

Further resolved that eh Board acknowledges the exemplary work of Mr. Ken Verrill and the Business Office staff team that resulted in an unqualified audit with no reportable findings.

Seconded by John Hall.

Roll Call:

Name	Item 2
Dr. Gloria Bonilla-Santiago	YES
Mathew Goodwin	YES
John Hall	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Gladys Novoa	YES
Brenda Ortiz	YES
Omar Samaniego	YES
Melinda Sanchez	YES
Jennifer Young	YES

- B. Scholarship Fundraising Gala Update (Matt Closter):** Matt Closter provided a report about the Gala. Event was extremely successful with total amount raised of \$293,136, including \$48,255 for the Fabrication Lab through the Live Auction.
- C. Approval for doctoral level dissertation research (Matt Closter):** Dr. Santiago also announced that Matt Closter has begun the process of completing his doctoral dissertation and chose to do research on university-school partnership and is including LEAP as one of his case studies.

Jennifer Young presented item 3 for action:

Item 3: Resolved that the Board authorizes Matthew Closter to conduct research for his doctoral dissertation on: **“The Emergence of University-School Partnerships: A Multiple Case Study Analysis of Three Public Schools Built by Universities in Small Cities”** at LEAP Academy.

Further resolved that the Board requests for Mr. Closter to share findings and conduct his research work under the supervision of Dr. Santiago. The Board acknowledges that Mr. Closter will submit application for IRB approval for this work and will forward the approval accordingly.

Seconded by Melinda Sanchez. AYES: 90 NAYS: 0 ABS: 1 (Dr. Bonilla-Santiago)

D. Adoption of New Policies: Brenda Ortiz presented item 4 for Board approval:

Item 4: Resolved the Board adopts the following new and revised policies to be included in the LEAP Board Policy Book:

- 6620 – Petty Cash
- 5116 – Education of Homeless Children
- 3283 – Electronic Communication between Teaching Staff Members and Students
- 2362 – Electronic Communication between Students and Electronic Communications between Students and teaching or Support Staff Members
- 5114 – Children Displaced by Domestic Violence
- 3232 – Soliciting and Selling
- 5330.01 – Administration of Medical Marijuana
- 1581- Victim of Domestic or Sexual Violence Leave
- 2240 Controversial Issue

Seconded by John Hall:

Roll Call:

Name	Item 4
Dr. Gloria Bonilla-Santiago	YES
Mathew Goodwin	YES
John Hall	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Gladys Novoa	YES
Brenda Ortiz	YES
Omar Samaniego	YES
Melinda Sanchez	YES
Jennifer Young	YES

- E. Holiday Staff Luncheon** – Dr. Santiago indicated that she is hosting a Holiday Staff Luncheon on December 16, 2016 and extended the invitation to all Board members to join.

- IV. Chief Operations/Lead Person Reports:** Manny Delgado provided an update report on all operational areas.

John Hall presented items 5-10 for Board action:

A. HR Consultant Presentation (Exude)

- Item 5:** Resolved that the Board ratifies the contract with Exude for provision of HR/Personnel Consulting services for a total amount not to exceed \$30,000 based on a \$65/hour rate effective December 5, 2016 for a 90-day period.

B. LEAP Health and Wellness Center - Update Parental Consent Form

- Item 6:** Resolved the Board authorizes use of the Parental/Guardian Consent Form for Health Services as reviewed by Board Counsel.

Further resolved that the Board directs Manny Delgado and Ken Verrill to work with Dr. Rivera in developing a 5-year financial plan for the Health and Wellness Center to be shared with the board at the January meeting.

C. Revised SOP and Personnel Policy Handbook

Item 7: Resolved that the Board of Trustees approves the Revised Standard Operating Procedures Manual and the revised Personnel Policy Handbook as developed by the administration, revised by Board Counsel and approved by the assigned Board Committees.

Further resolved that the Board directs the Board Liaison to actualize all current Board copies of these documents and to post on the schools’ website for staff only access.

Further resolved that the Board directs Manny Delgado to provide ongoing Staff Orientations to all personnel regarding the major provisions of these documents.

D. Universal Enrollment Update

Item 8: Resolved the Board authorizes renewal of the agreement with Camden Public School District to participate in the University Enrollment Program for 2017-2018 school year per the revised agreement included with this resolution.

E. Legal Opinion regarding use of LEAP Cramer Hill, LLC proceeds

Item 9: Resolved that the Board accepts the legal opinion of Wong Fleming regarding the designation of LLC generated revenue as “non-public” and therefore exempt from regulations regarding the use expenditure limitations when purchases are paid through school funds.

F. LEAP Cramer Hill LLC Financials

Item 10: Resolved that the Board approves the Financial Report for the LEAP Cramer Hill LLC for November 2016 as provided by the Chief Financial Officer.

Resolved that the Board authorizes the following payments under the LEAP/Cramer Hill, LLC:

Payee	Amount
AT&T	\$ 425.52
City of Camden	\$ 21,067.46
Bonnie Maradonna	\$ 4,635.00
DEMCO, Inc.	\$ 4,097.75
Video Insight	\$ 497.00
Young’s Laundromat	\$ 107.00

Seconded by Hector Nieves.

Roll Call:

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
Mathew Goodwin	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Gladys Nova	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES

Manny Delgado provided copies of the following items:

- **Fire Drills**
- **Student Discipline/HIB Reports**

V. Finance Committee Actions: John Hall indicated that the Finance Committee met on December 9th and presented items 11-15 for Board action:

A. Financial Reports

Item 11: Approval of Board Line Item Status Report

Whereas, the members of the LEAP Board of Trustees, voting on this resolution, have reviewed the Board Secretary’s and Treasurer’s Monthly Financial Reports for the periods ending October 2016 and have consulted with the Chief Financial Officer/SBA as deemed appropriate.

Now, therefore, be it resolved, that the members of this Board of Trustees voting (By recorded Roll call) on this Resolution do hereby certify that based on the monthly certification of the Board’s Secretary concerning “Budgetary Line Item Status” N.J.A.C. 6A:23-2.11(c) 3 no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(a) 3 and based on such report and the status of budgetary amount and expenditures as of the date of the adoption of this Resolution there appears to be at this time sufficient funds available to meet the School’s financial obligations for the remainder of the fiscal year.

B. Approval of Budget Transfers

Item 12: Resolved that the Board approves budget transfers for October 2016 as provided by the Chief Financial Officer.

C. Approval of Expenditure Report/Bill List

Item 13: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for November 2016.

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees

authorizes payment of vouchers and payroll as provided by the Chief Financial Officer.

D. Contracts

Item 14: Resolved that the Board approves the following contracts:

Vendor	Purpose	Amount	Account
Rutgers University –CLC (per public bid)	To plan and implement a Teacher Development Institute	\$100,000 through June 30, 2017	Title I

Further resolved that the Board approves release of bids for solicitation of proposals to deliver the Leader in Me program.

E. Food Service Advisory Committee (pending item)

Item 15: Resolved that the Board appoints the following staff and students to the Food Advisory Committee:

STUDENTS K-3:

- JAZMINE ROBINSON
- CHRISTHOPER CAMPOS

STUDENTS 4-6:

- FRANK ALBINO
- ALANIS CRESPO
- ABRIANA RAMIREZ

STUDENTS 7-8:

- DONOVAN ROQUE
- JAZMINE MENDEZ

PARENTS:

- JEVON MILES

- AIBI MUNIZ
- DIANA CABASSA
- JESSICA ROJAS
- MARIA GONZALEZ

ADMINISTRATORS:

- GLADYS ROBRENO
- KEN VERRILL
- NORMA AGRON
- MICHELLE PASTORELLO
- KIMBERLY FITZPATRICK

Motion:

Second:

Roll Call:

	Item 11	Item 12	Item 13	Item 14	Item 15
Dr. Gloria Bonilla-Santiago	YES	YES	YES Abstain on payments to Rutgers and Metz	ABS	ABS
Mathew Goodwin	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES

	Item 11	Item 12	Item 13	Item 14	Item 15
Gladys Noava	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES Abstain on payments to Rutgers	ABS	YES
Omar Samaniego	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES Abstain on payments to Verizon	YES	YES

VI. Curriculum Committee: Yvette Hernandez provided an update report on curriculum and instruction issues.

Omar Samaniego presented items 16-22 for Board action:

A. Business Academy – Partnership with Rutgers Camden School of Business

An updated plan and budget was presented.

B. Seal of Biliteracy

Item 16: Resolved that the Board endorses adoption of the Seal of Biliteracy to be offered to students if they demonstrate proficiency in speaking, reading, and writing in one or more languages in addition to English. The Seal will appear on their high school diploma.

Further resolved that the board authorizes \$440/year to cover the assessment cost associated with this designation.

C. Approval of Ronald McDonald Volunteer Project

Item 17: Resolved that the Board authorizes the Volunteer Project at the Ronald McDonald House on December 15, 2016 per the proposal provided to the Board of Trustees.

D. CPR/AED Training

Item 18: Resolved that the Board approves the proposal for offering CPR/AED training through the America Heart Association to be provided by Shannon Covington and Alicia Crump for teachers that are required to complete this requirement.

Further resolved that the Board approves the following related costs:

- Materials: \$58.52 plus shipping
- Cost per teacher/staff: \$38.99

E. Placement of Rutgers Students for Education Practicum

Item 19: Resolved that the Board authorizes placement of the following students to fulfill Education Practicum requirements:

- Taylor Nichols
- Kayla Seenarie

F. Field Trips

Item 20: Resolved that the Board of Trustees approve the following Field Trips:

REQUEST	GRADE LEVEL	DATE OF TRIP	COST	NUMBER OF BUSES NEEDED	FUNDING
Angela Brown Macy's light Show 1300 Market St Phila PA	5th	12/15/16 & 12/16/16	\$0	Pending Availability of LEAP Buses	N/A
Alaina Golden Adventure Aquarium 1 Riverside Drive Camden NJ	Science Club	12/10/16	\$0	0 Parents dropping off and picking up	N/A
Kristen Burlage Franklin Institute Phila PA	4 th Grade	1/3/2017	\$25	3	11-190-100-892- 02-049

F. Approval of College Success preparatory Course Syllabi

Item 21: Resolved that the Board of Trustees approves the College Success Preparatory Course Syllabus as presented by Yvette Hernandez and Khary Golden.

G. School Calendar Modification

Item 22: Resolved that the board ratifies the following school calendar modification:

- December 2, 2016 – Modify from one full day to a half-day session

Seconded by Mathew Goodwin. AYES: 10 NAYS: 0 ABS: 0

VII. Executive Session of the Board

Item 23: Hector Nieves presented a resolution to close the meeting to the public for Executive Session.

Seconded by John Hall. AYES: 10 NAYS: 0 ABS: 0
Meeting Closed at 6:50 pm

Item 24: Brenda Ortiz presented a motion to re-open the meeting to the public.

Seconded by Hector Nieves. AYES: 10 NAYS: 0 ABS: 0
Meeting re-opened at 6:55 pm

Dr. Santiago indicated that in closed session, the Board discussed various personnel issues regarding terminations, and recommendations for high school leadership re-organization.

VIII. Personnel Committee: Jennifer Young presented items 25-32 for Board action:

A. New Appointments

Item 25: Resolved that the Board appoints the following individuals:

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Diana Victoria Chiu	Nurse	1/16/2017	\$25/hr	11-000-213-104-02-066
Juanita Dozier	Teacher - First Grade	12/19/2016	\$55,000 annual - prorated for remainder of year.	11-120-100-101-01-043
Melinda Rivera	Part-time Custodial		\$10/hr	

B. Terminations/Resignations

Item 26: Resolved that the Board approves the terminations or separations of the following staff:

<u>Name</u>	<u>Position/Building Location</u>	<u>Date</u>
Cheyenne Lobaina	Teacher - Biology	12/14/2016
Marisol Torres	Office Manager	12/14/2016
Ashley Kaplan	Director of Marketing and Data	1/12/17
<u>Resignations</u>		
John Tiricio	Director of Special Education	12/31/2016
Elizabeth Class	Director of Puerto Rican Arts Center	12/31/2016
John Rowland	IT - Help Desk	12/7/2016

C. Staff Transfers

Item 27: Resolved that the board authorizes transfer of the following staff to assume new duties:

Name	New Assignment	Effective Day	Salary	Account Code
Ruby Rivera	Medical Assistant at Lower School to Clinic	12/14/2016	\$34,628	11-800-330-110-09-066
Janet Oquendo	Assistant Office Manager at Clinic to Office Manager - STEAM High School	12/14/2016	\$45,000	11-000-240-105-04-043
Oscar Rivera	Director, Puerto Rican arts and Culture Center	12/14/2016	\$55,700	
<u>Amended Transfer</u>				
Valencia Sellers	Teacher Fellow	12/12/2016	\$40,000 (prorated)	11-190-100-106-00-044

D. Salary Adjustments

Item 28: Resolved that the Board approves salary adjustments for the following teachers:

Name	Position/Building Location	Contract Date	New Salaries	Account Numbers	Reason
Tameka Matthews	Director of Compliance	12/14/2016	\$ 112,000	11-000-240-110-00-052	Decrease in duties
Barbara Dunlap	Principal	11/28/2016	\$101,750	11-000-230-110-00-052	Increase in duties

E. FMLA Leave

Item 29: Resolved that the Board approves the following amended leave request:

Name	Position/Building Location	Date
Stephanie Datiz (FMLA)	1st Grade Teacher - Lower Elementary	12/12/16-3/24/17

F. Co-Curricular Appointments

Item 30: Resolved that the Board approves the following Co-Curricular Appointments:

Name	Assignment	Effective Day	Stipend	Account Code
Raymond Rossi	Varsity Baseball Coach	12/12/2016	\$10,000; payment split Mid/End season	11-402-100-101-12-066
Matthew Steen	JV Baseball Coach	12/14/2016	\$5000; payment split Mid/End season	11-402-100-101-12-066
Walvis Abreu	Assistant Coach	12/14/2016	\$3500; payment split Mid/End season	11-402-100-101-12-066
Michael DiNuova	Varsity Softball Coach	12/14/2016	\$10000; payment split	11-402-100-101-12-066

Name	Assignment	Effective Day	Stipend	Account Code
			Mid/End season	
Amy Perkarchik	JV Softball Coach	12/14/2016	\$5000; payment split Mid/End season	11-402-100-101-12-066

G. External Professional Development

Item 31: Resolved that the Board authorizes staff participation on the following professional development opportunities off-site:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Dana Ciesielski	Youth Mental Health First Aid	315 York Rd., Willow Grove, PA 19090	3/9/2017 8am – 5pm	\$0 \$5.00 11-000-223-580-00-068
	Travel Reimbursement			
Alaina Golden	Alliance for NJ Environmental Education Winter Conference	Crown Plaza Princeton 900 Scudders Mill Rd. Plainsboro Twp, NJ	1/20/2017 8am – 4pm	\$140 11-000-223-580-00-068

H. Retroactive Salary Payment

Item 32: Resolved that the Board approves a retroactive salary payment for Vanessa Jones in the amount of \$5,598.23 to be paid in two installments as follows:

- December 31, 2016: \$2,799.12
- January 15, 2017: \$2,799.12

Seconded by Hector Nieves.

Roll Call:

	Item 25	Item 26	Item 27	Item 28	Item 29	Item 30	Item 31	Item 32
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES
Matthew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES
Gladys Noava	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES

