

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
March 22, 2016
Minutes

Meeting called to order by Dr. Gloria Bonilla-Santiago at 6:10 pm

Attendance:

Present:

Gloria Bonilla-Santiago
Mathew Goodwin
John Hall
Heather Matuszewski
Hector Nieves
Robert Ramson
Omar Samaniego
Melinda Sanchez
Dr. Horacio Sosa
Jennifer Young

Excused:

Donald Borden
Marleen Gonzalez
Phoebe Haddon
Cal Maradonna
Brenda Ortiz
Dr. Michael Palis
Patricia Pena

Staff Present

Ken Verrill
Khary Golden
Manny Delgado
Yvette Hernandez
Janice Strigh
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 February 16, 2016: Robert Ransom presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meeting of February 16, 2016 as prepared by Wanda Garcia, Board Liaison.

Seconded by Jennifer Young.

AYES: 10

NAYS: 0

ABS: 0

III. Chairperson's Report

A. Charter Renewal Update: Hector Nieves presented the following resolution:

Item 2: Resolved that the Board approves renewal of the charter agreement with the NJ Department Education for the period ending June 30, 2021 as provided by 18:A.

Seconded by John Hall.

Roll Call:

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Mathew Goodwin	YES
John Hall	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Robert Ransom	YES
Omar Samaniego	YES
Melinda Sanchez	YES
Dr. Horacio Sosa	YES
Jennifer Young	YES

Dr. Santiago indicated that the request for enrollment expansion was not approved due to high number of school options in Camden. Dr. Santiago and a team of Board members and senior staff are pursuing avenues to request to be reconsidered, as this was a plan that was vetted with the Superintendent prior to including in the renewal request. She will keep the Board abreast of future developments.

B. Grants: Dr. Horacio Sosa presented the following resolution:

- **Math and Science Partnership**

Item 3: Resolved that the Board authorizes the school to partner with Rutgers University-CLC to participate in the Math and Science Partnership that will target Math instruction.

Seconded by Melinda Sanchez. AYES: 10 NAYS: 0 ABS: 0

IV. **Finance Committee Actions:** Ken Verrill presented the Annual Operating Budget for 2016-2017. The presentation provided a summary of the budget for the current schools year and highlighted changes for 2016-2017. He indicated that the final budget is the culmination of many meetings with staff and a coordinated effort between Manny Delgado, Yvette Hernandez and himself. The Executive Committee of the Board also had an opportunity to review and provide input as well as the Finance Committee of the Board.

John Hall presented items 4-12 for Board approval:

A. Adoption of Annual Budget 2016-2017

Item 4: Resolved that the Board adopts the Annual Budget for 2016-2017 as prepared by the Chief Financial Officer in consultation with the schools' management team and the Board's Finance Committee.

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 January 30, 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 January 2016 per the attached listing.

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 February 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 two new school buses

Item 8: Resolved that the Board authorizes the Chief Financial Officer to solicit quotes for purchasing of two new school buses through the HCECS Cooperative Purchasing Group.

Further resolved that the Board authorizes the Chief Financial Officer to execute necessary financing for up to \$150,000 for this purchase through ABCO per the terms negotiated at 4.5% interest.

E. Approval of SPED Independent Evaluations Vendors Pool

Item 9: Resolved that the Board approves the following vendors to be part of a pool for needed SPED Independent Evaluations:

Vendor	Service and Fees
Center for Neurological and Neurodevelopmental Health	Comprehensive Neuropsychological testing (\$2,500) Functional Behavioral Assessment (\$1,880)
CENTRA	Comprehensive Neuropsychological testing (\$2,700) Child Study Team Evaluations (\$500) \$1,880
New Behavioral Network	Functional Behavioral Assessment (\$1,500)

EIRC of South Jersey	Learning Evaluation (\$385) Psychological Evaluation (\$385)
Leonard Educational Evaluations	Comprehensive Learning evaluation with Classroom Observations (\$1,200) Classroom observation (\$250) IEP (\$150)

F. Ratification of New Bid Threshold

Item 10: Resolved that the Board establishes and sets the bid threshold amount of \$40,000 and further authorizes Ken Verrill to award contracts, in full accordance with NJSA 18A:18A-3(a), for those purchases that do not exceed in the aggregate of the newly established bid threshold.

G. Authorization for Bid

Item 11: Resolved that the board authorizes the CFO to release bid specifications for engineering and repairs of the Facade Masonry for 130 North Broadway.

H. Budget Modification for IDEA-B

Item 12: Resolved that the Board authorizes the CFO to submit application for carry-over of funds under the IDEA-B in the amount of \$84,095.

**Seconded by Hector Nieves.
Roll Call:**

	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES Abstain on payment to Rutgers and Metz	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES Abstain on payments to ABCO	ABS	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES

	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES Abstain on payments to Verizon	YES	YES	YES	YES	YES

VI. Chief Operations Officer Reports – Manny Delgado provided an update on the following items:

A. Status of Bonilla-Santiago Building Completion: Has secured CO which will trigger tax abatement and will save \$75,000 annually. He indicated that elevators are near completion and the street work is still pending.

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

Item 13: Resolved that the Board authorizes the following payments under the LEAP/Cramer Hill, LLC:

Payee	Amount
US Bank	\$ 1,750.00
The Hartford	\$ 2,650.64
AT&T	\$ 386.49
NJ Division of Revenue	\$ 75.00

Seconded by John Hall.

Roll Call:

	Item 13
Dr. Gloria Bonilla-Santiago	YES
Mathew Goodwin	YES
John Hall	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Robert Ransom	YES
Omar Samaniego	YES
Melinda Sanchez	YES
Dr. Horacio Sosa	YES
Jennifer Young	YES

Manny Delgado distributed updates on the following items:

- C. Universal Enrollment Update**
- D. Fire Drills**
- H. Risk Management Report**

I. Student Discipline/HIB Reports

VII. Executive Session of the Board

Item 14: Robert Ramson presented a motion to close the meeting to the public for Executive Session.

Seconded by Jennifer Young. AYES: 10 NAYS: 0 ABS: 0
Time: 6:40 pm

Item 15: Hector Nieves presented a motion to re-open the meeting to the public.

Seconded by Omar Samaniego. AYES: 10 NAYS: 0 ABS: 0
Time: 7:05 pm

Dr. Santiago indicated that during the closed session the Board discussed various changes in the management team of the school and the appointment of Mr. Delgado as Lead Person.

VIII. Personnel Committee: Jennifer Young presented items 16-22 for Board approval, as follows. She also acknowledged Janice Strigh’s contribution to the school as Lead Person.

A. Appointment of Lead Person

Item 16: Resolved that the board appoints Manny Delgado as Lead Person for the LEAP Academy University Charter School.

B. New Staff Appointments

Item 17: 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>
Mirtha Esclona	Instructional Assistant (This position funded by NCLB - Title I Monies)	22-Mar-16	\$21,000	20-233-100-102-00
Janet Oquendo	Medical Office Manager	12-Apr-16	\$53,000	11-800-330-110-09-066

C. Approval of Part-Time Employment

Item 18: Resolved that the Board approves the following individuals for part-time employment:

<u>Part-Time Employment</u>	<u>Position</u>	<u>Effective Date</u>	<u>Compensation</u>	<u>Account Numbers</u>
Robin Vicino	LTS 5th Grade Math & Science Teacher	14-Mar-16	\$252/day	11-190-100-101-06-043
Vanessa Jones	PT-Parent Coordinator	4-Apr-16	\$35/hour	11-000-211-173-00-066
Christina Velasquez	P/T Custodian	24-Apr-16	\$10/hour	11-000-262-110-CL-066
Sonia Correa	P/T Custodian	24-Apr-16	\$10/hour	11-000-262-110-CL-066
Edwin Irizzary	P/T Custodian	24-Apr-16	\$10/hour	11-000-262-110-CL-066

<u>Part-Time Employment</u>	<u>Position</u>	<u>Effective Date</u>	<u>Compensation</u>	<u>Account Numbers</u>
Sandra Ramirez	P/T Custodian	23-Mar-16	\$10/hour	11-000-262-110-CL-066

D. Resignations

Item 19: Resolved that the Board accepts the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Caitlin Zambon	Kindergarten Teacher	22-Apr-16
Jeffrey Chiusano	Teacher of Chemistry	26-Apr-16
Yvonne Pulliam	Instructional Assistant	8-Mar-16

E. Leaves of Absences

Item 20: Resolved that the Board approves the following leave of absence actions:

<u>Name</u>	<u>Effective Day</u>
Jennifer Tran (Return from FMLA & NJFLA)	14-Mar-16
Nancy Ruiz (Return from FMLA)	14-Mar-16
Stephanie DePew (Return from FMLA & NJFLA)	14-Mar-16
Shirley Saed (FMLA)	18-Mar-16

F. Approval to participate in Specialized Training

Item 21: 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>
Beth Goodman	CloudBound Technology	Rowan University Glassboro, NJ	3/17/2016	-0-

G. Approval of Modification of Title and Position Scope

Item 22: Resolved that the Board approves a change in title and scope for the position of Director of Compliance, Accountability and Grants currently held by Tameka Mathews to the revised title of Director of Principal Leadership and Accountability. Further resolved that the Board re-assigns Janice Strigh as Supervisor for Science and Technology.

Seconded by Hector Nieves. :

Roll Call:

	<u>Item 16</u>	<u>Item 17</u>	<u>Item 18</u>	<u>Item 19</u>	<u>Item 20</u>	<u>Item 21</u>	<u>Item 22</u>
Dr. Gloria Bonilla-Santiago	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
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES

	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES

IX. Curriculum and Innovation

A. Curriculum Update – Yvette Hernandez provided a curriculum update and Khary Golden provided a presentation on the various innovative programs occurring at all grade levels at the schools.

B. Field Trips: Omar Smaniego presented item 23 for approval:

Item 23: Resolved that the Board approves the following field trips:

REQUESTOR	GRADE LEVEL	DATE	COSTS	PURPOSE
Jess Cerveny Renee Coccia	2 nd Grade	4/7/2016	\$6 per student Admission/60 Students/Entrance fees. Total \$390.00	Students will attend a show that connects both musical components and theatrical components.
Helen Uttarotai	11 th Grade	5/09/16	\$17 for parking plus toll fees	Compete in a math competition

Seconded by Jennifer Young. AYES: 10 NAYS: 0 ABS: 0

C. Equity Plan: Dr. Horacio Sosa presented the following resolution.

Item 24: Resolved that the Board approves the Equity Plan as presented by the Chief Operations Officer.

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

X. Public Comment: Omar Samaniego presented a motion to open meeting for public comment.
 Seconded by Heather Burke. **AYES: 10 NAYS: 0 ABS: 0**

XI. Adjournment: Hector Nieves presented a motion to adjourn.

Seconded by John Hall. AYES: 10 NAYS: 0 ABS: 0

Meeting adjourned at 7:25 pm

Respectfully Submitted,

Wanda Garcia
 Board Liaison

