

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
May 12, 2016
MINUTES

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

Attendance:

Present:

Gloria Bonilla-Santiago
Marleen Gonzalez
Mathew Goodwin
Phoebe Haddon
Cal Maradonna
Heather Matuszewski
Hector Nieves
Melinda Sanchez
Jennifer Young

Excused:

Donald Borden

John Hall
Brenda Ortiz
Dr. Michael Palis
Patricia Pena
Robert Ramson
Omar Samaniego
Dr. Horacio Sosa

Staff Present

Ken Verrill
Khary Golden
Manny Delgado
Yvette Hernandez
Dr. Dyanne Westerberg
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. Chairperson's Report

A. Upcoming Events: Dr. Santiago announced the following upcoming events:

- Donors Appreciation Breakfast – May 18, 8 am
- Rob Ramson's Graduation with a Purpose Celebration – May 20, 6-9 pm
- Walkathon and Health Fair – May 21, 2016
- 6th Grade Moving Up Ceremony, June 23rd, 2:00pm
- 8th Grade Graduation - Kindergarten Promotion, June 24th, 6 pm
- Kinder Graduations – June 24th, 10 am and 2:00pm
- HS Graduation - June 27th, 6 pm
- Annual Fundraising Gala – December 2nd, 7 pm

III. Executive Session of the Board

Item 1: Jennifer Young presented a motion to close the meeting to the public for Executive

Session.

Seconded by Hector Nieves.
Time: 6:25 pm

AYES: 9 NAYS: 0 ABS: 0

Item 2: Hector Nieves presented a motion to re-open the meeting to the public.

Seconded by Marlene Gonzalez.
Time: 6:35 pm

AYES: 9 NAYS: 0 ABS: 0

Dr. Santiago indicated that during the closed session the Board discussed various personnel decisions related to teacher renewals.

IV. Personnel Committee: Jennifer Young presented items 3-9 for Board approval:

A. New Appointments

Item 3: Resolved that the Board appoints the following individuals:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Erica Saldivar	Supervisor of Spanish & Dual Language	1-Jul-16	\$85,000	11-000-221-102-00-066
Erica Maitland	Elementary School Teacher (1st Grade)	22-Aug-16	\$50,000	11-120-100-101-01-043
Tiyana Hicks	Elementary School Teacher (1st Grade)	22-Aug-16	\$50,000	11-120-100-101-01-043

B. Part-Time Employment

Item 4: Resolved that the Board appoints the following individuals for part-time employment:

<u>Name</u>	<u>Assignment</u>	<u>Effective Days</u>	<u>Compensation</u>	<u>Account Numbers</u>
Sheri C. Turner	Long-Term Substitute Kindergarten Teacher	May 10, 2016 - June 27, 2016	\$242/day	11-190-100-101-06-043

C. Retroactive Leadership Bonus

Item 5: Resolved that the Board approves payment of a leadership bonus for the following employees:

Maria Parvini: \$ 766

D. Teacher Contract Renewals

Item 6: Resolved that the board approves the renewal recommendations for the following teachers for the 2016-2017 school year:

ABREU, HELEN
ALLISON, NURCIHAN
ASPENBURG, STEPHANIE
AYDIN, GIZELL
AYRES, AMIR
BARTON, JESSE
BEAMAN, TRAMER
BLACKMAN, DANIEL
BOWER, DANIEL
BROWN, ANGELA
BROWN, DYETTE
BROWNSTEIN, STEVEN
BURKE, MICHAEL
BURLAGE, KRISTIN
BURROWS, CRISTINA
BUTTERWORTH, GLEN
CARABALLO, JESSICA
CARPENTER, AMANDA
CARR, NICHOLE
CAVALLO, CHRISTINE
CERVENY, JESSICA
CIESIELSKI, DANA
CLARK, CATHERINE
CLOHERTY, MELISSA
COCCIA, RENEE
COVINGTON, SHANNON
CRUMP, ALICIA
CUNEO, JUSTINE
DATIZ, STEPHANIE
DAVISO, FRANK
DAWSON, CASEY
DEPEW, STEPHANIE
DINUOVA, MICHAEL
DIXON, JESSICA
DUNLAP, ANDREA
DURNEY, JOHN
EVANS, EDWARD
FAVAT, DREW
FEDERICO, LISA
FERRARA, LAUREN
FIORDIMONDO, MICHELLE (Team Leader)
FISHER, DAVENIA
FULTON, AMANDA
GARTLAND, ERIN
GOLDING, GEORGE
GOODMAN-BERKOWITZ, BETH
GOSENBERGER, AMANDA

GREEN, MARIE
GROSSMAN, RACHAEL
GUERRASIO, NAOMI
HOOVER, MICHAEL
KLEHAMER, DANIEL
KLINKE, ANA
KOGAN, JULIA
LIPINSKI, ELIZABETH
LONG, DEBRA
LYON, MARGUERITE
MAENNER, NICOLE
MARINO, RICHARD
MCLEOD, BRITNEY
MEEHAN, CATHERINE
MESLAR, CHRISTINE
MILEWSKI, AMANDA
MINOTT, KAREN (School Nurse)
MONTE, MELVIN
MOONEY, JENNIFER
OAKES, BRITTANY
ORLINA, MARIA (Team Leader)
PANVINI, MARIA
PARSON, VERNON
PEARSON, CAROLE
PEKARCHIK, AMY
PEREZ, SIOMARA
PERRINE, KRISTEN
PERRONE, ANNA MARIE
PHILLIP, AMANDA
PHILLIPS, HEATHER
PHILLIPS, JEFFREY
PICKELL, SARAH
PIRO, CRYSTAL
QURAISHI, NEELUM
REDMOND, HELEN
REFSNIDER, JESSICA
RHEA, MICHAEL
ROCCO, ELISE
ROSA, DAISY
ROSSI, RAYMOND
SAED, SHIRLEY
SINGH, SIMRIT
SMITH, RANDOLPH
SPEART, NINA
STEEN, MATTHEW
TRAN, JENNIFER
UNVERHAU, ROBIN

UTTAROTAI, HELEN
 VASILAKIS, LISSEL
 VASQUEZ, SILVIA

WILLIAMS, AFTON
 WILSON-POE, CHANELLE
 WINFREY, OMAR

E. Resignations

Item 7: Resolved that the Board accepts the resignations of the following individuals:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Katurah Godard	Technology Teacher	27-Jun-16
Nancy Ruiz	Principal- STEAM High School	30-Jun-16

F. Leaves of Absence

Item 8: Resolved that the Board approves the following actions regarding leaves of absences:

<u>Name</u>	<u>Effective Day</u>
Jack Smulkis (Return from FMLA)	23-May-16
Shirley Saed (Return from FMLA)	2-May-16
Valencia Sellers (FMLA Leave)	10-May-16

G. Professional Development

Item 9: Resolved that the Board of Trustees authorizes staff participation in the following professional development opportunities:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Dana Ciesielski	Youth Mental Health First Aid	Colmar, PA	June 6, 2016	\$0
Helen Redmond	HS of Business Summer Training	Columbus, OH	June 23-27, 2016	\$0 Cost paid by Vendor
Christine Meslar	Concepts, skills and problem solving	Double Tree Hilton Mt. Laurel, NJ	January 22, 2016	\$0
Nurcihan Allison Naomi Guerrasio	NJ TESOL Spring 2016 Conference	New Brunswick, NJ	June 1-2, 2016	\$309 per person NCLB Title IIA 2015-16 20-277-200-592-00
Robin Unverhau	NJ TESOL Spring 2016 Conference	New Brunswick, NJ	June 3, 2016	\$229 NCLB Title IIA 2015-16 20-277-200-592-00

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Ken Verrill	NJ ASBO Annual 2016 Conference	Borgata Hotel Atlantic City, NJ	June 8-10, 2016	\$325 11-000-251-592- 00-063
Janice Strigh	NJ Education Innovation Summit	Monmouth University, NJ	May 20, 2016	\$0
Tameka Mathews	NJAFPA Spring Training Conferences 2016: Rigor and Relevance for All Students (Title 1 Workshop)	Harrah's Resort, Atlantic City	June 9, 2016	\$199.00

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

	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9
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
Phoebe Haddon	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
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES

V. Finance Committee Actions: Hector Nieves presented items 10 – 15 for Board approval:

A. Financial Reports

Item 10: 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 March 31, 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 11: Resolved that the Board approves budget transfers for March 2016 per the attached listing.

C. Approval of Expenditure Report/Bill List

Item 12: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for April 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. Approval of Modification of Contracts

Item 13: Resolved that the Board approves the following contracts:

Vendor	Modification
Rutgers University CLC	No-Cost Extension on Tutoring Program through June 30, 2016

E. Grant

Item 14: Resolved that the Board accepts \$12,702 in grant funds from Ed Connect.

H. High School Graduation Budget

Item 15: Resolved that the Board approves the following budget to cover graduation expenditures:

Vendor	Item/Description	Quantity	Cost	Total Cost
Balfour	2016 Student Caps & Gowns	111	\$30.00 each	\$3,300
	100 Maroon Custom Stoles	100	\$12.00 each	\$1,200
	Honors Gold Stoles	10	\$12.00 each	\$120
	Gold Valedictorian Stole	1	\$11.50 each	\$11.50
	Gold Salutatorian Stole	1	\$11.50 each	\$11.50
	Shipping			
Balfour	Navy & Maroon Tassels	65	\$5.50 each	\$357.50
	Red & Black Variegated Cords	80	\$9.50 each	\$760

	Red & White Variegated Cords	40	\$9.50 each	\$380
Balfour	Faculty & Staff Cap & Gown Rentals		\$30.00 each	\$900
PressWorks	LEAP Academy Diploma Cases	100	App. \$9 each	\$900
Mendez & Jackel	Flower Centerpieces & Bouquets (Parent Unit)	3		\$150
Slice of NY	Pizza/Soda/Refreshments			\$150
Paul's Awards & Trophies	Various Awards/Pins/Plaques			\$1,000
Approximate Total:				\$9,405.50

**Seconded by Cal Maradonna:
Roll Call:**

	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	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
Phoebe Haddon	YES	YES	YES (abstain on payments to Rutgers)	YES	YES	YES
Cal Maradonna	YES	YES	YES (abstain on payments to Rutgers)	YES	YES	YES
Heather Matuszewski-Burke	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Melinda Sanchez	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES (abstain on payments to Verizon)	YES	YES	YES

VII. Chief Operations Officer/Lead Person Reports – Manny Delgado

A. Status of Bonilla-Santiago Building Completion: Manny Delgado indicated that the work on the elevators will be completed by the end of the summer. He also reported that the street work that is requirement by the City of Camden will begin after June 30th when the school is not in session.

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

Item 16: Resolved that the Board authorizes the following payments under the LEAP/Cramer Hill, LLC:

Payee	Amount
AT&T	\$ 415.89
PJP	\$ 2,999.00
Singer	\$ 1,841.00

Seconded by Mathew Goodwin.

Roll Call:

	Item 16
Dr. Gloria Bonilla-Santiago	YES
Marleen Gonzalez	YES
Mathew Goodwin	YES
Phoebe Haddon	YES
Cal Maradonna	YES
Heather Matuszewski-Burke	YES
Hector Nieves	YES
Melinda Sanchez	YES
Jennifer Young	YES

Manny Delgado provided update reports and documentation for the following items:

- **Universal Enrollment Update**
- **Fire Drills**
- **Risk Management Report**
- **Student Discipline/HIB Reports**

VII. Curriculum and Innovation

A. Ed Connect PDI Update – Dr. Quinn provided an update report on his work with Math instruction under the EdConnect grant.

Mathew Goodwin presented items 17-20 for Board approval:

B. Computer Coding Curriculum for K-6

Item 17: Resolved that the Board authorizes implementation of the Kodable Curriculum in grades K-6.

Further resolved that the Board accepts a donation from the Burlington-Camden Achievement Foundation, in the amount of \$1,250, to be used for the implementation of the Kodable curriculum.

