

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
October 11, 2016
MINUTES

Meeting called to order by Dr. Gloria Bonilla-Santiago at 6:03 pm

Attendance:

Dr. Horacio Sosa
Jennifer Young

Present:

Gloria Bonilla-Santiago
Mathew Goodwin
Phoebe Haddon
John Hall
Cal Maradonna
Heather Matuszewski
Hector Nieves
Dr. Michael Palis
Patricia Pena
Omar Samaniego
Melinda Sanchez

Excused:

Donald Borden
Brenda Ortiz
Robert Ramson

Staff Present

Ken Verrill
Khary Golden
Manny Delgado
Yvette Hernandez
Wanda Garcia, Board Liaison

I. Welcome/Declaration of Compliance with Open Public Meetings Act

Dr. Santiago opened the meeting by welcoming trustees, staff and members of the public. She indicated that the meeting was announced and advertised in accordance with the Public Meetings Act. A Public Notice was published in the Courier Post. Further, she indicated that a period for public comment would be provided at the end of the business portion of the meeting.

II. Approval of Minutes of September 13, 2016: Dr. Michael Palis p-resented a motion to approve the minutes of September 13, 2016.

Seconded by Dr. Horacio Sosa. AYES: 9 NAYS: 0 ABS: 0

III. Chairperson's Report: Dr. Santiago presented two items for Board consideration as follows:

Hector Nieves presented a motion to approve items 2 and 3.

A. Contribution from Attorney Admissions Fee Fund for the District of NJ

Item 2: Resolved that Board accepts the contribution from the Attorney Admission Fee Fund for the District of NJ in the amount of \$500 to support programs under the Puerto Rican Arts and Culture Center at the LEAP Academy. (this contribution is a direct redirection of an honoraria for Dr. Santiago that she is contributing to LEAP)

B. Board Appointment

Item 3: Resolved that the Board appointment Gladys Novoa to the Board of Trustees as Parent Representative for a three-year term.

Seconded by John Hall. AYES: 10 NAYS: 0 ABS: 0

C. Scholarship Fundraising Gala: Matt Closter provided invitations and urged everyone to confirm their tickets and assist with fundraising through securing advertisements, selling teachers or securing corporate/business sponsorships.

D. 20th Anniversary Commemorative Committee Update: Dr. Santiago indicated that a committee is already meeting to organize a year-long celebration. She will provide periodic updates to the Board.

IV. Chief Operations/Lead Person Reports

A. LEAP Health and Wellness Center

- **Status of License:** Manny Delgado indicated that the license to operate has been received. He indicated that the process for credentialing with insurance companies has begun and the Health Center is preparing to receive patients.

John Hall presented a motion to approve items 4 – 11:

- **Revised Contract for Chief Medical Officer**

Item 4: Resolved that the Board approves the contract for Dr. Velmina Rivera as Chief Medical Officer as prepared by Board Counsel.

- **Contract HER and EMR**

Item 5: Resolved that the Board authorizes entering into a contract with AdvancedMD for billing and Electronic Medical Records for the LEAP Health Center at the following rates:

Billing Fee is:

1st 2 months = \$ 0.00

3-4th month = \$ 500.00 per month

Over 5 months = \$ 900.00/ month or 8 % of the gross income whichever is greater.

- **Participation in NJ Department of Health- Vaccine Preventable Disease Program**

Item 6: Resolved that the Board authorizes the LEAP Health Center to enter into an agreement with the NJ Department of Health for the New Jersey Vaccines for Children Program.

Further resolved that the Board directs the Chief Medical Officer to develop a Vaccine Management Policy consistent with state requirements for Board adoption.

- **Insurance Credentialing**

Item 7: Resolved that the Board authorizes the Chief Medical Officer to proceed with credentialing for insurance coverage with the following companies: Aetna; AmeriHealth; AmeriHealth Administrators; Blue Cross and Blue Shield; CIGNA; Coventry; Great West; Horizon; Horizon NJ Health (Medicaid); HUMANA; Keystone Health; Medicaid; Oxford; PHCS; Qualcare; TriCare; United Community Plan (Medicaid); and, United Healthcare.

B. Purchase of Greyhound Property

Item 8: Resolved that the Board authorizes the Chief Financial Officer to proceed with purchasing of the “Greyhound Lot” per the following terms:

- Property: approximately 0.47 acres of land also known as 701-711 Cooper Street, Camden, NJ, block 103, Lot 6 on the tax map of Camden, NJ
- Seller: Greyhound Lines, Inc.
- Sales Price: \$340,000
- Earnest Money Deposit: \$15,000

C. LEAP Cramer Hill LLC Financials

Item 9: Resolved that the Board approves the Financial Report for the LEAP Cramer Hill LLC for July and August 2016 as provided by the Chief Financial Officer.

Item 10: Resolved that the Board authorizes the following payments under the LEAP/Cramer Hill, LLC:

Payee	Amount
AT&T	\$ 408.95
Merchant Services	\$ 40.00
City of Camden	\$ 21,025.84
ADI Global	\$ 576.48
Arline Construction Services	\$ 3,800.00
Bonnie Maradonna	\$ 4,705.00
Camden Glass	\$ 7,121.00
Group Lacasse	\$ 20,199.80
Staples	\$ 21.15
Young’s Laundromat	\$ 40.00
Camden County Regional Chamber of Commerce	\$ 350.00
Merchant Services	\$ 10.00

D. Safety Committee

Item 11: Resolved that the Board approves the establishment of a school based safety Committee to be appointed by Manny Delgado.

Seconded by Dr. Michael Palis:

Roll Call:

	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES
Phoebe Haddon	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	ABS	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES	YES
Patricia Pena	YES	YES	YES	YES	ABS	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES	YES

E. Universal Enrollment Update: Manny Delgado indicated that LEAP continues to be the #1 choice for parents in Camden. He will be meeting with district officials to discuss issues of implementation and will return to the Board to advice on next steps.

F. Fire Drills: Copies were provided.

G. Student Discipline/HIB Reports: Copies were provided.

H. Lead Testing Update: Ken Verrill provided an update. Dr. Rivera was asked to put a plan in place to test all the LEAP students.

V. Finance Committee Actions: Hector Nieves presented items 12- 27 for Board approval:

A. Financial Reports

Item 12: 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 August 30, 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 13: Resolved that the Board approves budget transfers for August 2016 as provided by the Chief Financial Officer.

C. Approval of Expenditure Report/Bill List

Item 14: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for September 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. Budget Amendments

Item 15: Resolved that the Board approves the amendment of the 2015-2016 Operational budget to reflect allocation of fund balance to cover additional construction costs in the amount of \$624,448.

Item 16: Resolved that the Board approves the amendment of the 2016-2017 operational budget to include additional funds due to increased enrollment and allocation of funds for building purchase.

E. Resolution for Membership in Cooperative Pricing System

Item 17: Resolved that the Board authorizes joining the Camden County Educational Services Commission for a Cooperative Pricing Agreement.

F. Fulton Lease

Item 18: Resolved that the Board authorizes entering into an agreement with Fulton Bank to pay off the ELEX computer leases with a monthly savings of \$693.22 and annual savings of \$8,327.04 per the attached term sheet.

G. Security Contract with Rutgers

Item 19: Resolved that the Board authorizes an amendment to the contract with Rutgers University for Security Service to increase the total contract amount to \$534,924.

H. Procurement Authorization

Item 20: Resolved that the Board authorizes the purchase of Apple products through the Hunterdon County Educational Service Commission.

I. Acceptance of Donation

Item 21: Resolved that the Board accepts the donation of clothing items and professional bags for the Parent Council Yard Sale from Dr. Santiago per the attached listing.

