



BOARD OF TRUSTEES MEETING  
NOVEMBER 17, 2020

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 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		
Lauren Calmas		
Amanda Grant		
Lisa McIntyre		
Kelly Pansy		
Christine Sheedy		
Mark Silberberg		
Joy Wheeler		
Dana Wissing		

Deirdra Grode, Executive Director  
Steve Literati, CFO and Board Secretary and Board Treasurer

3. **Acceptance of Minutes**

Minutes of the previous public Board meetings held October 20, 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 October 20, 2020.

**ROLL CALL VOTE**

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Amanda Grant					
Lisa McIntyre					
Kelly Pansy					

Christine Sheedy					
Mark Silberberg					
Joy Wheeler					
Dana Wissing					

**4. 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.

**5. Policy**

5.1 Resolved, that the Board of Trustees approves the Remote Teaching Policy (attached at the end of these minutes.)

**ROLL CALL VOTE**

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

5.2 Resolved, that the Board of Trustees approves the Technology and Communication Systems Policy (attached at the end of these minutes.)

**ROLL CALL VOTE**

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

**6. Educational Planning**

6.1 Resolved, that the Board of Trustees approves Amanda Thiede, Teacher, to attend a virtual session on Dyslexia: Best Targeted Interventions to Accelerate Learning (Grades 6-12) from BER (Bureau of Education & Research). The total cost is \$279.00.

**ROLL CALL VOTE**

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					

Lauren Calmas					
Amanda Grant					
Lisa McIntyre					
Kelly Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					
Dana Wissing					

**7. Finance**

7.1 Resolved, that the Board of Trustees approves the acceptance of the CAFR (Comprehensive Annual Financial Report). Note that the CAFR is preliminary because we are missing information from the state DOE that will be included in a footnote. This will not affect any of the school’s financial statements.

7.2 Resolved, that the Board of Trustees approves the acceptance of IRS Form 990 for the fiscal year 2020.

7.3 Resolved, that the Board of Trustees approved the Board Secretary and Treasurer’s Reports for October 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 October 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.)

7.4 Resolved, that the Board of Trustees approves the bills list from October 13, 2020 to November 9, 2020. (Attached schedule.)

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

Date	Amount
October 15, 2020	\$141,297.67
October 30, 2020	\$143,778.39

**ROLL CALL VOTE**

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

## 8. Enrollment

Enrollment – October 20, 2020

Grade	Current	Grade	Current	Grade	Current
K	22	5	22	9	25
1	22	6	22	10	25
2	22	7	22	11	24
3	22	8	22	12	26
4	22			Total	298

## 9. School Calendar Reminder

Wednesday, November 25 – All Schools have a 1:00 p.m. dismissal for the Thanksgiving Day Holiday. K-8 will be all-remote.

Thursday & Friday, November 26 & 27 – All Schools are closed for the Thanksgiving Day Holiday.

Tuesday, December 15 – Board Meeting will begin at 7 p.m.

Wednesday, December 23 – All Schools have a 1:00 p.m. dismissal for the Winter Break. K-8 will be all-remote.

Thursday - Friday, December 24-January 1, 2021 – All Schools are closed for the Winter Break.

## 10. K-12 Report

HCS has been named the recipient of a \$20,000 grant from The Provident Bank Foundation to use towards professional development around restorative justice practices. The administrative team has been collecting and reviewing proposals from organizations that provide training in areas of social justice, service-learning, trauma-informed practices and restorative circles and discipline. They will be making decisions on the program model in the next weeks. The virtual check presentation was held on Monday, November 9, 2020.

## 11. Lower/Middle School Report

The administration disseminated a survey to families regarding the hybrid learning program on Wednesday, November 4, which will run through Friday, November 13.

On Thursday, November 5, the K-8 program had picture day outside on the roof.

The K-8 program hosted Open Houses for prospective families on Thursday, November 5 virtually through Zoom. Families participated in a presentation from administration focused on HCS's mission and programming.

Ms. Curtin (DeSimone) has been working to put together various social emotional initiatives for students during COVID:

- K-8 SEL Lessons - Each homeroom dedicates time on Fridays to social emotional learning lessons as a whole class while students are fully remote.
- New Student Hang Out - new students were invited to virtual hang outs on Zoom during the week of November 9, replacing our traditional beginning of the year pizza lunch.
- Middle School Supports - There have been roof top drop ins on the roof for seventh and eighth graders each week during arrival for each cohort. Fifth and sixth grade students will have the opportunity to participate in unstructured hang outs weekly via Zoom. All Middle School students have had the opportunity to participate in executive functioning/organization groups.

**12. Upper School Report**

The Upper School successfully moved items into the 709 Washington site. We eagerly await the final steps that will mean we can begin to set up the space and eventually welcome students there. In anticipation of this, we have created and shared informational materials for staff and families to detail the procedures that will be followed in enacting our Hybrid plan. We also held a Town Hall to explain the plan to families. We have then recanvassed families to determine the number who plan to join us on site and the number who plan to continue with remote learning.

We continue to conduct outreach through multiple zoom sessions with local middle schools as well as virtual Open Houses.

With the ending of the first marking period, we transitioned to new electives. This marking period includes courses focusing on activist tools such as Social Media, Fashion Design, and Graphic Novels. Other courses explore social justice and equity in the world through Debate and Model UN. Still another course explores career opportunities in the field of Health and Emergency Medicine.

We continue to prioritize ways to celebrate our students and provide community connections. We were able to hold a day of Senior Portrait sessions and a Senior “Friendsgiving” this month as well as a virtual celebration for Honor Roll and Cougar Citizens.

**13. New Business**

13.1 Resolved, that the Hoboken Charter School Board of Trustees approves the execution of an engagement letter with the law firm McCarter & English to represent the school with respect to funding matters before the Hoboken city council. The engagement calls for a retainer in the amount of \$2,500. Total fees for the engagement may run as high as \$5,000.

**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, November 17, 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, November 17, 2020.

**ROLL CALL VOTE**

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

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

Date \_\_\_\_\_ Adjournment \_\_\_\_\_

## **REMOTE TEACHING POLICY**

This code of conduct establishes guidelines for teaching and learning via remote environments. While teaching and learning, all board policies for attendance and conduct for staff that apply to in-person education shall apply equally to the remote classroom setting.

The term e-resources is used throughout the code to refer to any type of tool, resource, or platform that may be utilized for educational purposes.

### **A. Formal clarity**

1. Clearly inform students and parents/guardians on the class schedule, how to access the online classroom and what e-resources you will be using;
2. Explain what the e-resources will be used for;
3. Inform students how their assignments, examination and other data will be downloaded, handed in, used and stored;
4. Instruct students on how to work with, and/or access these e-resources.

### **B. Assignment clarity**

1. Specify in advance how, where, and when students have to upload their online assignments;
2. Use standardized software/files as much as possible to minimize technical issues for students.

### **C. Information on communication**

1. Instruct students on how you will communicate with them, and how they should communicate with you (i.e. email, posts, chat features);
2. Create a consistent daily schedule as much as possible and consistent virtual office hours for extra help where applicable. Remote platforms lower the threshold of constant communication – be mindful of work/life balance. Additionally, sticking to the schedule ensures that students have minimal conflicting demands from other classes;
3. It is important to keep them informed and updated on what to expect;
4. Keep parents/guardians informed by scheduling time to address questions and/or concerns.

### **D. Recording quality**

1. Ensure there are no sensitive pictures, documents or materials visible when broadcasting/recording.
2. Check whether you have a stable internet connection, and a properly working camera and microphone. Students should be able to rely on the quality of your broadcast;
3. Teachers and other staff members having difficulty with equipment, internet connections or other problems shall report the problem to their supervisor immediately.

### **E. Online Etiquette**

1. Open the session in advance of the start time of the class;
2. Start on time and take attendance;
3. Dress and speak professionally as you would in a regular classroom.
4. Start your class with instructions on what you expect from students in terms of behavior, e.g. how they may signal that they have a question, and whether they should mute their microphones (possible to enforce by using the mute all button) and turn on their webcam at the start of each session;
5. When sharing your screen, close all sensitive documents or tabs. Check your browser bookmarks and other open applications and furthermore, be aware that you are on camera;

6. When presenting live, consider there might be some time lag – check regularly with students if they are able to follow along, and provide enough time to comment/ask questions when prompted;
7. Ensure that content shared with students is appropriate and accessible to all, and is class-related;
8. Clarify when the live session has ended, and wait for all students to log off/leave the session.

F. Privacy and Compliance

1. Live sessions will not be recorded unless there has been permission granted by the building principal for unique circumstances;
2. Teachers must secure sensitive materials that they may use while operating from a remote workplace.

Teachers and other staff members found in violation of this policy and policies related to conduct, dress and attendance may be subject to disciplinary action consistent with the negotiated agreement (where applicable) up to and including a written warning, suspension and termination.

## **TECHNOLOGY AND COMMUNICATIONS SYSTEMS POLICY**

### **General Policy**

Hoboken Charter School's Communications Systems (internal mail, telephones, cellular systems, electronic mail, voice mail, computers and software including access to the Internet) are intended for school business use and the school permits only limited personal use. Limited appropriate personal use means use which does not interfere with the employee's ability to perform his/her job. Limited appropriate personal use shall not include the access or transmission of any obscene, offensive or inappropriate material. The purpose of access to or use of the internet through the School connections or equipment is school-business related; therefore, anyone who utilizes these connections must foster that purpose by using internet resources only for educational purposes and in an appropriate and legal manner. All persons accessing or using the internet through Hoboken Charter School connections or equipment, whether from a school location or from a remote location using school hardware, software and/or accounts, are prohibited from using such connections or equipment for other than educational purposes and are specifically prohibited from:

- Using the Internet for commercial purposes, advertising or similar objectives
- Utilizing copyrighted materials without permission
- Lobbying for political purposes or soliciting votes
- Accessing pornographic or obscene materials
- Sending or receiving messages that are racist, sexist, inflammatory, hateful or obscene
- Vandalizing data, software or equipment
- Sending, receiving or accessing another person's messages without authorization

Personal emails and communications should be sent via non-school issued accounts.

All communications and information transmitted by, received from, or stored in any of the Communications Systems are School records and the property of HCS. Employees have no right of personal privacy in any matter stored in, created, received or sent via any of School's Communications Systems.

Furthermore, HCS reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received or sent via the School's Communications Systems, for any reason and without the permission of the employee.

Hoboken Charter School's Harassment, Intimation and Bullying policy applies fully to the use of the Communications Systems, and any violation of this policy is grounds for disciplinary action up to and including termination. Therefore, no messages should be created, sent or received if they contain intimidating, hostile or offensive material concerning race, color, gender identity or expression, religion, sex, age, national origin, disability or any other characteristic protected by law, or if the communication would otherwise violate the School's policies. Further, employees are prohibited from using any of the Communications Systems to solicit for religious or political purposes, commercial enterprise, outside organizations, or other non-job-related purposes.

If an employee chooses to use a personal computer for school business, they must create two accounts- a home account and a school account. This can be accomplished by having multiple browser profiles. On a school account, there can only be school-authorized programs and software. All school electronics rules and expectations as outlined throughout this Technology and Communications Systems Policy and the Remote Teaching Policy

apply to school accounts. Additionally, school business is to occur exclusively on school accounts.

## **Computer Security**

HCS provides employees with access to various computer systems to facilitate work.

Upon hire, a user profile and password will be assigned to each employee in order for the employee to gain access to HCS systems. The assigned profile and password, and all system transactions associated with the profile, are the direct responsibility of the employee for whom the profile was created. Unauthorized use of any profile is strictly prohibited and must be reported to the building principal immediately. Failure to do so, or allowing an employee to use a profile assigned to another employee to gain access to the system, and data contained therein, is grounds for system privilege revocation or further disciplinary action.

It is the responsibility of employees to take precautions to safeguard their profile and password. Passwords should not be accessible by others. Employees are discouraged against creating or using passwords that are trivial or easy to decipher, or that include commonalities such as phone extensions, birth dates, initials, months or personal names. Employees are required, and will be prompted by the system, to change their profile passwords, and the password should not match prior passwords. Two-step authentication must be used where available. Upon an employee's resignation or termination, the profile will be deactivated.

When leaving an assigned work environment, it is the responsibility of the employee to ensure they have taken all necessary precautions to prevent unauthorized access to computer systems as a result of unattended active sessions. Such precautions include terminating sessions prior to leaving the work area and logging off. Turning off a monitor or dimming the screen with the main CPU still active is not considered to be an adequate safeguard. Furthermore, employees are responsible for and encouraged to take similar precautions with printed data. Printed data left unattended at a workstation or on a printer can result in loss, theft of information, and general misuse for which the employee may be liable.

When using technology for instruction, employees may share a screen. In doing so, it is imperative that employees close all sensitive documents or tabs and check browser bookmarks and other open applications to ensure no sensitive information is visible. They must be conscious of everything visible on camera- themselves, what is behind them, what is on their screen, etc.

Additionally, if an employee believes that there has been any unauthorized use of their systems either onsite by other employees or students or off site by a malicious attack, they must immediately notify their building principal.

Violations of these policies and/or procedures may result in disciplinary action up to and including termination of employment.

## **Software Piracy**

HCS does not tolerate the pirating of software. Employees are prohibited from making, using, selling or distributing unauthorized copies of software programs. Every software item on every employee's computer must be appropriately licensed.

## **Electronic Communication by School Staff**

"Electronic communications," for the purpose of this policy, means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, computer network, personal data assistant, or pager. Electronic communications include, but are not limited to, e-mails, instant messages, and communications made by means of an Internet website, including social media and social networking websites. The lead person/principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process.

The annual orientation and reminder will give special emphasis to improper fraternization with students using electronic communications:

- A. School employees may not initiate, accept or follow current students as “friends” on networking sites without written approval of the school principal;
- B. School employees are strongly discouraged from initiating, accepting or following parents of enrolled students as “friends” on networking sites;
- C. School employees should be cognizant of social media posts and adjust privacy settings to ensure their public image is professional;
- D. All electronic contacts with students should be through any school issued system or account;
- E. All electronic contacts by coaches and extracurricular advisors with team members and members of extracurricular activities shall, as a general rule, be sent to all team members and activity participants;
- F. School employees may not knowingly engage in online gaming with students unless has been approved by the building principal in advance.
- G. School employees will not give out their private cell phone or home phone numbers to students without prior approval of the principal;
- H. Electronic communications that are inappropriate and therefore prohibited include but are not limited to:
  - Items with sexual content;
  - Items exhibiting or advocating use of drugs, alcohol or other illegal activities;
  - Items that pertain to students, including confidential information;
  - Any content that significantly affects the employee’s ability to perform his/her job or disrupts the educational environment;
  - Any content that would violate school policies and procedures;
- I. Examples of inappropriate behavior from other districts and schools may be covered and discussed, including behavior to avoid and the need for staff to use common sense in avoiding inappropriate and unprofessional behavior;
- J. Staff shall have no expectation of privacy when using school technology, the school network, school subscription services and/or public social media venues;
- K. The administration may monitor for improper staff electronic communications on school computers, other school issued technology, and the school computer network;
- L. Staff shall be informed of the consequences that may result from inappropriate electronic communications up to and including dismissal from employment.

The lead person or designees may periodically conduct internet searches to see if staff members have posted inappropriate materials on-line. When inappropriate use of computers and internet websites is discovered, the school principals and lead person will seek to preserve the problematic or offensive material and will seek to maintain storage and chain of custody of the evidence. The lead person/principal shall promptly bring that alleged misconduct to the attention of the board president.

#### Cell Phones

As a general rule, school staff shall not contact students’ cell phones unless approved by the building principal as other forms of communication are not possible for the circumstance.

#### Text Messages

Any text messages by staff members, coaches and volunteers shall, as a general rule, be sent to the entire class, team, club or organization, through school-authorized group messaging apps and include the building principal in the thread, and not to any student individually. Exceptions may include situations involving confidential medical issues, emergencies or individual issues not involving the entire group. Staff shall not send messages containing material that:

- A. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity;
- B. Violates the school’s affirmative action policies;
- C. Is personal in nature and not related to the business of the school;
- D. Can be interpreted as provocative, flirtatious or sexual in nature;
- E. Is confidential information and not authorized for distribution;
- F. Violates board policy around Harassment, Intimidation and Bullying.

## Electronic Communication

School personnel shall adhere to the following guidelines when sending or receiving messages via school owned or issued devices and the school network:

- A. All messages shall pertain to legitimate school business;
- B. Personnel shall not reveal school issued passwords to others. If a staff member believes that a password has been lost or stolen, or that email has been accessed by someone without authorization, he/she must contact the supervisor for technology or the principal;
- C. School administrators shall have access to the employee's accounts;
- D. Electronic messages on school owned or issued electronic devices and the school network shall be retained for the period of time specified by the Destruction of Public Records Law and board policy 3570 Records (retained three (3) years for external correspondence and one (1) year for internal correspondence);
- E. Federal copyright laws shall be observed;
- F. Staff shall not send messages that contain material that:
  - 1. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity;
  - 2. Violates the school's affirmative action policies;
  - 3. Is personal in nature and not related to the business of the school;
  - 4. Can be interpreted as provocative, flirtatious or sexual in nature;
  - 5. Is confidential and not authorized for distribution;
  - 6. Violates board policy around Harassment, Intimidation and Bullying.
- G. Personnel shall become familiar with the school's policies and regulation on staff and student access to networked information resources and acceptable use of technology (Internet Safety and Technology) before initiating email use;
- H. Employees learning of any misuse of the email systems shall notify the supervisor for technology, principal or lead person immediately.

## **Online Education**

An online classroom is still a classroom. Though courses and/or assigned programs of home instruction may be online, appropriate classroom behavior is still mandatory. Respect for the participants is essential for learning and student achievement.

Staff communications with students during online education will be limited to legitimate school business as set forth under cell phones, text messages and electronic communication, above. Professional standards and etiquette shall be observed at all times.

## **Implementation**

This policy shall be made available electronically or otherwise disseminated to all staff members, annually or as needed.

*Electronic Communication by School Staff Policy Adopted by the HCS Board of Trustees on September 9, 2014.*