



BOARD OF TRUSTEES MEETING
AUGUST 17, 2021
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 June 30, 2021, 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 2021-2022 monthly Board Meetings as listed below. Meetings will occur at 7:00 p.m. Due to the COVID-19 pandemic, meetings will be held virtually unless communicated otherwise on the website and the posted agenda. Virtual meeting call-in information and the agenda will be posted on the website in advance of each meeting. A move to an in-person meeting will be communicated a week prior to a scheduled meeting. When onsite, they will occur at 713 Washington Street.

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 for June 15, 2021**

Minutes of the previous public Board meeting held June 15, 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 June 15,

2021.

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. Acceptance of Minutes for July 20, 2021

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

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. 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

6.1 Resolved, that the Board of Trustees approves revisions to the HCS School Health-Related Closure Preparedness Plan to be implemented in the case of a Health Department mandated closure. (Revisions are to the Online Learning section to move to more synchronous instruction than occurred when this policy was initially designed in Spring 2020.)

6.2 Resolved, that the Board of Trustees approves revisions to the HCS School Attendance Policy during the pandemic. (Revisions are to take out the section in red and add the phrase in blue.)

ROLE 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 approved the Board Secretary and Treasurer's Reports for July 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 July 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.)

7.2 Resolved, that the Board of Trustees approves the bills list from July 14, 2021, to August 5, 2021. (Attached schedule.)

7.3 Resolved, that the Board of Trustees approves the submission of the Individuals with Disabilities Education Act/American Rescue Plan Act grant for an additional \$15,496 of funding for 2022.

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

Date	Amount
July 15, 2021	\$42,401.03
July 31, 2021	\$44,047.22

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. **Educational Planning**

8.1 Resolved, that the Hoboken Charter School Board of Trustees approves Joanna Weintraub, Upper School Principal, to attend the Standards, Assessment and Grading School Leaders Virtual Workshop presented by Marzano Resources on November 1, 3, 8, 11, 15 and 17, 2021 for \$689.00.

8.2 Resolved, that the Hoboken Charter School Board of Trustees approves a contract/MOU with Wicht

Consulting for payment of \$3500 for 28 additional hours of coaching/consulting with administration and faculty around instruction aligned with our mission of social justice education and service learning to be delivered starting in August 2021. This will be covered by the Provident Bank Foundation grant.

8.3 Resolved, that the Hoboken Charter School Board of Trustees approves the renewal of a contract with Foreign Language Dept. Co. for world language instruction services for the 2021-2022 school year.

8.4 Resolved, that the Hoboken Charter School Board of Trustees approves the renewal of a contract with Swing Education for the 2021-2022 school year for sub services as needed.

8.5 Resolved, that the Hoboken Charter School Board of Trustees approves Hoboken Charter School's membership with the Diverse Charter Schools Coalition for a fee of \$1,500 for the 2021-2022 school year.

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					

9. Enrollment

Enrollment – July 20, 2021

Grade	Current
K	22
1	22
2	22
3	22
4	22
5	22
6	22
7	22
8	22
9	27
10	26
11	26
12	23
Total	300

10. School Calendar Reminder

Thursday, September 9 – First day of school – full day

Thursday, September 16 – School Closed for Yom Kippur

Tuesday, September 21 – Board of Trustees Meeting 7 p.m.

Thursday, September 23 – Professional Development – 1:00 p.m. day for students

Thursday, September 30 – K-12 Back to School Night 6:00 p.m.

11. New Business

12. Public Comments

13. Looking Ahead

Application of PPP loan forgiveness	Due September 2021
Creation of HCS Long-Range Facilities Plan	August-September 2021
Charter Renewal Application and Budget Summary due to NJDOE	October 15, 2021
Tentative date of site visit to HS by NJ DOE for renewal of charter	October 26, 2021
Commissioner notifies HCS about renewal or denial of charter	By February 1, 2021

14. Executive Session

15. Return to Open Session

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 17, 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, August 17, 2021.

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 _____

HCS School Health-Related Closure Preparedness Plan

Upon written notification from the NJ Department of Health or Health Department of Hoboken, the Hoboken Charter School will adopt the following Preparedness Plan:

1. Equitable Access to Instruction

a. Online Learning Plan

- According to the guidelines set forth in N.J.A.C. 6A:16-10.1, General Education students are to receive 5 hours of Instruction per week, and Special Education students are to receive 10 hours of Instruction. HCS will exceed that in providing its full course offerings, when possible, to all K-12 students throughout a closure.
- Lower School (K-4)
 1. Teachers will primarily deliver instruction via the Zoom platform. Additional asynchronous experiences will be provided via Google Classroom.
 2. Teachers will utilize pre-existing blended learning platforms for asynchronous learning opportunities.
 3. Teachers will use Google Classroom for posting assignments and streamlining communications.
 4. Students participate in live reading, writing, math, and 1 flex period each day led by the core teacher.
 5. Students will participate in daily live specials classes (art, music, PE, Spanish).
 6. Teachers will host a live morning meeting Monday-Friday.
 7. Teachers will hold daily office hours, focused on content support and one-on-one and small group support.
 8. Students will have an opportunity to participate in daily live virtual recess.
 9. Students qualifying for Tier 2 and Tier 3 academic support will participate in live small group lessons.
 10. Teachers will send home student workbooks.
 11. Teachers will create choice activity menus for various content areas.
- Middle School (5-8)
 1. Teachers will primarily deliver instruction via the Zoom platform. Additional asynchronous experiences including narrated PowerPoints, recorded lectures, flipped classrooms, videos, etc. will be provided via Google Classroom.
 2. Teachers will use Google Classroom for posting assignments and streamlining communications.
 3. Teachers will lead live lessons daily in core content areas (ELA, SS, Science, Math).
 4. Teachers will host office hours daily for additional support.
 5. Students will participate in daily live specials classes (Spanish, PE, band lessons).
 6. Students will have Mission Lab elective classes three days per week.
- Upper School (9-12)

1. Teachers will primarily deliver instruction via the Zoom platform. Additional asynchronous experiences including narrated PowerPoints, recorded lectures, flipped classrooms, videos, etc. will be provided via Google Classroom. Teachers will assign work as Google Classroom assignments.
2. Teachers will provide extensive feedback to students and update grades in OnCourse frequently.
3. Teachers will be even more proactive than usual in reaching out to students' families when work is not submitted.
4. Teachers will provide support through regularly scheduled office hours, Google Classroom comments, email, etc.

b. Equitable Access - Technology Access & Support

- Students who do not have access to a home computer will be issued a Chromebook from school, which will be thoroughly disinfected upon return.
- Teachers will provide assignments to students that can be completed on the computer that do not require additional technology (e.g. printer).

2. School Nutrition

- a. HCS will conduct a survey to assess family need in continuing participation with the school food program.
- b. Students will participate in their local BOE food programs, when available, and at HCS when unavailable via BOE food program.
- c. The availability of ongoing services will be communicated with our families via email and social media.

3. HIB & Mental Health Services

- a. The school social worker will be available to provide counseling services to students who are struggling with stress, anxiety or other mental health concerns remotely via Google Hangout or a phone call. Mandated educational counseling will continue to be provided to students with IEPs.
- b. Resources have been provided to all students and parents to assist with coping strategies during this time, as well as referral information to community service providers.

4. Students with Special Needs

- a. According to the guidelines set forth in N.J.A.C. 6A:16-10.1, Special Education students are to receive 10 hours of Instruction per week. HCS will exceed that in providing it's full course offerings and supports to all K-12 students with special needs throughout the closure.
- b. Special education teachers will provide services consistent with the student's IEP to the fullest extent possible. Students will receive individualized and/or small group instruction with special education teachers as outlined in the IEP according to service mandates. Assignments will be modified and accommodations will be implemented using a blend of assistive technology and live support via teleconference. Special education teachers will continue to monitor student progress in accordance with goals and objectives outlined in the IEP through the use of virtual meetings and evaluation of work samples. Communication with parents and students via email and surveys will be conducted regularly to assess the nature and severity of student needs during remote learning.

- c. IEP meetings will be held via teleconference with all relevant parties in attendance. Related services provisions in the IEP will be met through teleconference. Any outstanding compensatory services will be provided upon return to school.
- d. Extended School Year (ESY) - ESY services will be provided in person or remotely in accordance with the child's IEP, based on directives from NJDOE.

5. English Language Learners

- a. Services for English Language learners will be provided consistent with the approved ELL plan. Academic Support teachers will be available to provide supplemental virtual instruction. Staff will be available to provide translation support during virtual meetings with parents, as needed.

6. Roles for Instructional & Non-Instructional Staff

- a. HCS will conduct a technology access survey with all faculty and staff to assess their present level of technology capabilities at home, including access to the internet and access to a computer/laptop. Faculty/Staff who do not have access to a computer will be issued a laptop from school, which will be thoroughly disinfected upon return.
- b. Administrators and Office Support Staff will review their job responsibilities with the Executive Director or a building principal to ensure that they have what they need to continue all aspects of their job remotely.
- c. The custodian will return to school regularly as needed for cleaning and facilities work.
- d. Onsite work will be limited to work deemed essential such as checking on facility, mail review, technology exchanges, etc.
- e. Instructional aides and other contracted staff who do not meet the criteria above will be given tasks to support the operations of the school remotely.
 - K-8 instructional aides will be utilized to support the instructional program as follows: small group and one-on-one live teaching support, virtual recess, etc.

7. Communication -

- a. Throughout the closure, the Executive Director and building principals will provide updates on services and supports and programming opportunities as well as any pertinent information from the School or State Department of Education.

8. Facilities

- a. The custodian will return to school regularly for cleaning and as needed for facility maintenance.

9. Attendance

- a. Attendance will be documented through a combination of participation in online meetings, completion of online assignments, and completion of Attendance Forms.
 - K-4 students will be marked present if they:
 - 1. Participate in live classes
 - 2. Complete assigned work for a given day
 - Middle School – students will be marked present if they:

1. Actively participate in live core classes on a given day OR
 2. Complete assigned work for a given day
- Upper School- students will be marked present through documentation of a combination of the following:
 1. Completion of assignments
 2. Participation in live classes and/or office hours
 3. Completion of an attendance form
 - b. Attendance will be used to document student participation in online learning and to flag students who may be at risk. HCS will continue with at-risk procedures for students who are not considered present for online learning.
 - c. Every effort will be made (including emails, phone calls, etc.) to contact families of students not participating in online meetings and/or assignments. Participation and attendance will be closely monitored and reported to the building principal. Non-responsive students and parents will be contacted via multiple methods of communication and referred to the school social worker for additional support.

10. Preventative Measures During a Health Emergency When School Occurs Onsite

- a. The custodial staff and teachers will follow protocol to disinfect surfaces such as doorknobs, computers, phones, desks, faucet handles, etc. throughout the school day.
- b. Students will be reminded to wash their hands before and after eating snack and lunch daily.
- c. Students and Staff will wear masks as recommended by the CDC and/or local Health departments.
- d. Staff will encourage students to distance as much as possible when eating, playing instruments and singing.
- e. Open windows and fans will be utilized to increase ventilation.
- f. The School Nurse will meet with all K-12 classes and communicate with all K-12 families and faculty/staff to review CDC and DOH recommended precautionary measures. Signs are posted around the school to remind the community of best practices around precaution.

Practices are as follows:

- Children and staff should stay home when sick. Children must be fever and symptom-free according to the school covid protocols for 24 hours without the use of fever reducers before returning to school.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer. Please note- hand sanitizers are not as effective as washing your hands with soap and water.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with an elbow. When tissue is used, throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Visit your healthcare professional if you are feeling ill and advise them of the symptoms so they can take necessary precautions.
- Get vaccinated every year.

- g. School events and field trips that involve engagement with people outside our typical school community will be reviewed on a case-by-case basis.

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 **and a doctor's note or covid-test result. 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 symptomatic 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.**
- 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 due to potential COVID-19 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 mandated 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 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.

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.

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.