

**LEAP ACADEMY CHARTER SCHOOL**

**March 28, 2017**

**AGENDA**

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

**Attendance:**

Omar Samaniego

Dr. Horacio Sosa

Jennifer Young

**Present:**

Gloria Bonilla-Santiago

Heather Burke

Mathew Goodwin

John Hall

Christine Karlsson

Cal Maradonna

Hector Nieves

Gladys Novoa

Dr. Michael Palis

Robert Ramson

**Excused:**

Donald Borden

Phoebe Haddon

Brenda Ortiz

**Staff Present**

Ken Verrill

Manny Delgado

Wanda Garcia, Board Liaison

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**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 February 21, 2007:** John Hall presented a motion to approve the minutes of February 21, 2017 as presented by Wanda Garcia, Board Liaison.

**Seconded by Donald Borden.**

**AYES: 12    NAYS: 0    ABS: 0**

**III. Chairperson's Report**

A. **Presentation-Teacher Innovative Project** - Nina Speart, LEAP art teacher presented highlights of art projects undertaken by students under her leadership. She introduced the Mosaic Project and highlighted external funding and partnership building efforts that have provided her with resources for her students. Dr. Santiago acknowledged her efforts and teacher leadership on behalf of the Board.

B. **Karina Velez** – Dr. Santiago announced that Karina Velez, one of the seniors in the Class of 2017 was accepted to Parsons Institute of Design, one of the premier design schools in the work with a scholarship. Dr. Santiago announced that she will receive a \$20,000 scholarship from the Peter Burke Scholarship Fund to match other scholarships. Dr. Santiago acknowledged Heather Burke, the daughter of Peter Burke and the Burke Family for

establishing the scholarship fund. The Board congratulated Karina on her acceptance to this prestigious institution.

#### IV. Chief Operations/Lead Person Report

##### A. COO Report

- **Risk Management Report** (An update was provided to the Board)
- **Update on HR Consultant Work/Exude** (An update was provided. Personnel Office files and documentation is up to date and organized.)
- **Update on Universal Enrollment:** Manny Delgado provided an update on Universal Enrollment. The Board approved to opt out of Universal Enrollment beginning with the 2017-2018 enrollment periods at its meeting in February. Manny Delgado recommended extending the effective day to June 30<sup>th</sup>.  
Horacio Sosa presented the following resolution:

**Item 2:** Whereas, the School administration has made recommendations to the Board of Trustees regarding participation on the Camden District’s Universal Enrollment System; and,

Whereas, the agreement with the Camden School District and NJDOE provided for reverting to the school’s charter approved system for recruiting, enrolling and managing enrollment.

Be it resolved that the Board re-authorizes authorizes non-renewal of the school’s participation effective June 30, 2017 when the agreement ends.

Further resolved that the Board directs Manny Delgado, Ken Verrill and Norma Agron to plan for this transition.

Seconded by Mathew Goodwin.

##### Roll Call:

Dr. Gloria Bonilla-Santiago	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Cristine Karlsson	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Gladys Novoa	YES
Dr. Michael Palis	YES
Robert Ransom	YES
Omar Samaniego	YES
Dr. Horacio Sosa	YES
Jennifer Young	YES

- **LEAP Health and Wellness Center** – Manny Delgado provided an update. He indicated that as of March 2017, the Heath Center has enrolled 113 patients.
- **Fire Drills** (A report was provided)
- **Student Discipline/HIB Reports** (A report was provided)
- **Staff Demographic Report** (Jessica Pierre-Louis provided a report and presentation)

**B. LEAP Cramer Hill LLC Financials:** John Hall presented a motion to approve items 3 and 4:

**Item 3:** Resolved that the Board approves the Financial Report for the LEAP Cramer Hill LLC for the period ending January 31, 2017 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	\$ 332.75
Bonnie Maradonna	\$ 3,555.00
LEAP Academy University Charter School	\$ 3,950.00
Young 's Laundromat	\$ 23.00

**C. Rental Contract**

**Item 4:** Resolved that the Board authorizes the LEAP/Cramer Hill LLC to enter into a rent agreement with T-Mobile for use of the roof of 130 North Broadway property for installation of antennas for wireless services at the monthly rate of \$2,500.

**Seconded by Hector Nieves.**

**Roll Call:**

	Item 3	Item 4
Dr. Gloria Bonilla-Santiago	YES	YES
Mathew Goodwin	YES	YES
John Hall	YES	YES
Christine Karlsson	YES	YES
Cal Maradonna	YES	YES
Heather Matuszewski-Burke	YES	YES
Hector Nieves	YES	YES
Gladys Novoa	YES	YES
Dr. Michael Palis	YES	YES
Robert Ransom	YES	YES
Omar Samaniego	YES	YES
Dr. Horacio Sosa	YES	YES
Jennifer Young	YES	Abstain

**V. Finance Committee Actions:** John Hall presented a motion to approve items 5 – 15, 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 January 2017 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 2017 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 February 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. Insurance Settlement**

**Item 8:** Resolved that the Board accepts the settlement from the NJSIG for damage to the roof of the 639 Cooper Street property in the amount of \$81,054.69.

**E. Contracts**

**Item 9:** Resolved that the Board approves the following contracts:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>	<b>Account</b>
Phoenix Advisors	For technical assistance with the process for refinancing the STEM School on or about October 1, 2017.	\$10,000	TBD

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>	<b>Account</b>
Atlantic Tomorrow	Copier Contract to be leased through Fulton Bank at 4.63% fixed for 60 months with a \$1 purchase option.	Monthly lease payment \$1,555.82	TBD

**F. Approval of Title IA Budget Modification**

**Item 10:** Resolved that the Board approves submittal of the Title IA budget modification presented by the CFO.

**G. Policy on Breakfast Offer and Served**

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

**H. Adoption of 2017-2018 Operating Budget**

**Item 12:** Resolved that the Board adopts the 2017-2018 budget as prepared by the Chief Financial Officer/SBA and authorizes submittal to the NJDOE.

**I. Food Program Daily Audit**

**Item 13:** Resolved that the Board accepts the audit report submitted by the NJ Department of Agriculture regarding the Food Services Daily Count and acknowledges the great work of the Food Service staff.

**J. Bids for Professional Development ELA**

**Item 14:** Resolved that the Board authorizes the Business Office to release bid specifications for professional development services for ELA for approval of a vendor at the May meeting.

**K. Water Quality Analysis**

**Item 15:** Resolved that the Board accepts the independent report on water quality at the schools prepared by EMLS Analytical and directs Ken Verrill to address the finding regarding water in the lower school kitchen.

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 5</b>	<b>Item 6</b>	<b>Item 7</b>	<b>Item 8</b>	<b>Item 9</b>	<b>Item 10</b>	<b>Item 11</b>	<b>Item 12</b>	<b>Item 13</b>	<b>Item 14</b>	<b>Item 15</b>
Dr. Gloria Bonilla-Santiago	YES	YES	Abstain on payments to	YES	YES	YES	YES	YES	YES	YES	YES

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
			Rutgers and Metz								
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	Abstain on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	Abstain on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	Abstain on payments to Verizon	YES	YES	YES	YES	YES	YES	YES	YES

**VI. Curriculum Committee:** Horacio Sosa presented a motion to approve items 16-21, as follows:

**A. Academic Report**

- **College Access Report-** Khary Golden and Marchelle Roberts provided an update report on College Access, including college acceptance progress and programs for students from K-12.
- **Maker’s Day Report** – Carlos Mattei provided a report on the Second Annual Maker’s Day at LEAP Academy.

**B. Curriculum Action Items: Horacio Sosa presented a motion to approve items**

- **School Calendar Modifications**

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

- Snow Day Closing Make-Up: April 21, 2017

- **University Academies**

**Item 17:** Resolved that the Board approves the offering of Dual university academies for all its seniors for the academic year 2017-2018, as follows:

- Rutgers Social Science/Humanities Academy
  - Into to Cultural Anthropology
  - African American History
  - Latin American Culture
- Rutgers Business Academy
  - Intro to Finance and Investment
  - Intro to Marketing
  - Social Entrepreneurship
- Rowan University
  - Biology
  - College Composition
  - College Mathematics
  - Basic Nutrition / Health and Wellness

Further resolved that the Board approves the following allocations to cover the costs for these courses and the actual college credits:

- Rutgers Social Sciences/Humanities - \$216,000 for 9 credits to be offered to 120 students
- Rutgers Business Academy - \$108,000 for 9 credits to be offered to 40 students
- Rowan University – \$216, 000 for 12 credits to be offered to 120 students

Further resolved that the Board directs the instructional leadership of the school to organize schedule accordingly and recommend the necessary staffing and scheduling changes needed to implement the program.

Further resolved that with this new schedule, the Board authorizes dismissal of students in the 12th grade in 2017-2018 by 2:30 pm.

Further resolved that the Board directs the College Access Center to monitor this program, including providing academic and guidance support for students in the program and maintain ongoing record of student performance.

- **Field Trips**

**Item 18:** Resolved that the Board authorizes the following field trips:

<b>Field Trips Requestor Departure &amp; Return Time</b>	<b>Grade Level</b>	<b>Date of Trip</b>	<b>Cost</b>	<b>Purpose of the Trip</b>
Nina Speart Philadelphia Art Museum 2600 Benjamin Franklin Pkwy Phila, PA	5 <sup>th</sup>	6/7/17	\$420 Funded by Target Grant	An investigation of Animals in Art: The 'stories' they tell about varying cultures and times.
Khary Golden Rowan University Tour 201 Mullica Hill Rd. Glassboro, NJ	12 <sup>th</sup>	5/1/17	\$0	College Tour
Khary Golden Rutgers Tour 100 Sutphen Rd Piscataway, NJ	12 <sup>th</sup>	5/2/17	\$0	College Tour
Khary Golden Rider University 2083 Lawrenceville Rd Lawrence Twp. NJ	12 <sup>th</sup>	5/3/17	\$0	College Tour
Khary Golden Temple University 1801 N. Broad St Phila, PA	12 <sup>th</sup>	5/4/17	\$0	College Tour
Khary Golden University of Delaware 1200 North DuPont Hwy Dover, DE	12 <sup>th</sup>	5/5/17	\$0	College Tour

- **Revised Assessment Schedule**

**Item 19:** Resolved that the Board approves the revised assessment schedule as presented by the COO.

- **Graduation Requirements**

**Item 20:** Resolved that the Board approves revised graduation requirements for the high school from 140 to 135 as follows:

- Instead of 10 required Visual and Performing Arts credits, students will only be required to take 5 credits to fulfill graduation requirements.

- **Industrial Arts Curriculum**



**Item 21:** Resolved that the Board approves the Industrial Arts Revised Curriculum and the following courses: Fundamentals of Design; Graphic Design; Industrial Design; and Introduction to Architectural Design.

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 16</b>	<b>Item 17</b>	<b>Item 18</b>	<b>Item 19</b>	<b>Item 20</b>	<b>Item 21</b>
Dr. Gloria Bonilla-Santiago	YES	ABS	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	ABS	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	ABS	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	ABS	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES

**IX. Personnel Committee:** Jennifer Young presented a motion to approve items 22-27, as follows:

**A. Tenure Recommendations**

**Item 22:** Resolved that the Board grants tenure to the following teachers per the schools' Streamline Tenure Policy and in recognition of exemplary record of teaching and leadership:

<b>Name</b>	<b>Position</b>
Helen Abreu	Teacher - Kindergarten (LS)
Alicia Crump	Teacher - Phys. Ed. (Upper)
Debra Long	Teacher - 4th Grade (Upper)
Christine Meslar	Teacher - 3rd Grade (LS)
Anna Marie Perrone	Teacher - 5th Grade (LS)
Elise Rocco	Teacher - 4th Grade (Upper)
Lissel Vasilakis	Teacher - Spanish (LS)

**B. New Appointments**

**Item 23:** Resolved that the Board appoints the following individuals:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Contract/Start Date</u></b>	<b><u>Salary</u></b>	<b><u>Account Numbers</u></b>
Traquilla Kennedy	Deputy Chief of Personnel	4/1/2017	\$110,000	11-000-251-104-HR-052

<u>Name</u>	<u>Position</u>	<u>Contract/Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Sarah Horneff	Special Education Teacher	3/28/2017	\$56,000	11-213-100-101-02-043
Rashida Hunt	Part-time Custodian	3/27/2017	\$10/hr	11-000-262-110-CL-066
Diana Chiu	Nurse	3/28/2017	\$48,000	11-000-218-104-04-066

### C. Terminations/Resignations

**Item 24:** Resolved that the Board approves the terminations or separations of the following staff:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Account Number</u>
Aldo Bartra	Assistant Principal/Athletic Director	3/18/2017	11-000-240-103-03-052
Nicole Locantora	Business Teacher - STEAM HS	5/12/2017	11-140-100-101-04-043
Anthony Quinones	Part-time Custodian	2/23/2017	11-000-262-110-CL-066
Virginia Estevez	Part-time Custodian	3/21/2017	11-000-262-110-CL-066

### D. External Professional Development

**Item 25:** Resolved that the Board authorizes staff participation on the following professional development opportunities off-site:

<b>NAME</b>	<b>NAME OF WORKSHOP/SEMINAR</b>	<b>LOCATION</b>	<b>DATE (S) &amp; TIME</b>	<b>COST</b>
Beverly Johnson	Payroll Law 2017	Cherry Hill, NJ	3/30/17	\$199 11-000-223-500-00-068
Marchelle Roberts Brooke Bivona	LGBTQ Youth Summit – Chaperone Orientation	326 Penn Street Campus Center Camden, NJ 08102	2/22/2017 12:30 – 2:20	\$0
Tameka Matthews Kimberly Fitzpatrick	SEMI Spring Regional Meeting	Burlington County Special Services School Westampton	3/22/2017	\$0
Kimberly Fitzpatrick	Purchasing – Rescheduled due to snow	Mt. Laurel, NJ	4/4/2017	\$75 11-000-251-592-PD-063
Manuel Delgado Jessica Pierre-Luis Kimberly Fitzpatrick	Title I School Wide Plan Application Management	Webinar	3/20/2017	\$0
Stevenson Pierre- Jacques Amir Ayres	Microsoft Mini Conference	Microsoft Office 101 Wood Ave South Iselin, NJ	3/24/17	\$0

**E. Placement of Rutgers Students for Education practicum**

**Item 26:** Resolved that the Board authorizes placement of the following Rutgers students to fulfill the Education Practicum requirements during the months of May and June, 2017 under the supervision of assigned principals.

- Kiersen Perks
- Brent Kroposky

**F. Settlement with LATA**

**Item 27:** Resolved that the Board approves the proposed settlement agreement between the Board and LATA, as negotiated by Board Counsel.

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 22</b>	<b>Item 23</b>	<b>Item 24</b>	<b>Item 25</b>	<b>Item 26</b>	<b>Item 27</b>
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	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	YES	YES	YES

**X. Public Comment:** Omar Samaniego presented a motion to open the meeting for public comment.  
**Seconded by Mathew Goodwin. AYES: 13 NAYS: 0 ABS: 0**

No comment was presented by the members of the public.

**XI. Adjournment:** Mathew Goodwin presented a motion to adjourn.

**Seconded by Hector Nieves. AYES: 13 NAYS: 0 ABS: 0**

Meeting adjourned at 7:30 pm.

Respectfully Submitted,

Wanda Garcia

