

LEAP ACADEMY CHARTER SCHOOL

January 24, 2017

MINUTES

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

Attendance:

Present:

Gloria Bonilla-Santiago
Donald Borden
Mathew Goodwin
Christine Karlsson
Cal Maradonna
Hector Nieves
Gladys Novoa
Dr. Michael Palis
Robert Ramson
Omar Samaniego
Dr. Horacio Sosa

Excused:

John Hall
Phoebe Haddon
Heather Burke
Brenda Ortiz
Jennifer Young

Staff Present

Ken Verrill
Khary Golden
Manny Delgado
Yvette Hernandez
Jessica Pierre Louis
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 December 16, 2016: Dr. Horacio Sosa presented a motion to approve the minutes of December 16, 2016 as presented by Wanda Garcia, Board Liaison.

Seconded by Omar Samaniego. AYES: 10 NAYS: 0 ABS: 0

III. Chairperson's Report

A. Nomination-New Board Member: Hector Nieves presented the following resolution.

Item 2: Resolved that the Board accepts the nomination of Christine Karlsson as a Public Member of the Board for a three year term renewable on January, 2020.

Seconded by Dr. Mike Palis. AYES: 10 NAYS: 0 ABS: 0

Dr. Santiago welcomed Christine to the Board and allowed her to introduce herself.

B. (STEM + C) NSF Competition: Dr. Michael Palis presented the following resolution:

Item 3: Resolved that the Board authorizes participation of the LEAP Academy in a Rutgers-Camden initiated proposal under the STEM + C NSF Competition which will focus on the development of a research based program that targets the infusion on computational skills into STEM content areas. The project will target STEM instruction in grades 4-8 and will be developed and implemented through a partnership that includes Rutgers faculty and LEAP instructional staff.

Seconded by Mathew Goodwin.

AYES: 11 NAYS: 0 ABS: 0

IV. Chief Operations/Lead Person Report

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

- Update on HR Consultant Work (Exude)
- LEAP Health and Wellness Center - Update
- Facilities and Operations
- Staff and Student Attendance
- Fire Drills
- Student Discipline/HIB Reports

B. Parental Engagement Report: Maria Cruz presented a progress report on parent engagement.

Hector Nieves presented the following resolution:

Item 4: Resolved that the Parents Affairs Committee directs the Parent Engagement Office to address the following areas immediately as strategies for increasing and strengthening parental engagement school wide:

- Focus on school/ grade level based programming to provide for more direct interactions with parents.
- Focus programming on academic engagement programming around PARCC in coordination with Yvette Hernandez, Principals and the instructional teams.
- Develop and implement an Parent Recognition Strategy that highlights parents for exemplary contributions
- Establish and report on accountability measure to gauge parental engagement rates and success and provide monthly report to the Board.
- Re-energize the Parent Council and continue to have monthly meetings. Report parental concerns immediately for resolution.
- Improve the Communications with parents by sending more materials and announcements out, instituting the messaging component of School Messenger and increasing visibility of Parent and family Support staff in buildings.
- Parent engagement staff will lead recruitment efforts for the Health Center in cooperation with the Dr. Rivera and her staff.
- The Parents Affairs Committee of the Board will work with the Board Office to send a parent survey to the entire school community to seek feedback on programming, needs and levels of participation.

Seconded by Gladys Novoa.

AYES: 11 NAYS: 0 ABS: 0

B. LEAP Cramer Hill LLC Financials: Hector Nieves presented the following resolution:

Item 5: Resolved that the Board approves the Financial Report for the LEAP Cramer Hill LLC for December 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
Maser Consulting	\$ 4,934.50
Video Insight	\$ 32.00

Further resolved that the Board approves for the LLC to pay invoices from Hospitality Management Services for catering service related to Teacher Orientation.

Seconded by Dr. Michael Palis.

Roll Call:

	Item 5
Dr. Gloria Bonilla-Santiago	YES
Donald Borden	YES
Mathew Goodwin	YES
Christine Karlsson	YES
Cal Maradonna	YES
Hector Nieves	YES
Gladys Novoa	YES
Dr. Michael Palis	YES
Robert Ransom	YES
Omar Samaniego	YES
Dr. Horacio Sosa	YES

V. Finance Committee Actions: Hector Nieves presented items 6-15 for Board approval:

A. Financial Reports

Item 6: 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 November 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 7: Resolved that the Board approves budget transfers for November 2016 as provided by the Chief Financial Officer.

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 2016.

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. Amendment to Extend Line of Credit to maturity through March 31, 2017

Item 9: Resolved that the Board authorizes amendment to the loan and security agreement with TD Bank to extend the revolving line of credit to maturity through March 31, 2017.

E. Contracts

Item 10: Resolved that the Board approves the following contracts:

Vendor	Purpose	Amount	Account
PARS Environmental	Lead in Drinking Water Testing	\$11,683 through the CCES Co-Op agreement	TBD
Rutgers-Camden CLC	Increase award in the amount of \$4,500 to cover parent graduation ceremonies associated with existing Institutes	\$4,500 amendment	20-243-200-340-00

E. RFP for Food Service Management Services

Item 11: Resolved that the Board authorizes release of RFP for Food Service Management Services.

F. Disposal of Obsolete Computers

Item 12: Resolved that the Board authorizes disposal of obsolete computer equipment as provided in the inventory prepared by the Director of Technology.

G. Modified Operating Budget

Item 13: Resolved that the Board approves the modified school budget as prepared by the Chief

Financial Officer/SBA to reflect audited fund balance.

H. Rejection of RFP

Item 14: Resolved that the Board rejects the RFP submittal by the Leaders in Me for Climate and Culture PD.

I. Grants/ESSA

Item 15: Resolved that the Board approves the following requests for the ESSA funding:

- ESSA Title IA carry over in the amount of \$153,935
- ESSA Tittle IIA carryover in the amount of \$7,152
- ESSA Title IA carryover in the amount of \$8,834

Motion:

Second:

Roll Call:

	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Dr. Gloria Bonilla-Santiago	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	Abstain	Abstain	YES	YES	YES	YES
Donald Borden	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES Abstain on payments to Rutgers	YES	Abstain	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Gladys Noava	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES Abstain on payments to Rutgers	YES	Abstain	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Curriculum Committee

A. Chief Academic Officer’s Report – Yvette Hernandez provided a progress report on Academic programs that included the following:

- **Update on Assessment**
- **College Access Report- Khary Golden and Marchelle Roberts**
 - **Rutgers Alfredo Santiago Scholar Society – Matt Closter**

Horacio Sosa presented items 16-21 for Board approval.

- **School Calendar Modifications**

Item 16: Resolved that the Board approves the following modifications to the School calendar:

A. Scheduling of Full Days for PD, as follows:

1. January 20, 2017 Full Day in lieu of January 19 & 20 Half Days
2. February 17, 2017 Full Day in lieu of February 23 & 24 Half Days
3. March 3 & 17, 2017 Full Day in lieu of March 16 & 17 Half Days

B. Addition of Three Days to the Instructional Calendar, as follows:

June 28th, June 29th, June 30th

- **Dual College Enrollment Courses for Spring 2015**

Item 17: Resolved that the Board approves the following dual college enrollment courses for Spring 2015 and authorizes placements of the students named below:

Rutgers University

Introduction to Digital Studies

- Britney Miranda
- Samuel Morales
- Ronin Nevels
- Calix Ortiz

The Facts of Life (Human Biology)

- Julenny Rodriguez
- Thalia Garcia
- Maya Wright
- Shavaughn Scarlett

Introduction to Theatre

- Ashlyn Gray
- Jeniell Ortiz
- Karina Velez

Principles of Biology I

- LaNya Brown
- Sahory Valdez
- Luna Leon
- Imani Jones

Introduction to Sociology

- Melanie Lopez
- Nakita McGahee
- Jozetta Thomas

Introduction to Psychology

- Melina Lora
- Tysheeka Walker
- Zoriellie Borges

Precalculus For College Mathematics

- Michael McCray
- David Zhu
- Elizabeth Nunez
- Peter Riera
- Ameerah Roberts
- Sidney Colon
- Luis Disla

Rowan University

The Board authorizes the enrollment of 32 students in Rowan sponsored dual courses as listed below. It further authorizes Professors Kitty McGrath to supervise the courses and assigns Michelle Fiordimondo from LEAP to serve as main instructor under Dr. McGrath as part of the existing teaching load at LEAP.

Intensive College

Composition

Rickeya Bell
La'Naya Brown
Dimitrius Eliza
Jailenis Fortuna
Thalia Garcia
Ashlyn Gray
Nikita McGahee
Olivia Miller
Britney Miranda
Samuel Morales
Peter Riera
Julenny Rodriguez
Karina Velez
Phire Williams

Calculus Dual Credit Course

Brown, La'Nya A
Brown, Ryahana Q
Colon, Sidney
Dorsey, TuShan
Fortuna, Jailenis H
Garcia-Couret, Thalia I
Harmon, Quran D
Nevels, Ronin A
Ortiz, Adonis
Ortiz, Calix J
Pina, John C
Riera, Peter D
Rodriguez, Julenny
Rosario, Alexander
Santos, Edilberto
Velez, Karina L
Walker, Tysheeka T
Woods, Shailene Y

Cabrini University

Introduction to Philosophy

- Zorielle Borges
- Amirah EL
- Genesis Gomez
- Imani Jones
- Melina Lora
- Desiree Mack
- Britney Miranda
- Javier Morales
- Ilicia Perez
- Yary Pineiro
- Marion Roberts
- Nachaly Rodriguez
- Rayne Russell
- Sahory Valdez
- Isaac Vicente
- Maya Wright
- Yanlin Xie

Further resolved that the Board directs the school administration to ensure submittal of these courses as Dual College courses on NJ Smart and to be reflected on the student's transcripts accordingly.

- **New Courses: History of Agriculture (attachment)**

Item 18: Resolved that the Board approves the History of Agriculture course to be taught at the 7th grade level as delineated in the attached course description.

- **Placement of Rutgers Education Practicum Students**

Item 19: Resolved that the Board authorizes placement of Sara Mongiole to student teach with LEAP teacher, Nicole Maener in 4th Grade Literacy/Social Studies for Spring 2017.

- **Makers Day (attachment)**

Item 20: Resolved that the Board authorizes scheduling of Makers Day under the auspices of the Fabrication Lab on March 25, 2017.

- Field Trips

Item 21: Resolved that the Board authorizes the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip
Jorge Calixto LGBTQ – Youth Summit Rutgers Camden Campus 303 Cooper St Camden, NJ	High School	2/9/16

Seconded by Christine Karlsson. **AYES: 11 NAYS: 0 ABS: 0**

VII. Personnel Committee: Hector Nieves presented items 22-28 for Board approval.

A. New Appointments

Item 22: Resolved that the Board appoints the following individuals:

<u>Name</u>	<u>Position</u>	<u>Contract Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Jessica Pierre-Louis	Chief of Data and Accountability	1/23/2017	\$110,000 / \$5,000 signing bonus	11-000-240-110-00-052
Claudia Schneider	Teacher - First Grade	1/30/2017	\$57,000	11-120-100-101-01-043
Destinie Rivera	Office Manager - STEAM High School	1/23/2017	\$42,000	11-000-240-105-04-053
Nicole Jones	Teacher - third grade	1/24/2017	\$55,000	11-120-100-101-01-

<u>Name</u>	<u>Position</u>	<u>Contract Date</u>	<u>Salary</u>	<u>Account Numbers</u>
				043
Sonia Chugh	ESL Teacher	1/24/2017	\$55,000	11-240-100-101-04-043

B. Terminations/Resignations

Item 23: Resolved that the Board approves the terminations or separations of the following staff:

<u>Name</u>	<u>Postion/Building Location</u>	<u>Date</u>
Robin Unverhau	ESL - STEAM High School	2/11/2017
Janet Oquendo	Office Manager - STEAM High School	1/18/2017
Neelum Quarishi	Special Education - Lower School	3/7/2017
Janice Strigh	Supervisor of Science - STEAM High School	2/5/2017

C. Staff Transfers

Item 24: Resolved that the Board authorizes transfer of the following staff to assumer new duties:

<u>Name</u>	<u>Position</u>	<u>Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Tameka Matthews	Interim Director of Special Education	1/3/2017	\$112,000	20-259-200-101-00
David Salas	Faculty Associate for Science	1/24/2017	No additional cost	NA

D. Personal Leave

Item 25: Resolved that the Board approves the following amended leave request:

<u>Name</u>	<u>Position</u>	<u>Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Ashley Hudock	1st Grade Teacher - Lower Elementary	1/21/17-2/18/17	\$55,128	11-120-100-101-01-043

E. Co-Curricular Appointments

Item 26: Resolved that the Board approves the following Co-Curricular Appointments:

<u>Name</u>	<u>Assignment</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Code</u>
Omar Winfrey	JV Boy's Basketball Coach	11/1/2017	\$5,000; payment split Mid/End season	11-401-100-101-12-066
Lauren Kohout	Assistant Coach for Varsity Girl's Softball	3/3/2017	\$3,500; payment split Mid/End	11-401-100-101-12-066

<u>Name</u>	<u>Assignment</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Code</u>
			season	
Gabrielle Sebastian	Coach for Varsity Boy's Volleyball	2/2/2017	\$7,000; payment split Mid/End season	11-401-100-101-12-066

F. External Professional Development

Item 27: Resolved that the Board authorizes staff participation on the following professional development opportunities off-site:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	Account Code
Nina Speart	NAEA National Convention Travel Reimbursement	New York, NY	3/2-3/7/2017	\$399 Arter Charter Grant 20-292-200-610-PY \$624.57 11-000-223-500-00-068
Charles Benito Stevenson Pierre-Jacques	PARCC District Test Coordinator 2017 Training	Mt. Laurel, NJ	2/16/17	\$0
Amy Pekarchik	NFHS Coaching Fundamentals	NJSIAA Office Robbinsville, NJ	1/31/17	\$75.00 11-402-100-890-12-075
Kimberly Fitzpatrick	Contracting with a Food Service Management Company	Webinar Camden, NJ	1/31/17	\$0
Michelle Fiordimondo	First Year Writing Program – Teaching Writing	Rowan University	1/11/17	\$0
Tameka Matthews	Effective I.E.P. Development – LRE Decision Making Part ½	EIRC/LRC – South Camden County College	2/16/17	\$0

G. New/Revised Position Descriptions

Item 28: Resolved that the board approves the following new/revised positions descriptions:

- Chief of Data and accountability
- Deputy Chief of Personnel

**Seconded by Donald Borden.
Roll Call:**

	Item 22	Item 23	Item 24	Item 25	Item 26	Item 27	Item 28
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES
Donald Borden	YES	YES	YES	YES	YES	YES	YES
Matthew Goodwin	YES	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Gladys Noava	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	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

VIII. Executive Session of the Board

Item 29: Donald Borden presented a resolution to close the meeting to the public for Executive Session.

**Seconded by Omar Samaniego. AYES: 11 NAYS: 0 ABS: 0
Meeting Closed at 7:30 pm**

Item 30: Hector Nieves presented a motion to re-open the meeting to the public.

**Seconded by Omar Samaniego. AYES: 11 NAYS: 0 ABS: 0
Meeting re-opened at 7:35 pm**

Dr. Santiago indicated that in closed session, the Board heard from Manny Delgado about his appointment as Mayor of Moorestown for a one year term. He clarified any issues regarding his duties and LEAP and reinforced his commitment to the school sand his role as Chief Operating Officer as his number one priority.

IX. Public Comment: Dr. Horacio Sosa presented a motion to open the meeting for public comment.
Seconded by Omar Samaniego. AYES: 11 NAYS: 0 ABS: 0

X. Adjournment: Dr. Horacio Sosa presented a motion to adjourn.

Seconded by Donald Borden. AYES: 110 NAYS: 0 ABS: 0

Meeting adjourned at 7:40 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison