lease remain the same including the rent at \$1,683.54 per month.

Reports from the Principals were given. (See text of reports in the meeting agenda below.) In response, a discussion ensued regarding HCS engaging schoolwide in composting. Currently, the HCS middle school engages in composting during the school day and is considering extending the practice to more grades.

Prior to adjourning the meeting, the Board went into closed session to discuss a legal matter.

### Approve Minutes

Minutes of the previous public Board meetings held March 19, 2019 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on March 19, 2019 be approved.

Moved by \_\_\_\_\_ Lisa \_\_\_\_\_ Seconded by \_\_\_\_\_ Tony \_\_\_\_\_

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

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

### 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.

#### 1. Policy

Motion by: \_\_\_\_\_ Lisa \_\_\_\_\_ Seconded by: \_\_\_\_\_ Mark \_\_\_\_\_

- I. Resolved, that the Board of Trustees approves the 2019-2020 budget to be submitted to the DOE and as per DOE requirements.

#### Roll Call Vote

TRUSTEE	YES	NO	ABSTAIN	ABSENT
Jason Altberger				<b>X</b>
John Berger	<b>X</b>			
Lauren Calmas	<b>X</b>			
Anthony Felella	<b>X</b>			
Lisa McIntyre	<b>X</b>			



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Christine Sheedy	<b>X</b>			
Mark Silberberg	<b>X</b>			

### 1. Finance

Motion by: Tony Seconded by: John

#### 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
12.31.18	1,009,841	1,118,781
01.31.19	941,094	988,737
02.28.19	1,223,183	1,022,440
03.31.19	1,205,587	1,034,384

- II. Resolved, that the Board of Trustees approves the renewal lease with The City of Hoboken for the property at the Hoboken Multiservice Center, 124 Grand Street, for the period of 7/1/19-6/30/20. The terms of the lease remain the same including the rent at \$1,683.54 per month.
- III. Resolved, that the Board of Trustees approves the Board Secretary Report as of March 31, 2019, as received in the monthly financial report as per DOE requirements.
- IV. Resolved, that the Board of Trustees approves the Treasurer's Report, as of March 31, 2019, as received in the monthly financial report as per DOE requirements.
- V. Resolved, that the Board of Trustees approves the Budget Transfers as received in the monthly financial report as per DOE requirements.
- VI. Resolved, that the Board of Trustees approves the bills as received in the monthly financial report as per DOE requirements.
- 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 March 31, 2019, 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).
- 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 March 31, 2019.
- 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.



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### Roll Call Vote

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

### 2. Educational Planning

Motion by: \_\_\_\_\_ Christine \_\_\_\_\_ Seconded by: \_\_\_\_\_ Lisa \_\_\_\_\_

- I. Resolved, that the Hoboken Charter school 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.
  - Lynda Marecic
  - Deborah Moon
- II. Resolved, that the Hoboken Charter School 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.
  - Lynda Marecic
  - Deborah Moon
- III. Resolved, that the Hoboken Charter School Board of Trustees approves the employment agreement for Lynda Marecic as Leave Replacement Teacher from 4/29/19-6/30/19.
- IV. Resolved, that the Hoboken Charter School Board of Trustees approves a resolution authorizing an Affirmative Action Team to conduct a Needs Assessment and develop a Comprehensive Equity Plan for 2019-2020, 2020-2021 and 2021-2022.

### Roll Call Vote

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

### 3. Information Items

April 16, 2019

Grade	Current	Grade	Current	Grade	Current
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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

- April 18 – 1:00 pm dismissal. No after school activities.
- April 19-26 – Spring Break. Lower, Middle and Upper Schools are closed.
- May 9 – Professional Development Day-students will have a 1:00pm dismissal. Movie Day is available for K-8 students.
- May 21 – Senior Project Night at 360 First Street at 5:00 pm.
- May 21 – Board Meeting at 360 First Street at 7:00 pm.
- May 24 – 1:00 pm dismissal. No after school activities.
- May 27 – K-12 School closed for Memorial Day.
- June 4 – Summer Gathering
- June 13 – Field Day
- June 17-19 – 1:00 pm dismissal for students
- June 18 – Board Meeting at 713 Washington Street
- June 19 – Last Day of School
- June 19 – 8<sup>th</sup> Grade Commencement at 2:00 pm
- June 19 – 12<sup>th</sup> Grade Graduation Ceremony at 4:00 pm

### Lower School/Middle School Report

The first, third and fourth grade classes hosted publishing parties to celebrate their end of unit writing projects. The first grade wrote their informational "All About Me" texts. The third grade wrote persuasive essays about such topics as equal pay for men and women and the importance of not texting while driving. The fourth grade wrote informational texts about the American Revolution.

