



**A K - 12 SERVICE LEARNING SCHOOL**

**BOARD MINUTES**

BOARD OF TRUSTEES MEETING  
MAY 12, 2020  
7:00 PM

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

**I. Call to Order – 7:00 PM**

**II. Roll Call**

TRUSTEE	PRESENT	ABSENT
John Berger	X	
Lauren Calmas	X	
Amanda Grant	X	
Lisa McIntyre	X	
Christine Sheedy	X	
Mark Silberberg	X	
Joy Wheeler	X	

Deirdra Grode, Executive Director and also in the role of Board Secretary for May 12, 2020  
Also in attendance: Chris Kunkel, Joanna Weintraub, Kelly Pansy, Elizabeth Palma, Michael Falkowski and Devjit Nayar

**III. 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 and updated with the change to a virtual meeting on May 5, 2020 via City Hall and the City Clerk’s Office on Washington Street and by advertisement in the *Hudson Reporter* and the *Jersey Journal*.

**IV. Summary Notes**

The meeting started with Chris Kunkel, HCS STEM and Testing Coordinator, reviewing 2019 science data results. While data is limited with last year being NJ’s first year of implementation of these exams (e.g., no cohort comparisons), he shared HCS comparisons against results across the State as well as areas of strength and opportunities for growth among scientific domains and practices.

The Board moved into a discussion around the federal Payroll Protection Program. The school’s application and possible opportunities afforded with this loan program as well as their eligibility for participation were discussed. Trustees of the Board committed to seeking more information before voting to accept the funds with a special board meeting to follow.

2020-2021 faculty/staff contracts were approved and the administration provided reports as found in the agenda to the right and engaged in a discussion around grading and end of the year events.



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Deirdra Grode spoke to the Health-Related School Closure Plan which the Board of Trustees approved for submission to the NJDOE. Revisions around the re-opening of the school will be made as we receive more guidance from the NJDOE, DOH and the governor's office.

Mark Silberberg, Chair of the Management Committee, asked Deirdra Grode to speak to her annual self-evaluation. She spoke to topics of the school closure, mission and integration work, business office oversight, the 709 Washington project and the move to a single campus as well as overall school management.

Joy Wheeler, Chair of the Facilities Committee, provided updates to the 709 Washington St. project and impending move. Amanda Grant spoke to her work on the Capital Campaign and announced that they have already secured two commitments for donations. Lisa McIntyre and Deirdra Grode spoke to updates around grant-writing initiatives via Enrollhand.

**V. Approval of Minutes**

Minutes of the previous public Board meetings held April 21, 2020 are available for review and/or correction and approval.

I move that the minutes of the Hoboken Board of Trustees Meeting on April 21, 2020 be approved.

**ROLL CALL VOTE**

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

**VI. 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.

**VII. Presentation:**

2019Science Assessment Data Review – Chris Kunkel

**VIII. Finance**

**1. Be it Resolved,** that the Hoboken Charter School Board of Trustees desires to apply for and accept a Paycheck Protection Program (PPP) loan offered by United States Small Business Administration (SBA); and

**Whereas,** the U.S.A. is undergoing a crisis in health care, economics and education due to the Coronavirus Pandemic; and



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**Whereas**, Congress has addressed the current crisis by passing the Coronavirus Aid, Relief and Economic Security Act (CARES Act); and

**Whereas**, the Hoboken Charter School is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (the Paycheck Protection Program Rule); and

**Whereas**, the CARES Act provides assistance to Non-Profit organizations to alleviate some of the economic stress; and

**Whereas**, the Board of Trustees feels there is currently economic uncertainty which makes this loan request necessary to support the ongoing operations of the school;

**Whereas**, examples of economic uncertainty include reduction in State Charter Aid, tax revenue shortfalls from municipalities in this fiscal year 2020, late State Aid Payments beginning in fiscal year 2021, and delayed tax revenue from municipalities during your 2021 fiscal year;

**Whereas**, New Jersey Charter schools do not have the ability to raise revenues from taxes;

**Whereas**, the funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments as specified under the Paycheck Protection Program Rule; and

**Whereas**, the Board understands that if the funds are knowingly used for unauthorized purposes, the Federal Government may hold the Board legally liable, such as for charges of fraud; and

**Whereas**, the Board understands that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs; and

**Whereas**, during the period beginning on February 15, 2020 and ending on December 31, 2021, the Applicant has not and will not receive another loan under the Paycheck Protection Program; and

**Whereas**, the Board understands that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000; and

**Whereas**, the maturity date is two (2) years from the date of the Note and the interest rate is fixed at 1.00%; and

**Whereas**, there is no guidance by the State of NJ relating to PPP loans for Charter School and understands the school's auditing firm may give the school a finding and recommendation for not paying off an unsecured loan prior to June 30, 2020; and

**Whereas**, the Business Administrator shall sign the PPP loan documents on behalf of the Board and will not be held, in any way, liable for any false certifications; and

**Therefore, Be It Resolved**, that the Hoboken Charter School Board of Trustees accepts and approves the PPP loan through Bank of America in the amount of \$655,543.

### TABLED FOR ONGOING DISCUSSIONS AND FUTURE BOARD RESOLUTION

2. Resolved, that the Board of Trustees approved the Board Secretary and Reconciliation Report(s) for April 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 April 2020, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that



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sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year.

- 3. Resolved, that the Board of Trustees approves the bills list from April 22, 2020 to May 12, 2020.
- 4. Resolved, that the Board of Trustees approves the following payrolls:

Date	Amount
April 16, 2020	\$125,670.23
May 1, 2020	\$127,300.56

**ROLL CALL VOTE FOR NUMBERS 2-4**

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

**IX. Personnel**

- 1. Resolved, that the Board of Trustees approves the contract for Brittany Kulp as Teacher for the 2020-2021 school year.
- 2. Resolved, that the Board of Trustees approves the contract for Paige Davidson as Apprentice Teacher for the 2020-2021 school year.
- 3. 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 2020-2021 academic year:
  - Megan Baird
  - Antonia Bollhardt
  - Zoe Chaykin
  - Jennifer Chung
  - Heather DeSimone
  - Maria Diaz
  - Scott Duff
  - Kaela Edwards
  - Melissa Fisher
  - Kevin Flynn
  - Sean Gavarny
  - Gigi Girgis
  - Amelia Katz
  - Brittany Kiernan



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- Christopher Kunkel
- Marc Kutchma
- Padma Lingechetty-Isom
- Salma Malik
- Hennessy Mediavilla
- Jaclyn Mercandetti
- Travis Novack
- Maria Nunez
- Elizabeth Palma
- Evangelina Pena
- Matthew Persico
- Samantha Polak
- Shaun Procaccini
- Jhon Restrepo
- Alyssa Roth
- Courtney Salerno
- Jessica Santelli
- Ian Smit
- Beatty Stires
- Danielle Swentzel
- Jennifer Tarangelo
- Amanda Thiede
- Joanna Weintraub
- Jenna Wernikowski

**ROLL CALL VOTE**

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

**X. Policy**

1. Resolved, that the Board of Trustees approves the Hoboken Charter School HCS School Health-Related Closure Preparedness Plan.

**ROLL CALL VOTE**

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger		X			
Lauren Calmas		X			



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Amanda Grant		X			
Lisa McIntyre	1	X			
Christine Sheedy		X			
Mark Silberberg	2	X			
Joy Wheeler		X			

**XI. Information Items**

Enrollment – May 12, 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
3	22	8	22	12	24
4	22			Total	298

School Calendar Reminder

- May 14 – Professional Development Day
- May 22 – 1:00 p.m. dismissal for Memorial Day weekend.
- May 25 – School Closed for Memorial Day
- May 26 – Board Meeting at 7:00 p.m. (Call-in information will be found on the website the morning of May 26.)

**K-12 Report**

The governor announced on May 4, 2020 that onsite learning would continue for the remainder of the 2019-2020 school year. HCS teachers will continue to deliver their exceptional academic program virtually. Survey and anecdotal feedback from families and students K-12 has been overwhelmingly positive as teachers are working tirelessly to deliver a program that is similar to their onsite program as possible while simultaneously meeting myriad demands of students working from home and under supervision of working parents and teachers balancing home and work life. It has been a challenging and stressful time for all involved but I am incredibly proud of all of our HCS stakeholders who have been flexible and adaptive, creative and resilient. Plans for end of the year experiences and logistics are being ironed out and will be shared with families via building principals. HCS is in frequent communication with the NJDOE regarding expectations for schools during closure, possible funding opportunities and guidance regarding reopening with particular attention to safety, academics and finance.

**Lower/Middle School Report**

Eighth grade students (Aly Calmas and Tessa Weaver) participated in the Royal Shakespeare Company virtual campaign #ShareYouShakespeare to celebrate the Bard of Avon's 456th birthday on Thursday, April 23. Students recited recipes in the style of the witches of Macbeth and wrote their favorite Shakesperean lines on their baked goods. The class is currently reading "Macbeth." See below for pictures.



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The fourth grade class held their virtual publishing party on Friday, April 24 which concluded their writing unit on the Revolutionary War. Students dressed up for the occasion and worked in small groups to give one another feedback on their projects.

The first grade class held their virtual publishing party on Monday and Tuesday, April 27-28. Students shared opinion pieces, which were reviews of their favorite restaurants in Hoboken.

The kindergarten began discussing their Kindness Rocks project. They are on the hunt for smooth, flat rocks to paint, brainstorming ways to earn some money to purchase the paint and glaze, and thinking about small ways that they can promote kindness in their own lives. In the next few weeks, they plan to paint the rocks and have a "virtual" painting party on Zoom.

The seventh and eighth grade students are creating personal websites to capture what their experience in quarantine has been like. In ELA and Social Studies, they study primary sources, so with these sites, they are creating primary sources for future generations to understand what life was like for the typical teenager at the time. Each week they have to document three personal journal/reflection entries about what they've been experiencing/doing/thinking, include two pictures of their lives during the time and submit at least one statistical/mathematical graphic and at least one professional news article upon which they read and reflect.

The Girls Who Code Club continues to meet during remote learning. They have been focusing on learning basic HTML. During their meeting the week of April 27, their mentor from Stevens, who is graduating and moving on to pursue an advanced degree at Oxford in quantum computing stopped by to lead a Zoom presentation.

Students in grades 1-4 are submitting videos to Carnegie Hall for an opportunity to be a part of their end of year stay-at-home concert series.

The K-8 administration has been routinely soliciting feedback from families regarding the implementation of our remote learning program. Over the last two months, 75 K-8 families (51%) have provided feedback via email or survey. This feedback has been invaluable in the evolution of our remote learning offerings. Overwhelmingly, the consensus from our families is that our current model of both live instruction and asynchronous offerings best meets the needs of our students and families, as live instruction provides connection and community and asynchronous assignments allow for scheduling flexibility.

### **Upper School Report**

We have continued to provide support to students during online learning. Advisors have spoken to students one on one and hosted class events for socializing. General and Special education teachers are working with students one on one to provide learning support. Administration has continued to reach out to families offering support such as additional times to pick up Chromebooks for students to use throughout online learning.

We have also worked to elicit feedback from students and families. Parents and Guardians responded with all rating HCS online learning overall as Good to Excellent. More than 2/3 of responders reported that the amount of work assigned seemed perfect with a few suggesting that there be less work. One commented "The amount is just right for the circumstances that we all are in." Students also were asked



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about online learning and their responses helped with the constant reevaluation and adjustments made to learning plans.

With the announcement that we would not be back in school this year, end of year plans began to be finalized. Students experiencing difficulties due to COVID-19 will be supported to ensure promotion. Seniors will be celebrated.

**XII. Board of Trustees Committee Reports**

See summary notes above.

**XIII. New Business**

**XIV. Public Comments**

**XV. Executive Session**

The meeting went into closed session at 9:43 p.m. via motion from Lisa McIntyre and seconded by Amanda Grant.

**XVI. Return to Open Session**

The meeting re-opened at 10:08 p.m. via motion from Lisa McIntyre and seconded by Amanda Grant.

**XVII. 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 12, 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, May 12, 2020.

Roll Call Vote

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

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

Date 4/12/20 Adjournment 10:18 pm