

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
February 19, 2015
Minutes

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

Attendance:

Dr. Horacio Sosa
William Thompson

Present:

Danielle Askew
Gloria Bonilla-Santiago
Marleen Gonzalez
Mathew Goodwin
Phoebe Haddon
John Hall
Cal Maradonna
Heather Matuszewski
Hector Nieves
Brenda Ortiz
Robert Ramson
Melinda Sanchez

Excused:

Maria Miranda
Patricia Pena
Dr. Benedetto Piccoli
Jennifer Young

Staff Present

Evelyn Nunez, Chief Academic Officer
Janice Strigh, Chief Academic Officer/Lead Person
Ken Verrill, Chief Financial Officer/SBA
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 January 15, 2015: William Thompson presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meeting of January 15, 2015 as prepared by Wanda Garcia, Board Liaison.

Seconded by John Hall.

AYES: 13

NAYS: 0

ABS: 0

III. Chairperson's Report

A. Board Appointments: William Thompson presented the following resolution:

Item 2: Resolved that the Board approves the appointment of Dr. Horacio Sosa as a Public Member effective February 19, 2015 for a three-year term to expire on January 30, 2018.

Seconded by Melinda Sanchez.

AYES: 13

NAYS: 0

ABS: 0

B. Charter Renewal Update: Dr. Santiago informed that the charter renewal process has begun and that the NJDOE will be sending a team in the fall for a site evaluation. The NJDOE will be reviewing the progress of LEAP Academy in implementing its charter and compliance with the Performance Framework. Wanda Garcia will send the Performance Framework to all Board Members. Ongoing updates will be provided and working sessions with the Board will also be scheduled for input, feedback and strategic planning. The Board will get to vote on the final renewal application.

C. Membership Renewal – Charter School Association: Brenda Ortiz presented the following resolution:

Item 3: Resolved that the Board authorizes membership renewal with the NJ Charter School Association.

Seconded by Hector Nieves. **AYES: 14 NAYS: 0 ABS: 0**

IV. LEAP/Cramer Hill LLC Reports:

A. Status of Wilson Building Project
- Status of Renovations – Manny Delgado provided a status on the Wilson Building. Dr. Santiago requested for payments to be place on hold until a meeting is scheduled with Aireko to discuss budget.

B. Approval of Payment of Bills for the LEAP/Cramer Hill LLC: Hector Nieves presented item 4 for approval.

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

Payee	Amount
<i>Wilson Project Funds - Bonds</i>	
LEAP Cramer Hill/LLC	\$ 111,109.39
Aireko Abroad, LLC	\$ 244,228.08
LEAP Cramer Hill/LLC	\$ 98,097.75
<i>General Operating LEAP Cramer Hill, LLC</i>	
City of Camden	\$ 1,000.00
City of Camden (Reimb)	\$ 20,400.00
City of Camden	\$ 10,862.30
ACH NJ Annual Report	\$ 50.00
City of Camden	\$ 5,867.20
	\$

Seconded by John Hall.

Roll Call:

	Item 4
Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	ABS
Marleen Gonzalez	YES

	Item 4
Mathew Goodwin	YES
Phoebe Haddon	YES
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Brenda Ortiz	ABS
Robert Ransom	YES
Melinda Sanchez	YES
Dr. Horacio Sosa	YES
William Thompson	YES
Jennifer Young	YES

C. Resolution designating ABCO as Depository and Approved Financial Institution
(LEAP Academy Board on behalf of the Company’s [LEAP Cramer Hill, LLC] Board)

Hector Nieves presented item 5 for approval.

Item 5: Whereas, the Company is a limited liability company and whereas, the company’s sole member is LEAP Academy University Charter School;

- 1) Be it resolved that the Board of Trustees (the Board) of the School hereby authorizes and directs each of the Chair, Secretary and the School Business Administrator (each an Authorized Officer) to execute on behalf of the Company such instruments and documents as shall be necessary to establish investment and deposit relationships with area financial institutions, including but not limited to commercial banks and credit unions.
- 2) Depository: Be it resolved that ABCO Federal Credit Union is designated a depository of the Company and ABCO is Authorized to accept for deposit to the credit of any account of the Company any monies, checks, drafts, notes or other evidences delivered to the credit union for deposit, whether or not endorsed, and any endorsement thereon by whomever affixed shall be deemed the endorsement of the Company.
- 3) Withdrawals and Transfers: Be it resolved that the credit union is authorized to make payments from the account of the Company according to any check, draft signed by any two of the above officers or any other written instrument or direction signed by any one of the following individuals, officers, or designated agents and that such designated may enter into agreements with ABCO concerning the transfer of funds from the Company’s account whether by telephone, telegraph, computer, or any other manner.

Seconded by Matthew Goodwin.

