



A K – 12 SERVICE LEARNING SCHOOL

BOARD OF TRUSTEES MEETING
JUNE 18, 2019 - 7:00 PM
713 WASHINGTON STREET
HOBOKEN, NJ 07030

Board Minutes

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
Mark Silberberg	X	

Deirdra Grode, Executive Director
Morton Marks, Business Administrator/Board Secretary

Also in attendance: Joanna Weintraub, Elizabeth Palma, and Joy Wheeler

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

Deirdra Grode reviewed with the Board the NJDOE mandated three-year Comprehensive Equity Plan, its corresponding needs assessment and the process through which the plan is created. The Board discussed goals established via the plan and areas outside the plan to address access and equity. The Board committed to implementation of the plan.

HCS will start contracting for School Business Administration services with School Business Office, LLC. They will work more remotely in this position with some onsite responsibilities being reassigned.

A further discussion on the strategic plan ensued around the six key focus areas: 1. Student Learning, 2. Community, Culture and Character, 3. Faculty, 4. Financial Foundation, 5. Facilities, and 6. Communication. The board asked that the Executive Director prepare to share more regarding a communication plan at the July meeting.



A K – 12 SERVICE LEARNING SCHOOL

Further reports from the Executive Director and building principals were given. See text of reports in the meeting agenda below.

Approve Minutes

Minutes of the previous public Board meetings held May 21, 2019 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on May 21, 2019 be approved.

Moved by _____ Mark Silberberg _____ Seconded by _____ John Berger _____

Action taken _____ Approved _____

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			

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

- I. Resolved, that the Board of Trustees authorizes the submission of the Comprehensive Equity Plan for 2019-2022 to the NJDOE and support of full implementation of the plan.

First Read

- I. Resolved, that the Board of Trustees conducts a first read of proposed amendments to the board bylaws.

Motion by: _____ Lisa McIntyre _____ Seconded by: _____ Mark Silberberg _____

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



A K – 12 SERVICE LEARNING SCHOOL

Mark Silberberg	X			
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2. Finance

Motion by: Lisa McIntyre Seconded by: Anthony Felella

- I. Resolved, that the Board of Trustees approves the contract with School Business Office, LLC to provide school business management services including providing the school's School Business Administrator (SBA) effective June 24, 2019.
- II. Resolved, that the Board of Trustees approves the renewal of Brown and Brown Metro, LLC commercial insurance plan for the FY 2019-2020.
- III. Resolved, that the Board of Trustees approves the 2019-2020 Vendor Contract, Form #233, between HCS and Karson Food Service, Inc. The contract is from 9/3/19 – 6/20/20. Unit price for breakfast is \$1.54 and unit price for lunch is \$2.94
- IV. Resolved, that the Board of Trustees approves the renewal of PaySchools, food program software, for the FY 2019-2020.
- V. Resolved, that the Board of Trustees accepts and approves the Fiscal Year 2019-2020 ESEA Grant Award in the amounts listed on the attached Grant Acceptance Certificate.

New Jersey Department of Education No Child Left Behind Allocation
Notice Summary Fiscal Year 2019-2020

District: 6720 – Hoboken CS County: 17-Hudson

Title I Part A Basic, \$81,288

Concentration, Targeted & EFIG

Title I Part A Neglected \$0

Title I Part D Delinquent \$0

Title I Total \$81,288

Title II Part A \$9,559

Title II Part D \$0

Title III \$0

Title III Immigrant \$0

Title IV PART A \$10,000

Total Allocation \$100,847.00

- VI. Resolved, that the Board of Trustees accepts the funds provided by IDEA for the Fiscal Year 2019-2020. The funds are as follows: Total available for budgeting \$59,185 and \$1,086 Preschool

VII. Cash and Fund Balance

Period	Cash Bal	Fund Bal
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A K – 12 SERVICE LEARNING SCHOOL

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
04.30.19	1,456,470	1,243,528
05.31.19	1,327,164	1,143,524

- VIII. Resolved, that the Board of Trustees approves the Board Secretary Report as of May 31, 2019, as received in the monthly financial report as per DOE requirements.
- IX. Resolved, that the Board of Trustees approves the Treasurer's Report, as of May 31, 2019, as received in the monthly financial report as per DOE requirements.
- X. Resolved, that the Board of Trustees approves the Budget Transfers as received in the monthly financial report as per DOE requirements.
- XI. Resolved, that the Board of Trustees approves the bills as received in the monthly financial report as per DOE requirements.
- XII. 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, 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).
- XIII. 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, 2019.
- XIV. 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			

3. Personnel



A K – 12 SERVICE LEARNING SCHOOL

Motion by: Lisa McIntyre Seconded by: Anthony Felella

- I. Resolved, that the Board of Trustees accepts the resignation of Melisa Black effective June 30, 2019.
- II. Resolved, that the Board of Trustees accepts the resignation of Chloe Sosa-Jarrett effective June 30, 2019.
- III. 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.
 - Brittany L. Kiernan
 - Brian Felder
- IV. 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.
 - Brittany L. Kiernan
 - Brian Felder
- V. Resolved, that the Board of Trustees approves the contract for Brittany L. Kiernan as Teacher for the 2019-2020 school year.
- VI. Resolved, that the Board of Trustees approves the contract for Brian Felder as Teacher for the 2019-2020 school year.
- VII. Resolved, that the Board of Trustees approves the Renewal of Emergency Certificate for Francesca Hossman Fonseca.
- VIII. Resolved, that the Board of Trustees approves the Resolution to appoint Michael Falkowski as the Business Administrator/Board Secretary for the 2019/2020 school year for \$0.00. In Michael Falkowski's absence Dr. Brian Falkowski will serve as the Acting Board Secretary for \$0.00.
- IX. Resolved, that the Board of Trustees approves the Resolution to appoint Michael Falkowski as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2019/2020 school year.
- X. Resolved, that the Board of Trustees upon the recommendation of the Executive Director, hereby appoints Michael Falkowski as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$40,000 and \$6,000 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3(c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2019/2020 school year.



A K – 12 SERVICE LEARNING SCHOOL

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			

4. Information Items

June 18, 2019

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

- June 19 – Last Day of School
- June 19 – 8th Grade Commencement at 2:00 pm
- June 19 – 12th Grade Graduation Ceremony at 4:00 pm
- July 9 – Board Meeting at 360 First Street - 7:00 p.m.
- August 20 – Board Meeting at 713 Washington Street - 7:00 p.m.

Executive Director Report

The Mission and Integration Team had their final meeting of the year and participated in communication planning around how HCS can more effectively communicate to students, families and beyond our mission around social justice and service learning, learner-centered practices and a continuous and integrated K-12 community.

Last week, the Peer Mentors had a final meeting for the year and engaged in structured discussions about summer plans and their goals from the 18-19 school year. This program, led by Heather DeSimone, Matt Persico and Jackie Mercandetti, is a K-12 initiative in which younger students are paired with older students who possess the qualities of being a positive leader and role model. Mentors and their mentees meet once a month during lunch and complete a variety of structured and unstructured activities and conversations with the goal of formulating a new and positive relationship outside of the classroom. We've seen some amazing relationships come out of this program, with some pairs coordinating additional activities throughout the school year, as well as seeing each other outside of school hours.

Lower School/Middle School Report

On Saturday, May 18, students in grades 4-6 participated in the annual Elementary Science Olympiad.

On Wednesday, May 22, the Friends of Hoboken Charter School, in conjunction with Mr. Duff, hosted a Spring Art Expo, featuring K-8 artwork.



A K – 12 SERVICE LEARNING SCHOOL

On Thursday, May 24, the Lower School participated in Move Up Day, where students meet their new teachers and learn about the next grade. Rising fifth graders had the chance to travel to all their core classes for the coming year and new Kindergarten students and families visited the school to learn more about our program.

On Tuesday, June 4, the Lower and Middle School students performed at Sinatra Park for Summer Gathering.

On Tuesday, June 11 HCS hosted the Middle School Science Fair. Students had the opportunity to present their projects and findings.

On Thursday, June 13, the Lower and Middle Schools participated in Field Day, with support from our Upper School Student Ambassadors.

On Monday, June 17, 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 third and fourth grades visited Carnegie Hall
- The eighth grade visited Washington, DC, Maryland and Virginia for their end of the year trip
- The third and fourth grades visited Town Hall Theater
- The kindergarten visited the Children's Museum of Art
- The first grade visited the Museum of Natural History
- The sixth grade visited a glass blowing museum as a part of their science unit
- The sixth grade visited the Metropolitan Museum of Art
- The seventh and eighth grade movie maker elective visited the Museum of the Moving Image

Upper School Report

Seniors have completed and presented Senior Projects, enjoyed Prom and a Senior trip and are preparing for graduation. We are so proud of their accomplishments and their plans.

The rest of the school has completed state testing, internal testing and finals as the year wound down.

Students have begun discussing their 2019-2020 schedules with administration. We are making some changes to improve our elective program as well as our instructional time. Student voice is remaining an important component in class selection as well as course offerings.

Board of Trustees Committee Reports

New Business

Public Comments

Looking Ahead

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

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

Annual Report submission by August 1, 2019



A K – 12 SERVICE LEARNING SCHOOL

Executive Session

» Meeting went into closed session at 8:47 p.m. via motion from Lisa McIntyre, seconded by Mark Silberberg. The meeting re-opened at 9:53 p.m. via motion from Lisa McIntyre, seconded by Mark Silberberg.

Return to Open Session

5. Board Operations

- I. Resolved, that the Board of Trustees accepts the resignation of Anthony Felella from the HCS Board of Trustees of HCS with our deepest appreciation for his many and varied years of service and tremendous contribution to the institution.

Motion by: _____ Lauren Calmas _____ Seconded by: _____ Lisa McIntyre _____

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			

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 18, 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, June 18, 2019.

Moved by _____ Lisa McIntyre _____ Seconded by _____ Mark Silberberg _____

Action taken _____

Certified by Board Secretary _____ OK _____

Date _____ 6/18/19 _____ Adjournment _____ 9:54 pm _____