On Wednesday, March 27, the fifth graders presented their end of unit presentations in social studies. Students were to create a civilization and include information on the economy, social classes, religion and government of their creation.

On Wednesday, April 3, forty-two HCS Middle School students competed in the NJ Technology Student Association (TSA) State Conference at TCNJ. TSA is a national organization of students engaged in science, technology, engineering and mathematics (STEM). They sponsor over 30 challenges each year. HCS students entered many of them and won awards in six! All students involved worked very hard and did an amazing job. Our award winners are:

- Coding - 1st Place - Aly Calmas and Tessa Weaver
  - Participants design an app that provides some of the most important information that a new student needs to know about your school.
- Mechanical Engineering - 1st Place - Aly Calmas, Julia Critz, Ella Jarrett, Miranda Paquet and Tessa Weaver
  - Participants design and build a "Rube Goldberg" mechanical device.
- System Control Technology - 1st Place - Nayleen Guzman and Theo Platt



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- Participants use a team approach to develop a computer-controlled model solution to a given problem, typically one based on an industrial setting.
- Inventions and Innovations - 2nd Place - Bella Goran, Jessica McLaughlin, Ashleigh Phillips and Melanie Valerio
  - Participants investigate and determine the need for an invention or innovation of a device, system, or process, and then brainstorm ideas for a possible solution.
- Prepared Speech - 2nd Place - Finn Getz
  - Participants deliver a speech that reflects the theme of the current year's national conference.
- Community Service Video - 3rd Place - Jordan Getz, Jessica McLaughlin and Daniella Usherovich
  - Participants create and submit a video that depicts the local TSA chapter's service with the American Cancer Society, national TSA's community service partner.

On Friday, April 5, the third grade hosted their wax museum. Students researched and wrote about individuals who have made significant contributions to our world. Students then dressed up as those individuals and spoke about them to their peers and parents.

The Middle School performances of *Once on this Island, Jr.* were held on Friday, April 12 and Saturday, April 13.

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

- The kindergarten class visited the Hoboken Historical Museum
- The Girls Who Code club visited the Jet.com offices in Hoboken

### **Upper School Report**

On March 27, 2019, the Juniors all took the day to sit for the SAT. It was well organized with a breakfast and mid-morning snack provided for the students.

On Wednesday, 4/3, the Sophomores and Juniors attended the NACAC College fair at the Meadowlands. Many NJ colleges were represented as well as other post-graduation options.

The Sophomores engaged in fundraising to support their trip to DC through a raffle. Information about the trip will be shared at the board meeting.

### **Board of Trustees Committee Reports**

#### **New Business**

#### **Public Comments**

#### **Looking Ahead**

Employee contract approval in May

First reading of the revised Medication Administration Policy in May

First reading of the Medical Marijuana Policy in May

Approval of Comprehensive Equity Plan for 2019-2020, 2020-2021 and 2021-2022 in May



## **A K – 12 SERVICE LEARNING SCHOOL**

First read on a proposed Family and Medical Leaves and Benefits Policies in May/June

ESEA award typically comes in May/June

IDEA award typically comes in May/June

Recommendation and vote for food vendor in June

Renewal of commercial insurance plan typically in June

ESEA application typically submitted in June/July

IDEA application typically submitted in June/July

Renewal of PaySchools in June/July

First read on a proposed Human Resources Handbook in June/July

Annual Report submission by August 1, 2019

### **Executive Session**

Meeting went into closed session at 8:15 pm via motion from Lisa McIntyre, seconded by Christine Sheedy.

Re-opened at 8:30 via motion from Lisa McIntyre, seconded by Christine Sheedy.

### **Return to Open Session**

### **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, April 16, 2019.

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, April 16, 2019.

Moved by \_\_\_\_\_ Lisa \_\_\_\_\_ Seconded by \_\_\_\_\_ Christine \_\_\_\_\_

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

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

Date \_\_\_\_\_ 04.16.19 \_\_\_\_\_ Adjournment \_\_\_\_\_ 8:31 pm \_\_\_\_\_

### **Roll Call Vote**

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