Roll Call:

	Item 5
Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	ABS
Marleen Gonzalez	YES
Mathew Goodwin	YES
Phoebe Haddon	YES
John Hall	ABS
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Brenda Ortiz	ABS
Robert Ransom	YES
Melinda Sanchez	YES
Dr. Horacio Sosa	YES
William Thompson	YES

V. Finance Committee Actions: Hector Nieves presented items 6-14 for Board approval.

A. Approval of Board Line Item Status Report

Item 6: 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 December 31, 2014 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 Expenditure Report/Bill List

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

C. Approval of Budget Transfers

Item 8: Resolved that the Board approves budget transfers for December 2015 per the attached listing.

D. Approval of Budget Modification

Item 9: Resolved that the Board authorizes a budget modification to for FY 2014-2015 to reflect increased revenues from enrollments and fund commitment of \$500,000 for costs related to the renovations of the Wilson Building.

E. Contracts

Item 10: Resolved that the Board authorizes executing the following contracts:

Vendor	Amount	Purpose	Account Code
Camden County Educational Services Commission (Renewal for 2015-2016)	Various Rates based on type of service	Child Study Team Services	11-213-100-320-00-045
Waste Management	\$1,884.10/monthly	Trash Disposal	

F. Amendment to Loan Agreement with ABCO

Item 11: Resolved that the Board approves renewal of the line of credit with ABCO and authorizes the loan modification by including \$275,000 to be used for floor repairs in the Lower School and \$500,000 for capital expenditures related to the Wilson Building.

G. Grants

Item 12: Resolved that the Board approves the following awards and budget modifications on grants:

Grant	Action
NCL B Title III	Reallocation of funds for After School Tutoring Program (increase 100-100 (Salary) by \$3,360 by moving those funds from 100-300 (Professional Services)
NJ ArterCharter	Acceptance of grant renewal from the NJ Charter School Association in the amount of \$10,000.

H. Appointment of Accountability Officer for Grants

Item 13: Resolved that the board appoints Janice Strigh as Accountability Officers for Grants.

I. Facilities Assessment

Item 14: Resolved that the Board authorizes engaging O&S Associates to conduct a facilities Assessment of the Lower School Building (639 Cooper Street) at the rate of \$7,000.

Seconded by Phoebe Haddon.

Roll Call:

	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14
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	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14
Danielle Askew	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES
Phoebe Haddon	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES Abstain on payments to ABCO	YES	YES	YES	ABS	YES	YES	YES
Cal Maradonna	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES

	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14
William Thompson	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Danielle Askew presented items 15-23 for Board approval.

A. New Staff Appointments

Item 15: 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>
Nurcihan Allison	ESL Teacher	1-Jan-15	\$51,000	11-240-100-101-01-043
Ariselys Cruz	Instructional Supervisor	1-Mar-15	\$75,000	20-232-100-101-00
Janet Pagan	Teacher of Technology	1-Mar-15	\$54,000	11-120-100-101-01-043
Brittany Oakes	2nd Grade Teacher	20-Feb-15	\$50,000	11-120-100-101-01-043
Sarah Pickell	LTS 8th Grade English Teacher (pending cert.)	1-Mar-15	\$245/day	11-190-100-101-06-043
Amy Pekarchik	LTS 6th Grade Teacher	2//2015	\$245/day	11-190-100-101-06-043
Oscar Rivera	Teacher of Music	24-Aug-15	\$49,500	11-140-100-101-04-043

B. Approval of Part-Time Employment

Item 16: Resolved that the Board approves the following individuals for part-time employment and co-curricular appointments:

<u>Name</u>	<u>Assignment</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Code</u>
Nurcihan Allison	ESL Tutor	26-Jan-15	\$30/hour	20-241-100-101-00
Michael DiNuova	Basketball Timekeeper	5-Jan-15	\$30/hour	11-401-100-101-12-066
Angel Rivera	Basketball Timekeeper	15-Dec-14	\$15/hour	11-401-100-101-12-066
Crystal Piro	AM Hall Duty (STEM) (as needed)	23-Jan-15	\$30/hour	11-190-100-101-XD-043
Jorge Cabrera	P/T Custodial/Maintenance	2-Feb-15	\$35/hour	11-000-262-110-CL-066
Richard Buczkowski	P/T Custodial/Maintenance	2-Feb-15	\$30/hour	11-000-262-110-CL-066
Amilcar Rodriguez	P/T Custodial/Maintenance	2-Feb-15	\$15/hour	11-000-262-110-CL-066
Kevin Medina-Estrada	P/T Custodial/Maintenance	2-Feb-15	\$15/hour	11-000-262-110-CL-066
Yamelex Rivera	P/T Custodial/Maintenance	20-Feb-15	\$10/hour	11-000-262-110-CL-066

C. Salary Adjustments

Item 17: Resolved that the Board authorizes the following salary adjustments based on reduction of scope and responsibility for position:

Name	Position	Effective Day	Revised Annualized Salary	Account Code
Gladys Robreno	Director of Wellness, Family Support & Behav. Support	16-Feb-15	\$80,000	11-000-218-104-00-066

D. Co-Curricular Appointments

Item 18: Resolved that the Board approves the following co-curricular appointment:

<u>Name</u>	Assignment	Time period	Stipend	<u>Account Numbers</u>
Alex Mazella	Yearbook Advisor	Fall 2014	\$1,000	<u>11-401-100-101-00-066</u>

