

was further reported that the school is complying with the charter school financial performance framework, an important performance indicator for all charter schools in the state.

Hector Nieves presented the following resolution:

Item 2: Resolved that the Board accepts the Annual Audited Final Report as presented by the auditing team of Bowman and Company.

Further resolved that the Board acknowledges the exemplary work of Mr. Ken Verrill and the Business Office staff team that resulted in an unqualified audit with no reportable findings.

Seconded by John Hall.

Roll Call:

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Donald Borden	YES
Mathew Goodwin	YES
Phoebe Haddon	YES
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Brenda Ortiz	YES
Melinda Sanchez	YES
Jennifer Young	YES

B. Approval of Doctoral Dissertation Proposal: Dr. Santiago shared the proposal for a doctoral student who is proposing a dissertation addressing the parent engagement model of the LEAP Academy as a practice model for working with urban families that are also poor.

Phoebe Haddon presented the following resolution:

Item 3: Resolved that the Board authorizes Wendy Osefo to conduct research for her doctoral dissertation on: “Engaging Low-Income Parents in Schools: Beyond the PTA Meeting” at LEAP Academy. Further resolved that the Board requests for Ms. Osefo to share findings and conduct her research work under the supervision of Dr. Santiago. The Board acknowledges that Ms. Osefo has received IRB approval for this work.

Seconded by Cal Maradonna.

AYES: 11 NAYS: 0 ABS: 0

IV. Chief Operations Officer Reports – Manny Delgado provided an update report on the status of final items for the Bonilla-Santiago Building. He indicated that work is already ongoing for the elevator to be completed at the end of February. He also indicated that the building is at 95% completion to secure the CO. All kitchen equipment will be in by February 12th for the 12th Floor.

A. **LEAP Cramer Hill, LLC Bills:** John Hall presented the following resolution:

Item 4: Resolved that the Board authorizes the following payments under the LEAP/Cramer Hill, LLC:

Payee	Amount
NJ Division of Taxation	\$ 75.00
City of Camden – CO Fee	\$2,000.00
NJEDA – Bond App Fee	\$1,000.00
AT&T	\$ 384.92
MGI Printing (Purchase Orders)	\$ 425.00
Now Docs (Chip for Check Printing)	\$ 425.00
Restaurant Equipers	\$ 505.95
Maser	\$5,932.66
Restaurant Equipers	\$3,438.97

Seconded by Hector Nieves:

Roll Call:

	Item 4
Dr. Gloria Bonilla-Santiago	YES
Donald Borden	YES
Mathew Goodwin	YES
Phoebe Haddon	YES
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Brenda Ortiz	YES
Melinda Sanchez	YES
Jennifer Young	YES

C. **Universal Enrollment Update:** Manny Delgado indicated that the system opened up on January 5th and that the school has launched an intensive marketing campaign to boost recruitment, including: flyers, banners, post cards mailout to each family in the city, Facebook and other social media and in-school open houses.

D. **Student Mobility Report:** This will be provided next month.

E. **Student Attendance Report:** This will be provided next month.

F. **Staff Attendance Report:** This issue is being addressed and will continue to be monitored.

G. **Fire Drills:** Met requirements for the month and copies were provided.

H. **Exposure Control Plan:** John Hall presented the following resolution:

Item 5: Resolved that the Board approves the Exposure Control Plan as developed by Dr. Dyanne Westerberg and directs the administration for immediate implementation.

Seconded by Mathew Goodwin. AYES: 11 NAYS: 0 ABS: 0

V. Finance Committee Actions: John Hall presented items 6-12:

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 November 30, 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 7: Resolved that the Board approves budget transfers for November 2015 per the attached listing.

C. Approval of Expenditure Report/Bill List

Item 8: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for December 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 9: Resolved that the Board approves the following contract as recommended by the Chief Financial Officer:

- Bonnie Maradonna – Contract increase from \$12,000 to \$15,761.25 to cover actual amount of services.
- Amend contract with Rutgers to include the work in overseeing the Health Center for an allocation of \$94,630 to cover the costs for staffing the health center with a certified Family Physician and allocate \$27,268 for necessary supplies and contracts.

- Estilo Dance Studio for After School Dance Lessons for Students (\$10,320) – Account Code: 11-421-100-340-00-068

E. Solicitation of Bids

Item 10: Resolved that the Board authorizes solicitation of bids as follows:

- HVAC Maintenance Services
- Substitute School Nursing Services
- Construction Work related to the removal and re-building of ATM area (Glass Installation) in the Bonilla-Santiago Building

F. Ratification of Loan with TD Bank

Item 11: Resolved that the Board ratifies execution of loan documents with TD Bank under the terms approved at the December meeting. Further resolved that the Board authorizes Mr. Ken Verrill in his role of CFO to sign necessary documents to effectuate the transaction.

G. Acceptance of Equipment Donation

Item 12: Resolved that the Board of Trustees accepts the donation of 7 Norton Door Closers, 11 USP Panic Bars and 8 Cylindrical Locks from Hector Nieves.

Seconded by Hector Nieves.

Roll Call:

	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12
Dr. Gloria Bonilla-Santiago	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES	YES
Donald Borden	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES
Phoebe Haddon	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES
John Hall	YES	YES	YES Abstain on payments to ABCO	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES Abstain on payments to Rutgers	Abstain	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	Abstain	YES Abstain on	YES	YES	YES	YES

	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12
			payments to Rutgers				
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES Abstain on payments to Verizon	YES	YES	YES	YES

VI. Personnel Committee: Jennifer Young presented the following resolutions:

A. Approval of New Positions

Item 13: Resolved the Board approves the following new positions and descriptions:

- Facilities Director
- Chief Medical Officer

B. New Staff Appointments

Item 14: 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>
Dr. Dyanne Westerberg	Chief Medical Officer	4-Jan-16 through June 30, 2016	\$57,642	11-800-330-104-00-066

C. Approval of Part-Time Employment

Item 15: Resolved that the Board approves the following individuals for part-time employment:

<u>Name</u>	<u>Position</u>	<u>Effective Days</u>	<u>Compensation</u>	<u>Account Numbers</u>
Mary Rosemiller	P/T Teacher of Chemistry	18-Jan-16	\$40/hour (not to exceed \$20,000)	11-140-100-101-04-043
Zachary Borden	P/T Teacher Education Fellow for Chemistry	4-Jan-16	\$35/hour (not to exceed \$8,300)	11-190-100-106-00-043
Michael DiNuova	Basketball Scorekeeper/Timekeeper	16-Dec-15	\$35 for one game/\$50 for 2 games	11-402-100-101-12-066
Angela Brown	Basketball Scorekeeper/Timekeeper	16-Dec-15	\$35 for one game/\$50 for 2 games	11-402-100-101-12-066
Walvis Abreu	Basketball Scorekeeper/Timekeeper	16-Dec-15	\$35 for one game/\$50 for 2 games	11-402-100-101-12-066
Dyette Brown	Basketball Scorekeeper/Timekeeper	16-Dec-15	\$35 for one game/\$50 for 2 games	11-402-100-101-12-066
James Meehan	Substitute Teacher	1-Mar-16	\$14/hour	11-190-100-101-06-043

D. Promotion

Item 16: Resolved that the board approves the promotion of the following employee to a new position

within the school system:

<u>Name</u>	<u>Transfer</u>	<u>Effective Day</u>	<u>Salary</u>	<u>Account Numbers</u>
Diana Cabassa	From: District Office Manager To: Assistant Director for Enrollment, Student Records & Transportation	6-Jan-16	\$65,000	11-000-211-110-00-066

E. Tuition Reimbursement

Item 17: Resolved that the Board approves tuition reimbursement as listed below:

<u>Name</u>	<u>Course/Term</u>	<u>Amount</u>	<u>Account Numbers</u>
Scott Lunn	Rutgers MPA Program - Fall 2015	\$1,000	11-000-291-280-00-054
	Federal Budgeting & Finance		
	Management Information Systems		

G. Leaves of Absence

Item 18: Resolved that the Board approved leaves of absences actions as follows:

<u>Name</u>	<u>Type of Leave</u>	<u>Start Date</u>
Nancy Ruiz	FMLA Leave	19-Jan-16

H. Mentoring Assignments

Item 19: Resolved that the Board approves mentoring assignments as follows:

<i>Mentor</i>	<i>Novice Teacher</i>
Angela Brown	Lisa Federico
Michael DiNuova	Michael Hoover
Kristin Burlage	Rachael Grossman
Stephanie Aspenburg	Omar Winfrey
Amanda Carpenter	Dana Ciesielski
Casey Dawson	Christine Meslar

Motion:

Second:

Roll Call:

	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES
Donald Borden	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES
Phoebe Haddon	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES

	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES

VIII. Curriculum and Innovation

A. Curriculum Update

Phoebe Haddon presented items 20-22 for Board approval:

- **Field Trips**

Item 20: Resolved that the board approves the following field trip:

NAME	LOCATION	DATE (S) & TIME	COST
Maria Panvini	Eagle Theater 208 Vine Street Hammonton, NJ 08037	Tuesday, April 12, 2016	\$10 per student (to be paid by student/LEAP bus will transport)

- **Professional Development**

Item 21: Resolved that the Board authorizes the following professional development opportunities for staff as indicated below:

Name	Workshop/Seminar	Dates	Cost	Account Code
Charles Benito	Ed Connect	February 3, 2016	NC	
Dana Ciesielski'	Challenge Day	March 1, 2016	\$9.30 (mileage)	
Tameka Mathews	ETO	February 23-25, 2016	\$950.00	
Yvette Hernandez	Leader to Leader		\$5,000	

- **Approval of Half Day Closing for High School Only**

Item 22: Resolved that the Board approves a half day early dismissal for the High School students only on January 29th to facilitate installation of new elevator.

Seconded by John Hall. AYES: 11 NAYS: 0 ABS: 0

- **Dual College Enrollment:** Mathew Goodwin presented item 23 for approval:

Item 23: Resolved that the Board authorizes the list of students provided by the College Access Center to enroll in Dual College Enrollment courses at Rutgers, Cabrini College for the Spring 2016.

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

Reports were presented by Danielle Lopez on the upcoming Calendar of events for Parents and by Khary Golden on College Access.

IX. Administrative Reports: Janice Strigh presented the following reports:

A. Student Discipline/Annual HIB

B. Senior Class Fundraising: John Hall presented the following resolution:

Item 24: Resolved that the Board authorizes the Senior Class to engage in various fundraising efforts to support Senior Class Events.

Seconded by Donald Borden. AYES: 11 NAYS: 0 ABS: 0

X. Public Comment

Brenda Ortiz presented a motion to open the meeting to the public for comment.

Seconded by Jennifer Young. AYES: 11 NAYS: 0 ABS: 0

XI. Adjournment

Hector Nieves presented a motion to adjourn.

Seconded by Jennifer Young. AYES: 11 NAYS: 0 ABS: 0

Meeting adjourned at 7:15 pm

Respectfully Submitted,

Wanda Garcia
Board Liaison