

LEAP ACADEMY CHARTER SCHOOL

February 21, 2017

Minutes

Meeting called to order by Dr. Gloria Bonilla-Santiago at 6:05 pm

Attendance:

Present:

Gloria Bonilla-Santiago
Donald Borden
Heather Burke
Mathew Goodwin
John Hall
Christine Karlsson
Hector Nieves
Gladys Novoa
Brenda Ortiz
Robert Ramson

Omar Samaniego
Jennifer Young

Excused:

Phoebe Haddon
Cal Maradonna
Dr. Michael Palis
Dr. Horacio Sosa

Staff Present

Ken Verrill
Manny Delgado
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 January 24, 2017: Mathew Goodwin presented a motion to approve the minutes of January 24, 2017 as presented by Wanda Garcia, Board Liaison.

Seconded by Donald Borden.

AYES: 12 NAYS: 0 ABS: 0

III. Chairperson's Report

- A. IDEA Audit:** Ken Verrill provided copies of audit report of the IDEA Program. Report was positive and no findings were identified by the state audit team. The report will be posted in the school's website.
- B. Participation in Joint Research Grants/Projects:** Dr. Santiago presented two research projects for which Rutgers faculty is seeking funds and extend to LEAP Academy:

1. MSP Continuation - NJDOE: PD for Math Instruction (Continuation)

- Focus: Teacher PD – NJDOE Submittal
- PI: Dr. Bonilla-Santiago

2. Smart and Connected Communities (S&CC) – NSF

- Focus: Merge scientific, technical, and sociological expertise to collect and analyze a large data set on energy consumption/production in the city of Camden and create a multi-level heat map of energy consumption, efficiency, sustainability, and consumer behavior. The map will serve as a blueprint to guide future educational and technical interventions. – NSF Submittal
- Co-Pi’s: Dr. Benedetto Piccoli; Dr. Gloria Bonilla-Santiago and Dr. David Salas

Omar Samaniego presented a motion to approve Item 2 as follows:

Item 2: Resolved that the Board of Trustees authorizes LEAP Academy to participate in the following projects pending grant approval:

- *MSP Continuation - NJDOE: PD for Math Instruction (Continuation)*
- *Smart and Connected Communities (S&CC) – NSF*

Seconded by Christine Karlsson. AYES: 12 NAYS: 0 ABS: 0

IV. Chief Operations/Lead Person Report

A. COO Report: Manny Delgado presented update reports covering the following areas:

- **Risk Management Report** (Handout)
- **Update on HR Consultant Work/Exude** (Handout)
- **LEAP Health and Wellness Center - Update** (Handout)
- **Facilities and Operations**
 - Short/Long Term Facilities Maintenance Plan (Handout)

Hector Nieves presented a motion to approve Item 3 as follows:

Item 3: Resolved that the Board accepts the Facilities Maintenance Short and Long Term Plan and approves the following budgetary allocations:

Year 1 (Current): \$944,622
Year 2: (17-18): \$149,500
Year 3: (18-19): \$892,600
Year 4: (19-20): \$0
Year 5: (20-21): \$845,000

Seconded by John Hall.

Roll Call:

	Item 3
Dr. Gloria Bonilla-Santiago	YES
Donald Borden	YES
Mathew Goodwin	YES
John Hall	YES
Christine Karlsson	YES

	Item 3
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Gladys Novoa	YES
Brenda Ortiz	YES
Robert Ransom	YES
Omar Samaniego	YES
Jennifer Young	YES

Manny Delgado provided monthly reports on the following items:

- **Fire Drills** (Handout)
- **Student Discipline/HIB Reports** (Manny indicated that the report reflects a shift from out of school suspension to in-school behavioral interventions)

Jessica Pierre-Lewis presented an update report on Enrollment, Attendance and Graduation Rates.

- **Data and Compliance Reports (Jessica Pierre-Louis)**
 - Enrollment, Attendance and Graduation (The Board requested for future reports to divide excused v. unexcused absences)

B. LEAP Cramer Hill LLC Financials

John presented a motion to approve Item 4, as follows:

Item 4: Resolved that the Board approves the Financial Report for the LEAP Cramer Hill LLC for the period ending December 31, 2016 as provided by the Chief Financial Officer.

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

Payee	Amount
AT&T	\$ 425.52
Young's Laundromat	\$ 24.00
LEAP Academy University Charter School	\$ 1,578.00

Seconded by Hector Nieves:

Roll Call:

	Item 4
Dr. Gloria Bonilla-Santiago	YES
Donald Borden	YES
Mathew Goodwin	YES
John Hall	YES
Christine Karlsson	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Gladys Novoa	YES
Brenda Ortiz	YES

Robert Ransom	YES
Omar Samaniego	YES
Jennifer Young	YES

V. Finance Committee Actions

John Hall presented a motion to approve Items 5-11, as follows:

A. Financial Reports

Item 5: Approval of Board Line Item Status Report

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 December 2016 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 6: Resolved that the Board approves budget transfers for December 2016 as provided by the Chief Financial Officer.

C. Approval of Expenditure Report/Bill List

Item 7: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for January 2017.

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees authorizes payment of vouchers and payroll as provided by the Chief Financial Officer.

D. Contracts

Item 8: Resolved that the Board approves the following contracts:

Vendor	Purpose	Amount	Account
On-Course Education System	Add platform for Analytics, Assessment and Special Education Modules for 7/1/17.	\$31,807	11-000-240-610-TC-058

Vendor	Purpose	Amount	Account
Lyquix	Website/Branding Development	\$39,000	50% to the LLC
Wayne Allan Neville, AIA	Design, Construction Drawings, Bidding Services and Construction Administration for the re-Roofing of Lower School	\$17,000	50%: 11-000-252-610-TC-058
Wayne Allan Neville, AIA	Design, Construction Drawings, Bidding Services and Construction Administration for the replacement of ceramic wall and floor at all toilets in the Lower School.	\$5,000	11-000-251-330-OP-055

E. US Communities Co-op

Item 9: Resolved that the Board of Trustees approves entering into a cooperative purchasing agreement with US Communities Co-Op at no cost to the school.

F. Approval of IDEA Budget Modification and Carryover

Item 10: Resolved that the Board approves submittal of the IDEA Budget Modification and carry-over as presented by the CFO and CAO.

Further resolved that the Board accepts the Audit Report of the IDEA Grant and acknowledges the staff for their hard work in ensuring that the NJDOE rendered a No Findings Report.

G. Policy on Breakfast Offer and Served

Item 11: Resolved that the Board approves the policy on Breakfast Offer v. Served as required by the NJ Department of Agriculture under the Free and Reduced Lunch Program.

Seconded by Hector Nieves:

Roll Call:

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11
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
John Hall	YES	YES	YES	YES	YES	YES	YES

Christine Karlsson	YES	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES Abstain on payments to Rutgers	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
Jennifer Young	YES	YES	YES Abstain on payments to Verizon	YES	YES	YES	YES

H. Charter School Questionnaire (Handout): Ken Verrill provided a copy of the completed Charter School Questionnaire provided to the NJDOE.

VI. Curriculum Committee

A. Chief Academic Officer’s Report – In Yvette Hernandez’ absence, Manny Delgado and Jessica Pierre Louis provided update reports, as follows:

- Update on Assessment/Academic Progress
- H.S. Graduation Cohorts Analysis

Khary Golden and Marchelle Roberts presented an update report on College Access progress.

Carlos Mattei reminded Board members of Maker’s Day scheduled for March 25th at the Bonilla-Santiago Building. He provided detailed information about the various activities to take place.

B. Curriculum Action Items: Cristine Karlsson presented a motion to approve items 12-14, as follows:

- **School Calendar Modifications**

Item 12: Resolved that the Board approves the following modifications to the School calendar:

- Snow Day Closing Make-Up: February 20, 2017

- **Academic Plan for Last Three Days of School in June**

Item 13: Resolved that the Board approves the academic plan for the final three days of schools as presented by the Chief Academic Officer

- **Field Trips**

Item 14: Resolved that the Board authorizes the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	Funding Number
Nina Speart Philadelphia Art Museum 2525 Pennsylvania Ave Phila, PA	5 th	5/3/2017	\$420 Funded in full with Target Grant	An investigation of Animals in Art: The 'stories' they tell about varying cultures and times.	95-990-320- 890-FT
Cristina Burrows Franklin Institute 271 N. 21 st Street Phila, PA	8 th	3/3/2017	\$0	Integrate Science & Math standards in a real world scenario	
Claudia Sepulveda Career Success Workshop 303 Cooper St Camden NJ	11 th	3/7/17	\$0		n/a
Jessica Dixon Prince Theater Les Ballets Tro Cadero De Monte Carlo 1412 Chestnut St Phila, PA	Dance	3/10/17	\$10	This activity will expose students to professional dance productions.	n/a
Luis Declletcet 12 Angry Jurors, Gordon theater 314 Linden Street Camden, NJ	12 th	2/24/2017	\$0	This play will cover themes discussed in Civil Society Class.	N/A

Seconded by Robert Ramson.

AYES: 12 NAYS: 0 ABS: 0

VII. Executive Session of the Board

Item 15: Robert Ramson presented a resolution to close the meeting to the public for Executive Session.

Seconded by John Hall.
Meeting Closed at 7:50 pm

AYES: 12 NAYS: 0 ABS: 0

Item 16: Donald Borden presented a motion to re-open the meeting to the public.

Seconded by John Hall.
Meeting re-opened at 8:25 pm

AYES: 12 NAYS: 0 ABS: 0

Dr. Santiago indicated that the Board discussed sensitive personnel matters and school participation in Universal Enrollment.

VIII. Universal Enrollment: Hector Nieves presented a motion for the Board to approve Item 17, as follows:

Item 17: Whereas, Manny Delgado in his capacity of Chief Operations and Lead Person has been monitoring the impact of the school’s participation on the Universal Enrollment Program.

Resolved that the Board approves assessing the continued participation of the school with recommendations for terminating the existing agreement.

Seconded by John Hall.
Roll Call:

	Item 17
Dr. Gloria Bonilla-Santiago	YES
Donald Borden	ABS
Mathew Goodwin	YES
John Hall	YES
Christine Karlsson	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Gladys Novoa	YES
Brenda Ortiz	YES
Robert Ransom	YES
Omar Samaniego	YES
Jennifer Young	YES

IX. Personnel Committee: Jennifer Young presented a motion to approve Items 18-21, as follows:

A. New Appointments

Item 18: Resolved that the Board appoints the following individuals:

<u>New Hires</u>	<u>Position</u>	<u>Contract/Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
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Lori J Shinault	Special Education Teacher	3/3/2017	\$50,000	20-258-100-101-00-
Naeemah Jones-Polhill	Read 180 Specialist - STEM 7-8	2/22/2017	\$55,000	20-234-100-101-00
Thalia Ramos	Custodian/part-time	2/22/2017	\$10/hr	11-000-262-110-CL-066
Iris Rivera	Custodian/part-time	2/22/2017	\$10/hr	11-000-262-110-CL-066
Jenny Briceno Tappas	Custodian/part-time	2/22/2017	\$10/hr	11-000-262-110-CL-066
Luis DeJesus	Custodian/part-time	2/22/2017	\$10/hr	11-000-262-110-CL-066
Thelma Coles	Custodian/part-time	2/27/2017	\$10/hr	11-000-262-110-CL-066
Rene Trujillo	Custodian/part-time	2/27/2017	\$10/hr	11-000-262-110-CL-066

B. Terminations/Resignations

Item 19: Resolved that the Board approves the terminations or separations of the following staff:

<u>Resignations</u>	<u>Position</u>	<u>Effective Date</u>	<u>Account Number</u>
Elizabeth Lipinski	Teacher - Special Education (STEAM)	4/14/2017	11-213-100-101-04-043
Tamara Martinez	Part-time Custodian	1/27/2017	11-000-262-110-CL-066
Julissa Cruz	Part-time Custodian	12/21/2016	11-000-262-110-CL-066
Doretta Twiggs	Part-time Custodian	11/8/2016	11-000-262-110-CL-066
Angel Martinez	Instructional Assistant	2/21/2017	11-190-100-106-01-044
<u>Terminations</u>	<u>Position</u>	<u>Effective Date</u>	
Lisa Federico	Teacher - 3rd Grade	2/21/2017	11-110-100-101-01-043
Nicko Chryssomitis	Teacher - Special Education/1st Grade	2/21/2017	11-120-100-101-01-043
Kevin Cooper	Part-Time Custodian	12/21/2017	11-000-262-110-CL-066

C. Salary Adjustments

Item 20: Resolved that the Board authorizes transfer of the following staff to assume new duties:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>	<u>Adjustment</u>	<u>Account Code</u>
Michelle Biggs	Teacher - 2nd Grade	8/25/2016	\$52,000/Adj. to \$55,000 (Master's)	11-120-100-101-01-043
Tyrell Johnson	College Access	2/22/2017	\$35,700-10 mths./Adj. to \$45,000-12 mths.	11-00-218-110-00-066

D. External Professional Development

Item 21: Resolved that the Board authorizes staff participation on the following professional development opportunities off-site:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Anthony Siravo	Effectively Dealing with Disruptive Students	Cherry Hill, NJ	3/8/2017	\$245 11-000-223-500-00-068
Oscar Rivera	NJMEA Conference	Atlantic City, NJ	4/5-4/7/2017	\$180 20-292-200-610-PY Arter Charter Grant
Amanda Phillip	NJAHPERD Annual Convention	Ocean Place Resort Long Branch NJ	2/26-2/28/2017	\$120 11-000-223-500-00-068
Alicia Crump	NJAHPERD Annual Convention	Ocean Place Resort Long Branch, NJ	2/28/2017	\$70 11-000-223-500-00-068
Michael DiNuova	NJAHPERD Annual Convention	Ocean Place Resort Long Branch, NJ	2/27/2017	\$70 11-000-223-500-00-068

Seconded by John Hall.

Roll Call:

	Item 18	Item 19	Item 20	Item 21
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES
Donald Borden	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES
John Hall	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES

	Item 18	Item 19	Item 20	Item 21
Omar Samaniego	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES

X. Public Comment: Donald Borden presented a motion to open the meeting for public comment.
Seconded by Hector Nieves. AYES: 12 NAYS: 0 ABS: 0

No comment was presented by the members of the public.

XI. Adjournment: Jennifer Young presented a motion to adjourn.

Seconded by Donald Borden. AYES: 12 NAYS: 0 ABS: 0

Meeting adjourned at 8:30 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison