



BOARD OF TRUSTEES MEETING
MINUTES OF MAY 11, 2021 MEETING

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

Meeting Highlights

The board reviewed and approved teacher contract renewals for the 2022 school year, as well as contracts being offered to two new teachers. The board also approved the renewal of contracts for a variety of service providers. CFO Steve Literati reviewed the school's application for a grant offered by the federal government that would support the school in installing a new HVAC system to improve air quality and addressing learning acceleration and mental health needs.

1. **Call to Order.** The meeting was called to order by Lauren Calmas at 7:07.
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 7, 2020 via notification to City Hall, the City Clerk's Office on Washington Street and the *Hudson Reporter* and the *Jersey Journal*.

Roll Call

TRUSTEE	PRESENT	ABSENT
John Berger	X	
Lauren Calmas	X	
Amanda Grant		X ¹
Lisa McIntyre	X	
Kelly Pansy	X	
Christine Sheedy	X	
Mark Silberberg	X	
Joy Wheeler	X	
Dana Wissing	X	

¹Amanda Grant joined the meeting at 7:30.

Also in attendance were Deirdra Grode, Executive Director; Steve Literati, CFO and Board Secretary and Board Treasurer; Lizzie Palma, K-8 Principal; Joanna Weintraub, 9-12 Principal; and parents Daria Vogel, Kate Hahn, Raina Fernandez, Neasa Doyle, Nidhi Khosla, and Stephanie Lang.

3. **Acceptance of Minutes for April 20, 2021**

Minutes of the previous public Board meeting held April 20, 2021 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 April 20, 2021.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger	2	X			
Lauren Calmas		X			
Amanda Grant					X
Lisa McIntyre	1	X			
Kelly Pansy		X			
Christine Sheedy		X			
Mark Silberberg		X			
Joy Wheeler		X			
Dana Wissing		X			

4. Acceptance of Minutes for May 4, 2021

Minutes of the previous public Board meeting held May 4, 2021 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 May 4, 2021.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger	2	X			
Lauren Calmas		X			
Amanda Grant					X
Lisa McIntyre	1	X			
Kelly Pansy		X			
Christine Sheedy				X	
Mark Silberberg		X			
Joy Wheeler				X	
Dana Wissing		X			

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. Personnel

6.1 Resolved, that for reasons of economy and efficiency, the Hoboken Charter School Board of Trustees approves the elimination of the permanent substitute position, effective July 1, 2021.

6.2 Resolved, that the Hoboken Charter School Board of Trustees accepts the resignation of Ian Smit effective June 30, 2021 as he will begin retirement.

6.3 Resolved, that the Hoboken Charter School Board of Trustees accepts the resignation of Jessica Santelli, Teacher, effective June 30, 2021.

6.4 Resolved, that the Board of Trustees approves the Resolution Withholding Increments for Employee number 12021150 For The 2021-2022 School Year.

WHEREAS, the Chief School Administrator hereby recommends withholding the increments for Employee Number 12021150; and

WHEREAS, the Board finds that good cause exists to withhold the increments of Employee Number 12021150 for the 2021-2022 school year.

NOW, THEREFORE, BE IT RESOLVED, that the Hoboken Charter School Board of Trustees hereby affirms the recommendation of the Chief School Administrator and withholds the increments for Employee Number 12021150 for the 2021-2022 school year.

BE IT FURTHER RESOLVED, that the Board hereby directs the Business Administrator/Board Secretary to provide Employee Number 12021150 with written notice that Employee Number 12021150's increments for the 2021-2022 school year are being withheld, together with the reasons therefore, within ten (10) days of the date of this resolution, pursuant to N.J.S.A. 18A:29-14.

6.5 Resolved, that the Board of Trustees approves the recommendation of the Chief School Administrator and Finance Committee and authorizes and approves offering contracts to the following instructional and non-instructional employees for the 2021-2022 academic year:

- Anne Ballman
- Antonia Bollhardt
- Zoe Chaykin
- Heather Curtin
- Paige Davidson
- Maria Diaz
- Scott Duff
- Melissa Fisher
- Kevin Flynn
- Sean Gavarny
- Gigi Girgis
- Amy Katz
- Brett Keeler
- Brittany Kulp
- Christopher Kunkel
- Marc Kutchma
- Padma Lingechetty-Isom
- Steve Literati
- Salma Malik
- Hennessy Mediavilla
- Matthew Messenger
- Maria Nunez
- Elizabeth Palma
- Matthew Persico
- Samantha Polak
- Shaun Procaccini
- Alyssa Roth
- Courtney Salerno

- Debra Scheibe
- Beatty Stires
- Danielle Swentzel
- Jennifer Tarangelo
- Amanda Thiede
- Joanna Weintraub
- Jenna Wernikowski

6.6 Resolved, that the Hoboken Charter School Board of Trustees approves a contract with Madeline Courtney as Teacher for the 2021-2022 school year, subject to completion of a county sub license, certification, and/or criminal background check.

6.7 Resolved, that the Hoboken Charter School Board of Trustees approves a contract with James Zisa as Teacher for the 2021-2022 school year, subject to completion of a county sub license, certification, and/or criminal background check.

The board went into executive session at 7:32 by unanimous vote following a motion by Lisa McIntyre and a second by John Berger. The board returned to open session at 7:40 following a unanimous vote and motions by Lisa and John.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger		X			
Lauren Calmas		X			
Amanda Grant		X			
Lisa McIntyre		X			
Kelly Pansy		X			
Christine Sheedy	1	X			
Mark Silberberg	2	X			
Joy Wheeler		X			
Dana Wissing		X			

7. **Finance**

7.1 Resolved, that the Board of Trustees approves the renewal contract for Colette Robinson, Doctor of Physical Therapy, LLC.

7.2 Resolved, that the Board of Trustees approves the renewal contract for Audra Rose, Occupational Therapy.

7.3 Resolved, that the Board of Trustees approves the renewal contract for Essex Regional Educational Services Agreement (Home Instruction).

7.4 Resolved, that the Board of Trustees approves the renewal contract for D. W. Putt, Educational Services.

7.5 Resolved, that the Board of Trustees approves the renewal contract for Bedford Psychological Services, PC.

7.6 Resolved, that the Board of Trustees approves the renewal contract Preferred Home Health Care and Nursing Services.

7.7 Resolved, that the Board of Trustees approves the renewal contract with SAIF (School Alliance Insurance Fund) for various insurance coverages for a three-year period, and appoints Steve Literati as the School's Fund Commissioner, authorized to renew membership in SAIF.

7.8 Resolved, that the Board of Trustees approved the Board Secretary and Treasurer's Reports for April 2021, 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 April 30, 2021, 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. (Attached schedules.)

7.9 Resolved, that the Board of Trustees approves the bills list from April 14, 2021 to May 5, 2021. (Attached schedule.)

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

Date	Amount
April 15, 2021	\$137,943.69
April 30, 2021	\$134,616.23

7.11 Resolved, that the Board of Trustees approves the submission of an application for a grant from the US Department of Education ESSER II (Elementary and Secondary School Emergency Relief Act) fund under the American Rescue Plan. (Attached schedule.)

7.12 Resolved, that the Board of Trustees approves the Board Secretary to make Adjustments to Appropriations in the accounting records for Fund 20 for certain federal grant awards and private charitable contributions made to the school. (Attached schedule.)

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger		X			
Lauren Calmas		X			
Amanda Grant	1	X			
Lisa McIntyre		X			
Kelly Pansy	2	X			
Christine Sheedy					X ²
Mark Silberberg		X			
Joy Wheeler		X			
Dana Wissing		X			

²Christine left the meeting at 8:00.

8. Enrollment

Enrollment – May 11, 2021

Grade	Current	Grade	Current	Grade	Current
K	22	5	22	9	24
1	22	6	22	10	25
2	22	7	22	11	24
3	22	8	22	12	26
4	22			Total	297

9. School Calendar Reminder

Friday, May 28 – 1 p.m. dismissal.

Monday, May 31 – School closed for Memorial Day.

Thursday, June 10 – HCS K-8 Field Day-The students will be dismissed from the Pier A Park at 1:00 p.m.
 Friday, June 11 – HCS K-8 Field Day Rain Date, if needed. The students will be dismissed from school at the regular schedule.
 Tuesday, June 15 – Senior Night at 5 p.m.
 Tuesday, June 15 – Board Meeting will begin at 7 p.m.
 Friday-Tuesday, June 18, 21, 22 – 1 p.m. dismissal for students.
 Tuesday, June 22 – Last day of school
 Tuesday, June 22 – 8th grade Commencement Ceremony will take place at Sinatra Park Amphitheater at 2:00 p.m.
 Tuesday, June 22 – 12th grade Graduation Ceremony will take place at Sinatra Park Amphitheater at 4:00 p.m.

10. K-12 Report

The HCS administration has been working to complete the Elementary and Secondary School Emergency Relief II Fund (ESSER II Fund) grant application which will support the school in funding programs and resources to address learning loss, support student mental health, enhance teacher effectiveness in the classroom and enhance safety of the school environment.

Hudson County has contracted Critical Response Group to build Collaborative Response Graphics (CRGs) for each High School in Hudson County to expedite emergency response in the case of a school emergency. Due to the K-12 nature of our campus, they were able to complete a CRG for the entire HCS campus.

In an effort to continuing to support all of our students across K-12, Heather DeSimone Curtin, HCS Social Worker, will be attending virtual trainings via Thrive Alliance Group on the critical role mental wellness and social emotional learning play in closing the academic gap.

School Nurse Salma Malik participated in a session via LegalOne that addressed evolving recommended practices to support the physical and emotional wellbeing of all students and staff during the pandemic.

11. Lower/Middle School Report

The K-8 program began its full-time onsite program on Monday, May 3. Below are the programmatic features and safety protocols in place to support this transition.

Programmatic Features

- As in years past, students attend school each day, Monday-Friday from 8:10 to 2:45 (Lower School) or 3:00 (Middle School).
- All classes, including specials and electives, take place in person onsite.
- Students have lunch and recess at school (more below).
- Lower school students change classrooms for specials. Middle School students change classrooms for specials and core subjects. Students remain in their grade level cohorts for the entirety of the school day.
- The maximum 12 students per class has increased to a maximum of 22 students per class.
- Students who opt for fully remote instruction or need to participate remotely due to illness/COVID exposure follow the schedule below:
 - Core academic classes (Reading, Writing, Math, Science, SS in Lower School; ELA, SS, Math Science in Middle School) are taught synchronously via live streaming.
 - Other K-4 subjects such as word study, handwriting, coding, choice time, are asynchronous.
 - K-4 Spanish is asynchronous. Middle School Spanish is synchronous via live stream.
 - K-8 Health is synchronous via live stream.
 - K-8 PE is asynchronous.
 - K-8 Music is asynchronous.
 - K-8 Art is asynchronous.
- Middle School Electives are asynchronous.

Safety Protocols

- Students participate in weekly COVID testing onsite, daily temperature screenings, biweekly attestations, universal mask wearing (except when eating) and other safety protocols that were part of our hybrid model.
- Students disinfect their own area before moving to another classroom.
- Windows are open with fans blowing air in and out. Each classroom is equipped with TruSens air purifiers with HEPA filtration and an internal ultraviolet light feature to kill germs and viruses.
- Lunch/Recess
 - Lunch and recess take place outside every day, weather permitting. Students eat at the park six feet apart and then participate in recess or vice versa for Middle School in their class cohorts.
 - Seventh and eighth grade students will have the option of participating in outside lunch every day, Monday-Friday, except when ineligible due to grades/conduct.
 - On inclement weather days, we utilize additional staff members to provide coverage so that students are able to eat 6 feet apart indoors. Additionally, on those days, we allow any family to pick up their child(ren) to have lunch/recess at home and return to school for their afternoon classes if they choose. Students in grades K-6 would not be able to self-dismiss for lunch.
- Music/Band
 - All grade 3-8 band (beginner, Middle School) classes and classes with instruments (recorder) take place in the basement, with students spaced 6 feet apart.
 - All other music classes take place either in the music room with students at least 6 feet apart and fully masked.
 - We invested in bell covers and specially-designed music masks for each student to use while playing wind instruments.
- PE
 - PE classes take place outside with students fully masked. In the event of inclement weather, classes take place indoors with modified activities.

12. Upper School Report

With the arrival of spring weather, teachers have begun using outdoor spaces. Teachers have taken in person students to the park as well as to our school outdoor spaces such as the rooftop and courtyard. We are looking forward to the completion of the 2nd half of the backyard so there will be more usable space.

Students ages 16 and up are eligible for the COVID vaccine and we have reports from some students that they have begun the process. We are appreciative of the Hoboken district in including Hoboken Charter students for their in-school vaccination day on May 11th. We are hopeful to continue this partnership when the vaccine eligibility extends to ages 12-15. Nurse Malik and Health Teacher Coach Kutchma partnered to share vaccine information and answer student questions in Health class. We have had a few students rejoin in-person school with the improvement of COVID conditions in Hudson county.

As K-8 transitioned to full time, borrowed desks needed to be returned. We have new furniture on the way, but in the meantime our flexible Upper School teachers are making do. On Wednesday, 5/12, volunteer parents from K-12th are coming to help assemble and place the new upper school furniture.

This year has been unlike any other. Many students have struggled with remote learning and/or managing stresses caused by the pandemic. The Upper School staff has created support systems unique to this year including Guided Study Labs and Credit Recovery programs to help students with learning gaps maintain the momentum of their academic progress.

On April 27th, we provided the SAT at school for Hybrid 11th graders. On May 14th, we will provide CPR training for Hybrid 12th graders. For both events, remote students were invited to participate with the submission of a negative COVID test result.

13. New Business

14. Public Comments

15. Looking Ahead

Submission of ESSER II grant application	Due May 14
Approval of school annual report due on Aug 1	To be distributed in advance of July board meeting
Approval of adjustments to appropriations for individual expense accounts	July board meeting.
Application of PPP loan forgiveness	Due September 2021
Charter renewal	Next year

16. Executive Session.

The board voted unanimously to enter into executive session at 9:33 following a motion by Mark Silberberg and a second by Lisa McIntyre.

17. Return to Open Session

The board returned to open session at 10:00 following a motion by Silberberg and a second by McIntyre.

18. Adjournment of Meeting

Whereas, the business of the regular meeting has been concluded, now, therefore be it resolved that the HCS Board of Trustees adjourned their meeting of Tuesday, May 11, 2021.

It is hereby certified that the foregoing resolution was duly adopted by the HCS Board of Trustees, by the vote below indicated at the regular meeting held on Tuesday, May 11, 2021.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger		X			
Lauren Calmas		X			
Amanda Grant		X			
Lisa McIntyre	2	X			
Kelly Pansy		X			
Christine Sheedy					X
Mark Silberberg	1	X			
Joy Wheeler		X			
Dana Wissing		X			

Certified by Board Secretary: Steve Literati

Date: May 25, 2021

Adjournment 10:01 pm