Further resolved that the Board acknowledges the efforts of Robert Ramson in leveraging this program and for securing the financial contribution.

C. Field Trips

Item 18: Resolved that the Board approves the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Number of Buses Needed	Funding Number
Michelle Fiordimondo National Constitution Center 525 Arch St Phila, PA 19106	Selected 7, 8, 9	5/20/16	Admission: \$420 LEAP Bus	1	11-190-100-892-03-049
Bradley Fenelus Washington DC Multiple Locations	3 rd Grade Student Ambassadors	6/2/16	Admission: \$0 Bus: Student Funded	1	95-990-320-890-FT
Scott Lunn Washington DC National Parks Multiple Locations	Safety Patrol & Student Council	6/16/16	Admission: \$0 Bus: \$1,400 Student Funded	1	95-990-320-890-FT
Jennifer Tran Cape May Zoo 707 N Route 9 Cape May Court House, NJ	1 st Grade	5/25/16	Admission: \$0 Bus: \$1,350 LEAP Bus	3	11-000-270-512-01-072
Jorge Calixto Washington DC 6 th & Constitution Ave Multiple Locations	9th Grade	6/22/16	Admission: \$0 Bus: \$ 4,200 Student Funded	3	95-990-320-890-FT

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Number of Buses Needed	Funding Number
Jorge Calixto New York City/9-11 Memorial Museum 200 Liberty Street, New York, NY	7 th & 8 th Grades	6/21/16	Admission: Student Funded Bus: \$3,750 Student Funded	3	95-990-320-890-FT
Marchelle Roberts Women's Future Leadership Forum at Lockheed Martin 199 Borton Landing Rd Moorestown, NJ	9 th - 12 th Grade Girls	6/2/16	Admission: \$0 Bus: LEAP Bus	1	N/A
Steven Brownstein Philadelphia Airport 8000 Essington Ave Philadelphia, PA	Fab Lab Club	5/19/16	Admission: \$0 Bus: LEAP Bus	1	N/A
Maria Panvini Mann Center <i>Sarafina!</i> 5201 Parkside Ave Fairmount Park Philadelphia, PA	Theatre I, II	6/14/16	Admission: \$0 Bus: LEAP Bus	1	11-000-270-512-00
Stephanie Depew Luis Declet Dorney Park 3803 Dorney Park Road Allentown, Pa 18104	Junior Class	5/31/16	Admission: \$28 per student (covered by student) Bus: LEAP Bus		

D. Approval of Textbooks

Item 19: Resolved that the Board approves use of the following textbooks for AY 2016-2017:

Textbook for Grades k-6

1st Grade Pearson Envisions 2.0 –Updating
6th Grade Pearson Envisions 2.0 -Updating
4th Grade Pearson Envisions 2.0 – Updating
5th Grade Pearson Envisions 2.0 –Updating
4th, 5th, and 6th Grade Santillana USA Spanish

Textbook for Grades 7-9

7th Grade Pearson Accelerated Math-Student Edition
7th Grade Pearson Accelerated Math-Teacher Edition

Textbook for Grades 10-12

Pearson AP World History AP Workbook Test Prep
Pearson AP World History; Our World Story Teacher Edition
Pearson AP World History; World Civilizations 7th Edition

E. Student Teachers

Item 20: Resolved that the Board approves placement of the following Rutgers Teaching Preparation Students with classrooms at the school as part of the Student Teaching Practicum:

Joseph Archbald
Grace Cooney
Rachel Haines
Kristin Bellamy

Seconded by Hector Nieves. AYES: 9 NAYS: 0 ABS: 0

VIII. Public Comment: Hector Nieves presented a motion to open the meeting for public comment.

Seconded by Mathew Goodwin. AYES: 9 NAYS: 0 ABS: 0

NO COMMENT WAS PRESENTED.

IX. Adjournment: Mathew Goodwin presented a motion to adjourn.

Seconded by Hector Nieves. AYES: 9 NAYS: 0 ABS: 0

Meeting adjourned at 6:55 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison