

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
March 26, 2015
Minutes

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

Attendance:

William Thompson

Present:

Gloria Bonilla-Santiago
Marleen Gonzalez
Mathew Goodwin
John Hall
Cal Maradonna
Heather Matuszewski
Maria Miranda
Hector Nieves
Brenda Ortiz
Dr. Benedetto Piccoli
Robert Ramson
Omar Samaniego
Dr. Horacio Sosa

Excused:

Danielle Askew
Phoebe Haddon
Patricia Pena
Melinda Sanchez
Jennifer Young

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 February 19: William Thompson presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meeting of February 19, 2015 as prepared by Wanda Garcia, Board Liaison.

Seconded by John Hall.

AYES: 13

NAYS: 0

ABS: 0

III. Chairperson's Report

A. Announcements

- 1) Grand Opening of Health Center: Dr. Santiago announced that the Grand Opening of the LEAP Health Center is scheduled for April 2, 2015 at 10:00 am and invited all Board members to attend. Copies of invitations and schedule of events leading to the Health Center Opening were distributed.

- 2) For Pete's Sake Scholarship Fundraiser: Dr. Santiago announced the fundraising event for the Peter Burke Scholarship Fund and urged all Board members to attend. This has been planned with Peter's children and Brandywine has provided the funds for the event. Money raised will go into the scholarship funds that will support LEAP students attending non-Rutgers schools. The event is on May 14, 2015 at the Mansion in Voorhees.

B. Board Appointments: Maria Miranda presented the following resolution for Board adoption:

Item 2: Resolved that the Board approves the appointment of Omar Samaniego as a Public Member effective April 2015 for a three year term to expire on March 2018.

Seconded by Dr. Benedetto Piccoli. AYES: 13 NAYS: 0 ABS: 0

Dr. Santiago welcomed Omar to the Board. Omar is the second LEAP alumni serving on the Board of Trustees.

Dr. Santiago introduced two partnerships that will provide LEAP with needed resources. Dr. Benedetto Piccoli presented items 3 and 4 for Board adoption:

B. Partnership with School of Nursing

Item 3: Resolved that the Board of Trustees approves LEAP Academy's participation in the a pilot project under the School of Nursing that will focus on the implementation of the Wyman's TOPS curriculum with middle school students as an option for addressing the risk of problem behavior while promoting healthy choices and empowering teens to make positive and healthy decisions.

Further resolved that the Board authorizes for a team of school stakeholders that includes teachers, nurses, principals, and the COO and CAO to provide coordination of the program and serve as facilitators for the School of Nursing.

C. Collaboration with ETS

Item 4: Resolved that the Board authorizes a partnership with Educational Testing Services (ETS) to examine the effects of digital game-based learning (DGBL) on successful student outcomes in physics.

Resolved that the board authorizes the piloting of Physics Playground, a digital game designed to teach middle school students how the physical world works using non-verbal, hands-on experiences facilitated by technology with LEAP 6-9 graders as part of the STEM curriculum.

Further resolved that the Board assigns Dr. David Salas (Fab Lab Director), Nancy Ruiz (school principal) and STEM teachers to coordinate this effort.

Further resolved that the Board authorizes Dr. Gloria Bonilla-Santiago to work with ETS on the implementation of an impact study about LEAP and that the Board accepts ETS contribution of \$15,000 to fund such study.

Seconded by Maria Miranda. AYES: 14 NAYS: 0 ABS: 0

D. 2013-2014 Performance Framework Reports (Preparation Charter Renewal): Dr. Horacio Sosa presented item 5 for Board adoption:

Item 5: Whereas, the renewal process for the LEAP Academy charter is scheduled for this Fall; and,
Whereas, the review will assess five years of performance and will be based on the NJDOE's Performance Framework for Charter Schools.

Be it resolved that the Board directs the management chiefs for the school (Evelyn Nunez, Janice Strigh and Ken Verrill) to audit all of their units for compliance with framework indicators and to provide monthly reports to the Board aligned to the performance framework.

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

E. Executive Session to Discuss Personnel Matter

Item 6: Maria Miranda presented a resolution to close the meeting to the public for Executive Session.

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

Meeting closed at 6:35 pm.

Item 7: John Hall presented a motion to re-open the meeting to the public.

Seconded by William Thompson. AYES: 14 NAYS: 0 ABS: 0

Meeting re-opened at 6:45 pm.

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

IV. LEAP/Cramer Hill LLC Reports: John Hall presented the items 8-10 for Board adoption:

A. Status of Wilson Building Project
- Status of Renovations and Project Budget

Item 8: Resolved that the Board of Trustees agrees to the following modifications in relationship to the Wilson project:

- (1) Amend the project budget to include \$1.5 million to cover costs for HVAC and Elevators.

Further resolved that the Board acknowledges the contribution from Aireko for this project in the amount of \$350,256 and directs the administration to provide the proper written acknowledgement for this gift.

B. Approval of Payment of Bills for the LEAP/Cramer Hill LLC

Item 9: Resolved that the board approves the following payments under the LEAP Cramer Hill, LLC:

Payee	Amount
<i>Wilson Project Funds - Bonds</i>	
Fitness Life Styles	\$ 38,573.75
Aireko Abroad, LLC	\$ 382,039.53
City of Camden	\$ 2,304.94
Maser Consulting (combined invoices)	\$ 22,387.82
<i>General Operating LEAP Cramer Hill, LLC</i>	
Cornerstone Insurance Group	\$ 6,724.70
Sprint - Refund	\$ 5,401.95
Cornerstone Insurance Group	\$ 4,625.00
ACH IRS 2014 Tax Due	\$ 7,580.00
ACH IRS 1Q and 2Q Est Tax	\$ 4,000.00
City of Camden	\$ 20,009.33
LEAP Academy	\$ 50,000.00
Hyland Levin LLP	\$ 2,231.70
AT&T	\$ 662.47
Advanced Management	\$ 550.00
City of Camden	\$ 94,903.00

C. Approval of Contracts

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

Vendor	Purpose	Amount
Breaker Group	Installation of communications cabling	\$114,517.00
Breaker Group	Access Control Cabling	\$ 44,988.00
Breaker Group	Brocade Services	\$ 77,895.00

Seconded by Hector Nieves.

Roll Call:

	Item 8	Item 9	Item 10
Dr. Gloria Bonilla-Santiago	YES	YES	YES
Marleen Gonzalez	YES	YES	YES
Mathew Goodwin	YES	YES	YES

	Item 8	Item 9	Item 10
John Hall	YES	YES	YES
Cal Maradonna	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES
Maria Miranda	YES	YES	YES
Hector Nieves	YES	YES	YES
Brenda Ortiz	YES	YES	YES
Dr. Benedetto Piccoli	YES	YES	YES
Robert Ransom	YES	YES	YES
Omar Samaniego	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES
William Thompson	YES	YES	YES

V. Finance Committee Actions: John Hall provided a brief report regarding Finance Committee deliberations. He proceeded to present items 11-17 for Board adoption.

A. Approval of Board Line Item Status Report

Item 11: 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 January 31, 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 Expenditure Report/Bill List

Item 12: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for February 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 13: Resolved that the Board approves budget transfers for January 2015 per the attached listing.

D. Contracts

Item 14: Resolved that the Board authorizes executing the following contracts:

Vendor	Amount	Purpose	Account Code
Ruth Ann Detwiler	Learning Evaluation: \$300 IEP Meetings: \$60/hour Total not to exceed \$12,000	Certified Learning Disabled Teacher Services for Child Study Team Evaluations	11-213-100-320-00-045

F. Grants

Item 15: 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 cover acquisition of laptop computers for 9 th , 10 th , 11 th graders to assist with literacy and math improvements.
Breakfast Expansion Grant	Modification to provide adequate funds for supplies.
NJSIG Safety Grant	Authorization to submit fund application.

H. RFP Release Authorization

Item 16: Resolved that the board approves release of RFP's for the following services:

- 1) Transportation Services for courtesy busing
- 2) BPU Energy Audit
- 3) Tile Work at the Wilson (if necessary)
- 4) NCLB Title IA – 2016-2016 for tutoring Services
- 5) NCLB Title IA 2015-2016 for Data Management for Reporting and Monitoring
- 6) School Leadership Training and Coaching PD Services (Title I)

I. Adoption of 2015-2016 Operations Budget

A. Budget Presentation (Ken Verrill)

Item 17: Resolved that the Board of Trustees adopts the operations budget for FY 2015-2016 as presented by Ken Verrill as recommended by the Finance Committee.

Seconded by Hector Nieves.

Roll Call:

	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17
Dr. Gloria Bonilla-Santiago	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES Abstain on payments to ABCO	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES
Maria Miranda	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Dr. Benedetto Piccoli	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES
William Thompson	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Maria Miranda presented items 18-23 for Board adoption:

A. New Staff Appointments

Item 18: 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>
Wildalys Gonzalez	Teacher of Chemistry	27-Apr-15	\$65,000	11-140-100-101-04-043

B. Approval of Part-Time Employment

Item 19: 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>
Kevin Rubert	P/T Custodian	1-Feb-15	\$10/hour	11-000-262-110-00-066
Emmanuel Jimenez	P/T Custodian	2-Mar-15	\$12/hour	11-000-262-110-00-066
Pablo Robledo, Jr.	P/T Custodian	27-Mar-15	\$10/hour	11-000-262-110-00-066

Name	Position	Effective Day	Compesantion	Account Numbers
Kathleen Wiggins	P/T Custodian	2-Mar-15	\$10/hour	11-000-262-110-00-066
Elizabeth Concepcion	P/T Custodian	27-Mar-15	\$10/hour	11-000-262-110-00-066
Evelyn Rivera	P/T Custodian	27-Mar-15	\$10/hour	11-000-262-110-00-066
Dionicia DePeralta	P/T Custodian	27-Mar-15	\$10/hour	11-000-262-110-00-066
Tina Cintron	P/T Custodian	27-Mar-15	\$10/hour	11-000-262-110-00-066
Tamara Martinez	P/T Custodian	27-Mar-15	\$10/hour	11-000-262-110-00-066
Freddy Marrero	P/T Custodian	1-Dec-14	\$10/hour	11-000-262-110-00-066
Michael Rhea	Substitute Teacher	13-Apr-15	\$13.33/hour	11-190-100-101-06-043
Elizabeth Concepcion	Parent Unit Child Care Assistant	9/25/2014, 11/5/2014; 11/11/2014; 11/19/2014	\$15/hour	20-232-200-101-PI
Carmen Melendez	Parent Unit Child Care Assistant	1-Mar-15	\$15/hour	20-232-200-101-PI

C. Terminations/Resignations

Item 20: Resolved that the Board authorizes the following terminations/resignations:

Name	Position	Effective Day
Jazlyn Carvajal	Co-Director of FabLab	4-Mar-15
Edna Santiago	Teacher of Spanish	3-Apr-15 (revised date)

D. Leaves of Absences

Item 21: Resolved that the Board approves the following leaves of absence actions:

Name	Leave Date(s)
Rebecca Barber (Unpaid Personal Lea)	March 3, 2015 - March 20, 2015
Amanda Fulton (FMLA & NJFLA)	June 5, 2015
Kristen Heaney (FMLA & NJFLA)	June 15, 2015
Jaleesa Briggs (FMLA & NJFLA)	June 1, 2015
Peter Law (Administrative Leave)	February 24, 2015

E. Mentoring Assignments

Item 22: Resolved that the Board approves the following mentoring assignments:

<i>Mentee</i>	<i>Mentor</i>
Brittany Oakes	Nicole Maenner

F. Organizational Chart

Item 23: Resolved that the Board approves the revised organizational chart reflecting correction of errors in previous version presented in February.

Seconded by Hector Nieves.

Roll Call:

	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES
Mathew Goodwin	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
Maria Miranda	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES
Dr. Benedetto Piccoli	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES
William Thompson	YES	YES	YES	YES	YES	YES

VII. Curriculum Committee: Benedetto Piccoli presented items 24 and 25 for Board approval:**A. School Calendar**

Item 24: Resolved that the Board approves the revised school calendar that includes April 9-10 and May 30 for snow days make up, as well as June 26 as the date for Kindergarten Graduation.

B. Field Trips

Item 25: Resolved that the Board approves field trips as presented by the CAO and included with this board packet.

Seconded by John Hall.

AYES: 14

NAYS: 0

ABS: 0

C. Instructional Program Update: Evelyn Nunez provided a report on work around the instructional program. A copy of the report was distributed.

D. College Access: Khary Golden provided a report on college access activities and progress of students in the process of college admissions. He indicated that 75% of the LEAP seniors have been accepted in at least one four-year college. Further 28 students have been accepted to Rutgers University. As of March 2015, over 5,000 applications to four year colleges and universities have been submitted. He reported that \$5 million have been raised for merit based scholarships for LEAP seniors.

E. Student Achievement: Assessments that included clear explanation about PAARC, MAP and End of Unit Assessments. They provided updated data on the progress of LEAP students and provided

some trend related information in relationship to PARCC. They will continue to update the Board on a regular basis.

VIII. Administrative and Operational Reports/COO Report: Janice Strigh provided a progress report on areas of administration and operations. A written report was also provided. She provided monthly reports for:

- Student Discipline/HIB
- Fire Drills

A. New Policies: William Thompson presented items 26 and 27 for Board approval.

Item 26: Resolved that that the Board approves the following policies and procedures:

- A. Exposure Control Policy and Plan
- B. Cardiac Arrest Protocol

B. Specialized Trainings

Item 27: Resolved that the Board authorizes participation of staff on specialized training as provided by the COO and included with this Board packet.

Seconded by Dr. Benedetto Piccoli. AYES: 14 NAYS: 0 ABS: 0

IX. Public Comment: Maria Miranda presented a resolution to open the meeting to the public.
Seconded by Marleen Gonzalez. AYES: 14 NAYS: 0 ABS: 0

No public comment was presented.

X. Adjournment: Hector Nieves presented a motion to adjourn.
Seconded by John Hall. AYES: 14 NAYS: 0 ABS: 0

Meeting adjourned at 7:55 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison