



A K – 12 SERVICE LEARNING SCHOOL

BOARD OF TRUSTEES MEETING

JULY 21, 2020

7:00 PM

THIS MEETING WILL BE VIRTUAL WITH CALL-IN INFORMATION MADE PUBLIC IN ADVANCE OF THE MEETING.

1. Call to Order

2. 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 as a virtual meeting on July 8, 2020 via notification to City Hall, the City Clerk's Office on Washington Street and the *Hudson Reporter*, *Jersey Journal*, and *Bergen Record*.

Please be advised that the Hoboken Charter School will hold their 2021-2021 monthly Board Meetings as listed below. Meetings will occur at 7:00 p.m. and will be held virtually. The agenda and dial-in information will be made available on the school website in advance of each meeting.

- July 21, 2020
- August 18, 2020
- September 15, 2020
- October 20, 2020
- November 17, 2020
- December 15, 2020
- January 19, 2021
- February 23, 2021
- March 16, 2021
- March 23, 2021
- April 20, 2021
- May 11, 2021
- June 15, 2021

All members of the community are invited to attend. At these meetings, the Board of Trustees will conduct regular business including matters related to: finance, personnel, facilities, curriculum and instruction, assessment, policy and miscellaneous board-related matters. The additional meeting on March 23, 2021 will be held to review matters related to finance.

3. Roll Call

TRUSTEE	PRESENT	ABSENT
John Berger		
Lauren Calmas		
Amanda Grant		



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Lisa McIntyre		
Kelly Wilson Pansy		
Christine Sheedy		
Mark Silberberg		
Joy Wheeler		

Deirdra Grode, Executive Director

Steve Literati, CFO/Board Secretary/Board Treasurer

Michael Falkowski, Business Administrator

4. Acceptance of Minutes

Minutes of the previous public Board meetings held June 16, 2020 are available for review and/or correction and acceptance.

Motion for HCS Board of Trustees to accept the minutes of the Hoboken Board of Trustees Meeting on June 16, 2020.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Amanda Grant					
Lisa McIntyre					
Kelly Wilson Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

5. 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.

6. Policy

First Read

6.1 Resolved, that the Board of Trustees approves the amended Student Attendance Policy during the Covid-19 pandemic.

6.2 Resolved, that the Board of Trustees approves the Community Complaints and Inquiries policy.

ROLL CALL

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Amanda Grant					



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Lisa McIntyre					
Kelly Wilson Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

7. **Finance**

7.1 Resolved, that the Board of Trustees approves the preliminary Board Secretary and Reconciliation Report(s) for June 2020, as per the attached; and pursuant to N.J.A.C. 6A:23-2.11(a), the Hoboken Charter School Board of Trustees secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of June 2020, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year.

7.2 Resolved, that the Board of Trustees approves the bills list from June 17, 2020 to July 21, 2020.

7.3 Resolved, that the Board of Trustees approves the following payrolls:

Date	Amount
June 15, 2020	\$126,168.10
June 26, 2020	\$306,176.52

7.4 RESOLVED, that the Board of Trustees approves the submission of the 2020-2021 ESEA application:

- Title I \$91,371
- Title II \$4,342
- Title IV \$5,000

7.5 RESOLVED, that the Board of Trustees approves the submission of the 2020-2021 IDEA application:

- IDEA Basic \$62,023
- IDEA PreSchool \$1,078

7.6 RESOLVED, that the Board of Trustees approves the submission of the CARES Emergency Relief Grant in the amount of \$65,369.

7.7 RESOLVED, that the Hoboken Charter School Board of Trustees approves the financial projection of incremental expenditures related to the Covid-19 pandemic and the associated PPP funds HCS wants to access.

7.8 RESOLVED, that the Hoboken Charter School Board of Trustees acknowledges the projection (still under development) for possible future expenditures related to the Covid-19 pandemic and the associated PPP funds HCS wants to access.



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7.9 RESOLVED, that the Board of Trustees approves the engagement with McIntee Fusaro Del Corral, LLC to provide auditing services for the school year July 1, 2019 to June 30, 2020, at a cost of \$23,500.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Amanda Grant					
Lisa McIntyre					
Kelly Wilson Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

8. Educational Planning

8.1 Resolved, that the Board of Trustees approves the amended lease for 360 First Street for the months of July and August 2020.

8.2 Resolved, that the Board of Trustees approves the submission of the 2019-2020 Annual Report to the NJ Department of Education.

8.3 Resolved, that the Board of Trustees approves the submission of the 2020-2021 school year Reopening Plan to the NJ Department of Education. (This plan is an evergreen document as the School will need to continue to revise its content to meet immediate and evolving concerns that arise with the global pandemic of COVID-19.

8.4 Resolved, that the Board of Trustees approves the submission of the application to work with NJ Child Assault Prevention (NJCAP) to receive age appropriate workshops for teachers, support staff, parents and students across grades K-12 with the goal of reducing and preventing trauma. The program is funded by the NJ Department of Children and Families and would allow HCS to meet the requirements established in Erin's Law.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Amanda Grant					
Lisa McIntyre					
Kelly Wilson Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

9. Personnel



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- 9.1 Resolved, that the Board of Trustees approves the resignation of Jaclyn Spittler as of June 30, 2020.
- 9.2 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.
- Philana Otruba-Fhal
 - Gregory Ducore
- 9.3 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.
- Philana Otruba-Fhal
 - Gregory Ducore
- 9.4 Resolved that the Board of Trustees approves the contract for Philana Otruba-Fhal as Teacher for the 2020-2021 school year.
- 9.5 Resolved that the Board of Trustees approves Gregory Ducore as student teacher.
- 9.6 Resolved that the Board of Trustees approves the contract for Paige Davidson as Teacher for the 2020-2021 school year.
- 9.7 Resolved that the Board of Trustees rescinds the contract for Paige Davidson as Apprentice Teacher for the 2020-2021 school year.
- 9.8 Resolved, that the Board of Trustees approves the part-time position of security guard, Kenneth Bollhardt, for the 2020-2021 school year, at a rate of \$15.00 per hour, 30 hours per week.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Amanda Grant					
Lisa McIntyre					
Kelly Wilson Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

10. Enrollment

Enrollment – July 21, 2020

Grade	Current	Grade	Current	Grade	Current
K	22	5	22	9	27
1	22	6	22	10	23
2	22	7	22	11	26



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3	22	8	22	12	24
4	22			Total	298

11. Board of Trustees Committee Reports

12. Board Business/Miscellaneous

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Amanda Grant					
Lisa McIntyre					
Kelly Wilson Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

13. New Business

14. Public Comments

15. Executive Session

16. Return to Open Session

17. Adjournment of Meeting

Whereas, the business of the regular meeting has been concluded, now, therefore be it resolved that the HCS Board of Trustees adjourned their meeting of Tuesday, July 21, 2020.

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 21, 2020.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Amanda Grant					
Lisa McIntyre					
Kelly Wilson Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					



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Certified by Board Secretary_____

Date_____ Adjournment_____



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Community Complaints and Inquiries

The Hoboken Charter School Board of Trustees welcomes inquiries about and constructive criticism of the school's programs, equipment, and personnel.

The Executive Director shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law and applicable negotiated agreements.

Parents/guardians and students will be informed of the proper avenues to follow in the school.

When a board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Executive Director.

Only in those cases where satisfactory adjustment cannot be made by the Executive Director and the staff shall communications and complaints be referred to the board of trustees for resolution.

Complaint Regarding Potential Violations of the Charter School Law

In cases when a complaint is received regarding potential violations of the Charter School Law, N.J.S.A. 18A:36A-1 et. seq., the board shall establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make nonbinding recommendations to the board concerning the disposition of a complaint.

The existence of this committee along with appropriate contact information will be published annually in the school handbook and on any website established for the school. The information will also be available through the executive director and be posted in the main school office. There will be five (5) members of the committee, at least one of whom will be a teacher but no more than three teachers will be on the committee.

Complaints will:

- A. Be submitted in writing with copies to the grievance committee, executive director and to the board of trustees;
- B. Detail the grievance to be investigated with as much detail as possible and list the person/persons or entity (along with contact person) making the complaint;
- C. The grievance committee will conduct an inquiry including a hearing or meetings as needed to respond to the complaint;
- D. Process to be completed within 30 days with the grievance committee making its non-binding recommendation to the board of trustees at the next regularly scheduled meeting;
- E. The board of trustees will have until the next regularly scheduled board meeting to decide what if any action is needed and announce this as a specific agenda item at the meeting.



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If, after presenting the complaint to the board of trustees, the individual or group determines that the board of trustees has not adequately addressed the complaint, they may present that complaint to the commissioner

FIRST READ



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ATTENDANCE POLICY

The Hoboken Charter School Board of Trustees recognizes its responsibility to provide a thorough and efficient education for every student in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to attend school as scheduled, and that parents/guardians support and reinforce their child's regular attendance. In order to conform to state regulations and provide for legitimate student absences from school, the Board of Trustees has defined excused vs. unexcused absences from school. This is not a permissive policy establishing or licensing a limit of days that may be missed with no harm. Absences will be excused with a parent/guardian written statement and official documentation as follows:

- Personal illness
- Medical appointments that cannot be scheduled during non-school hours
- Court appearance
- Death in the immediate family (maximum five days)
- Death in the non-immediate family (maximum one day)
- Take Your Child To Work Day
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A:36-14
- College/High School visitations; (maximum three days)
- Quarantines or uncoverable and/or weeping skin lesions
- Suspension from school (Please Note: Suspended students are forbidden to participate in extracurricular activities including athletic activities, dances, plays, clubs, etc. as spectators or participants).
- Other school mandates exclusions

Parent/guardian notes and official documentation must be received in the main office within 24 hours of the student's return to school. Though a student may be absent with parental approval for reasons other than those listed above, the absence will be defined as unexcused to conform to state regulations requiring school districts to define excused and unexcused absences. A student must be in attendance for four hours of instruction, exclusive of lunch and recess, to be considered present for the school day. It is also recognized that parents/guardians may not always take their child to the doctor every time he/she is sick, thus unexcused absences will be used when it is necessary to miss school and documentation cannot be provided. A parent or guardian taking a student out of school for vacations during the normal course of the school year is an illegal absence pursuant to New Jersey Statutes Annotated (NJSA) 18A:36- 16 and New Jersey Administrative Code (NJAC) 6:20-1.3. One serious impact of unauthorized absence is in the area of homework. Many parents request that the teacher give homework assignments prior to vacation, but for the teacher to do so puts the teacher and the school in a position of condoning the leave from school. Therefore, if a student chooses to be absent from school, any work that is missed must be completed by the student after he/she returns to school.

CREDIT RECOVERY

Student absences in the Upper School are recorded on a course by course basis. A student may be denied course credit when he/she has more than eighteen (18) unexcused absences in a full year course. A student who is in danger of losing course credit due to exceeding the attendance policy may remain in the class to receive a grade of incomplete. If the student does not remain in the class, the student will not be allowed



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to make up the course in summer school. A student arriving in any class after the first ten (10) minutes of the class period will be recorded as absent for that class. If the reason for arriving late is a result of any of the reasons defined as excused (see excused absences) the absence will be recorded as an excused absence providing that the student presents the appropriate documentation. Credit Recovery for students who have exceeded the established limits of the adopted attendance policy in core or elective courses will be required through an approved course recovery program at the expense of the individual student.

ATTENDANCE PROCEDURES: PARENT and STUDENT RESPONSIBILITIES

1. Parents/Guardians are required to notify the main office of the school by phone or email (see contact information below) by 8:00 am if the student is going to be absent or tardy from school.
2. Any student arriving to school after the start of homeroom is required to get a late pass from the main office before entering the classroom.
3. Upon returning to school, students must submit documentation within 24 hours for the eligible absence to be counted as excused.
4. Upon returning to school, students must arrange with their teachers to make up any assignments or assessments missed during the absence from school. Work must be made up within a time equal to the time absent. Responsibility for making up work and scheduling any necessary assistance from the teacher(s) rests with the student.

Lower/Middle School :

Phone: 201-963-0222 x 210
office@hobokencs.net

Upper School:

Phone: 201-963-0222 x 225
abollhardt@hobokencs.net

ATTENDANCE: PARENTAL NOTIFICATION AND RESPONSIVE ACTION PLAN(S)

1. Attendance notification letters will be mailed home on a quarterly basis in October, February, April and June to students accumulating five or more absences. Parents are encouraged to closely monitor student attendance through the Oncourse Connect Portal.
2. When a student has accumulated ten unexcused absences, the administrator in charge of attendance will conduct an investigation into the reasons for the unexcused absences, and a meeting will be scheduled for parents/guardians to meet with the administrator to develop an action plan to assist the student in maintaining regular school attendance. Action plans may include:
 - Referral to the Intervention and Referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8;
 - Testing, assessments, or evaluations of the student's academic, behavioral, and health needs
 - Consideration of an alternate placement;
 - Referral to a community-based social and health care provider agency or other community resources;
 - Referral to the court program designated by the New Jersey Administrative Office of the Courts



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- Referral to the Division of Youth and Family Services in accordance with the provisions of the N.J.S.A.9:6 et. Seq. and N.J.A.C.6A:16-11, if a potentially missing or child abuse situation is detected, and/or
- Team identified course of action to support consistent student attendance
-

3. When a student has accumulated eighteen (18) unexcused absences, the parent/guardian will receive a notification letter indicating the number of absences. At this time, the case will be reported to the municipal truancy court and the parent will be issued a summons to appear before the truancy judge with their child.

TARDINESS TO SCHOOL

Students who are late to school will report directly to the Main Office for a late pass. Failure to do so will result in disciplinary action. Chronic tardiness from lunch will result in loss of open lunch privileges. Continued tardiness to school will result in the following consequences:

Tardies Accumulated	Upper School	Lower School
10	1 afternoon detention	1 morning detention
15	2 afternoon detentions	2 morning detentions
20	4 afternoon detentions and parent conference	4 morning detentions and parent conference

Lower/Middle School morning detentions will be held in the Principal's office from 8:00-8:20 am. Upper School morning detentions will be held at the Multi Service Center from 3:00-3:30.

Failure to attend an assigned detention will result in loss of lunch and/or recess privileges for the school day. Additional consequences will be administered at the discretion of teaching faculty to students who arrive late to individual classes.



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Revised Policy

Until further notification the following attendance policy will be enforced in response to safety and health measures associated with Covid-19.

ATTENDANCE POLICY

The Hoboken Charter School Board of Trustees recognizes its responsibility to provide a thorough and efficient education for every student in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to **participate in** school as scheduled, and that parents/guardians support and reinforce their child's regular attendance. In order to conform to state regulations and provide for legitimate student absences from school, the Board of Trustees has defined excused vs. unexcused absences from school. This is not a permissive policy establishing or licensing a limit of days that may be missed with no harm. Absences will be excused with a parent/guardian written statement and official documentation as follows:

- Personal illness will be considered an excused absence, with notification provided by a parent to the school office. Doctors notes are not required and students are instructed to stay home when presenting with symptoms that could be related to Covid-19. The school nurse will share return dates as per our updated sick policy during the Covid-19 pandemic. Days the school is mandating the child to stay home as per policy will also be excused. Students will have the option of participating remotely to be counted as present when required by the sick policy to stay home. Students who reach 10 absences will be referred to the school social worker to provide assistance in supporting the continuity of learning to the fullest extent possible
- Medical appointments that cannot be scheduled during non-school hours
- Court appearance
- Death in the immediate family (maximum five days)
- Death in the non-immediate family (maximum one day)
- Take Your Child To Work Day
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A:36-14
- College/High School visitations; (maximum three days)
- Quarantines, **including if a student needs to isolate at home for monitoring of symptoms due to potential exposure**, or uncoverable and/or weeping skin lesions
- Suspension from school (Please Note: Suspended students are forbidden to participate in extracurricular activities including athletic activities, dances, plays, clubs, etc. as spectators or participants).
- Other school mandates exclusions

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thus unexcused absences will be used when it is necessary to miss school and documentation cannot be provided. A parent or guardian taking a student out of school for vacations during the normal course of the school year is an illegal absence pursuant to New Jersey Statutes Annotated (NJSA) 18A:36- 16 and New Jersey Administrative Code (NJAC) 6:20-1.3. One serious impact of unauthorized absence is in the area of homework. Many parents request that the teacher give homework assignments prior to vacation, but for the teacher to do so puts the teacher and the school in a position of condoning the leave from school. Therefore, if a student chooses to be absent from school, any work that is missed must be completed by the student after he/she returns to school.

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Lower/Middle School :

Phone: 201-963-0222 x 210

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Upper School:

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ATTENDANCE: PARENTAL NOTIFICATION AND RESPONSIVE ACTION PLAN(S)



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2. When a student has accumulated ten unexcused absences, the administrator in charge of attendance will conduct an investigation into the reasons for the unexcused absences, and a meeting will be scheduled for parents/guardians to meet with the administrator to develop an action plan to assist the student in maintaining regular school attendance. Action plans may include:

- i Referral to the Intervention and Referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8;
- i Testing, assessments, or evaluations of the student's academic, behavioral, and health needs
- i Consideration of an alternate placement;
- i Referral to a community-based social and health care provider agency or other community resources;
- i Referral to the court program designated by the New Jersey Administrative Office of the Courts
- i Referral to the Division of Youth and Family Services in accordance with the provisions of the N.J.S.A.9:6 et. Seq. and N.J.A.C.6A:16-11, if a potentially missing or child abuse situation is detected, and/or
- i Team identified course of action to support consistent student attendance

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FIRST READ