E. Terminations/Resignations

Item 19: Resolved that the Board authorizes the following terminations/resignations:

Name	Position	Effective Day
John Bower	Physics Teacher	14-Mar-15
Vanessa Cruz	Instructional Assistant	20-Feb-15
Cory Meiser	Elementary Technology Teacher	26-Mar-15
Dana Spitz	Social Worker	6-Mar-15
Edna Santiago	Spanish Teacher	10-Apr-15

F. Leaves of Absences

Item 20: Resolved that the Board approves the following leaves of absence actions:

<u>Name</u>	<u>Leave Date(s)</u>
Debra Long (Return From FMLA & NJFLA Leave)	February 3, 2015
Renee Coccia (FMLA-NJFLA Leave)	May 21, 2015

G. Mentoring Assignments

Item 21: Resolved that the Board approves the following mentoring assignments:

<u>Mentor</u>	<u>Mentee</u>
Helen Redmond	Nurcihan Allison
Amanda Fulton	Elizabeth Lipinski

H. Position Revisions

Item 22: Resolved that the board approves revised position description for management team to reflect re-assignments of duties previously under the Risk Manager position.

I. Organizational Chart

Item 23: Resolved that the Board approves the revised organizational chart based on board approved staffing changes.

Seconded by Robert Ramson.

Roll Call:

	Item 15	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23
Danielle Askew	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES
Phoebe Haddon	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS
William Thompson	YES	YES	YES	YES	YES	YES	YES	YES	YES

VII. Curriculum Committee: Melinda Sanchez presented items 24-25 for Board approval.

A. Partnership with Esperanza, Inc.

Item 24: Resolved that the Board approves entering into a partnership with Esperanza, Inc. to provide quality mentoring opportunities to LEAP students.

Further resolved that the Board accepts grant funds in the amount of \$25,000 to support program related costs.

Further resolved that the Board assigns coordination of this project to the College Access Center, under Khary Golden's leadership to develop incentives to improve student attendance and behavioral programs.

Further resolved that the Board acknowledges the support of Melinda Sanchez in leveraging this

program for LEAP Academy.

B. Attendance Improvement Strategy

Item 25: Resolved that the Board approves the implementation of the Attendance Improvement strategy presented by Ms. Nunez and endorsed by both the Curriculum Committee and the Parent Affairs Committee.

Further resolved that the Board directs Ms. Nunez to effectuate the following:

- 1) Provide monthly student attendance reports to the Board.
- 2) Utilize various incentives to promote good school attendance among students and parents.
- 3) Assign Parent Affairs Office and the family Support Center to launch a campaign to educate parents and intervene with families that are in violation of school's attendance policy, including meetings, home visits, seminars, etc.
- 4) Implement available sanctions, including grade retention, referrals to Truancy Court for chronically absent students, suspension of students' privileges for participating in extracurricular or sports activities, and, retention of Report Cards.
- 5) Suspend any attendance recovery programs.
- 6) In coordination with Ken Verrill, conduct a needs assessment to determine if additional busing can be provided for students that are dropped off by parents.

Seconded by Phoebe Haddon. AYES: 14 NAYS: 0 ABS: 0

C. Instructional Program Update: Evelyn Nunez presented a report on the following areas:

- 1) MAP Assessment Report
- 2) PARCC Update

The Board noted that the MAP data for the fall and winter does not show expected student growth. The Board stated that there is a need to review data by providing data correlated with other factors, such as attendance, behavior, teachers, and year at LEAP. The focus should be on identifying the root causes for low performance of students and devising comprehensive strategies to address those. Further, the Board would like to see data for MAP presented with Quarterly Assessment data to provide comparisons and correlations.

D. College Access: Khary Golden provided information about the dual enrollment programs and about the status of college acceptance. The Board asked for him to revisit SAT preparation and provide a proposal to ensure that LEAP students receive the assistance they need to continue to improve their SAT scores.

E. Approval of Field Trips was tabled March meeting.

VIII. Administrative Reports: Janice Strigh provided reports for Student Discipline/HIB and Fire Drills.

A. Approval of Specialized Trainings was tabled to the March meeting.

IX. New Business: Brenda Ortiz presented the following resolution:

Item 26: Resolved that the Board approves the amendment to the LATA contract of Article 9 to provide that the benefits for the Union will comport with Chapter 78, P.L. 2011, which mandates for employees to make contributions to health benefits insurance provided by LEAP Academy.

Seconded by Cal Maradonna. AYES: 12 NAYS: 0 ABS: 0

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

Seconded by Melinda Sanchez. AYES: 12 NAYS: 0 ABS: 0

- 1) One teacher, Marie Green acknowledged the work of Mr. Ruiz and Mr. Calixto in shifting the culture for the Upper Elementary.

- 2) Principal Nancy Ruiz also addressed the board and indicated that as a Principal she is committed to make the shift and that already begun to see positive change in the Upper Elementary.

X. Adjournment: Robert Ramson presented a motion to adjourn.

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

Meeting adjourned at 8:15 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison