



BOARD OF TRUSTEES MEETING
713 WASHINGTON STREET
HOBOKEN, NJ 07030
SEPTEMBER 19, 2023

- 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 on June 30, 2023, via notification to City Hall, the City Clerk’s Office on Washington Street, the Bergen Record, and the Jersey Journal. Please be advised that the Hoboken Charter School will hold its 2023-2024 monthly Board Meetings at 7:00 p.m. at 713 Washington Street, Hoboken, as listed below.

ROLL CALL VOTE

TRUSTEE	PRESENT	ABSENT
John Berger		
Lauren Calmas		
Grace Guandique		
Lisa McIntyre		
Kelly Pansy		
Christine Sheedy		
Mark Silberberg		
Joy Wheeler		

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

- 3. **Acceptance of Minutes for August 22, 2023**

Minutes of the previous public special Board meeting held on August 22, 2023, 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 that took place on August 22, 2023.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Grace Guandique					
Lisa McIntyre					
Kelly Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

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. Board Business

- 5.1 Resolved, the Board of Trustees of Hoboken Charter School nominates Lauren Calmas for a 3-year term as Trustee, to expire on September 15, 2026.
- 5.2 Resolved, that the Board of Trustees of Hoboken Charter School approves the submission of the New Jersey Learning Acceleration Program - High Impact Tutoring Competitive Grant for \$18,000.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Grace Guandique					
Lisa McIntyre					
Kelly Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

6. Policy

- 6.1 Resolved, that the Board of Trustees approves the revised Academic Integrity Policy (see revisions in red in enclosed policy).

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Grace Guandique					
Lisa McIntyre					
Kelly Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

7. Personnel

- 7.1 Resolved, that the Board of Trustees approves Karla Butler as Apprentice for the 2023-2024 school year beginning September 11, 2023, subject to completion of a county sub-license, certification and/or criminal background check.
- 7.2 Resolved, that the Board of Trustees approves Kenneth Livingston as Instructional Aide beginning September 11, 2023, subject to completion of a county sub-license, certification and/or criminal background check.
- 7.3 Resolved, that the Board of Trustees approves Brad Pazant as Teacher beginning September 11, 2023, subject to completion of a county sub-license, certification and/or criminal background check.
- 7.4 Resolved, that the Board of Trustees approves the resignation of James Zisa effective August 28, 2023.
- 7.5 Resolved, that the Board of Trustees approves the resignation of Salma Malik effective Oct 4, 2023.
- 7.6 Resolved, that the Board of Trustees approves the resignation of Martha Mendez effective September 22, 2023.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Grace Guandique					
Lisa McIntyre					
Kelly Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

8. Finance

- 8.1 Resolved, that the Hoboken Charter School Board of Trustees approves the Resolution for Renewal of Membership of the School Alliance Insurance Fund (attached.)
- 8.2 Resolved, that the Board of Trustees approved the Treasurer’s and Secretary’s Reports for August 2023, 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 August 31, 2023, 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.) Note: preliminary Secretary’s report for the fiscal year ended June 30, 2023 is attached for review.
- 8.3 Resolved, that the Board of Trustees approves the bills list from August 17, 2023 to September 12, 2023 (attached.)
- 8.4 Resolved, that the Board of Trustees approves the following payrolls:

Date	Amount
August 15, 2023	\$56,373.82
August 31, 2023	\$41,133.07

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Grace Guandique					
Lisa McIntyre					
Kelly Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

9. Enrollment

As of September 19, 2023

Grade	Enrolled Students
K	22
1	22
2	22
3	21

4	22
5	22
6	22
7	23
8	21
9	26
10	27
11	26
12	21
Total Students Enrolled	297

10. Executive Director Report

The following two vision statements serve as guiding points for the school’s ongoing strategic work:

1. The HCS community will view the entirety of student learning through a lens of inclusion and social justice and a commitment to using the content knowledge and skills learned as vehicles to create positive change in the classroom and the world around them.
2. HCS will maximize use of a unified K-12 campus and the City to reinforce mission-critical pedagogy, particularly around innovative learner-centered practices, community building and collaboration.

The primary focus of the school’s strategic work for 2023-2024 will be around the following six areas and include work as outlined for each below:

1. **Creating a Culture of Mission-Alignment, High Expectations and Rigor via the K12 Curriculum:**
 - A. Teaching Practice
 - B. Scope and Sequence Around Standards and Mission
 - C. Belonging
 - D. Differentiation with High Expectations and Deep Engagement
 - E. Extension of Learning Beyond Classroom
 - F. Permanence and Consistency
2. **Living the Mission Beyond Curriculum:**
 - A. Access and Equity
 - B. Recruitment and Retention of Staff
 - C. Community-Building
 - D. Implementation of Conflict Resolution and Character Education Practices
3. **Upper School Identity Work**
 - A. Unique Mission-Aligned Experience
 - B. Personalized Experience
 - C. Mastery-Based Shift
 - D. Community Focused
4. **Communication of School Identity**
 - A. Dynamic and User-Friendly Information Mission-Focused Communications to Amplify Who We Are via Social Media, Periodic Updates, Website, Video, Etc.

5. **K-12 Integration and Community Bridging**
 - A. Cohesive and Fluid Experiences via K-12 Model
 - B. Mission-Supporting Interage Experiences
 - C. Increased Partnerships with the Community
6. **Alumni Connection Building**
 - A. Alumni Development Plan
 - B. Track Efficacy and Capture Impact of Program
 - C. Keep Alumni Engaged in Mission Work
 - D. Keep Alumni Connected to Values of HCS
 - E. Forge Partnerships with Alumni

11. **Lower/Middle School Report**

The K-8 program was excited to welcome teachers back to school on Monday, August 28 for a week of staff orientation and professional development. Students entering the Lower School (kindergarten) and Middle School (5th grade) had a chance to peek at their seats, as well as our 4th graders, who were able to meet their new teacher, Ms. Dollard.

Our Middle School students will once again take advisory on Friday afternoons each week. This program is a multi-age class, focused on social emotional learning and community building. Advisory will have monthly themes this year as follows:

- September - Goal Setting and Teambuilding
- October - Conflict Resolution
- November - Gratitude and Mindfulness
- December - Self Awareness (tone, body language, intent vs. impact)
- January - Growth Mindset
- February - Inclusion and Acceptance (rumors and relationships, respecting differences, anti-bullying/being an upstander)
- March - Good Decision Making (digital citizenship)
- April - Social Awareness (service, healthy friendships)
- May - Advisory Games
- June - Celebrate Successes (end of year reflections)

During orientation, our Lower School teachers participated in a day-long professional development session to learn about our new K-4 math curriculum, enVisions 2024. HCS has used a previous version of the program and teachers enjoyed collaborating and learning more about how to foster deep conceptual understanding aided by visual models, implementing student-centered projects and personalized learning. We are excited to invite families to learn more about this program at a parent education session next month.

Our Middle School students have started the year in their Artsbridge, Enrichment and Mission Lab electives. Choices this fall include:

- Modern Band
- Acting and Scene Study
- The Magic of Indian Dance, Music and Storytelling

- Project Runway
- Creative Writing
- Technology Applications
- Typing Masters
- Duolingo
- Hamilton: An American Musical
- Dance and Democracy
- Songwriting
- Mixed Media Arts
- Artists on a Mission
- Influence
- City Planning
- Environmental Justice
- Podcasting 101
- Current Events and Social Issues
- Horticulture through the Seasons
- Are You An Art Activist?

12. Upper School Report

We have had a great start to the year. The week before school, we welcomed students to school to tour, find their lockers, review their schedules etc. The 9th grade students were scheduled for a full orientation. Older students volunteered and attended this event as tour guides and student ambassadors.

We have again added courses to our offerings. Staff have created an African American Literature as well as a Feminist Literature course and are working with Fairleigh Dickinson University to offer a dual enrollment section of African American Literature. Students were able to select Music: Songwriting as an Arts specials course this year. We are again offering a wide assortment of electives as well. Electives focus on either 21st Century College and Career Readiness Standards or teaching a specific Social Justice Activist tool. For Marking Period 1, students are taking either Foundations, Forensics, Murals and Public Art Activism, Advocacy Journalism, or Activism in Children’s Literature.

On Thursday, 9/14, the entire Upper School sent the girl’s Volleyball team off to start the season with a pep rally and community building activities requiring communication and teamwork.

Colleges have already begun to visit. Juniors and Seniors met with representatives from SUNY Binghamton, Felician University, and Montclair University this month. Student and staff representatives also began visits to middle schools in the area to let potential incoming students know about us!

13. Public Comments

14. Looking Ahead

Oct. 17	Chris Kunkel will present on NJSLA test scores.
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15. New Business/Report from Committees

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, September 19, 2023.

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, September 19, 2023.

ROLL CALL VOTE

TRUSTEE	MOTION	YES	NO	ABSTAIN	ABSENT
John Berger					
Lauren Calmas					
Grace Guandique					
Lisa McIntyre					
Kelly Pansy					
Christine Sheedy					
Mark Silberberg					
Joy Wheeler					

Certified by Board Secretary:

Date:

Adjournment:



**School Alliance Insurance Fund
Resolution for Renewal of Membership**

WHEREAS, the **Hoboken Charter School**, hereafter referred to as "**Educational Facility**" is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

WHEREAS, said renewal membership terminates as of July 1, 2023 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

WHEREAS, the **Educational Facility** is afforded the following types of coverages:

- Workers' Compensation
- Supplemental Indemnity - Workers' Compensation
- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)
- Foreign Travel Liability
- Student Accident
- Security Guard Liability

WHEREAS, the **Educational Facility** desires to renew said membership; **NOW**

THEREFORE, BE IT RESOLVED as follows:

1. The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2023, and ending July 1, 2026 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.
2. The **Educational Facility's** Business Official, Steve Literati, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership.

This Resolution agreed to the _____ day of _____, 2023, by a vote of:

_____ Affirmative	_____ Abstain
_____ Negative	_____ Absent

By: _____

School Alliance Insurance Fund Indemnity and Trust Renewal Agreement

THIS AGREEMENT, made this _____ day of _____, 2023, in the County of **Hunterdon**, State of New Jersey, by and between the School Alliance Insurance Fund, hereinafter referred to as "**Fund**", and the Governing Body of the **Hoboken Charter School**, hereinafter referred to as "**Educational Facility**";

WHEREAS, the **Fund** seeks to provide its members with insurance coverage;

WHEREAS, two or more educational facilities have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 *et. seq.* and the regulations promulgated pursuant thereto; and

WHEREAS, the **Educational Facility** is currently a member of said **Fund**; and **WHEREAS**,

the **Educational Facility** has resolved to renew said membership; **NOW, THEREFORE**, it is

agreed as follows:

1. The **Educational Facility** hereby renews its membership in the **Fund** for a three (3) year period, beginning July 1, 2023, and ending July 1, 2026 at 12:01 a.m. eastern standard time.
2. The **Educational Facility** agrees to participate in the **Fund** with respect to the types of insurance stated in the Renewal of Membership Resolution.
3. The **Educational Facility** hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the **Fund** and as from time to time amended by the **Fund** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
4. The **Educational Facility** agrees to be a participating member of the **Fund** for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
5. In consideration of renewal of membership in the **Fund**, the **Educational Facility** agrees that for those types of insurance in which it participates, the **Educational Facility** shall jointly and severally assume and discharge the liability of each and every member of the **Fund** all of whom, as a condition of membership in the **Fund**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Educational Facility** is pledged to the punctual payment of any sums which shall become due to the **Fund** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
6. If the **Fund**, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Educational Facility** agrees to reimburse the **Fund** for all such reasonable expenses, fees and costs on demand.

7. The **Educational Facility** and the **Fund** agree that the **Fund** shall hold all monies paid by the **Educational Facility** to the **Fund** as fiduciaries for the benefit of **Fund** claimants all in accordance with applicable statutes and/or regulations.
8. The **Fund** shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1 *et. seq.* and such other statutes and regulations as may be applicable.
9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

By: _____
Hoboken Charter School, Authorized Signature

By: _____
Chairperson, School Alliance Insurance Fund

ACADEMIC INTEGRITY POLICY

HCS seeks to maintain a learning environment that fosters honesty and academic integrity. These values support intellectual growth and create a fair learning environment. Academic Integrity is a firm adherence to our values with or without the presence of others. In an environment of honesty and academic integrity, the work we turn in as our own is our own. HCS staff recognizes these values as an important part of the learning environment. Students should also recognize that these values are an integral part of the learning process.

Academic dishonesty is defined as any action intended to obtain credit for work that is not one's own. Such actions may include but are not limited to the following:

- Submitting another student's work as one's own work.
- Obtaining or accepting a copy of tests or scoring devices.
- Giving test questions or answers to a member of a later class, or getting test questions or answers from a member of an earlier class.
- Copying from another student's test (in-class or take-home), or allowing another student to copy during a test.
- Using materials that are not permitted during a test.
- Plagiarizing (presenting one's own material copied without adequate documentation from a published source).
- Copying, or having someone other than the student prepare the student's homework, paper, project, lab report, or take-home test for which credit is given.
- Permitting another student to copy, or to write another student's homework, project, report, paper, or test.

If a teacher suspects a student of academic dishonesty, the teacher will have a conference with the student(s) regarding the issue. If academic dishonesty is observed by the teacher, they may assign a zero for the particular work, and/or the teacher may assign an alternative assessment or assignment if appropriate. The teacher must notify the parent of the incident. Repeated offenses will be referred to the Principal for further disciplinary actions.

It's imperative to understand that Artificial Intelligence (AI) should be viewed as a tool to assist learning, not a substitute for a student's intellectual and creative endeavors. If you are ever in doubt about your use of these tools in relation to academic integrity, do not hesitate to ask for clarification.

- **Learning Aid, Not a Replacement:** AI tools are designed to assist and enhance the learning process, not to complete assignments on behalf of the student. They should be used as a supplementary resource to aid understanding and improve skills.

- **Original Work:** Students must ensure that all work submitted is their original creation. While AI can assist in the brainstorming or editing process, the foundational ideas, arguments, and writing style should be the student's own.
- **Collaboration and Guidance:** When uncertain about the appropriate use of AI for an assignment, students should seek guidance from their teacher. Open dialogue about how AI tools are being used for learning ensures that they are utilized ethically and effectively.
- **Misuse Consequences:** Using AI to complete assignments or to produce work that is not genuinely the student's own will be considered academic dishonesty. Consequences will align with the school's academic integrity policy, which may include a failing grade for the assignment or course, or further disciplinary action.