

**LEAP ACADEMY CHARTER SCHOOL**  
**Board of Trustees Meeting**  
**February 15, 2016**  
**MINUTES**

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Meeting was called to order by Dr. Gloria Bonilla-Santiago at 6:04 p.m.

**Attendance:**

**Present:**

Gloria Bonilla-Santiago  
Marleen Gonzalez  
Mathew Goodwin  
Cal Maradonna  
Heather Matuszewski  
Hector Nieves  
Brenda Ortiz  
Dr. Michael Palis  
Patricia Pena  
Omar Samaniego  
Dr. Horacio Sosa  
Jennifer Young

**Excused:**

Donald Borden  
Phoebe Haddon  
John Hall  
Robert Ramson  
Melinda Sanchez

**Staff Present**

Janice Strigh  
Ken Verrill  
Khary Golden  
Manny Delgado  
Yvette Hernandez  
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 January 19, 2016:** Omar Samaniego presented the following resolution:

**Item 1:** Resolved that the Board of Trustees approves the minutes of the meeting of January 19, 2016 as prepared by Wanda Garcia, Board Liaison.

**Seconded by Marleen Gonzalez.                      AYES: 10                      NAYS: 0                      ABS: 0**

**III. Chairperson's Report**

**A. Update on the School Based Health Center** – Dr. Dyanne Westerberg provided an update on the progress in setting up all the necessary structures for re-opening the school based health center. She is working with Manny Delgado in securing the license and organizing the systems for billing, medical records, etc. She has been working with the Parents staff to reach out to LEAP families and with the school nurses to develop a more efficient process for their work and align school nursing with the efforts of the school based health center. The plan is

to set up a medical home that can develop into a self-sustainable operation. Dr. Santiago asked Manny Delgado to continue to leverage issuance of the ambulatory license and requested for him to work with Dr. Westerberg and Ken Verrill in developing a business plan for the health center.

- B. Reminder – Ethics Web-based Disclosures:** Dr. Santiago reminded everyone about filing their Ethics forms. Deadline is April 30<sup>th</sup>.
- C. Partnership Building:** Dr. Santiago indicated that she has been working in cultivating new parents to support LEAP Academy’s work. Recent prospects are: American Water, whose CEO will be honored at the Scholarship Gala this year; Virtua Hospital that is being cultivated to support the Health and wellness efforts; and the Cisco Academy through Reverend Keith Davis for computer coding and programming for high school students.

**IV. Parent Affairs Update** – Marlene Gonzalez provided an update on parent priorities, as follows:

- **LEAP Parents Neighborhood Engagement Institute:** She indicated that the parents unit and the Parents Council are planning a series of family events to be held at various communities throughout the city to bring LEAP back to their communities. Since the school receives students from all over the city, LEAP parents will work to ensure that the school is recognized all over the city and the families are celebrated in their home neighborhoods.
- **Schedule of Upcoming Events:** Maria Cruz provided an updated schedule of events for the Parents Programs.
- **Update on Parent Institute for Adult Learning:** Danielle Lopez provided an update on the Parent Institute for adult learning. She indicated that she has worked with developing a curriculum for the Institute which will be offered as the first step in enrolling interested parents in college level courses. There are partnerships in the pipeline with Rowan and Cabrini College to provide special academic programs for the parents.

**V. Curriculum and Innovation**

**A. Curriculum Update – Yvette Hernandez**

- **Student Academic Progress Assessment Reports:** Yvette Hernandez provided an update on MAP scores with growth comparisons. Overall, there is a lot of work ahead to ensure that the students are meeting the standards. Dr. Santiago stressed the importance of providing targeted strategies for both teachers and students. She presented the challenge to make LEAP a Blue Ribbon School.
- **Professional Development** – Dr. Severns, the external consultant leading professional development provided an update on the PD Program. She focused on the overall content of the trainings. The Board is looking for more specific reporting that addresses strategies, progress and

concerns.

- **HS Graduation Requirements and Course Sequence:** The College Access staff, working with Yvette Hernandez presented a revised and updates course sequence and advisement guide for high school students. Dr. Santiago indicated that it is important for this to be reflected in the transcripts as students should be advised and guided to complete all requirements for graduation. Claudia Sepulveda has been assigned full-time to work with Khary Golden and the High School Principals in ensuring that all transcripts are up to date and those students are meeting the course requirements.

Dr. Horacio Sosa presented the resolutions 2-4 for approval:

**Item 2:** Resolved that the Board approves the revised course sequence and advisement guide for High School students based on the LEAP approved curriculum and the NJDOE High School Graduation requirements.

## **B. College Access/Dual Enrollment**

**Item 3:** Resolved that the Board approves the following dual college enrollment placements for spring 2016:

### **Cabrini College**

*Intro to Psychology-Prof. Stephanie Baralecki*

- A., L.
- B., E.
- C., A.
- G., A.
- J., T.
- M., R.
- M., M.
- M., A.
- M., S.
- M., T.
- P., L.
- R., A.
- R., P.
- R., J.
- R., J.
- S., N.
- T., Y.
- Y., S.

### **Rutgers University-Camden**

*Intro to Psychology- Prof. Tina Brand*

- B., R.
- L., M.
- T., J.
- V., K.

*Intro to Psychology- Prof. Daniel Hart*

- G., J.
- M., J.
- M., M.

*Intro to Macroeconomics*

- L., A.
- W., T.
- W., R.
- Y., S.

*Unified Calculus II*

- N., D.
- P., J. C.

*The Study of Political Science*

- B., O.
- G., B.
- G., J.
- R., A.

**C. Snow Make-up Days**

**Item 4:** Resolved that the Board approves April 1<sup>st</sup> as a Snow Make-up Day.

**Seconded by Dr. Michael Palis. AYES: 12 NAYS: 0 ABS: 0**

**VI. Chief Operations Officer Reports – Manny Delgado**

**A. Status of Bonilla-Santiago Building Completion:** Manny Delgado indicated that we are still waiting for final CO. Work on elevators and school store is in the process to start.

**B. LEAP Cramer Hill, LLC Bills:** Hector Nieves presented item 5 for approval:

**Item 5:** Resolved that the Board authorizes the following payments under the LEAP/Cramer Hill, LLC:

<b>Payee</b>	<b>Amount</b>
All Sports Enterprises	\$ 26,650.00
City of Camden	\$ 20,500.73
AT&T	\$ 393.10
Advanced AV LLC	\$ 1,800.00
Singer Equipment Company	\$142,302.50
Breaker Group, Inc.	\$ 26,527.00

**Second by Dr. Michael Palis.**

**Roll Call:**

	<b>Item 5</b>
Dr. Gloria Bonilla-Santiago	YES
Marleen Gonzalez	YES
Mathew Goodwin	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Patricia Pena	YES
Omar Samaniego	YES
Dr. Horacio Sosa	YES
Jennifer Young	YES

**C. Universal Enrollment Update:** An update was provided. Over 50% of the families have chosen LEAP as the Number One School Choice with similar numbers for second choice. Norma Agron following up with this process. Universal lottery to be held April 15<sup>th</sup>.

- D. Fire Drills:** Copy of report was provided.
- H. Risk Management Report:** Manny Delgado provided an update. Dr. Santiago indicated that completing a comprehensive facilities plan is a priority for this area.
- I. Use of Elevator Policy:** Hector Nieves presented resolution #6 for Board approval:

**Item 6:** Resolved that the Board adopts the following Elevator Use Policy:  
 Students are not to use the school elevators without permission at any of the school buildings. The only exceptions to this policy are medically related with the proper submittal of a doctor's note or other emergency as deemed qualified by a school administrator.

**Seconded Cal Maradonna. AYES: 12 NAYS: 0 ABS: 0**

**VII. Finance Committee Actions:** Hector Nieves presented the Finance items as follows:

**A. Approval of Board Line Item Status Report**

**Item 7:** 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 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 Budget Transfers**

**Item 8:** Resolved that the Board approves budget transfers for December 2015 per the attached listing.

**C. Approval of Expenditure Report/Bill List**

**Item 9:** Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for January 2016.

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. Purchase of 527 Cooper Street**

**Item 10:** Resolved the Board adopts the following resolution:

RESOLUTION OF THE BOARD OF TRUSTEES OF LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC. APPROVING THE PURCHASE OF REAL PROPERTY; APPROVING THE INCURRING OF RELATED INDEBTEDNESS; AUTHORIZING CERTAIN SPECIFIED OFFICERS OF THE SCHOOL TO REVIEW AND APPROVE THE DETAILS OF THE INDEBTEDNESS, THE DOCUMENTATION TO BE USED IN CONNECTION THEREWITH AND OTHER RELATED MATTERS; AND AUTHORIZING OTHER NECESSARY ACTION.

WHEREAS, LEAP Academy University Charter School, Inc. (the "School"), is a non-profit corporation duly organized, validly existing, and in good standing under the laws of the State of New Jersey and is authorized to do business in the State of New Jersey; and

WHEREAS, the School deems it desirable to purchase the real property located at 527 Cooper Street, Camden, New Jersey ("527 Cooper"), being contiguous to the building known as the "Upper School" at 549 Cooper Street, Camden, New Jersey;

WHEREAS, the School desires to enter into a Purchase and Sale Agreement (the "Sale Agreement") with Thomas Demarco Holdings LLC (the "Seller"), pursuant to which the School will purchase 527 Cooper from the Seller for a total purchase price of \$310,000.00 (the "Purchase Price"), to be paid according to the final terms of the Sale Agreement;

WHEREAS, in accordance with the final terms of the Sale Agreement, the School intends to borrow from the Seller a portion of the Purchase Price, such borrowing to be secured by a Purchase Money Mortgage (the "Mortgage") and evidenced by a Purchase Money Note (the "Note" and together with the Sale Agreement and the Mortgage, the "Purchase Documents") granted by the School to the Seller;

WHEREAS, the School deems the Purchase Documents to be desirable; and

WHEREAS, the School desires to ratify the actions taken by the Authorized Officers (defined below) in furtherance of the purchase of 527 Cooper and to authorize the execution and delivery on behalf of the School of the Purchase Documents and such instruments and documents as shall be necessary or appropriate to complete the Project.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Approval of the Purchase of 527 Cooper. The purchase of 527 Cooper and the incurrance of related indebtedness (together, the "Project") are hereby approved.

Section 2. Ratification. All actions previously taken by the Authorized Officers on behalf of the School in furtherance of or concerning the Project be, and they hereby are, ratified, confirmed and approved in all respects.

Section 3. Authorized Officers and Approval of the Purchase Documents. Each of the Chair, the School Business Administrator and Chief Financial Officer and the Board Liaison (each an

“Authorized Officer”), is hereby authorized and directed to engage the Seller in negotiations, and to execute and deliver the Purchase Documents to the appropriate parties as the form, content, and terms may be approved by such Authorized Officer in consultation with counsel to the School, the execution thereof to be conclusive evidence of such approval.

Section 4. Execution and Delivery of Other Documents. Any Authorized Officer is hereby authorized and directed to execute and deliver all other documents and instruments which may be required, necessary or desirable in connection with the issuance and delivery of the Purchase Documents and the carrying out of the Project, and the performance of the rights, duties and obligations of the School under any of the foregoing.

Section 5. Further Action. Any Authorized Officer of the School is hereby authorized and directed to execute such further documents, instruments and certificates and do such further things as may be necessary or proper to carry out the intent and purpose of this Resolution or any document herein authorized.

Section 6. Repeal of Inconsistent Resolutions. All prior resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 7. Effective Date. This Resolution shall take effect immediately.

**E. Special Education Corrective Action Plan – SEMI**

**Item 11:** Resolved that the Board approves the Corrective Action Plan prepares by John Tirico, Director of Special Education Service to address deficiencies related to SEMI Reimbursements as submitted.

**VIII. Athletics: Cal Maradonna presented the following items from the Athletics Committee:**

**A. New School Mascot**

**Item 12:** Resolved that the Board approves the Lion as the new mascot for the School Athletics Department and for all sports teams.

Further resolved that the Board authorizes student engagement to create the mascot to be used in school marketing and sport paraphernalia for 2016-2017.

**B. Budget for Spring Sports**

**Item 13:** Resolved that the Board approves funds in the amount of \$20,000 to covers costs for Spring Sports Program, as follows:

1. Buses/Transportation:	\$ 8,500
2. Baseball:	\$ 2,000
3. Softball:	\$ 2,000
4. Volleyball:	\$ 800
5. Hats:	\$ 800
6. Athletics Banquet:	\$ 2,000

7. Umpires, Tournaments, Misc: \$4,000

This appropriation was reviewed and approved by the Finance Committee and the CFO.

**C. Membership in New Jersey State Interscholastic Athletic Association for 2015-2016**

**Item 14:** Resolved that the Board approves school membership with the New Jersey State Interscholastic Athletic Association for 2015-2016.

**Hector Nieves presented items 7-14 for Board approval:  
Seconded by Mathew Goodwin.**

**Roll Call:**

	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14
Dr. Gloria Bonilla-Santiago	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES Abstain on payments to Rutgers	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
Brenda Ortiz	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Patricia Pena	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 Abstain on payments to Verizon	YES	YES	YES	YES	YES



**IX. Executive Session of the Board**

**Item 15:** Cal maradonna presented a motion to close the meeting to the public for Executive Session.

Seconded by Hector Nieves. AYES: 12 NAYS: 0 ABS: 0

Meeting closed at 7:40 pm.

**Item 16:** Hector Nieves presented a meeting to re-open meeting to the Public.

Seconded by Cal Maradonna. AYES: 12 NAYS: 0 ABS: 0

Meeting re-opened at 7:55 pm.

Dr. Santiago indicated that at Executive Session, the Board discussed pending litigation and proposed settlements.

**X. Personnel Committee:** Jennifer Young presented items 17-24 for Board approval.

**A. Approval of New Positions**

**Item 17:** Resolved the Board approves the following new positions and descriptions:

- Medical Assistant – School Based Health Center
- Supervisor of Science and Instructional Technology

**B. 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>	
Jacqueline Traini	Instructional Supervisor - Literacy	3-Feb-16	\$85,000 (Emergency Hire - Title I)	20-233-100-102-00	
Gizellmary Gonzalez-Rivera	Elementary School Teacher/Spanish	16-Feb-16	\$49,000	11-120-100-101-02-043	
Vernon Parson	Teacher of Music	23-Mar-16	\$49,000	11-130-100-101-03-043	17%
				11-140-100-101-04-043	83%
Maria Cruz	Director, Parent Center	1-Mar-16	\$65,000	11-000-211-173-00-066	
Yvette Hernandez	Chief Academic Officer	17-Mar-16	\$120,000	11-000-230-104-00-052	
Khary Golden	Chief Innovation (dual appointment)	17-Mar-16	\$20,000	11-000-240-110-00-052	

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

**Item 19:** Resolved that the Board approves the following individuals for part-time employment:

<u>Name</u>	<u>Assignment</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Numbers</u>
Angel Rivera	Basketball Scorekeeper/Timekeeper	10-Dec-15	\$35 for one game/\$50 for 2 games	11-402-100-101-12-066
Richard Marino	Basketball Scorekeeper/Timekeeper	5-Jan-16	\$35 for one game/\$50 for 2 games	11-402-100-101-12-066
Alberta Sandoval	P/T Custodian	1-Mar-16	\$10/hour	11-000-262-110-CL-066
Estephani Jimenez	Substitute Teacher	1-Mar-16	\$14/hour	11-190-100-101-06-043
Nicole Diaz	Substitute Teacher	1-Mar-16	\$14/hour	11-190-100-101-06-043
Helenyi Santiago	Substitute Teacher	1-Mar-16	\$14/hour	11-190-100-101-06-043

**E. Salary Adjustment**

**Item 20:** Resolved that the Board approves a salary adjustment as listed below:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>	<u>Adjusted Salary</u>	<u>Account Code</u>
Shannon Covington	Teacher of Health & PE	24-Aug-15	\$51,096 (base salary adjusted by \$25 from	11-120-100-101-01-043

**F. Resignations**

**Item 21:** Resolved that the Board accepts the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Ivelys Figueroa	Chief of Academic Innovation	18-Feb-16
Jesleen Lamothe	Interim Director, School Based Health Clinic	24-Feb-16
Melissa Tepperman	Teacher of Music	23-Mar-16
Angelica Rivera	Instructional Assistant	8-Mar-16

**G. Settlement of Employee Matter**

**Item 22:** Resolved that the Board approves the Settlement Agreement related to a pending personnel related matter, as provided by the school administration under Board Counsel's advice.

**H. Disciplinary Action**

**Item 23:** Resolved that the Board approves the disciplinary agreement with a teacher, as provided by the school administration under Board Counsel's advice.

**I. Approval to participate in Specialized Training**

**Item 24:** Resolved that the Board approves staff participation in specialized training as follows:

<u>Name</u>	<u>Training Opportunity</u>	<u>Location</u>	<u>Dates</u>	<u>Cost</u>
Oscar Rivera	NJMAE Conference	Hilton Hotel and	2/18 – 2/20/ 2016	\$165.00

Name	Training Opportunity	Location	Dates	Cost
		Conference Centre, East Brunswick, NJ		
Tameka Mathews	ETO Solutions	Baltimore, Md.	2/23-25/2016	\$265.00

**Seconded by Dr. Horacio Sosa.**

**Roll Call:**

	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	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
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES	YES
Patricia Pena	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

**XI. Administrative Reports – Janice Strigh provided copies of Student Discipline and Annual HIB Report.**

**XII. Public Comment: Brenda Ortiz presented a motion to open meeting for public comment.**  
 Seconded by Hector Nieves.                   **AYES: 12        NAYS: 0        ABS: 0**

1. Mr. Alex Mazella addressed the board in regards to the lack of teacher for Chemistry. Dr. Santiago indicated that the HR unit is looking for science teachers and that in the meantime, a plan to cover classes is in place including Janice Strigh teaching several periods.

**XIII. Adjournment**

Hector Nieves presented a motion to adjourn.

**Seconded by Jennifer Young.                    AYES: 12        NAYS: 0        ABS: 0**

Meeting adjourned at 8:00 pm

Respectfully Submitted,

Wanda Garcia  
 Board Liaison