

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
December 15, 2015
MINUTES

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

Attendance:

Present:

Gloria Bonilla-Santiago
Donald Borden
Mathew Goodwin
John Hall
Cal Maradonna
Heather Matuszewski
Hector Nieves
Dr. Michael Palis
Robert Ramson
Omar Samaniego
Dr. Horacio Sosa
Jennifer Young

Excused:

Marleen Gonzalez
Phoebe Haddon
Maria Miranda
Brenda Ortiz
Patricia Pena
Melinda Sanchez

Staff Present

Janice Strigh, Lead Person
Ken Verrill, CFO
Dr. Ivelys Figueroa, Chief Academic Innovation
Manny Delgado, COO
Yvette Hernandez, Director of Curriculum and Instruction
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 24, 2015: Dr. Horacio Sosa presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meeting of November 24, 2015 as prepared by Wanda Garcia, Board Liaison.

Seconded by Mathew Goodwin. AYES: 10 NAYS: 0 ABS: 0

III. Chairperson's Report

A. Universal Enrollment Update: Dr. Santiago provided an update on Universal Enrollment. She indicated that Board Counsel has been working on the language for the MOA and that both parties have agreed on the final language which she provided to Board members.

John Hall presented the following resolution:

Item 2: Resolved that the Board authorizes execution of the MOA between LEAP Academy and the CPSD to participate in the Universal Enrollment System as delineated in the document and discussed with CPSD officials.

Further resolved that the board authorizes request submittal of an amendment to the school's charter to the Commissioner of Education to provide for participation in the Universal Enrollment system.

Hector Nieves seconded.

Roll Call:

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Donald Borden	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Dr. Michael Palis	YES
Robert Ransom	YES
Omar Samaniego	YES
Dr. Horacio Sosa	YES
Jennifer Young	YES

B. Bonilla-Santiago Building Update: Manny Delgado provided an update on the building. He indicated that a generator needs to be installed to proceed to issuance of a full CO. At this point, the school will then be eligible for tax abatement. He provided copies of final budget inclusive of the costs areas that were absorbed by the school.

C. Charter Renewal Update: Dr. Santiago indicated that overall the visit went well. She acknowledged the work of the staff in ensuring that all aspects of the visit were attended to. The DOE team raised a concern about the increase in suspensions. Dr. Santiago requested for the staff to come up with a plan to address behavioral issues in-school to avoid suspensions. She asked for Gladys Robreno to take the lead in organizing this with the principals. The mandate is to reduce the amount of out-of-school-suspensions as it has been proven that this approach does not work well in reducing behavioral issues and results in missed school work.

IV. Finance Committee Actions: John Hall presented items 3-8 for Board approval:

A. Approval of Board Line Item Status Report

Item 3: 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 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 4: Resolved that the Board approves budget transfers for October 2015 per the attached listing.

C. Approval of Expenditure Report/Bill List

Item 5: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for November 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 6: Resolved that the Board approves the following contract as recommended by the Chief Financial Officer:

- Winning Strategies: Contract renewal for 10 months through June 30, 2016 @ the monthly rate of \$7,000 with the months of July and August to be billed on an hourly rate for work approved in the amount of \$5,578.00.
- Rutgers University School of Nursing: Contract modified to end on December 31, 2015 with a payment of \$34,822 for the period of July 1-December 31, 2015
- Amend contract with Rutgers CLC for coordination of Center for Excellence: Contract to include the work in overseeing the Health Center for an additional allocation of \$175,066 to cover the costs for staffing the health center with a certified Family Physician.

- Contract with EIRC for technical assistance and training on instructional scheduling, as follows:

7 days of master scheduling meetings	\$8,400
3 hour consultation meeting	<u>\$ 330</u>
TOTAL	\$8750

E. NCLB/Title I

Item 7: Resolved that the Board approves accepts grant carry-over for Title I from 2014-2105 as follows:

- Title IA: \$142,110
- Title II: \$1,874
- Title III: \$11,850
- IDEA: \$84,095

Further resolved that the Board approves the amended budgets are provided by the Business Office.

F. Amended 2015-2016 Budget

Item 8: Resolved that the Board approves the amended budget provided by the Chief Financial Officer and reviewed by the Finance Committee reflecting audited fund balance per the June 30, 2015 audited fund balance.

Seconded by Hector Nieves:

Roll Call:

	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8
Dr. Gloria Bonilla-Santiago	YES	YES	YES Abstain on payments to Rutgers	ABSTAIN	YES	YES
Donald Borden	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES Abstain on payments to ABCO	YES	YES	YES
Cal Maradonna	YES	YES	YES Abstain on payments to Rutgers	ABSTAIN	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES Abstain on payments	YES	YES	YES

	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8
			to Rutgers			
Robert Ransom	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES Abstain on payments to Verizon	YES	YES	YES

V. Executive Session

Item 9: John Hall presented a motion to close the meeting to the public for an executive session.
Seconded by Hector Nieves. AYES: 12 NAYS: 0 ABS: 0
Time: Meeting closed at 6:30 pm

Item 10: Hector Nieves presented a motion to re-open the meeting to the public.
Seconded by Mathew Goodwin. AYES: 12 NAYS: 0 ABS: 0
Time: Meeting re-opened at 6:45 pm

Dr. Santiago indicated that on closed session the Board discussed a confidential matter regarding an employee. The Board heard the details on the matter and made a determination regarding employment.

VI. Personnel Committee: Jennifer Young presented items 11-18 for Board action.

A. Approval of New Positions

Item 11: Resolved the Board approves the following new positions and descriptions:

- Instructional Supervisor, STEM/STEAM with emphasis on Mathematics
- Teaching Education Fellow of Social Studies
- Assistant Director, Enrollment Services, Student Recruitment and Transportation

B. New Staff Appointments

Item 12: 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>
Tamara McGovern	Instructional Supervisor for Mathematics	1-Feb-16	\$85,000 (Prorated) \$5,000 signing bonus	20-233-100-101-00
Jozian Molina - 549.	Program Associate,	4-Jan-16	\$35,000	11-000-218-110-00-066

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
	College Access			
Tyrell Johnson - 532	Program Associate, College Access	4-Jan-16	\$35,000	11-000-218-110-00-066
Lisa Federico	Second Grade Teacher	4-Jan-16	\$49,000	11-120-100-101-01-044
Beth Goodman-Berkowitz	Technology Teacher K-3	4-Jan-16	\$50,500	11-120-100-101-01-044

C. Approval of Part-Time Employment

Item 13: Resolved that the Board approves the following individuals for part-time employment:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Compensation</u>	<u>Account Number</u>
Athan Marion	P/T Teacher Education Fellow for Chemistry	4-Jan-16	\$35/hour (not to exceed \$8,300)	11-190-100-106-00-043
Daphney Chery	P/T Teacher Education Fellow for Chemistry	4-Jan-16	\$35/hour (not to exceed \$8,300)	11-190-100-106-00-043
Timnit Kefela	P/T Teacher Education Fellow for Chemistry	4-Jan-16	\$35/hour (not to exceed \$8,300)	11-190-100-106-00-043
Gabriel Burks	P/T Teacher Education Fellow for Chemistry	4-Jan-16	\$35/hour (not to exceed \$8,300)	11-190-100-106-00-043
Cody Stevens	P/T Teacher Education Fellow for Chemistry	4-Jan-16	\$35/hour (not to exceed \$8,300)	11-190-100-106-00-043
Denise Lofland	P/T Custodian	16-Dec-15	\$10.00/hour	11-000-262-110-CL-066

D. Extra Compensation

Item 14: Resolved that the Board approves extra compensation for the following staff:

<u>Name</u>	<u>Assignment</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Numbers</u>
Naomi Guerrasio	ESL Tutor	16-Dec-15	\$30.00/hour (not to exceed \$4,800)	20-242-100-101

E. Transfer/Re-Assignment

Item 15: Resolved that the board approves the transfer 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>
Ioaki Sanchez	From: Program Associate, College Access To: Teacher Education Fellow for Social Studies	4-Jan-16	\$36,771	11-190-100-106-00-043

F. Terminations/Resignations

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

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Mary Rosemiller (resignation)	Teacher of Chemistry	2-Feb-16
Douglas Mormello (termination)	Teacher of Social Studies	12-16-16

G. Leaves of Absence

Item 17: 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	4-Jan-16

H. Tenure Promotion

Item 18: Resolved that the Board approves the promotion of Helen Redmond to Teacher of Excellence with tenure per the school's tenure Policy.

Further resolved that the Board recognizes this ward with a one-time bonus in the amount of \$2,528 payable with the January 15, 2016 payroll cycle.

Seconded by Hector Nieves.

Roll Call:

	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES
Donald Borden	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES	YES

VII. Administrative and Operational Reports

1. Janice Strigh presented the following reports.

A. Student Discipline/Annual HIB

- Dr. Santiago reiterated the need for an in-school suspensions and behavioral modification programs and asked Gladys Robreno to develop one with the principals. Mr. Borden indicated that it should be identified as an Alternative Educational Programs to ensure that students are getting academic work and that they can be marked as present.

B. Fire Drills

C. Field Trips: Cal Maradona presented the following resolution:

Item 19: The Board approved the field trips as submitted by the School's Instructional team.
Seconded by Dr. Mike Palis. AYES: 13 NAYS: 0 ABS: 0

VIII. Public Comment

Hector Nieves presented a motion to open the meeting to the public for comment.
Seconded by Omar Samaniego. AYES: 13 NAYS: 0 ABS: 0

IX. Adjournment

Hector Nieves presented a motion to adjourn.
Seconded by John Hall. AYES: 13 NAYS: 0 ABS: 0

Meeting adjourned at 7:20 pm

Respectfully Submitted,

Wanda Garcia
Board Liaison