



## A K - 12 SERVICE LEARNING SCHOOL

### BOARD MINUTES

BOARD OF TRUSTEES MEETING  
AUGUST 18, 2020  
7:00 PM

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

1. **Call to Order:** 7:05 by Lauren Calmas

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*.

Please be advised that the Hoboken Charter School will hold their 2020-2021 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.

- 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.



**A K - 12 SERVICE LEARNING SCHOOL**

**3. Roll Call**

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

Also in attendance were Deirdra Grode (Executive Director), Steve Literati (CFO and Board Secretary), Lizzie Palma (Principal of the Lower and Middle Schools) as well as parents Cindy Weigand, Dev Nayar, Shannon Albino, Rob Johansen, Daria Vogel, Danny Haddad, Lindsey Bednar, Susan Kreiner, Raj Nath, Raina Fernandes and Dana Wissing.

**4. Acceptance of Minutes**

Minutes of the previous public Board meetings held July 21, 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 July 21, 2020.

**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			

**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.

Lauren Calmas noted that public questions and comments would be allowed following Deirdra Grode’s update on the school re-opening plan unless anyone had unrelated questions.

Deirdra Grode gave an update on the re-opening plan for the school. The plan includes the inputs of committees composed of parents, teachers, and staff, and considers both the physical safety and social/emotional needs of students and faculty. The plan relies on guidance from the state DOE and



## A K – 12 SERVICE LEARNING SCHOOL

DOH, and surveys of parents expressing their preferences for in-person vs. remote learning and scheduling. A survey of parents showed the following preferences for all remote vs. a blended in-person and remote approach:

Grades	All Remote	Blended/In Person
K-4	21%	79%
5-8	11%	89%
Total K-8	17%	83%
9-12	40%	60%

Steve Literati provided an update on the school’s investigation of its ventilation adequacy and HVAC systems. The school engaged an engineering consulting company to evaluate its ventilation and to provide recommendations about possible improvements to inhibit the spread of Covid-19 in aerosol form. These consultants visited the school on August 12<sup>th</sup>. They provided a preliminary report just 2 hours before the start of this board meeting, so results were not ready to be discussed. Lauren requested that Deirdra and Steve summarize the report and present a recommendation to members of the Finance and Facilities Committees.

Lizzie Palma and Deirdra Grode reported on readiness and general thoughts on re-opening. In addition to the use of Zoom, technologies that will be made available to enhance remote learning include ClassKick, FlipGrid, and Google Classrooms. Additional Chromebooks, headsets, and wireless hotspots have been purchased to improve the remote learning experience.

There were several questions from the board and from parents which led to the following statements:

- Parents will need to provide 2 weeks’ notice for students to change from remote to in-person attendance.
- Deirdra has frequent discussions with other school leaders and city officials regarding the school’s plans.
- The greatest future challenge will be dealing with staffing around quarantines if symptoms arise in either students or staff.
- One parent in the field of medicine offered to help the school get access to rapid response tests, which are in short supply in Hoboken.
- The school will institute “grab and go” lunches and breakfasts to avoid eating in the building and to ensure students working remotely have access to food.
- Additional detail will be provided to parents about how live streaming will work.

### 6. Policy

The board acted on the two resolutions below after receiving materials describing the associated policies at last month’s board meeting. The policies included suggestions made by board members Christine Sheedy and Mark Silberberg.

6.1 Resolved, that the Board of Trustees approves the Community Complaints and Inquiries policy. (Appendix A)

6.2 Resolved, that the Board of Trustees approves the Student Attendance Policy during the Covid-19 pandemic. (Appendix B)



**A K - 12 SERVICE LEARNING SCHOOL**

**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			

**7. Finance**

CFO Steve Literati reviewed schedules that included the Treasurer’s Report (bank cash balances and reconciliations), the Secretary’s Report (balance sheets and statements of operations for each fund), and a list of expenses from last month’s board meeting until August 12<sup>th</sup>. Steve noted that these schedules had been prepared by our outsourced accounting provider SBO (School Business Office.) Since our service contract with SBO terminates on August 31<sup>st</sup>, Steve will prepare statements for the next board meeting.

John Berger asked a question about activity in the Aftercare Fund (Fund 60). This answer will be researched and answered as soon as possible. Steve noted that he is still learning the accounting software provided by CDK Systems.

Steve reviewed schedules which showed the financial effects of Covid-19. These included direct expenses incurred by the school (totaling approximately \$23K), indirect financial effects on the school (totaling approximately \$200K), and additional direct expenses incurred by Friends of Hoboken Charter School associated with the construction in the 709 Washington Street building (totaling \$220K.) Board member asked about future expenditures in all three categories, which will be updated on these schedules and shared with the board as they are incurred or become known.

7.1 Resolved, that the Board of Trustees approved the Board Secretary and Reconciliation Report(s) for July 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 July 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. (Attached schedules.)

7.2 Resolved, that the Board of Trustees approves the bills list from July 22, 2020 to August 12, 2020. (Attached schedule.)



**A K - 12 SERVICE LEARNING SCHOOL**

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

Date	Amount
July 31, 2020	\$37,499.96

**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	1	X			
Mark Silberberg		X			
Joy Wheeler		X			

**8. Personnel**

Deirdra Grode updated the board about the following personnel changes:

8.1 Resolved, that the Hoboken Charter School Board of Trustees accepts the resignation of Megan Baird, Teacher, effective October 13, 2020, unless released earlier by HCS administration.

8.2 Resolved, that the Hoboken Charter School Board of Trustees accepts the resignation of Ivan Garcia, Teacher, effective September 14, 2020, unless released earlier by HCS administration.

8.3 Resolved, that the Hoboken Charter School Board of Trustees approves a contract with Anne Ajamian as Permanent Sub for the 2020-2021 academic year.

8.4 Resolved, that the Hoboken Charter School Board of Trustees approves a contract with Debra Scheibe as a Leave Replacement Teacher through December 23, 2020.

**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	1	X			
Mark Silberberg		X			
Joy Wheeler		X			



**A K – 12 SERVICE LEARNING SCHOOL**

**9. Enrollment**

Enrollment – August 18, 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

**10. Board of Trustees Committee Reports**

Joy Wheeler, head of the Facilities Committee, reported on progress on construction at 709 Washington Street, and shared photos of current construction. A great deal of progress was made since the last meeting both in the work toward completion, but also in reducing the amount of uncertainty associated with potential Covid-related delays. Construction is not anticipated to be complete in advance of September 8, 2020.

The Board will discuss ways to express appreciation to construction manager Harold Berlowe and architect Sergio Neissen.

The board discussed the lease at 360 First Street. That lease terminates on August 31<sup>st</sup>. We are evaluating moving and storage of furniture and equipment until the 709 building is ready for occupancy.

Mark Silberberg reported from the Management Committee and reminded all that we will need to address the strategic plan when the Committee and administration can focus on this.

Amanda Grant reported that the Development effort was relatively slow in the last few weeks following a large donation from a family fund in July. There was a \$4,000 donation from a family fund and several requests were in process.

**11. Board Business/Miscellaneous**

- 11.1 Resolved, that the Hoboken Charter School Board of Trustees elects Dana Wissing to the Board as parents’ representative for a three-year term, replacing Christine Sheedy. (It is noted that Christine Sheedy will remain on the Board.)
- 11.2 Resolved, that the Hoboken Charter School Board of Trustees approves entering into an agreement with Language Learning Network for the service of providing instruction of world languages.
- 11.3 Resolved, that the Hoboken Charter School Board of Trustees approves entering into an agreement with Dr. Javed Islam of Prompt MD for School Physician Services.



**A K - 12 SERVICE LEARNING SCHOOL**

- 11.4 Resolved, that the Hoboken Charter School Board of Trustees approves the Harassment, Intimidation, and Bullying Self-Assessment score as determined by the School Safety and Climate Team. Lizzie Palma reviewed the assessment, and noted that the school received a score of 78 out of a possible 78.
- 11.5 Resolved, that the Hoboken Charter School Board of Trustees approves entering into an agreement with Feeding Our Children to provide meals for the 2020-2021 school year, subject to the agreement of final terms. The per price meals are as follows:

Breakfast	\$1.47
Lunch	\$2.87
Snack	\$0.83

**ROLL CALL VOTE**

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

**12. New Business**

**13. Public Comments**

**14. Executive Session**

Lisa McIntyre motioned to move into executive sessions at 9:26 pm. This was seconded by Amanda Grant.

**15. Return to Open Session**

The board returned to open session at 10:43 pm.

**16. 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, August 18, 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, August 18, 2020.



**A K - 12 SERVICE LEARNING SCHOOL**

**ROLL CALL VOTE**

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

Certified by Board Secretary: Steve Literati

Date: August 18, 2020      Adjournment: 10:46pm



## A K – 12 SERVICE LEARNING SCHOOL

### APPENDIX A

#### 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 investigate and provide factual information in response to inquiries. Where warranted, the Executive Director will also implement initiatives to address concerns. 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.



## **A K - 12 SERVICE LEARNING SCHOOL**

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



## A K – 12 SERVICE LEARNING SCHOOL

### APPENDIX B

#### STUDENT ATTENDANCE POLICY

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

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

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 parent or guardian taking a student out of



## **A K – 12 SERVICE LEARNING SCHOOL**

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.

### **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.



## **APPENDIX C**

### **Explanation of the NJDOE ABR Self-Assessment Grade 2019-2020**

Since its passage, Hoboken Charter School has conscientiously implemented all of the requirements of in the *Anti-Bullying Bill of Rights Act* such as: publicizing and disseminating a Harassment, Intimidation, and Bullying policy; establishing an Anti-Bullying Coordinator, Anti-Bullying Specialists and a School Safety and Climate Team; creating a Harassment, Intimidation, and Bullying reporting and investigation procedure; creating a Harassment, Intimidation and Bullying training and prevention program; annually reevaluating the Harassment, Intimidation and Bullying policy; implementing anti-bullying initiatives and character education programming; and completing and submitting mandated reporting to the Board of Trustees and the New Jersey Department of Education.

While completing the 2019-2020 Self-Assessment, Hoboken Charter School has demonstrated strengths in the following areas: timeliness and thoroughness of HIB investigations; reviewing HIB policies and making appropriate changes to school-wide policies and procedures; providing ongoing, age-appropriate instruction on preventing HIB in accordance with the New Jersey Student Learning Standards; and creating and implementing school-wide programming to improve overall climate and culture of the school.

Additionally, the self-assessment helped Hoboken Charter School to prioritize expanding programming around climate, culture and character education programming offerings across K-12.

As a result of the data analysis from the staff, student and parent surveys, as well as information disseminated through NJDOE broadcasts and statewide trainings, Hoboken Charter School is continuing to implement school wide character education programs across its K-12 programs. These initiatives include: PAWS (K-8), Cougar Citizens (9-12), Week of Respect, School Violence Awareness Week, No One Eats Alone Day, Pink Shirt Day, and Upper School Advisory. Through our school social worker, we have been able to offer a variety of social skills and peer support groups.

(See Anti-Bullying Attachment.docx, sent as a separate file.)