Further resolved that the Board accepts the donation of school backpacks from the AKA Sorority for Elementary School children.

J. Approval of Disposal of IT Equipment

Item 22: Resolved that the Board authorized disposal of various obsolete Technology Inventory per the list attached.

K. Grants

Item 23: Resolved that the Board accepts the following carry-over allocations for 2016-2017:

Title IA: \$153,935
Title IIA: \$ 7,152
Title II: \$ 8,834

L. Contracts

Item 24: Resolved that the Board approves the following contracts:

Vendor	Purpose	Amount
Teach 4 Results	Professional Development for School Leaders	Not to exceed \$25,000 (20-234-200-340-00) ESSA Title IA 2016-17
Rutgers University Center for Mathematics, Science and Computer Education	Math PD	Not to exceed \$15,000 (20-234-200-340-00) ESSA Title IA 2016-17
Stephanie Rogers, Hilda Rosa, Antoinette McKie and Shariff Roseboro	Title IA Parent Training Facilitators	\$200/session (20-234-200-340-PI) ESSA Title IA 2016-17

Further resolved that the Board re-authorizes release of bid for the Leaders in Me Program, release of bid solicitation for certified school nursing services, and release of bids for Professional development services.

J. Acceptance of Contracts

Item 25: Resolved that the Board authorizes acceptance of the following contracts for services provided by LEAP Academy:

Organization	Type of Service	Amount of Contract
Rutgers University CLC	Facilities, Food and Janitorial Services related to the operation of the pre-school program.	\$200,368.00
Rutgers University-Chancellor's Office	Services of full-time custodian for the ELRA building	\$44,082.00
Rutgers University CLC	Food Services to Rutgers Early Childhood and Rutgers ELRA for an approximate Total of 311 students from September 1, 2016 to June 30, 2017.	\$206, 274.50

K. Approval of Food Vending Agreement – ELRA

Item 26: Resolved that the Board approves the Food Service Vending Agreement between LEAP Academy Charter School and The Early Learning Research Academy for the fiscal year 2016-17. LEAP Academy will provide food service to ELRA for the following per-meal fees:

- Meal - \$4.50 (inclusive of breakfast)

L. Authorization for Various Purchases

Item 27: Resolved that the Board authorizes various purchases as follows:

- Kamback Bros – Installation of Play ground: \$6950
- Beckers – Elementary School classroom Furniture: \$62,474.94
- Keyboard Consultants – ABV Equipment: \$53,582.00

Seconded by John Hall.

Roll Call:

	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24	Item 25	Item 26	Item 27
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES ABS on payments to Rutgers and Metz	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	ABS	ABS	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24	Item 25	Item 26	Item 27
Phoebe Haddon	YES	YES	YES	YES ABS on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	ABS	ABS	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES ABS on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	ABS	ABS	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES ABS on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	ABS	ABS	YES
Patricia Pena	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES ABS on payments to Verizon	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Jennifer Young presented the following resolutions for Board approval (items 28 – 33):

A. New Appointments

Item 28: Resolved that the Board appoints the following individuals:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Jose Luis Ortiz	College Access Associate	12-Sep-16	\$35,000	11-000-218-110-00-066
Sonia Espinet	Social Worker	30-Sep-16	\$50,200	11-000-219-104-00-066
Marisol Torres	Office Manager - STEAM High School	3-Oct-16	\$36,050	11-000-240-105-04-053

B. Salary Adjustments

Item 29: Resolved that the Board approves salary adjustments for the following teachers:

<u>Name</u>	<u>Position</u>	<u>Contract Date</u>	<u>Revised Salary</u>	<u>Account Numbers</u>
Darrel Cowan	Teacher - STEAM High School	1-Jul-16	\$50,000	11-140-100-101-04-043
Sherri Turner	Teacher - STEAM High School	1-Jul-16	\$50,000	11-110-100-101-01-043
Jacqueline DePrince	Office Manager (Health Center)	12-Sep-16	\$47,000	11-800-330-110-09-

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C. Part-Time Employment

Item 30: Resolved that the Board appoints the following individuals for part-time employment:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Numbers</u>
Doretta Twigg	Custodian	10-Oct-16	\$10/hour	11-000-262-110-CL-066
Linda Brooks	ESSA Title IA Childcare Provider	12-Oct-16	\$15/hour	20-234-200-110-PI

D. Co-Curricular Appointments

Item 31: Resolved that the Board approves the following co-curricular appointments:

Name	Assignment	Effective Day	Compensation	Account Code
Tramar Beaman	Boys Basketball Coach	17-Oct-16	\$7,000	11-402-100-101-12-066
Stephanie Aspenburg	Girls Basketball Coach	17-Oct-16	\$5,000	11-402-100-101-12-066
Ted Evans	Girls Basketball Coach	17-Oct-16	\$10,000	11-402-100-101-12-066
Vissell Vasilakis	ESSA Title III ESL Program Facilitator	12-Oct-16	\$30/hour	20-243-200-110-00
Robin Unverhau	ESSA Title III ESL Tutor	12-Oct-16	\$30/hour	20-243-100-101-00
Nurcihan Allison	ESSA Title III ESL Tutor	12-Oct-16	\$30/hour	20-243-100-101-00
Ioaki Sanchez	ESSA Title IA Childcare Provider	12-Oct-16	\$15/hour	20-234-200-110-PI
Glenn Butterworth	Early Morning Algebra II Session (7:15-8:30 am)	19-Sep-16	\$7,000	11-401-100-101-00-066
Elizabeth Lipinsky	Cheerleading Coach	17-Oct-16	\$5,000	11-402-100101-12-066

E. Resignations

Item 32: Resolved that the Board accepts the resignations of the following individuals:

Name	Position	Effective Day
Brittany Oakes <small>(CURRENTLY ON UNPAID LEAVE)</small>	Teacher - Lower Elementary	18-Nov-16
Jeremy Robinson	Teacher - Theater Arts	6-Sep-16

F. Leaves of Absence

Item 33: Resolved that the Board approves the following actions regarding leaves of absences:

Name	Position	Effective Day
Tamara McGovern	Principal - STEAM High School	23-Sep-16 – 10-Oct-16
Janet Oquendo	Assistant Office Manager	10-Oct-16 – 14-Oct-16

Seconded by Hector Nieves.

Roll Call:

	Item 28	Item 29	Item 30	Item 31	Item 32	Item 33
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
Phoebe Haddon	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES
Patricia Pena	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES

VII. Curriculum Committee: Dr. Michael Palis presented items 34 and 35 for approval.

Seconded by Mathew Goodwin. AYES: 13 NAYS: 0 ABS: 0

A. Business Academy

Item 34: Resolved that the Board approves cancellation of the curriculum agreement with High School MBA organization.

Further resolved that the Board directs the Chief Academic Officer to meet with faculty to execute any adjustments in the Business Academy to ensure that the curriculum remains rigorous and targeted.

B. Support for Research Project – Dr. David Salas

Item 35: Resolved that the Board authorizes support for Dr. David Salas’ proposal to NSF for “Understanding the self-assembly of lignin/graphene-based biomaterials and its 3D bioprinting applicability”

Further resolved that the Board supports the promotion of the project that will involve LEAP high school students working on research opportunities with university faculty, pending IRB

approval.

VIII. Public Comment: Hector Nieves presented a motion to open the meeting for public comment.

Seconded by Dr. Michael Palis.

AYES: 13

NAYS: 0

ABS: 0

No Comment was presented.

XI. Adjournment: John Hall presented a motion to adjourn.

Seconded by Dr. Phoebe Haddon.

AYES: 13

NAYS: 0

ABS: 0

Meeting adjourned at 6:45 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison