

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
January 15, 2015
Minutes

Meeting was called to order by Dr. Gloria Bonilla-Santiago at 6:05 p.m.

Attendance:

Present:

Danielle Askew
Gloria Bonilla-Santiago
Marleen Gonzalez
Phoebe Haddon
John Hall
Maria Miranda
Hector Nieves
Brenda Ortiz
Patricia Pena
Melinda Sanchez
William Thompson
Jennifer Young

Excused:

Cal Maradonna
Heather Matuszewski
Dr. Benedetto Piccoli
Robert Ramson

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 December 11, 2014: Hector Nieves presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meeting of December 11, 2014 as prepared by Wanda Garcia, Board Liaison.

Seconded by Jennifer Young.

AYES: 10

NAYS: 0

ABS: 0

III. Chairperson’s Report

A. Board Appointments: Marlene Gonzalez presented item 2 for Board approval:

Item 2: Resolved that the Board approves the appointment of Matthew Goodwin as a Parents Representative effective February 1, 2015 for a three year term to expire on January 30, 2017.

Seconded by Hector Nieves.

AYES: 10

NAYS: 0

ABS: 0

IV. LEAP/Cramer Hill LLC Reports

A. Status of Wilson Building Project: Manny Delgado presented an update report on the renovations. He indicated that the costs for electrical work and HVAC in projected at \$1.5 million and he has been working in securing multiple quotes to keep costs as low as possible. He also shared that he is in the process of securing permits and working with the construction team in finalizing design plans.

B. Approval of Payment of Bills for the LEAP/Cramer Hill LLC: Hector Nieves presented item3 for approval.

Item 3: Resolved that the board approves the following payments under the LEAP Cramer Hill, LLC:

Payee	Amount
<i>Wilson Project Funds - Bonds</i>	
Shropshire Associates, LLC	\$ 5,694.24
Aireko Abroad, LLC	\$ 75,096.02
City of Camden	\$ 21,250.00
City of Camden	\$ 21,104.00
Advanced	
<i>General Operating LEAP Cramer Hill, LLC</i>	
Advanced Management	\$ 110.00
City Of Camden – Taxes	\$ 19,947.65
Video Pipe Service	\$ 9,429.00
AT&T	\$ 328.24
Drain Visions, LLC	\$ 994.93
Hyland Levin, LLP	\$ 13,028.56 (Advance to be repaid as it needed to be paid by 12/31/14)

Maria Miranda seconded.

Roll Call:

	Item 3
Danielle Askew	YES

	Item 3
Dr. Gloria Bonilla-Santiago	YES
Marleen Gonzalez	YES
Phoebe Haddon	----
John Hall	YES
Maria Miranda	YES
Hector Nieves	YES
Brenda Ortiz	YES
Patricia Pena	YES
Melinda Sanchez	----
William Thompson	YES
Jennifer Young	YES

V. Finance Committee Actions: Hector Nieves presented items 4-9 for Board approval:

B. Approval of Board Line Item Status Report

Item 4: 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 November 30, 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 5: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for December 2014.

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 6: Resolved that the Board approves budget transfers for November 2014 per the attached listing.

D. Contracts

Item 7: Resolved that the Board authorizes executing the following contracts:

Vendor	Amount	Purpose	Account Code
Alliance for Competitive Energy Services (ACEA)	NA	Natural Gas Supply	11-000-262-622-00-072
Camden County Educational Services Commission	Various Rates based on type of service	Child Study Team Services	11-213-100-320-00-045
Dr. Puthenmadam Radhakrishnan	\$750/month	Medical Inspector/School Physician Services	11-800-330-340-00-071

E. Food Vending Agreement – ELRA

Item 8: 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 2014-15. LEAP Academy will provide food service to ELRA for the following per-meal fees:

- **Meal - \$4.00** (inclusive of breakfast)

F. Grants

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

Grant	Action
NCL B Title III	Reallocation of Carry-over Funds for After School Tutoring Cost for ESL tutoring
IDEA Basic B	Budget Amendment to include funds for social work services (note: for 15-16, recommendation is to allocate the
ED Connect	Acceptance of \$50,000 grant award

Seconded by John Hall.

Roll Call:

	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9
Danielle Askew	YES	YES Abstain on payments to Rutgers	YES	YES	ABS	YES
Dr. Gloria Bonilla-Santiago	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	ABS	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES
Phoebe Haddon	----	----	----	----	----	----
John Hall	YES	YES Abstain on payments to ABCO	YES	YES	YES	YES
Maria Miranda	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES Abstain on	YES	YES	ABS	YES

	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9
		payments to Rutgers				
Patricia Pena	YES	YES	YES	YES	YES	YES
Melinda Sanchez	----	----	----	----	----	----
William Thompson	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES Abstain on payments to Verizon	YES	YES	YES	YES

VI. Personnel Committee: Jennifer Young presented items 10-17 for Board approval:

A. Approval of New Positions

Item 10: Resolved that the Board approves the following new positions/revised job descriptions:

- Co-Director of Fabrication Lab and Engineering
- Technology Specialist

B. 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>
Jazlyn Carvajal	Co-Director of Fabrication Lab & Engineering	5-Jan-15	\$65,000	11-000-240-110-00-052
Gina Torres	Office Manager	8-Jan-15	\$35,000	11-000-240-105-01-052

C. Approval of Part-Time Employment

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

<u>Name</u>	Assignment	Effective Day	Compensation	<u>Account Numbers</u>
Ilia Napoleon	Bus Duty (PM)	6-Jan-15	\$10.00/hour	11-000-262-107-00-066

D. Salary Adjustments

Item 13: Resolved that the Board authorizes the following salary adjustments based on exemplary performance as noted by the Annual Audit and the Auditing team:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>	<u>New Salary</u>	<u>Account Code</u>
Kenneth Verrill	CFO/SBA	16-Jan-15	\$135,000	11-000-251-104-00-052
Kimberly Fitzpatrick	Assistant to the SBA for Grants & Finance	16-Jan-15	\$60,682	11-000-251-105-00-053

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>	<u>New Salary</u>	<u>Account Code</u>
Beverly Johnson	Assistant to the SBA	16-Jan-15	\$50,277	11-000-251-105-00-053
Lidia Rivera	Accounts Payable Clerk	16-Jan-15	\$39,646	11-000-251-105-00-053

E. Exemplary Bonuses

Item 14: Resolved that the Board authorizes award of performance bonuses to the following principals based on proficiency levels of 11th grade students in the state's HSPA Assessments for 2013.

<u>Name</u>	<u>Rationale</u>	<u>Effective Day</u>	<u>Amount</u>	<u>Account Numbers</u>
Nancy Ruiz	HSPA Language Arts Literacy Test Achievement (2013-14)	30-Jan-15	\$2,500	11-000-240-103-02-052
Barbara Dunlap	HSPA Language Arts Literacy Test Achievement (2013-14)	30-Jan-15	\$2,500	11-000-240-103-03-052

F. Tuition Reimbursements

Item 15: The Board approved the following tuition reimbursement per school policy:

<u>Name</u>	<u>Course</u>	<u>Term</u>	<u>Amount</u>	<u>Account Numbers</u>
Scott Lunn	Law & Public Policy; Public Management	Fall 2014	\$1,000	11-000-291-280-00-054
Kim Fitzpatrick	Business Ethics	Fall 2014	\$500	11-000-291-280-00-054
	Accounting II	Spring 2015	\$500	11-000-291-280-00-054

G. Termination/Resignations

Item 16: Resolved that the Board authorizes the following terminations/resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Johna Lozada	2nd Grade Teacher	20-Feb-15
Sarah Sherman	Teacher Coach	15-Jan-15

H. Leaves of Absences

Item 17: Resolved that the Board approves the following leaves of absence actions:

<u>Name</u>	<u>Effective Date(s)</u>
Nancy Malone (Return From FMLA Leave)	January 12, 2015
Jeanine Butterworth-Green (FMLA-NJFLA)	May 4, 2015

**Seconded by Patricia Pena:
Roll Call:**

	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17
Danielle Askew	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES
Phoebe Haddon	----	----	----	----	----	----	----	----
John Hall	YES	YES	YES	YES	YES	YES	YES	YES
Maria Miranda	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES
Patricia Pena	YES	YES	YES	YES	YES	YES	YES	YES
William Thompson	YES	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES	YES

VII. Curriculum Committee

- A. Instructional Program Update:** Evelyn Nunez provided an update report on the instructional program and how the school is preparing for PARCC. Data on student progress was shared and concerns were raised by various Board members. Specifically, the data on quarterly assessments shows student mastery on various skills set. However, there is no assessment to measure if a student that did not reach mastery on a specific skill has mastered the skills once the skill is retaught. The Board asked for Ms. Nunez to address this with her teachers and coaches.
- B. PARCC Update:** An update on PARCC preparedness was provided. Tutoring is being delivered and the staff is working to ensure that students either stay after school or come on Saturdays. Classroom based support has also been provided by coaches to ensure that teacher are on point with teaching and learning. Ms. Nunez proposed the use of a program that is free for the district and provides teachers with access to testing modules using web-based platforms. This is an important advancement as PARCC will all be web-based and students can benefit from ongoing practice.
- C. College Access:** Khary Golden provided an update report on college access and the work already ongoing with high school seniors. He also highlighted the growing number of student participating in dual college credit courses, particularly at Rutgers.

Maria Miranda presented items 18-23 for Board approval:

- Edcite

Item 18: Resolved that the board authorizes implementation of the Edcite Program across grade levels from K-12, as a strategy to prepare students for PAARC and for technology rich learning environments.

- **Dual College Enrollment**

Item 19: Resolved that the board approves the following students for dual course enrollment for Spring 2015:

Dung Ngo	Melissa Martinez
Jean Carlos Pelegrin	Rosemary Galicia
Rachelle Woodson	Alma Aparicio
Iesha Cook	Denise Arias
Stephen Young	Sidia Mustapha
Bielka Gonzalez	A'Dianna Vadell
Nakia Gaston-Garbitt	Sonjanit DeFrank
Octavia Briggs	Kevin Burnett
Sylvia Santiago	Javier Mendez
Jamira Greene	Nicholas Luciano
Jayla Mann	Sergio Monroe
Xi'An Grant	Joanis Lopez
	Mi'Chaia Lamar

D. FabLab/Technology

Item 20: Resolved that the board approves participation of the school in the Technovations Challenge per the proposal submitted by Jazlyn Carvajal.

E. ELL Corrective Plan

Item 21: Resolved that the Board approves the ELL Corrective Action Plan as prepped by Ms. Hoguet (Supervisor, ESL & Dual Language) and the schools' instructional team.

F. Student Clubs

Item 22: Resolved that the board approves proposals to organize the following students clubs:

- Modern Band
- Science Club
- Box Tops for Education

G. Field Trips

Item 22: Resolved that the Board approves field trips as presented by the CAO and included with this board packet.

Seconded by John Hall.

AYES: 11

NAYS: 0

ABS:

VIII. Administrative Reports: Janice Strigh presented recommendation for specialized training and various compliance reports, including discipline, HIB and Fire Drill compliance.

A. Specialized Trainings: Maria Miranda presented items 23 for Board approval:

Item 23: Resolved that the Board authorizes participation of staff on specialized training as provided by the CAO and included with this board packet.

Seconded by Brenda Ortiz. AYES: 11 NAYS: 0 ABS: 0

IX. Public Comment: Jennifer Young presented a motion to open the meeting for public comment.

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

1. Teacher Alex Mazella addressed the Board about his concern that teachers have not received their increments. He also indicated that there was a need for classroom supplies. Dr. Santiago requested for Ms. Nunez to address these concerns immediately and notify the Board of the status.

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

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

Meeting adjourned at 7:20 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison