

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
April 16, 2015
Minutes

Meeting was called to order by Dr. Gloria Bonilla-Santiago at 6:10 p.m.

Attendance:

Present:

Danielle Askew
Gloria Bonilla-Santiago
Marleen Gonzalez
Mathew Goodwin
John Hall
Cal Maradonna
Heather Matuszewski
Maria Miranda
Hector Nieves
Patricia Pena
Omar Samaniego
Jennifer Young

Excused:

Phoebe Haddon
Brenda Ortiz
Dr. Benedetto Piccoli
Robert Ramson
Melinda Sanchez
Dr. Horacio Sosa
William Thompson

Staff Present

Janice Strigh, Chief Operations Officer/Lead Person
Evelyn Nunez, Chief Academic Officer
Ken Verrill, Chief Financial Officer/SBA
Wanda Garcia, Board Liaison
Marjorie Obod, Board Counsel

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 March 26, 2015: Marleen Gonzalez presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meeting of March 26, 2015, 2015 as prepared by Wanda Garcia, Board Liaison.

Seconded by Heather Burke.

AYES: 12

NAYS: 0

ABS: 0

III. Chairperson's Report:

A. Announcements: Dr. Santiago shared the following announcements and encouraged Board members to participate:

- 1) For Pete's Sake Scholarship Fundraiser – May 14, 2015
- 2) Annual Walk-A-Thon and Health Fair – May 16, 2015

- B. Charter Renewal Update:** Dr. Santiago indicated that a committee of key staff has been established to work on the renewal. She will be sending information to the Board about the process and will schedule time for Board members to be part of the discussions regarding strategic planning for the next five years.

IV. Executive Session to Discuss Personnel Matter

Item 2: Hector Nieves presented a resolution to close the meeting to the public for Executive Session.

Seconded by Jennifer Young. AYES: 12 NAYS: 0 ABS: 0

Meeting closed at 6:15 pm.

Item 3: Cal Maradonna presented a motion to re-open the meeting to the public.

Seconded by Danielle Askew. AYES: 12 NAYS: 0 ABS: 0

Meeting re-opened at 6:50 pm.

Dr. Santiago indicated that during the closed session, the Board was briefed by Board Counsel on procedural items related to personnel actions.

- V. Parent Affairs:** Marlene Gonzalez indicated that the Parent Affairs Committee met. Vanessa Jones provided a program update for the Parents Unit that highlighted various events. Marlene Gonzalez presented items 2 and 3 for Board action.

A. Earth Day – April 22

- Item 2:** Resolved that the Board approves the commemoration of Earth Day on April 22, 2015 and directs the administration and staff to organize various activities and programs with students and parents to commemorate this important occasion.

** Heather Burke volunteered a donation of flowers for the event. Dr. Santiago acknowledged the support.*

B. Fundraising

- Item 3:** Resolved that the Board approves the following fundraisers under the Parents Unit:

- Cinderella Cheesecake Fundraiser – May 7-June 3, 2015

Seconded by Maria Miranda. AYES: 12 NAYS: 0 ABS: 0

VI. LEAP/Cramer Hill LLC Reports

- A. Status of Wilson Building Project:** Manny Delgado indicated that the renovations are moving forward and already in the process of enclosing walls.
- B. Approval of Payment of Bills for the LEAP/Cramer Hill LLC:** John Hall presented item 4 for Board action:

Item 4: Resolved that the board approves the following payments under the LEAP Cramer Hill, LLC:

Payee	Amount
<i>Wilson Project Funds - Bonds</i>	
City of Camden (Electrical Permits)	\$ 2,653.00
City of Camden (Plumbing Permit)	\$ 2,848.00
City of Camden (Fire Permit)	\$ 1,244.00
Hallowell/ Virco Lockers and Nurses station bed	\$ 42,079.64
OFS Brands Dinning Area	\$ 4,836.45
Fixtures Furniture Dinning Area	\$ 7,602.10
KI 9th floor Conference	\$ 49,979.48
Groupe Lacasse Medical exam room stools	\$ 1,185.60
Nvision Lateral Files	\$ 14,065.00
Ideon / Exemplis Chairs throughout	\$ 41,368.32
Groupe Lacasse 11th admin furniture	\$ 72,396.24
JSI Dinning Area	\$ 26,456.12
KI Classroom furniture	\$ 146,824.31
Nova Furniture Security Desk	\$ 1,219.28
E Plus Epson teaching tools All classrooms	\$ 72,670.00
Dynamism	\$ 14,827.56
MakerBot	\$ 18,725.19
Singer Equipment Company – Captive Aire Hood, Exhaust Fan,	\$ 46,841.00

Payee	Amount
Make-up air unit for kitchen.	
Breaker Group – Network System	\$ 114,517.00
Breaker Group Inc. – Network Cabling Installation	\$ 77,895.03
Breaker Group Inc. – Network Access Control Cabling	\$ 44,988.00
VoIP Network – Phone System	\$ 70,194.50
Aireko – Payment 10	\$ 1,112,376.95
Aireko – Payment 11	\$ 929,127.18
Hylard Levin	\$ 2,321.70
<i>General Operating LEAP Cramer Hill, LLC</i>	
IRS Estimated Tax	\$ 2,000.00
AT&T-Alarm	\$ 332.14

Seconded by John Hall:

Roll Call:

	Item 4
Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	YES
Marleen Gonzalez	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Maria Miranda	YES
Hector Nieves	YES
Patricia Pena	YES
Omar Samaniego	YES
Jennifer Young	YES

VII. Finance Committee Actions: John Hall indicated that the Finance Committee to review all recommendations to the Board. He presented a motion for approval of items 5-10:

A. Approval of Board Line Item Status Report

Item 5: 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 February 28, 2015 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 6: Resolved that the Board approves budget transfers for February 2015 per the attached listing.

C. Approval of Expenditure Report/Bill List

Item 7: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for March 2015.

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees authorizes payment of vouchers and payroll per the list attached.

D. Contracts

Item 8: Resolved that the Board authorizes executing the following contracts:

Vendor	Amount	Purpose
The Flex Group	\$300,000 (short-term equipment financing)	Furniture Financing – Wilson Building
Cooper Health Systems	\$7,200 (\$600/month)	Medical Director Agreement (Health and Wellness Center)
Cooper Health Systems	\$7,200 (\$600/month)	School Physician (LEAP)

F. Grants

Item 9: Resolved that the Board approves the following awards and budget modifications on grants:

Grant	Action
NCL B Title IA – 2014-2015	Reallocation of funds to professional development costs for school leadership training and coaching.

H. Donation

Item 10: Resolved that the board acknowledges the personal contribution of Anthony DePetris in the amount of \$1,000 to be used for the Fab Lab.

Seconded by Hector Nieves.

Roll Call:

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
Danielle Askew	YES	YES	YES (abstain on	YES	YES	YES

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
			payments to Rutgers)			
Dr. Gloria Bonilla-Santiago	YES	YES	YES (abstain on payments to Rutgers and Metz)	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES (abstain on payments to ABCO)	YES	YES	YES
Cal Maradonna	YES	YES	YES (abstain on payments to Rutgers)	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES
Maria Miranda	YES	YES	YES	ABS	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Patricia Pena	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES (abstain on payments to Verizon)	YES	YES	YES

I. Energy Audit: Ken Verrill shared the Energy Audit Report authorized by the Board.

J. Charter School Performance Framework – Ken Verrill provided an update report on LEAP’s compliance with the Charter School Performance Framework. He indicated that the school has satisfactorily met the framework. This is part of his process to prepare for charter renewal.

VIII. Personnel Committee: Jennifer Young indicated that the Personnel Committee met to review all the recommendations presented to the Board and introduced a motion to approve items 11 to 15:

A. New Staff Appointments

Item 11: Resolved that the Board authorizes the following appointments:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Ana Klinke	Teacher of Spanish	14-Apr-15	\$49,000	11-140-100-101-01-043

B. Approval of Part-Time Employment

Item 12: Resolved that the Board approves the following individuals for part-time employment:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Numbers</u>
Elaine Annala	P/T Custodian	17-Apr-15	\$10/hour	11-000-262-110-CL-066
Emmanuel Jimenez	P/T Custodian	2-Mar-15	\$13/hour	11-000-262-110-CL-066
Luz Lopez Martinez	P/T Custodian	17-Apr-15	\$10/hour	11-000-262-110-CL-066
Maria Gonzalez	P/T Custodian	17-Apr-15	\$10/hour	11-000-262-110-CL-066
Eduardo Cruz	P/T Custodian	17-Apr-15	\$10/hour	11-000-262-110-CL-066

C. Terminations/Resignations

Item 13: Resolved that the Board authorizes the following terminations/resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Nancy Malone	Teacher Coach	10-Apr-15
Brianna Ruffe	3rd Grade Teacher	26-Jun-15

D. Leaves of Absences

Item 14: Resolved that the Board approves the following leaves of absence actions:

<u>Name</u>	<u>Reason</u>	<u>Effective Day</u>
Noemi Gonzalez	Return from Maternity Leave	13-Apr-15

E. Tenure Recommendations

** Dr. Santiago provided an overview of the Streamline Tenure Process and distributed a copy of the Streamline Policy for all Board members.*

Item 15: Resolved that the Board grants streamline tenure to the following teachers based on recommendations:

Crystal Piro
Sylvia Vasquez

Seconded by Hector Nieves.

Roll Call:

	Item 11	Item 12	Item 13	Item 14	Item 15
Danielle Askew	YES	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES
Maria Miranda	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES
Patricia Pena	YES	YES	YES	YES	YES

	Item 11	Item 12	Item 13	Item 14	Item 15
Omar Samaniego	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES

VII. Curriculum Committee

- A. Instructional Program Update:** Evelyn Nunez provided an update on assessment and shared an update report on student attendance with the Board.

Heather Burke presented items 16-19 for Board approval:

- 1. **Curriculum Committee**

- Item 16:** Resolved that the Board ratifies the appointment of the following to the school’s Curriculum Committee:

Glenda Marrero, Chair
Tugba Shapiro
Jovita Veguilla
Barbara Dunlap
Nancy Ruiz
Charles Benito
Scott Laska
Khary Golden
Devon Worster
Evelyn Nunez, CAO
Coaches and Instructional Supervisors

- B. Collaboration with Rowan University – Rowan Mathematics and Science Partnership Program**

- Item 17:** Resolved that the Board authorizes continue participation in the Rowan Mathematics and Science Program.

- C. Field Trips**

- Item 18:** Resolved that the Board approves field trips as presented by the CAO and included with this board packet.

Motion _____ **Seconded** _____ **AYES:** _____ **NAYS:** _____ **ABS:** _____

- E. High School Graduation Budget**

- Item 19:** Resolved that the Board approves the following budget for 2014-2015 based on estimated costs and quotes:

PAYMENTS TO BE PAID BY LEAP ACADEMY	
GRAD LOCATION	7,500.00
SENIOR AWARDS	1,200.00
DIPLOMAS/DIPLOMAS JACKETS	1,000.00
PIZZA DINNER/DRINKS FOR SENIORS	300.00
WATER	50.00
GRADUATION/SEND OFF INVITATIONS	400.00
SUB TOTAL	10,450.00
PAYMENTS TO BE PAID BY SENIOR DUES ESTIMATED COSTS	
PROM	8,500.00
PROM DJ	400.00
PROM DECORATIONS	700.00
PROM SECURITY	300.00
SENIOR PICTURES SECURITY	336.00
SENIORS CAP/GOWN/ STOLES	5,100.00
YEARBOOK	7,700.00
SENIOR SEND OFF FOOD/ DECORATIONS	2,500.00
TABLE /CLOTHS RENTALS SR. SEND OFF	500.00
CLASS TRIP	33,514.00
SUB TOTAL	59,550.00

Seconded by Maria Miranda. AYES: 12 NAYS: 0 ABS: 0

E. College Access: Khary Golden provided an update on college access. The statistics for this year's senior class have exceeded expectations with more students entering four year colleges, merit scholarships exceeding the \$5 million mark and a growing number student entering Ivy League institutions, including UPenn and Princeton.

VIII. Administrative and Operational Reports: Janice Strigh provided an update report on Risk Management and shared a written status with the Board. She also shared reports for Student Discipline/HIB and Fire Drills.

A. Health and Wellness Center Update: Dr. Nancy Pontes provide an update on the Health Center.

B. Specialized Trainings: Maria Miranda presented item 20 for Board approval:

Item 20: Resolved that the Board authorizes participation of staff on specialized training as provided by the COO and included with this board packet.

Seconded by Danielle Askew. AYES: 12 NAYS: 0 ABS: 0

IX. Public Comment: Marleen Gonzalez presented a resolution to open the meeting to the public.

Seconded by Maria Miranda. AYES: 12 NAYS: 0 ABS: 0

No public comment was presented.

X. Adjournment: Maria Miranda presented a motion to adjourn.

Seconded by Jennifer Young. AYES: 12 NAYS: 0 ABS: 0

Meeting adjourned at 8:45 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison