



A K – 12 SERVICE LEARNING SCHOOL

BOARD OF TRUSTEES MEETING

JULY 9, 2019

360 FIRST STREET

HOBOKEN, NJ 07030

Board Minutes

Call to Order

Roll Call

TRUSTEE	PRESENT	ABSENT
Jason Altberger		X
John Berger	X	
Lauren Calmas	X	
Lisa McIntyre		X
Christine Sheedy	X	
Mark Silberberg	X	

Deirdra Grode, Executive Director

Michael Falkowski, Business Administrator/Board Secretary

Also in attendance: Kelly Pansy and Anthony Felella.

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 June 13, 2019 at City Hall and the City Clerk's Office on Washington Street and by advertisement in the *Hoboken Reporter* and the *Jersey Journal*.

Date	Location
August 20, 2019	713 Washington Street
September 17, 2019	713 Washington Street
October 15, 2019	360 First Street
November 19, 2019	713 Washington Street
December 17, 2019	360 Washington Street
January 21, 2020	713 Washington Street
February 25, 2020	360 First Street
March 17, 2020	713 Washington Street
March 24, 2020	360 Washington Street
April 21, 2020	713 Washington Street
May 12, 2020	360 First Street
June 16, 2020	713 Washington Street



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Summary Notes

Deirdra Grode introduced Michael Falkowski, HCS's new School Business Administrator, to the Board. He attended the meeting and offered insight on how our operations appear to compare with other charter schools and districts he has worked with based upon an initial review. His diverse experiences will prove very valuable to the school.

Ms. Grode reviewed the process for the annual report submission which the Board had time to review in advance of the meeting. The report will be submitted to the NJDOE this month. It was shared that some of the narratives about mission-aligned work would be interesting to some of our families to read. Deirdra Grode later outlined a future communication plan and included this recommendation.

As per administrative code, the Board reviewed the School Safety and Climate Team's 2018-2019 Self-Assessment Grade and the accompanying rationale and were notified that the NJDOE has accepted the score for the 2017-2018 school year.

The Board conducted their annual review of school leader and teacher evaluation systems and conducted a first read of the NJDOE-recommended Suspected Gang Activity policy.

The administration spoke about a commitment to increasing the salary scale for its faculty and the Board discussed options to increase revenue. Joanna Weintraub spoke about new partnerships with Saint Peter's University and Hudson County Community College to increase offerings for our upper school students that provide college credit.

Lauren Calmas and Deirdra Grode spoke about a meeting the previous night with the two other Hoboken charter schools' leadership with the goal of working collaboratively around outreach and advocacy.

Deirdra Grode outlined a communication plan to increase understanding of the mission among all HCS stakeholders.

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

Board Business/Miscellaneous

Motion by: _____ John Berger _____ Seconded by: _____ Mark Silberberg _____



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- I. Resolved, that the Board of Trustees appoints Ms. Deirdra Grode as the Board Secretary for the 2019/2020 school year; whereas, Mr. Michael Falkowski will serve as the Acting Board Secretary in Ms. Grode's absence.
- II. Resolved, that the Board of Trustees approves Lauren Calmas as Finance Committee Chair of the HCS Board of Trustees.
- III. Resolved, that the Board of Trustees accepts the resignation of Jason Altberger from the Board of Trustees effective June 30, 2019.
- IV. Resolved, that the Board of Trustees approves the 2018-2019 Annual Report for submission to the NJDOE.
- V. Resolved, that the Board of Trustees approves the Harassment, Intimidation and Bullying Self-Assessment score as determined by the School Safety and Climate Team.
- VI. Resolved, that the Board of Trustees approves its annual membership with the New Jersey State Interscholastic Athletic Association (NJSIAA) for an annual fee of \$2,150.00 in compliance with NJSA 18A:11-3.
- VII. Resolved, that the Board of Trustees appoints John Berger as Vice President of the HCS Board of Trustees.

Roll Call Vote

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

Approve Minutes

Minutes of the previous public Board meetings held June 18, 2019 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on June 18, 2019 be approved.

Moved by Mark Silberberg Seconded by John Berger

Action taken Approved

Roll Call Vote

TRUSTEE	YES	NO	ABSTAIN	ABSENT
John Berger	X			
Lauren Calmas	X			



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Lisa McIntyre				X
Christine Sheedy			X	
Mark Silberberg	X			

Educational Planning

Motion by: John Berger Seconded by: Mark Silberberg

- I. Resolved, that the Board of Trustees approves the renewal of a service agreement with Foreign Language Department Co./Language Learning Network for world language services for the 2019-2020 school year not to exceed \$37,000.
- II. Resolved, that the Hoboken Charter School Board of Trustees approves the professional development request for Hennessy Mediavilla, Teacher, to attend the Institute on the Teaching of Reading that will take place at the Teachers College from August 12-16, 2019. The total cost is \$850.00.

Roll Call Vote

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

Policy

Motion by: John Berger Seconded by: Mark Silberberg

- I. Resolved, that the Board of Trustees approves the proposed amendments to the board bylaws. (See enclosed)
- II. Resolved, that the Board of Trustees approves the HCS School Leader/Principal Evaluation System for annual renewal. (See enclosed.)
- III. Resolved, that the Board of Trustees approves the HCS Chief School Administrator Evaluation System for annual renewal. (See enclosed.)
- IV. Resolved, that the Board of Trustees approves the Tenured and Non-tenured Teaching Staff Members Evaluation System for annual renewal. (See enclosed.)

First Read

- I. Resolved, that the Board of Trustees conducts a first read on the NJDOE – recommended Suspected Gang Activity Policy.

Roll Call Vote



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

Finance

Motion by: John Berger Seconded by: Mark Silberberg

- I. Resolved, that the Board of Trustees approves the bills as received in the monthly financial report as per DOE requirements.
- II. Resolved, that the Board of Trustees approves the following official signatories on all school bank accounts:
 1. Board President
 2. School Business Administrator
 3. Backup to Board President– Board Vice President
 4. Backup to School Business Administrator – Executive Director

Roll Call Vote

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

Personnel

Motion by: John Berger Seconded by: Mark Silberberg

- 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.
 - Jennifer Chung
 - Jocelyne Moncada
 - Naya Garrido
 - Shaun Procaccini
- 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.
 - Jennifer Chung
 - Jocelyne Moncada
 - Naya Garrido



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- Shaun Procaccini
- III. Resolved, that the Board of Trustees approves the contract for Jennifer Chung, Teacher, for the 2019-2020 school year.
 - IV. Resolved, that the Board of Trustees approves the contract for Naya Garrido, Instructional Aide, for the 2019-2020 school year.
 - V. Resolved, that the Board of Trustees approves the contract for Jocelyne Moncada, Instructional Aide, for the 2019-2020 school year.
 - VI. Resolved, that the Board of Trustees approves the contract for Shaun Procaccini, Teacher, for the 2019-2020 school year.
 - VII. Resolved, that the Board of Trustees accepts the resignation of Victoria Gemma.
 - VIII. Resolved, that the Board of Trustees approves the appointment of Elizabeth Palma as School Safety Specialist.
 - IX. Resolved, that the Board of Trustees approves the appointment of Heather DeSimone as Homeless Liaison.
 - X. Resolved, that the Board of Trustees approves the appointment of Joanna Weintraub and Elizabeth Palma as Affirmative Action Officers.
 - XI. Resolved, that the Board of Trustees approves the appointment of Elizabeth Palma and Joanna Weintraub as Title IX Officers.
 - XII. Resolved, that the Board of Trustees approves the appointment of Elizabeth Palma and Joanna Weintraub as School Anti-Bullying Specialists (ABS).
 - XIII. Resolved, that the Board of Trustees approves the appointment of Heather DeSimone as Anti-Bullying Coordinator (ABC).

Roll Call Vote

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

Information Items

July 9, 2019

Grade	Current	Grade	Current	Grade	Current
K	22	5	19	9	23



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1	22	6	22	10	26
2	21	7	20	11	25
3	22	8	22	12	26
4	22			Total	292

School Calendar Reminder

- August 20 – Board Meeting at 713 Washington Street - 7:00 p.m.
- August 26, 27, 28, & 29 – Staff Orientation
- September 4 – First Day of School

Board of Trustees Committee Reports

New Business

Public Comments

Looking Ahead

Annual Report submission by August 1, 2019

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

First read on a proposed Human Resources Handbook in August

Executive Session

» Meeting went into closed session at 9:22 p.m. via motion from John Berger, seconded by Mark Silberberg.

Return to Open Session

» The meeting re-opened at 9:45 p.m. via motion from John Berger, seconded by Mark Silberberg.

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, July 9, 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, July 9, 2019.

Motion by: John Berger Seconded by: Mark Silberberg

Action taken Adjourned

Certified by Board Secretary _____

Date July 9, 2019 Adjournment 9:46 p.m.

Roll Call Vote

TRUSTEE	YES	NO	ABSTAIN	ABSENT
John Berger	X			
Lauren Calmas	X			
Lisa McIntyre				X



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Christine Sheedy	X			
Mark Silberberg	X			



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BY-LAWS OF HOBOKEN CHARTER SCHOOL, INC.

ARTICLE I Name and Incorporation

Section 1. Name. The name of the corporation is Hoboken Charter School, Inc. (hereafter known as HCS).

Section 2. Purposes. The I-ICS shall be a non-profit corporation organized under the laws of the State of New Jersey and its purposes are exclusively educational as set forth in the Certificate of Incorporation. More specifically, the purposes for which the Corporation is organized are:

- a) to operate and maintain a public school under a charter granted by the State of New Jersey which promotes comprehensive educational reform by infusing innovation into the public education system;
- b) to permit parents and other school community members to have greater control over and participation in the educational process;
- c) to create an environment which maximizes the potential for student learning;
- d) to increase, for students and parents, the educational choices available when selecting the learning environment which they feel is most appropriate;
- e) to develop and encourage the use of different and innovative learning/teaching methods and skills;
- f) to provide the community with information, in the form of seminars, community programs, and other information media, concerning education, public education and other relevant topics; and to undertake any other actions necessary and appropriate to accomplish the foregoing purposes, so long as such activities are consistent with the status of the HCS as a charitable organization pursuant to Section 501(c) (3) of the Internal Revenue Code of 1986, as amended (the "Code").

Section 3. Non-discrimination. The HCS Board shall not discriminate on the basis of race, color, creed, religion, national origin, ancestry, affectional or sexual orientation, gender identity and expression or age in either the hiring and other employment practices of the school or in its admission policies for students. Further, the HCS shall be open to all students on a space available basis and shall not discriminate in its admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, proficiency in the English language or any other basis that would be illegal if used by a school district. The criteria, if any, used to evaluate prospective students shall be outlined in the school's charter.

Section 4. Location. The principal office of the corporation shall be in the City of Hoboken, Hudson County, New Jersey.



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ARTICLE II **Board of Trustees**

Section 1. Number and Qualifications, the Board of Trustees shall consist of not less than three nor more than eleven persons, excluding ex-officio members. The Director/Co-Directors of the HCS shall be (an) ex-officio member(s) of the Board of Trustees. The composition of the Board shall comply with the requirements of the Charter School Program Act of 1995 and regulations promulgated thereunder. Any qualifications for Trustees, as set by the Board of Trustees from time to time, must be met prior to election to the Board.

Section 2. Powers. The Board of Trustees shall have all powers and authority necessary for the management of the business, property and affairs of the HCS, to do such lawful acts and things as it deems necessary and appropriate to promote the objectives and purposes of the HCS. The Board of Trustees shall have the authority to set policy related to the operations of the school, including but not limited to budgeting, curriculum and operating procedures, subject to the charter of the HCS. The Board of Trustees may delegate, as necessary from time to time, responsibility for such affairs, business and property to its Officers or Trustees.

Section 3. Election. The initial Board shall be constituted of the Trustees identified in the Certificate of Incorporation. All successor Trustees shall be elected by the sitting Trustees at the annual meeting and shall serve for (3) years. Their tenure shall be arranged so that one third of the terms expires annually. There shall be no limit to the number of terms a Trustee may serve.

Section 4. Resignation and Removal. A Trustee may resign by submitting his or her resignation in writing to the Chairperson of the Board of Trustees. A Trustee may be removed with or without cause by the affirmative vote of three-quarters of the Board of Trustees excluding the Trustee who is the subject of the vote. A Trustee whose removal is to be considered shall receive at least two weeks' notice of such proposed action and shall have the opportunity to address the Board regarding such action prior to any vote on such removal.

Section 5. Vacancies. Vacancies on the Board of Trustees shall be filled by appointment by the Board of Trustees. Trustees thus appointed shall serve for the remainder of the vacated term.

Section 6. Annual meeting and Regular Meetings. An annual meeting of the Board of Trustees for the election of Trustees and Officers and such other business as may come before the meeting shall be held in April of each year upon not less than ten nor more than sixty days' written notice of the time, place and purposes of the meeting at the principal office of the HCS, or such other time and place as shall be specified in the notice of meeting. All notices of Board meetings shall comply with the notice requirements contained in the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. The annual meeting shall include at least the following items of business: 1) election of officers for the Board of Trustees; 2) election of new members to the Board of Trustees; 3) approval of the budget for the next fiscal year; and 4) designation of newspapers of record.

Section 7. Special Meetings. Special meetings of the Board of Trustees for any purpose or purposes may be called at any time by the Chairperson or by any two of the Trustees. Such meetings shall be held upon not less than two days' notice given personally or by telephone or telecopy, or upon not less than four days' notice given by depositing notice in the United States mails, postage prepaid. Such notice



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shall specify the time and place of the meeting and in all respects comply with the notice requirements contained in the Open Public Meetings Act, N.J.S.A. 10:4-6 et se E.

Section 8. Waivers of Notice of Board Meetings: Adjournments. Notice of a meeting need not be given to any Trustee who signs a waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior to the conclusion of the meeting, the lack of notice to such Trustee of such meeting. Neither the business to be transacted at, nor the purpose of, any meeting of the Board of Trustees need be specified in the notice or waiver of notice of such meeting. Notice of an adjourned meeting need not be given if the time and place are fixed at the meeting adjourning and if the period of adjournment does not exceed ten days in any one adjournment.

Section 9. Action Without Meeting The Board of Trustees or any committee of the Board may act without a meeting if, prior or subsequent to such action, each Trustee or committee member shall consent in writing to such action. Such written consent or consents shall be filed with the minutes of the meeting.

Section 10. Meeting by Telephone. The Board of Trustees or a committee of the Board may participate in a meeting of the Board or such committee, by means of a telephone conference call or any other means of communication by which all persons participating in the meeting are able to hear each other.

Section 11. Quorum. A majority of the Trustees shall constitute a quorum of the Board of Trustees for the transaction of business. The act of three-quarters of the Trustees at a meeting at which a quorum is present shall be the act of the Board of Trustees (except that the act of three-quarters of the entire Board of Trustees shall be required with respect to any amendment to these by-laws or the Certificate of Incorporation.)

Section 12. Attendance of Trustees. Trustees are expected to attend Board meetings. It shall be the duty of the Secretary of the Board of Trustees to communicate with any Trustee after such Trustee's three unexcused, consecutive absences to ascertain continuing interest in membership on the Board of Trustees. Failure to provide an adequate response may qualify as sufficient cause for removal from the Board of Trustees.

ARTICLE II1 Officers Of The Corporation

Section 1. Titles/Qualifications. The Officers of the Corporation shall include a Chairperson, President, Vice President, Secretary and Treasurer and such other officers whose positions shall be created from time to time by the Board of Trustees to perform such duties as may be prescribed by the Board of Trustees. Any two or more offices may be held by the same person, but no Officer shall execute, acknowledge or verify any instrument in more than one capacity if such instrument is required by law or by these by-laws to be executed, acknowledged or verified by two or more Officers.

Section 2. Election. The Officers shall be elected by the Trustees at the annual meeting of the Trustees and shall serve until their successors are duly elected and qualified.

Section 3. Consecutive Terms. There is no limit to the number of terms an Officer may serve in any one position.



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Section 4. Duties. The duties and authority of the Officers shall be determined from time to time by the Board of Trustees. Subject to any such determination, the Officers shall have the following duties and authority:

- a) The Chairperson shall be chief executive officer of the Corporation, shall have general charge and supervision over and responsibility for the affairs of the Corporation and shall preside at all meetings of the Board of Trustees. Unless otherwise directed by the Board of Trustees, all other officers shall be subject to the authority and the supervision of the Chairperson. The Chairperson may enter into and execute, in the name of the Corporation, contracts or other instruments not in the regular course of business which are authorized, either generally or specifically, by the Board. The Chairperson may delegate from time to time to any other officer, any or all of such duties and authority.
- b) The President shall serve on the Board of Trustees as long as he or she is in service to the Corporation. Along with the Chairperson, the President may enter into and execute, in the name of the Corporation, contracts or other instruments not in the regular course of business which are authorized either generally or specifically by the Board prior to such execution. The President may, from time to time, delegate any or all of his/her) duties and authority to any other officer. If the President is not available for signature, a Trustee designated by the Chairperson may sign for the President.
- c) The Vice President shall serve on the Board of Trustees as long as he/she is in service to the Corporation. He/she shall perform such duties as the President may request or as directed by the Chairperson of the Board of Trustees. Upon the President's death, resignation or inability to serve, the Vice President shall automatically become President until the Board of Trustees convenes to appoint a replacement. The position of Vice President shall be filled by procedures to be determined by the Board of Trustees.
- d) The treasurer shall have the custody of the funds and securities of the Corporation and shall keep or cause to be kept regular books of account for the Corporation. The Treasurer shall perform such other duties and possess such other powers as are incident to the office or as shall be assigned by the Chairperson or the Board of Trustees, including but not limited to selection of an auditor, responsibility for filing all reports, information returns and other filings as required by any of the state, local or federal statutes or regulations to which the Corporation is subject and any other responsibilities usually incident to the office. At the first meeting following the end of each quarter, the Treasurer shall submit to the Board of Trustees a detailed written financial report. The Treasurer shall be responsible for a system of adequate financial recording showing quarterly income, expenditures and balances. The Treasurer shall serve as Chairman of the Finance Committee, which shall prepare an annual budget for the consideration and approval of the Board of Trustees.
- e) The Secretary shall cause notices of all meetings to be served as prescribed in the by-laws, and shall keep minutes of all meetings of the Board of Trustees. The Secretary shall perform such other duties and possess such powers as are incident to the office or as shall be assigned by the Chairperson or the Board of Trustees.



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Section 5. Resignation and Removal. An Officer may resign by submitting his or her resignation in writing to the Chairperson of the Board of Trustees. An Officer may be removed with or without cause by the affirmative vote of three-quarters of the entire Board of Trustees. An Officer whose removal is to be considered shall receive at least two weeks' notice of such proposed action and shall have the opportunity to address the Board regarding such action prior to any vote on such removal.

Section 6. Vacancies. Vacancies in the Officers shall be filled by appointment by the Board of Trustees. Officers thus appointed shall serve for the remainder of the vacated term.

ARTICLE IV

Committees of the Board of Trustees

Section 1. General Provisions. There shall be standing finance committee(s) of the Board of Trustees. The Board of Trustees, by resolution approved by a majority of the entire Board, may appoint from among the Trustees one or more additional committees, of one or more members (which may include persons who are not Trustees, provided that at least one member of each committee shall be a trustee that any act of any committee which has members which are not Trustees shall be advisory, shall not bind the Board of Trustees or the HCS and shall be subject to Board approval, each of which, to the extent provided in the resolution, shall have and may exercise the authority of the Board, except that no such committee shall:

- a. make, alter or repeal any by-law of the HCS;
- b. elector appoint any Officer or Trustee, or remove any Officer or Trustee; or c) amend or repeal any resolution previously adopted by the Board.

The Board, by resolution adopted by a majority of the entire Board, may:

- a. fill any vacancy in such committee;
- b. appoint one or more persons to serve as alternate members of any such committee, to act in the absence or disability of members of any such committee with all the powers of such absent or disabled members of a committee;
- c. abolish any such committee at its pleasure; or
- d. remove any members of such committee at any time, with or without cause.

A majority of each committee shall constitute a quorum for the transaction of business and the act of the majority of the committee members present at a meeting in which a quorum is present shall be the act of such committee. Each committee shall appoint from among its members a chairperson unless the resolution of the Board establishing such committee designates the chairperson, in which case, in the event of a vacancy in the chairperson, the Board shall fill the vacancy.

Actions taken at a meeting of any such committee shall be kept in a record of its proceedings which shall be reported to the Board at its next meeting following such committee meeting, except that, when the meeting of the Board is held within two days after the committee meeting, such report shall, if



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not made at the first meeting, be made to the Board at its second meeting following such committee meeting.

Section 3. Finance Committee. The Finance Committee shall consist of the Treasurer, as Chair, and no more than three Trustees. It shall study the school's finances, develop relevant plans, prepare the annual budget, recommend an auditor for Board selection and report on all financial matters to the Board of Trustees.

Section 4. Nominating Committee. The Board shall appoint a nominating committee of three or more people (provided that at least one member of the nominating committee shall be a Trustee) which shall recommend to the Board the names of persons) to be submitted for election as Trustees. The Trustees shall be elected by the Board. Names for a roster of prospective Trustees may be suggested to the Nominating Committee, during the year, by any Trustee or parent of a student enrolled in the HCS. A report of all recommendations shall be made to the Board.

ARTICLE V

Director and Administrative Staff

Section 1. Appointment of Director. The Board shall employ a Director/Co-Directors for such term and upon such conditions and for such remuneration as the Board may deem advisable. The Director's/Co-Director's employment with the school shall be terminable by the Board in accordance with the terms of the Director's/Co-Director's contract.

Section 2. Director/Co-Directors' Duties. The Director/Co-Directors shall have general charge and supervision over and responsibility for the affairs of HCS under such terms and conditions as set by the Board of Trustees. The Director/Co-Directors, upon consultation with the Trustees, shall formulate and administer the educational policy of the HCS to further its express purposes and shall, on behalf of the HCS, engage an educational staff in accordance with budget limitations imposed by the Board of Trustees. The Director/Co-Directors shall be charged with the supervision of all personnel of the HCS, including, without limitation, faculty and administrative staff. In addition, The Director/Co-Directors present(s) a monthly status report to the Board of Trustees at scheduled meetings.

Section 3. Director/Co-Directors as Trustee(s). The Director/Co-Directors shall serve on the Board of Trustees as (a) non-voting member(s) as long as currently employed by the Corporation.

Section 4. Faculty Hiring. The Director/Co-Directors shall submit to the Board for its annual meeting a plan for faculty hiring for the coming school year. Such plan shall be received by the Board and discussed with the Director/Co-Directors in closed session.

ARTICLE VI

Fiscal Year and Check Signing.

Section 1. Fiscal Year. The fiscal year of the Corporation shall be July 1 to June 30 of each, year.



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Section 2. Check Signing. The Board of Trustees has established a policy wherein all checks in excess of \$500 must have two signatures. A Director and the Treasurer will sign checks. The Board of Trustees may, in its sole discretion, choose to name one additional signatory as a substitute signatory for checks.

ARTICLE VII **Amendment to By-Laws**

Section 1. Amendments. These by-laws may be altered, amended or repealed by the Board of Trustees. Written notice of any such by-law change to be voted upon by the Board of Trustees shall be given not less than ten days prior to the meeting at which such change shall be proposed.

ARTICLE VIII **Conflicts of Interest**

Section 1. Current Trustees and Officers. No contract or other transaction between the HCS and one or more of its Trustees or Officers or between the Corporation and any other corporation, firm, association or other entity in which one or more of its Trustees or Officers are directors or officers or have a substantial personal, professional, political or financial interest, shall be approved by a vote of the Board of Trustees or any committee thereof if such Trustee or Trustees or Officer or Officers (hereinafter "interested Trustee or Trustees") are present at the meeting of the Board, or of a committee thereof, which authorizes such contract or transaction, or his or her votes are counted for such purpose, unless the material facts as to such Trustee's or Officer's interest in such contract or transaction and as to any such common directorship, officer ship or financial interest are disclosed in good faith or are known to the Board or committee, and the Board or committee authorizes such contract or transaction by unanimous written consent, provided at least one Trustee so consenting is disinterested, or by a majority vote without counting the vote or votes of such interested trustee or officer even though the disinterested Trustees are less than a quorum.

Section 2. Former Trustees and Officers. The conflicts of interest policy described above in Article VIII, Section 1, shall also apply to any former Trustee or Officer whose last service on the Board of Trustees occurred less than six months before the effective date of any proposed contract or transaction between such person and the Corporation.

ARTICLE IX **Additional Provisions**

Section 1. Dissolution. Upon dissolution, after payment of all debts, no part of the remaining assets may be distributed to any Trustee or Officer of the HCS but shall be distributed to one or more educational institutions chosen by the Board of Trustees, in accordance with law, provided, however, that the distribution must be to another organization exempt under the provisions of Section 501 (c) (3) of the Code or to the United States, or a State or local government, for a public purpose.

Section 2. Indemnification of Officers and Trustees.



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- a. A Trustee or Officer shall not be personally liable to the HCS for damages for breach of any duty owed to the HCS, its beneficiaries or its Board of Trustees, except that nothing contained herein shall relieve a trustee or officer from liability for any breach of a duty based on an act or omission (1) in breach of such person's duty of loyalty to the HCS; (ii) not in good faith or involving a knowing violation of law; or (iii) resulting in receipt by such person of an improper personal benefit.
- b. The Corporation shall indemnify every corporate agent as defined in the NCA against the corporate agent's expenses and liabilities in connection with any proceeding involving the corporate agent because the agent is or was a corporate agent, provided that a judgment or other hal adjudication establishes that the acts or omissions of the corporate agent (i) were not in breach of the agent's duty of loyalty to the Corporation; (ii) were taken or omitted in good faith and/or did not involve a knowing violation of law; and (iii) did not result in receipt by the corporate agent of an improper personal benefit.
- c. In the event that any proceeding is settled by means other than a judgment in a court of law, the determination as to whether the corporate agent's acts or omissions were (i) not in breach of the agent's duty of loyalty to the HCS; (ii) were taken or omitted in good faith and/or did not involve a knowing violation of law; and (iii) did not result in receipt by the corporate agent of an improper personal benefit, shall be made either by the Board of Trustees at a meeting at which is present a quorum determined without including Trustees who are parties to or otherwise involved in the proceeding, acting by a majority vote, or if a quorum is not obtainable or if the Board of Trustees by a majority vote of the disinterested Trustees so directs, by independent legal counsel, which counsel is to be designated by the Board of Trustees, in a written opinion,
- d. Expenses incurred by a corporate agent in connection with a proceeding may be paid by the Corporation in advance of the final disposition of the proceeding if authorized by the Board of Trustees of the Corporation upon receipt of an undertaking by or on behalf of the corporate agent to repay the amounts advanced unless it shall ultimately be determined that the corporate agent is entitled to be indemnified as provided herein. If the HCS has determined that the corporate agent is not entitled to indemnification, the corporate agent may apply to a court for an award of indemnification by the HCS as provided in Section 15A: 3-4 (g) of the NCA or any subsequent provision of the NCA.
- e. The following terms shall have the meanings hereinafter provided:
 - (i.) "expenses" shall mean reasonable costs, disbursements and counsel fees;
 - (ii.) "liabilities" shall mean amounts paid or incurred in satisfaction of settlement, judgments, fines and penalties;
 - (iii.) "proceedings" shall mean any pending, threatened or completed civil, criminal, administrative or arbitative action, suit or proceeding, and any appeal therein and any inquiry or investigation which could lead to such action, suit or proceeding; and
 - (iv.) "corporate agent" shall mean any person who is or was a trustee, officer, employee, or agent of the HCS or of any constituent corporation or of any indemnifying corporation in a consolidation or merger.

Section 3. Compensation. Neither Trustees nor Officers shall receive any fee, salary



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or remuneration of any kind for their services in such capacities, provided, however, that Trustees and Officers may be reimbursed for reasonable expenses incurred with the approval of the Board of Trustees upon presentation of vouchers.

Section 4. Force and Effect of By-laws. These by-laws are subject to the provisions of the New Jersey Nonprofit Corporation Act N.J.S.A. 15A: 1-1 et seq, Title 18A .of, t he New Jersey Statutes, the Open Public Meeting Act, N.J.S.A. 10: 44-6 et seq, applicable state and federal anti-discrimination statutes and any other applicable laws as they may be amended from time to time. These by-laws are also subject to the terms of the Certificate of Incorporation as it may be amended from time to time. If any provision in these by-laws is inconsistent with a provision in the statutes, regulations or the Certificate of Incorporation, the provision of the law or regulation or the Certificate of Incorporation shall govern to the extent of such inconsistency.

Section 5. Insurance. The Board of Trustees shall provide for liability coverage and other forms of insurance considered to be necessary and prudent as protection against possible claims.

Section 6. Audit. At the close of the fiscal year, the accounts of the HCS shall be audited by a licensed certified public accountant who also has expertise in accounting of tax-exempt organizations generally.



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Evaluation System of School Principals

The Executive Director will annually evaluate the performance of each school Principal in order to assist both the Board and the Executive Director in the proper discharge of their responsibilities and to enable the Board to provide the school with the best possible leadership.

The objective of the Executive Director's evaluation will be to promote professional excellence and improve the skills of each Principal to improve the quality of the education received by the pupils of this school and to provide a basis for the review of the administrators under the supervision of the Executive Director. The process of the Board's evaluation will be informed by best practices in the education sector with a focus on providing for a transparent and predictable process.

The Principals shall be evaluated annually by the Executive Director. The Executive Director may choose to be assisted or advised by a consultant. This policy will be delivered to the Principals upon its adoption, and any amendment to this policy will be developed and adopted by the Board after consultation with the Executive Director. This policy and/or any amendments to this policy will be delivered to the Principals within ten working days after its adoption.

Evaluation Criteria

Evaluation of the Principals will be based upon observable information and be written in a consistent format. Evaluation criteria will be reviewed as necessary and as requested by the Executive Director but not less than annually.

Collection and Reporting of Evaluation Data

Data for the evaluation of the Principals will be gathered by any one or more of the following methods: direct observation, review of a document produced in the performance of assigned duties; interviews with the Principal regarding his/her knowledge of assigned duties; paper and pencil instruments and reference to previous performance reports. Each Principal shall be observed in the performance of his/her assigned duties at least once annually.

Preparation Plan for Professional Growth and Development

An individual plan for professional growth and development shall be prepared annually and will include areas of required growth, methods of achieving that growth, a schedule for implementation, and the responsibility of the Principal for implementing the plan. The plan will derive from applicable evaluation criteria and focus on critical areas of professional growth.

A copy of the plan for professional growth and development will be placed in the annual performance report. The degree to which the Principal achieved the requirements of the plan will be a measure of his/her annual performance evaluation. It will be the duty of the Principal to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including dismissal.

Conduct of Annual Performance Conference

An annual summary conference shall be conducted between the Principal and the Executive Director before the annual performance report is filed. The conference shall include but need be limited to a review of the performance of the Principal based upon a review of the his/her progress in achieving and implementing the school's goals, program objectives, policies, instructional priorities and statutory



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requirements. The purpose of the annual performance conference will be to provide for a total review of the year's work, to identify strategies for improvement where necessary and to recognize achievement and good practice. Adequate time will be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.

Preparation of Annual Performance Report

An annual written performance report shall be prepared by the Executive Director. The report will include, but need not be limited to, performance areas of strength; performance areas needing improvement as well as the plan for professional growth and development.

The Principals' annual performance reports will be signed by the Executive Director at the time of the conferences and by the Principals within five working days of their conference. The corresponding report will be filed in the respective Principal's personnel file.

N.J.A.C. 6A:32-4.3

Adopted: June 12, 2013, readopted July 12, 2016 and readopted with amendments on August 9, 2016.



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Evaluation of the Executive Director

The Board of Trustees will annually evaluate the performance of the Executive Director in order to assist both the Board and the Executive Director in the proper discharge of their responsibilities and to enable the Board to provide the school with the best possible leadership.

The objective of the Board's evaluation will be to promote professional excellence and improve the skills of the Executive Director to improve the quality of the education received by the pupils of this school and to provide a basis for the review of the Executive Director performance. The process of the Board's evaluation will be informed by best practices in the education sector with a focus on providing for a transparent and predictable process. The Executive Director shall be evaluated annually the Board. The Board may choose to be assisted or advised by a consultant.

This policy will be delivered to the Executive Director upon its adoption, and any amendment to this policy will be developed and adopted by the Board after consultation with the Executive Director. This policy and/or any amendments to this policy will be delivered to the Executive Director within ten working days after its adoption.

Evaluation Criteria

Criteria for the evaluation of the Executive Director will be based upon the Executive Director's job description and will relate directly to each of the tasks described. Each criterion will be brief and will focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment and be written in a consistent format.

The Board shall develop and approve criteria for the evaluation of the Executive Director. Evaluation criteria will be reviewed as necessary and as requested by the Executive Director but not less than annually. Evaluation criteria will be revised upon any revision of the Executive Director's job description. Evaluation criteria may also include specific board-identified annual goals for the Executive Director that while related to the job description do not require revision of the job description itself. A copy of the adopted revision shall be provided to the Executive Director within ten working days of its adoption.

Collection and Reporting of Evaluation Data

Data for the evaluation of the Executive Director will be gathered by any one or more of the following methods: direct observation, review of a document produced in the performance of the Executive Director's assigned duties; interviews with the Executive Director regarding his/her knowledge of assigned duties; paper and pencil instruments and reference to previous performance reports. The Executive Director shall be observed in the performance of his/her assigned duties at least once annually.

Preparation Plan for Professional Growth and Development

A copy of the plan for professional growth and development will be placed in the annual performance report. The degree to which the Executive Director achieved the requirements of the previous plan will be a measure of his/her annual performance evaluation.



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It will be the duty of the Executive Director to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including dismissal.

Conduct of Annual Performance Conference

An annual summary conference shall be conducted between the Board, with a majority of the total membership of the Board and the Executive Director, before the annual performance report is filed. The conference will be held in private unless the Executive Director requests that it be held in public.

The conference shall include but need be limited to a review of the performance of the Executive Director based upon the job description and a review of the Executive Director progress in achieving and implementing the school's goals, program objectives, policies, instructional priorities and statutory requirements.

The purpose of the annual performance conference will be to provide for a total review of the year's work, to identify strategies for improvement where necessary and to recognize achievement and good practice. Adequate time will be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.

Preparation of Annual Performance Report

An annual written performance report shall be prepared by a majority of the full membership of the Board. The report will include, but need not be limited to, performance areas of strength; performance areas needing improvement based on the job description and evaluation criteria; the plan for professional growth and development prepared by the Executive Director and the Board.

A timeline for this process is as follows:

March - Board members receive evaluation documents and complete them in advance of the April Board meeting.

April - In open session, the Executive Director reports generally on goal achievement. The Board meets in closed session first with the Executive Director to hear any relevant additional information on goals and then without the Executive Director to discuss the evaluation summary data and the Executive Director's report. The Board identifies commendations and recommendations for goals for the coming year.

May – The Board meets in closed session to report to the Executive Director commendations and recommendations for goals for the coming year. Following the meeting, the Executive Director receives a letter from the Board Chair informing of the Board's intent to rehire and to approve rehire at the next meeting.

June - The Board approves the contract for the Executive Director. The Executive Director provides an initial report on the plan to address annual goals.

September- The Executive Director presents a formal plan to the Board on how the Executive Director and team will address annual goals.

N.J.A.C. 6A:32-4.3

Adopted June 12, 2013, readopted on July 12, 2016 and readopted with amendments on August 9, 2016.



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Evaluation System of Tenured and Nontenured Teaching Staff Members

The Board of Trustees believe that effective evaluation of teaching staff is essential if the school is to achieve its educational goals. The purpose of teacher evaluation shall be to promote professional excellence and improve the skills of teaching staff in order to improve pupil learning and support the intellectual and social-emotional growth of students. Moreover, a formal evaluation plan provides a basis for the review of staff performance. Furthermore, the Board shall continue to promote additional staff development essential for nurturing teaching excellence and the educational values of the school as designated in the charter and as is best practice.

The Board of Trustees encourages a positive working environment in which the professional growth that results from staff participation in the evaluation process is of major importance. Therefore, the administration shall develop evaluation instruments and criteria flexible enough to identify the current educational strengths and areas in need of improvement of each teacher. The plan also aims to identify the teaching techniques, objectives, strategies, and pupil assessments needed to achieve mastery of the New Jersey Student Learning Standards and any additional goals required to support the school's educational program.

Evaluation Criteria

Evaluation criteria shall include both performance elements that are readily observable in the classroom setting as well as performance elements that are observable outside the classroom—such as collaboration with peers, participation on school committees, presence at meetings and events, ongoing study of schoolwide and individually assigned professional development topics and participation in schoolwide initiatives and events.

Evaluation criteria may include:

1. Full Lesson Observations
2. Partial Lesson Observations
3. Progress Toward Reaching Professional Development Plan Goals
4. Assessment of Professional Responsibilities and Conduct
5. Summary notes and action plans developed through ongoing teacher-supervisor meetings/conversations, when relevant
6. Teacher Self-Assessment
7. Student Growth Portfolio (including analysis, action plan, progress toward goals, evidence of student growth and reflection around data such as test scores, various student work samples, pre and post-assessments, etc.)

The evaluation procedure shall provide continuous, constructive and cooperative interaction and feedback among the teaching staff member and director or the director's qualified designee, thus ensuring a valid basis for performance review.

Full Lesson Observations

Tenured teaching staff members shall be formally evaluated via at least one full lesson observation annually by the director or the director's qualified designee. Non-tenured teaching staff members shall be formally evaluated via at least two lesson observations (of which at least one must be a full lesson observation) annually by the director or the director's qualified designee. The director or his/her designee



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may make as many full lesson observations as they deem appropriate. At least one of the observations will be announced in advance. The number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.

The full lesson evaluation observation procedure shall include:

1. a conference prior to the announced observed lesson at which, at minimum, the lesson plan and related materials and strategies will be discussed between the director or director-designated observer and teaching staff member;
2. the actual observed lesson; and
3. a post-observation conference at which the lesson will be de-briefed with feedback from the director or director designated observer.

At all points in the process, the established evaluation criteria shall provide the framework for feedback and assessment. The evaluation tool will be distributed to all teaching members in advance of any observation. In planning lessons for an observation, the director or designee may require the teaching staff member to develop and present a lesson in a specific curriculum area. The staff member may also be required to develop and present a lesson that demonstrates particular instructional strategies or techniques. Additional materials can be requested such as corresponding pre-assessments, unit plans, etc. before or after the observed lesson.

Partial Lesson Observations

In addition to the full lesson observations and evaluations, the director or his/her designee may at their discretion conduct partial lesson observations of any teacher at any time

Feedback from partial lesson observations may be issued to the teacher via email, completed rubric, face-to-face conversation, etc. and will be used to inform the summative evaluation. Templates can be used to guide the observer such as the sample included. Templates, when used, will be shared with at least ten days in advance of being used for reviews.

Progress Toward Reaching and Ultimate Achievement of Professional Development Plan Goals

Teachers will annually create a Professional Development Plan in collaboration with their supervisor. Depending on the specific goals for the school as well as for each individual faculty member each school year, the director or the director's designee may determine the annual goals for individual faculty members or for the full staff. There will be three meetings each year with the supervisor in which active progress toward the goals is reviewed.

Assessment of Additional Professional Responsibilities

Each teacher will be evaluated annually on their performance regarding professional responsibilities and conduct.

Summary Notes and Action Plans Developed Through Ongoing Teacher-Supervisor Meetings/Conversations

Ongoing formal and informal meetings between the teacher and supervisor may give rise to summary notes that provide insight and expectations related to the teacher's goals and general professional expectations. These notes are considered part of the evaluation criteria.

Teacher Self-Assessment



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Annually, each teacher will complete a self-assessment through which they will reflect upon their strengths, successes, achievement of PDP goals, areas where they would like to grow professionally still and support they would like to receive from the HCS. Scores will be based on how thorough, thoughtful and reflective the completion is of the self-assessment.

Student Growth Portfolio

Teachers will maintain a student growth portfolio through which they will include data regarding student performance. With that data, they will set goals, develop an action plan, track progress toward goals, reflect upon their findings and ultimately show evidence of student growth. Data can include test scores, various student work samples, pre and post-assessments, etc.

Summative Evaluation Reports

The summative evaluation will rate the teaching staff member's performance on full lesson and partial lesson observations, growth toward Professional Development Plan goals, professional responsibility expectations, a teacher-completed self-assessment and Student Growth Portfolio data.

Performance Indicators

All written reports—both formative and summative—shall include an indicator that provides an effectiveness status that explicitly indicates whether the staff member is highly effective, effective, partly effective or ineffective. Definitions are below.

- 4: Highly Effective
- 3: Effective
- 2: Partly Effective
- 1: Ineffective

Professional Development Requirements

All evaluation procedures shall include review of each teacher's progress toward achievement of the state-required goal of 100 clock hours of professional development every five years. Teachers at HCS are expected to accrue beyond 20 hours each school year and maintain a log of their hours completed annually. The purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to pupil achievement of the New Jersey Student Learning Standards as well as practicing the teaching strategies and philosophies stated in our charter and as determined by HCS as best practice. In any instance where an individual teacher fails to make annual progress toward meeting the 100-hour requirement, or where a professional fails to satisfy the requirement fully within the five year period, the director or designee shall take appropriate remedial action applying accepted procedures of supervision as well as using existing laws and rules to the fullest extent.

At the end of the first five-year cycle, the principal shall annually report all instances of noncompliance with the 100-hour rule as well as the actions taken to address them to the State Department of Education.

Teaching staff members are encouraged to seek out professional development opportunities on their own in accordance with their Professional Development Plans and the mission and goals of the school. The school will support teaching staff member participation to the extent feasible within its budget and resources. Attendance at workshops or classes that require missing a regular work day, or that require payment by the school, must be approved in advance by the director or designee. The director or designee may direct teaching staff members to participate in specific workshops or classes as well as direct them to



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visit particular schools for observation. The director or designee may also direct teachers to complete studies of various texts, programs or other educational or professional materials.

Notification and Review

The director shall provide each teaching staff member with a copy of this policy statement and his/her evaluation criteria annually by October 1 and shall distribute any amendments to those documents within ten working days of their becoming effective.

This policy and related procedures shall be reviewed at least yearly and revised as needed before readoption by the Board.

N.J.S.A. 18A:27-3.1 et seq

Adopted by the Hoboken Board of Trustees on the following dates:

- June 12, 2013 (and subsequently adopted by the NJDOE on July 17, 2013)
- August 20, 2014 (readopted with amendments)
- July 12, 2016
- August 9, 2016 (readopted with amendments)
- August 15, 2017 (readopted with amendments)
- July 17, 2018



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SUSPECTED GANG ACTIVITY

Pupils that initiate, advocate, or promote activities, openly or otherwise, and/or threaten the safety or well-being of others disrupt the school environment and are harmful to the educational process in this school district. Any physical or verbal harassing, intimidating, or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils anywhere on school grounds, at any school related or sponsored activity, on school buses and any other place where pupils are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believe any physical or verbal harassing, intimidating, or bullying conduct was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those pupils representing a criminal street gang (hereinafter referred to as a "gang") as defined in N.J.S.A. 2C:44-3.h. If it is determined unacceptable conduct was committed by pupils representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent(s) or legal guardian(s) of the victim and the offender. The Principal or designee will also inform the Chief School Administrator and local law enforcement.

To further ensure the safety and well-being of all pupils in the district and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11- 9.

The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A pupil identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

School staff members shall be provided in-service training on gangs and gang related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.

Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district's administrative staff members will encourage local law enforcement to share gang related information with school officials.

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding pupil discipline and/or the school district's pupil discipline code. This Policy shall be made available to school staff, pupils, and parent(s) or legal guardian(s).

N.J.S.A. 18A:11-9

N.J.S.A. 2C:44-3.h.

New Jersey State Police Street Gang Bureau - Know the Signs: A Guide to Gang Identification