

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
May 7, 2015
Minutes

Meeting was called to order by Dr. Gloria Bonilla-Santiago at 6:00 p.m.

Attendance:

Present:

Danielle Askew
Gloria Bonilla-Santiago
Marleen Gonzalez
Mathew Goodwin
John Hall
Cal Maradonna
Heather Matuszewski
Maria Miranda
Hector Nieves
Brenda Ortiz
Robert Ramson
Omar Samaniego
Melinda Sanchez
Dr. Horacio Sosa

William Thompson
Jennifer Young

Excused:

Phoebe Haddon
Patricia Pena
Dr. Benedetto Piccoli

Staff Present

Janice Strigh, Chief Operations Officer/Lead Person
Evelyn Nunez, Chief Academic Officer
Ken Verrill, Chief Financial Officer/SBA
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 April 6, 2015: Maria Miranda presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meeting of April 16, 2015 as prepared by Wanda Garcia, Board Liaison.

Seconded by Marlene Gonzalez.

AYES: 12

NAYS: 0

ABS: 0

III. Chairperson's Report:

A. Announcements: Dr. Santiago reminded the Board about the following upcoming events:

- 1) For Pete's Sake Scholarship Fundraiser – May 14, 2015
- 2) Annual Walk-A-Thon and Health Fair – May 16, 2015

B. Charter Renewal Update: Dr. Santiago indicated that a Working Staff Committee has been meeting to prepare for renewal. Dr. Santiago shared the review process with Board members and proposed retaining a consultant with expertise with this process.

Dr. Horacio Sosa presented the following resolution:

Item 2: Resolved that the Board approves contracting Tugboat Educational Services in the amount of \$5,000 to provide technical assistance and preparation for charter renewal process as highlighted in the proposal enclosed. (to be encumbered in the FY16 budget)

Seconded by John Hall.

AYES: 15 NAYS: 0 ABS: 0

C. Special Recognition – LEAP Academy’s Baseball Team: Dr. Santiago acknowledged members of the Baseball team and their head coach, Mr. Rossi and the coaching staff for a successful season and for outstanding sportsmanship.

Cal Maradonna presented the following resolution:

Item 3: Resolved that the Board recognizes the players in the LEAP Academy Baseball Team for outstanding sportsmanship:

Brandon	Ediberto Santos
Leonardo Fernandez	Duwan Taplin
Nelfie Fortuna	George Torres
Jerome High-Jones	Jordanni Valdez
Isais Maldonado	Raymundo Rico
Elmer Martinez	Joel Rodsado
Damon Rice	Nick Simons
Lewis Alvarez	Luis Zabala
Juwan Clayton	Elias Duran
Joel Figueroa	Pedro Maldonado

Further resolved that the Board recognizes the coaching staff for dedication, leadership and commitment to our students:

Ray Rossi, Head Coach
Walbis Abreu, Assistant Coach
Brian Philips, Assistant Coach
Matt Steen, Assistant Coach
Ledyse Almonte, Score Keeper
Alyssa Clark, Score Keeper
David Zu, Score Keeper

Seconded by Marlene Gonzalez.

AYES: 15 NAYS: 0 ABS: 0

D. Board Committee for Athletics and Sports Development:

William Thompson presented the following resolution:

Item 4: Resolved that the Board approves the creation of the Athletics and Sports Board Committee and appoint Cal Maradonna as Chair and the following trustees as member: Robert Ramson, Omar Samaniego, and Mathew Goodwin.

Further resolved that this committee will work closely with the Athletics Department in strengthening the sports programs at LEAP.

Seconded by Robert Ramson. AYES: 15 NAYS: 0 ABS: 0

E. Revised Board Policies: Dr. Santiago indicated that her office has continued to work with the policy consultants to ensure that all Board policies are updated. Three revised polies were presented for Board adoption.

Danielle Lopez presented the following resolution for adoption:

Item 5: Resolved that the Board approves revisions to the following policies:

- Nepotism
- Legal Services
- Internal Controls

It further directs Wanda Garcia to make the necessary revisions on the online policy book portal.

Seconded by Hector Nieves. AYES: 16 NAYS: 0 ABS: 0

IV. Executive Session to Discuss Personnel Matters

Item 6: Resolution to close meeting to the public

Hector Nieves presented a resolution to close the meeting to the public.

Seconded by Brenda Ortiz. AYES: 16 NAYS: 0 ABS: 0

Meeting Closed at 6:25 p.m.

Item 7: Resolution to re-open meeting to the public

Maria Miranda presented a resolution to re-open the meeting to the public.

Melinda Sanchez seconded. AYES: 16 NAYS: 0 ABS: 0

Meeting re-opened at 7:10 p.m.

Dr. Santiago indicated that in closed session the board was provided with updates on pending personnel matters currently under Board Counsel negotiation.

V. LEAP/Cramer Hill LLC Reports

A. Status of Wilson Building Project

- Status of Renovations and Project Budget: Manny Delgado provided the Board with an update on the building construction and budget to date. Project in target for completion in late July/early August.

B. Approval of Payment of Bills for the LEAP/Cramer Hill LLC

John Hall presented the following resolution for Board approval.

Item 8: Resolved that the board approves the following payments under the LEAP Cramer Hill, LLC:

Payee	Amount
<i>Wilson Project Funds - Bonds</i>	
Aireko – payment 12	\$ 974,817.49
Aireko – payment 13	\$ 437,105.90
<i>General Operating LEAP Cramer Hill, LLC</i>	
City of Camden – Cabling Permit	\$ 413.00
City of Camden – Fire Permit	\$ 1,244.00
City of Camden – Fire Alarm Permit	\$ 2,608.00
City of Camden – Prop Tax	\$ 20,625.03
Advance Management	\$ 110.00
AT&T	\$ 350.49

Hector Nieves seconded.

Roll Call:

	Item 8
Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	YES
Marleen Gonzalez	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Maria Miranda	YES
Hector Nieves	YES
Brenda Ortiz	YES
Robert Ransom	YES
Omar Samaniego	YES
Melinda Sanchez	YES
Dr. Horacio Sosa	YES
William Thompson	YES

	Item 8
Jennifer Young	_-----

VI. Finance Committee Actions

John Hall indicated that the Finance Committee met to review monthly financials and discuss action items presented tonight for approval.

John Hall presented items 8 - 14 for Board approval:

A. Approval of Board Line Item Status Report

Item 8: 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 March 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 9: Resolved that the Board approves budget transfers for March 2015 per the attached listing.

C. Approval of Expenditure Report/Bill List

Item 10: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for April 2015.

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. Contracts

Item 11: Resolved that the Board authorizes executing the following contracts:

Vendor	Amount	Purpose	Account Code
Teach 4 Results (Per bid process)	\$12,600	Professional Development for School Leaders and Coaches with a focus on teaching	20-232-200-340-00 (Title I)

Vendor	Amount	Purpose	Account Code
		and learning.	
Bonnie Maradonna	\$45/hour for up to 15 hours per week.	Develop strategic and operational plan for venue rental strategy.	TBD

E. Grants

Item 12: Resolved that the Board authorizes preparation and submittal of grant application to the NJDOE for Blended Learning at the K-3 level.

F. RFP's

Item 13: Resolved that the Board authorizes preparation and release of an RFP for parent training and development services under the Title I Plan.

G. Donation

Item 14: Resolved that the board acknowledges the equipment contribution from Joseph Vanore of 1 laser printer and Ken Verrill of two Laser Jet Printers.

Further resolved that the Board directs the CFO to provide written acknowledgement of the gift to the donors.

Seconded by Hector Nieves.

Roll Call:

	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14
Danielle Askew	YES	YES	YES Abstain on payments to Rutgers	YES	YES	Abstain	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES Abstain on payments to ABCO	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES Abstain on payments to Rutgers	Abstain	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES
Maria Miranda	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES

	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14
			Abstain on payments to Rutgers				
Robert Ransom	YES	YES	YES	YES	YES	YES	YES
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
William Thompson	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	---	---	---	---	---	---	---

VII. Personnel Committee

Jennifer Young indicated that the Personnel met to discuss all action items to be presented to the Board.

Jennifer presented a resolution to approve items 15- 21.

A. Elimination of Position

Item 15: Resolved that the Board approves the elimination of the position of Parent Assistant effective May 8, 2015.

B. Teacher Renewal Recommendations

Item 16: Resolved the Board recommends the following teachers for renewal:

ABREU, HELEN
 ALGARIN, ALEXANDRA
 ALLISON, NURCIHAN
 ASPENBURG, STEPHANIE (tenured)
 AYDEN, GIZELL
 AYERS, AMIR
 BARBATO, DANIELLE
 BARTON, JESSE (tenured)
 BLACK, GINA
 BLACKMAN, DANIEL
 BOWER, DANIEL
 BRIGGS, JALEESA
 BROWN , ANGELA
 BROWNSTEIN, STEVEN
 BURLAGE, KRISTIN
 BUTTERWORTH, GLEN
 BUTTERWORTH-GREEN, JEANINE
 CAMERON, ROBERT
 CARABALLO, JESSICA
 CASTANO, GINA (tenured)

CAVALLO, CHRISTINE
 CHRZANOWSKI, CHRISTINA
 CIESIELSKI, DANA
 CLARK, CATHERINE (tenured)
 CLOHERTY, MELISSA (tenured)
 COCCIA, RENEE (tenured)
 COLLURA, STEPHANIE
 COLLURA, TIMOTHY
 CONNOLLY, BRIAN
 COVINGTON, SHANNON
 CRUMP, ALICIA
 DATIZ, STEPHANIE
 DEPEW, STEPHANIE
 DINUOVA, MICHAEL (tenured)
 DUNLAP, ANDREA
 EVANS, EDWARD (tenured)
 FERRARA, LAUREN
 FINER, CAROL
 FULTON, AMANDA
 GASCHNIG, KAITLYN

GIBBS, MAUREEN (tenured)
 GODARD, KATURAH (tenured)
 GONZALEZ, WIDALYS
 GREEN, MARIE (tenured)
 HEANEY, KRISTEN
 HEANEY, PATRICK
 JABBOUR, CHRISTOPHER
 KEHLER, JAMES
 KLINKE, ANA
 KNOEDLER, KAITLYN
 KOGAN, JULIA (tenured)
 LIPINSKI, ELIZABETH
 LONG, DEBRA
 LYON, MARGUERITE
 LUNN, SCOTT (tenured)
 MAENNER, NICOLE (tenured)
 MALONE, WILLIAM
 MARINO, RICHARD (tenured)
 MAUTE, JESSICA
 MEEHAN, CATHRINE
 MESLAR, CHRISTINE
 MILEWSKI, AMANDA
 MILLER, ALYSSA
 MINOTT, KAREN
 MONTE, MELVIN
 MORMELLO, DOUGLAS
 OAKES, BRITTANY
 PANVINI, MARIA
 PEARSON, CAROLE (tenured)

PEREZ, SIOMARA (tenured)
 PERRINE, KRISTEN
 PERRONE, ANNA MARIE
 PHILLIPS, AMANDA
 PHILLIPS, JEFFREY (tenured)
 PIRO, CRYSTAL (tenured)
 QURAISHI, NEELUM
 REARDON, PAUL
 REDMOND, HELEN (tenured)
 ROCCO, ELISE
 ROSA, DAISY
 ROSSI, RAYMOND (tenured)
 SAED, SHIRLEY
 SCHEUREN, JESSICA
 SINGH, SIMRIT
 SMITH, RANDOLPH (tenured)
 SMULKTIS, JOHN (tenured)
 SPEART, NINA (tenured)
 STAHL, MARISSA
 STEEN, MATTHEW
 SWANN, CASEY
 TEPPERMAN, MELISSA
 TRAN, JENNIFER
 UNVERHAU, ROBIN
 VASILAKIS, LISSEL
 VASQUEZ, SILVIA (tenured)
 WILLIAMS, AFTON
 WILSON-POE, CHANELLE

C. Non-Renewal Recommendations

Item 17: Resolved that the Board does not recommend the following teachers and instructional staff for renewal:

Whitney Deheney
 Tania Royal
 Maria Reyes
 Diana Gonzalez
 Noemi Gonzalez
 Amanda Yerkes
 Carrie Fleming

Edward Aguirre
 Rebecca Barber
 Alex Mazella
 Randy Miller
 Janet Pagan
 Devon Worster

A recommendation was made to include record of absences and lateness in the overall evaluation to ensure that these factors are clearly represented in the overall performance review.

D. Leaves of Absences

Item 18: Resolved that the Board approves the following leaves of absence actions:

<u>Name</u>	<u>Leave Date(s)</u>
Dawson Pratt (Administrative Leave)	April 16 - May 7, 2015
Patrick Heaney (Military Leave)	May 6 - 28, 2015

E. Terminations/Resignations

Item 19: Resolved that the Board authorizes the following terminations/resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Dawson Pratt	Lead Custodian	7-May-15
Norma Datil	Parent Unit Assistant	7-May-15

F. New Staff Appointments

Item 20: 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>
Vernon Parson	LTS Teacher of Music	1-May-15	\$245/day	11-190-100-101-06-043
Janet Pagan	LTS Technology Teacher	8-May-15	\$245/day	11-190-100-101-06-043
Bethany Fowler	Teacher of English	24-Aug-15	\$51,000	11-140-100-101-04-043
Michael Rhea	Teacher of Social Studies	24-Aug-15	\$49,000	11-140-100-101-04-043
Jeffrey Chusiano	Teacher of Physics	24-Aug-15	\$51,000	11-140-100-101-04-043

G. Approval of Part-Time Employment

Item 21: Resolved that the Board authorizes the following appointments for part-time employment or other pay for regular staff:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Numbers</u>
Lourdes Intriago	P/T Custodian	8-May-15	\$10/hour	11-000-262-110-CL-066
Maria A. Gonzalez	P/T Custodian	8-May-15	\$10/hour	11-000-262-110-CL-066
Eduardo Cruz-Villa	P/T Custodian	8-May-15	\$10/hour	11-000-262-110-CL-066
Lhisury Roman	P/T Custodian	1-May-15	\$10/hour	11-000-262-110-CL-066
Christopher Alicea	P/T Custodian WB	8-May-15	\$15/hour	11-000-262-110-CL-066
Neal Goldman	Substitute Teacher	1-May-15	\$13.33/hour	11-190-100-101-06-043
Elijah Mansaray	Substitute Teacher	1-May-15	\$13.33/hour	11-190-100-101-06-043

Further resolved that all appointments related to the Parents Unit be tabled until additional information is provided to the Board.

Seconded by Hector Nieves.

Roll Call:

	Item 15	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21
Danielle Askew	YES	YES	ABS	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES
Marleen Gonzalez	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
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES	YES
Maria Miranda	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	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
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES
William Thompson	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES

VIII. Staff Reports: Staff reports were presented to address progress in the following areas:

- **Curriculum and Instruction**
- **Operations (enrollment)**
- **College Access (Khary Golden)**

IX. Public Comment: Brenda Ortiz presented a resolution to open the meeting to the public.
Seconded by William Thompson. AYES: 16 NAYS: 0 ABS: 0

No public comment was presented.

X. Adjournment: Hector Nieves presented a motion to adjourn.
Seconded by Omar Samaniego. AYES: 16 NAYS: 0 ABS: 0

Respectfully Submitted,

Wanda Garcia
Board Liaison