

**LEAP ACADEMY CHARTER SCHOOL**  
**Board of Trustees Meeting**  
**December 11, 2014**  
**MINUTES**

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

**Attendance:**

**Present:**

Danielle Askew  
Dr. Gloria Bonilla-Santiago  
Marleen Gonzalez  
John Hall  
Cal Maradonna  
Heather Matuszewski  
Hector Nieves  
Brenda Ortiz  
Patricia Pena  
Jennifer Young

**Excused:**

Phoebe Haddon  
Maria Miranda  
Dr. Benedetto Piccoli  
Robert Ramson  
Melinda Sanchez  
Mary Sheil

**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 November 20, 2014:** Cal Maradonna presented the following resolution:

**Item 1:** Resolved that the Board of Trustees approves the minutes of the meeting of November 20, 2014 as prepared by Wanda Garcia, Board Liaison.

Seconded by Danielle Askew.

AYES: 9

NAYS: 0

ABS: 0

**III. Chairperson’s Report**

**A. Charter Amendment:** Hector Nieves presented the following resolution:

**Item 2:** Resolved that pursuant to NJSA 18A:6-9.1, the Board authorizes submittal of a charter amendment request to the Commission of Education to reflect the acquisition of a new building (“Wilson Building”) to house the high school program as well as provide for adequate space to house support services and administration units.

Further resolved that the Board acknowledges that request stems from the growing need for more space to meet the growing student enrollment (60 students each year over the next four years) approved by the Commissioner of Education in the school’s charter renewal.

Seconded by John Hall.

**Roll Call:**

Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	YES
Marleen Gonzalez	----
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Brenda Ortiz	YES
Patricia Pena	YES
Jennifer Young	YES

**B. Board Appointments:** Cal Maradonna presented the following resolution:

**Item 3:** Resolved that the Board approves the appointment of William Thompson as a Public Member effective January 1, 2015 for a three year term to expire on December 31, 2017.

Seconded by Jennifer Young.

AYES: 9

NAYS: 0

ABS: 0

**IV. Executive Session**

**Item 4:** Brenda Ortiz presented a motion to close the meeting to the public for executive session related to finance and personnel issues.

Seconded by Heather Burke.

AYES: 10

NAYS: 0

ABS: 0

Time Closed: 6:07 pm

**Item 5:** Danielle Askew presented a motion to re-open the meeting to the public.

**Seconded by Brenda Ortiz. AYES: 10 NAYS: 0 ABS: 0**  
**Time Opened: 6:30 pm**

**V. Finance Committee**

**A. Presentation of Financial Audit - Jack Daly from Bowman and Company presented the annual audit report.**

**John Hall presented resolution #6 for Board approval:**

**Item 6:** Resolved that the Board accepts the Financial Audit for the year ending June 30, 2014.

Further resolved that the Board accepts the Corrective Action Plan prepared by the Chief Financial Officer and reviewed by the Finance Committee.

**Seconded by Hector Nieves.**

**Roll Call:**

Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	YES
Marleen Gonzalez	YES
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Brenda Ortiz	YES
Patricia Pena	YES
Jennifer Young	YES

Dr. Santiago acknowledged the great work of the team from Bowman & Company and recognized the efforts of Ken Verrill and the Finance Office staff team for an excellent year.

**VI. LEAP/Cramer Hill LLC Reports**

**A. Status of Wilson Building Project**

- Status of Renovations – Manny Delgado provided an update to the Board on progress with renovations and updated timeline.

**B. Approval of Payment of Bills for the LEAP/Cramer Hill LLC:** John Hall presented Resolution 7 for Board approval.

**Item 7:** Resolved that the board approves the following payments under the LEAP Cramer Hill, LLC:

<b>Payee</b>	<b>Amount</b>
Camden County Treasurer	\$ 700,000.00
Aireko TCS	\$ 273,803.78
Fortress Protection, LLC	\$ 95.00
Asbestos and Mold Services	\$ 64,950.00
Video Pipe Services	\$ 9,429.09
ATT	\$ 662.99
Rutgers University	\$50,000.00
Maser	\$54,540.05

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 7</b>
Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	YES
Marleen Gonzalez	YES
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Brenda Ortiz	YES
Patricia Pena	YES
Jennifer Young	YES

## **VII. Finance Committee Actions**

- B. Approval of Board Line Item Status Report:** John Hall presented resolutions 8-12 for Board approval.

**Item 8:** 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 October 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 9:** Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for November 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 10:** Resolved that the Board approves budget transfers for October 2014 per the attached listing.

**D. Revised Budget – 2014-2015**

**Item 11:** Resolved that the Board approves the revised 2014-2015 budget reflecting audited end and beginning balances as prepared by the Chief Financial Officer and reviewed by the Finance Committee.

**E. Contract**

**Item 12:** Resolved that the board authorizes entering into a contract with Phoenix Advisors to serve as Continuing Disclosure Agent @ the rate of \$650 per filing year.

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 8</b>	<b>Item 9</b>	<b>Item 10</b>	<b>Item 11</b>	<b>Item 12</b>
Danielle Askew	YES	YES Abstain on payments to Rutgers	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES
John Hall	YES	YES Abstain on payments to ABCO	YES	YES	YES
Cal Maradonna	YES	YES Abstain on payments to Rutgers	YES	YES	YES
Heather Matuszewski	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES

	<b>Item 8</b>	<b>Item 9</b>	<b>Item 10</b>	<b>Item 11</b>	<b>Item 12</b>
		Abstain on payments to Rutgers			
Patricia Pena	YES	YES	YES	YES	YES
Jennifer Young	YES	YES Abstain on payments to Verizon	YES	YES	YES

**VII. Personnel Committee:** Jennifer Young presented resolutions 13-21 for Board approval.

**A. Approval of New Positions**

**Item 13:** Resolved that the Board approves the position of Program Associate with the duties and responsibilities developed by the school administration.

**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>
Elizabeth Lipinski	Special Education Teacher	4-Jan-14	\$49,000	11-213-100-101-03-043
Robert Cameron	Special Education Teacher	1-Dec-14	\$55,000	20-257-100-101-00
Shirley Saed	5th Grade Teacher - Social Studies & Science	8-Dec-14	\$55,000	11-120-100-101-01-043
Iraida Afanador	Program Associate	24-Nov-14	\$35,600	11-000-230-105-00-053
Maria Irizarry	Custodian	24-Nov-14	\$25,000	11-000-262-101-CL-066

**C. Approval of Part-Time Employment**

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

<u>Name</u>	Assignment	Effective Day	Compensation	<u>Account Numbers</u>
Natalie Ortiz	P/T Custodian	1-Dec-14	\$10.00/hour	11-000-262-101-CL-066
Tracy Mahan	P/T Custodian	1-Dec-14	\$10.00/hour	11-000-262-101-CL-066
Edward Jimenez	P/T Custodian	24-Nov-14	\$10.00/hour	11-000-262-101-CL-066
Brian Nieves	Substitute Teacher	16-Jan-14	\$100/day	11-190-100-101-06-043
Gabriel Molina	Morning Duty	13-Nov-14	\$15/hour	11-190-100-101-XD-043
Jose Napoleon	Morning Duty	13-Nov-14	\$15/hour	11-190-100-101-XD-043
Karen Minott	Pre-College Tour Visit Assistance	6-Nov-14	\$30/hour	11-000-213-104-XD-066
Ioaki Sanchez	Pre-College Tour Visit Assistance	6-Nov-14	\$15/hour	11-190-100-101-XD-043
Brian Phillips	Pre-College Tour Visit Assistance	Nov. 6,7, 2014	\$15/hour	11-190-100-101-XD-043
Walvis Abreu	Pre-College Tour Visit Assistance	Nov. 6,7, 2014	\$15/hour	11-190-100-101-XD-043

**D. Co-Curricular Stipends**

**Item 16:** Resolved that the Board approves co-curricular stipends as follows:

<u>Name</u>	<u>Assignment</u>	<u>Effective Day</u>	<u>Stipend</u>	<u>Account Code</u>
Robin Unverhau	ESL Tutor	1-Dec-14	\$30/hour	20-241-100-101-00

**E. Salary Adjustment**

**Item 17:** Resolved that the Board approves an upgrade of the position of Enrollment, Records & Transportation Assistant to align to expanded scope and responsibility.

Further resolved that the Board approves a salary adjustment for Grace Begley at the new rate of \$46,000 annually effective November 21, 2014.

**F. Termination/Resignations**

**Item 18:** Resolved that the Board authorizes the following terminations/resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Viviana Campanaro	Director of Risk Management & Information Security	1-Dec-14
Deborah Rosa	Office Manager	30-Nov-14
Tarik Bronson	Instructional Assistant	31-Dec-14

**G. Leaves of Absences**

**Item 19:** Resolved that the Board approves the following leaves of absence:

<u>Name</u>	<u>Leave Date(s)</u>
Stephanie Collura (Childrearing Leave)	January 23, 2015 - June 30, 2015
Amanda Yerkes (Return From FMLA Leave)	November 19, 2014

**H. Approval of Participation in Specialized Training**

**Item 20:** Resolved that the Board approves the participation of the following employees on specialized training as provided below:

<b>NAME</b>	<b>NAME OF WORKSHOP/SEMINAR</b>	<b>LOCATION</b>	<b>DATE (S) &amp; TIME</b>	<b>COST</b>
Barbara Dunlap	Travel Reimbursement for Education Trust Conference	Baltimore, MD	11/13/14	\$66.34 TITLE IA 20-232-200-580-00

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Juan Rivera	Travel Reimbursement for Structural & Mechanical Systems	Mays landing , NJ	10/09 – 12/02/2014	\$425.40 11-000-251-580-00-056
Kimberly Fitzpatrick Beverly Johnson	Update – Affordable Healthcare Act	Mt. Laurel, NJ	2/24/15	\$100 11-000-251-592-00-063
Juan Rivera	Energy Management	Mays Landing, NJ	12/12/14	\$225 11-000-251-592-00-063
Kimberly Fitzpatrick	Purchasing	Mt. Laurel, NJ	3/24/15	\$50 11-000-251-592-00-063
Dana Ciesielski	Travel Reimbursement for Classroom Mgmt & Effective Teaching of Children with Emotional & Behavioral Problems	Cherry Hill, NJ	12/11/14	\$23.60 TITLE IA 20-232-200-580-00
Charles Benito	HSPA District Test Coordinator Training  Travel Reimbursement	Mt. Laurel, NJ	1/23/15	\$0  \$5.83 TITLE IA 20-232-200-580-00
Crystal Piro	NJ PLTW Conference	Rowan University	1/14/15	
Marguerite Lyon Carol Finer	Close Reading Strategies K-2	Cherry Hill, NJ	2/12/15	\$470 IDEA Basic Part B 20-257-200-592-00

**I. Approval of Compassionate Leave Policy**

**Item 21:** Resolved that the board approves the Compassionate Leave Policy as prepared by the HR Department and reviewed by the Personnel Committee.

**Seconded by Patricia Pena:**

**Roll Call:**

	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21
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
John Hall	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES	YES	YES
Heather Matuszewski	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	ABS	YES	YES	YES	YES	YES	YES



	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES	YES
Patricia Pena	YES	YES	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES	YES	YES

### VIII. Curriculum Committee

#### A. Field Trips: Danielle Askew presented resolution #22 for Board approval.

**Item 22:** Resolved that the board approves the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Purpose of the Trip	Number of Busses Needed	Number of Chaperones Needed
Khary Golden Bloomfield College 467 Franklin Street Bloomfield, NJ Leaving at 8:30 am Returning at 3:30 pm	12 <sup>th</sup> Grade (40-45) Students	1/6/2015	College Campus Tour	1	5
Khary Golden Bloomfield College 467 Franklin Street Bloomfield, NJ Leaving at 8:30 am Returning at 3:30 pm	11 <sup>th</sup> Grade (60) Students	1/7/2015	College Campus Tour	2	5
Khary Golden Bloomfield College 467 Franklin Street Bloomfield, NJ Leaving at 8:30 am Returning at 3:30 pm	11 <sup>th</sup> Grade (60) Students	1/8/2015	College Campus Tour	1	5
Paul Reardon Girls Scouts Activity Center 127 Yellow Brook Road Farmingdale NJ Leaving at 7:00 am Returning at 4:00 pm	Robotics Club (20) Students	January 10, 2015	Robotics Competition	Yes (1) LEAP	2
Paul Reardon Hightstown High School 25 Lishing Lane Highstown NJ Leaving at 7:00 am Returning at 4:00 pm	Robotics Club (20) Students	February 1, 2015	Robotics Competition	Yes (1) LEAP	2

Seconded by Heather Burke.

AYES: 10

NAYS: 0

ABS: 0

**X. Administrative Reports (Janice Strigh, COO)**

**1. Title I Carry Over: Brenda Ortiz presented the following resolution:**

**Item 23:** Resolved that the Board authorizes the budget modification for the Title I to include Carry-over amount of \$154,512.

**Seconded by Cal Maradonna. AYES: 9 NAYS: 0 ABS: 0**

Janice Strigh presented update reports for the following areas:

- Student Discipline/HIB
- Fire Drills

**XI. Public Comment:** Marlene Gonzalez presented a motion to open the meeting for public comment.

**Seconded by Danielle Askew. AYES: 9 NAYS: 0 ABS: 0**

**1. No comments were offered.**

**XII. Adjournment:** Cal Maradonna presented a motion to adjourn.

**Seconded by Brenda Ortiz. AYES: 9 NAYS: 0 ABS: 0**

Meeting adjourned at 6:45 pm.

Respectfully Submitted,

Wanda Garcia  
Board Liaison