

**LEAP ACADEMY CHARTER SCHOOL**  
**Board of Trustees Meeting**  
**November 20, 2014**  
**MINUTES**

---

Meeting was called to order by Dr. Gloria Bonilla-Santiago at 6:05 p.m.

**Attendance:**

**Present:**

Danielle Askew  
Dr. Gloria Bonilla-Santiago  
John Hall  
Cal Maradonna  
Heather Matuszewski  
Hector Nieves  
Dr. Benedetto Piccoli  
Robert Ramson  
Jennifer Young

**Excused:**

Marleen Gonzalez  
Phoebe Haddon  
Maria Miranda  
Brenda Ortiz  
Patricia Pena  
Melinda Sanchez  
Mary Sheil

**Staff Present**

Evelyn Nunez, Chief Academic Officer  
Janice Strigh, Chief Academic Officer/Lead Person  
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 October 23, 2014:** Hector Nieves presented the following resolution:

**Item 1:** Resolved that the Board of Trustees approves the minutes of the meeting of September 18, 2014 as prepared by Wanda Garcia, Board Liaison.

Seconded by Robert Ramson.

AYES: 9

NAYS: 0

ABS: 0

### III. Chairperson's Report

- A. **Presentation of NJSBA Safety Award:** Mr. Gabriel from the New Jersey Schools Board Association presented the Annual Safety Award to LEAP Academy in recognition of its excellent work in ensuring the safety of its building and overall operations.
- B. **Alfredo Santiago Scholarship Fund Annual Gala** – Dr. Santiago reminded all Board members of the Annual Fundraising Gala on December 12, 2014 and urged everyone to attend.
- C. **Approval of Placement for Rutgers Students:** Danielle Askew presented the following resolution:

**Item 2:** Resolved that the Board approves placement of the following students in various assignments at LEAP Academy under internships, fellowships, service learning and work-study assignments:

Adeja Rice  
Aishah Thompson  
Alexis Chappell  
Al-Nisa Murray  
Amanda Stein  
Andres Del Gallego  
Angelica Lugo  
Anjunissa Scott  
Argenis Reyes  
Ariel Wilder  
Brian Gazzara  
Brigitte Forte  
Carlie Lafferty  
Charline Abraham  
Ciara Hebert  
Corin Morgan  
Cynthia Soto  
Donna Safar  
Edily Santos  
Erica Williams  
ibukun Soyemi  
Jessica Nguyen  
Jessica Rumer  
Jessie Llerena  
Jianny Diaz  
Johangeliz Febo  
Joseph Frimpong  
Joshua Mathis  
Leah Minuche  
Lisa Harasaki

Liz Ramos  
Loan Truong  
Makenzie Martorano  
Marcy Rivera  
Mergline Regilus  
Michelle Impoco  
Michelle Onu  
Monica Marianni  
Naomi Ramirez  
Nitzaida Rivera  
Nneka Adebisi  
Rachel Johnson-Walsh  
Rachel Molfino  
Rebecca Hawley  
Shantilli Nguyen  
Shenelle Alexander  
Stacy Cooper  
Stefanie Perez  
Taylor Cream  
Vanessa Sorto  
Violeta Daninska  
Alexis Candelaria  
Alisha Young  
Angela Baker  
Diana Ortiz  
Emoni Poteat  
Monica Garcia  
Navreet Bath  
Rubi Rivera  
Vani Wachter

Xueyi Lin.

**Seconded by Heather Burke. AYES: 9 NAYS: 0 ABS: 0**

**IV. Executive Session**

**Item 3:** Jennifer Young presented a motion to close the meeting to the public for executive session.

**Seconded by John Hall. AYES: 9 NAYS: 0 ABS: 0**  
**Meeting closed to Public at 6:20 pm.**

**Item 4:** Heather Burke presented a motion to re-open the meeting to the public.

**Seconded by Robert Ramson. AYES: 9 NAYS: 0 ABS: 0**  
**Meeting re-opened to the public at 6:30 pm.**

Dr. Santiago indicated that in closed session, the Board discussed several personnel matters.

**V. LEAP/Cramer Hill LLC Reports**

**A. Status of Wilson Building Project**

- *Status of Renovations* – Manny Delgado provides an update on progress in the building. He indicated that design is 40% completed and that work is ongoing with the projected completion date of early spring.

- *Groundbreaking Event* – Dr. Santiago invited all members to attend the Groundbreaking on December 1, 2014

**B. Approval of Payment of Bills for the LEAP/Cramer Hill LLC:** Hector Nieves presented items 5 and 6 for approval:

**Item 5:** Resolved that the board approves the following payments under the LEAP Cramer Hill, LLC:

<b>Payee</b>	<b>Amount</b>
LEAP Academy University Charter School	\$626,121.60
Aireko TCS	\$ 218,616.73
Fortress Protection, LLC	\$ 892.50
Maser Civil Engineer Services	\$ 25,123.90
Shropshire Associates LLC	\$ 14,171.51
Simplex Grinnell	\$ 9,050.00
Upstage Right Productions	\$ 1,838.00

**C. Approval of Budget Transfer**

**Item 6:** Resolved that the Board approves transfer of \$316, 240.15 from the construction fund held by US Bank (Trustee) to the Debt Service Fund.

**Seconded by John Hall**

**Roll Call:**

	<b>Item 5</b>	<b>Item 6</b>
Danielle Askew	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES
John Hall	YES	YES
Cal Maradonna	YES	YES
Heather Matuszewski-Burke	YES	YES
Hector Nieves	YES	YES
Dr. Benedetto Piccoli	YES	YES
Robert Ransom	YES	YES
Jennifer Young	YES	YES

**VI. Parent Affairs:** Danielle Askew presented the item 7 as a recommendation from the Parents Council:

1) **Resolution regarding Parent Council and Student Activities Funds**

**Item 7:** Whereas, the Parents Council and various Student Activities Groups engage in ongoing fundraising for specific activities;

Whereas, funds raised for parent and student activities events are used in accordance to the decisions of these groups;

Whereas, it is important to ensure that these accounts are monitored regularly and that financial reporting be available regularly to reconcile accounts.

Be it resolved that funds raised for these accounts cannot be used, allocated or encumbered without proper authorization from either the Parent Council or the staff/teacher leader overseeing specific student activities;

Further resolved that Board directs the Chief Operating and Chief Financial Officers to conduct an Internal Audit of these accounts to confirm status of revenues and expenditures;

Further resolved that the SBA is directed to issue monthly budget v. actual report on these accounts segregated by club/sponsoring entity;

Further resolved that the Board directs the SBA/CFO to fulfill payment of outstanding invoice with Freddy’s Restaurant in the amount of \$1,000 and to reimburse the student activities and Parents Council accounts for the cost of two addition chaperones that traveled with the Senior Class to Florida, as these two chaperones were not part of the Senior Class budget.

Seconded by Hector Nieves.

AYES: 9

NAYS: 0

ABS: 0

## VI. Finance Committee Actions

- A. **Risk Management Update** – An updated report was provided.

Hector Nieves presented items 8-13 for Board approval:

### B. 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 October 30, 2014 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 Expenditure Report/Bill List

**Item 9:** Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for November 2014.

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees authorizes payment of vouchers and payroll per the list attached.

### C. Approval of Budget Transfers

**Item 10:** Resolved that the Board approves budget transfers for October 2014 per the attached listing.

### D. Land Lease

**Item 11:** Resolved that the Board authorizes a land lease with William Hargrove for the property on Cooper and 7<sup>th</sup> Streets (Block 125, Lot 9) for the period of December 1, 2014 through November 30, 2016 at the rate of \$2,000 per month.

### E. Petty Cash Policy

**Item 12:** Resolved that the Board approves the petty cash policy as recommended by the Board's policy consultants and approved by the Finance Committee.

**F. Approval of Infrastructure Loan –ABCO**

**Item 13:** Resolved that the Board approves request of a loan from ABCO in the amount of \$105,000 to be applied towards infrastructure upgrades on the school’s wireless system.

**Seconded by Danielle Askew.**

**Roll Call:**

	<b>Item 8</b>	<b>Item 9</b>	<b>Item 10</b>	<b>Item 11</b>	<b>Item 12</b>	<b>Item 13</b>
Danielle Askew	YES	YES Abstain on Payments to Rutgers	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES Abstain on Payments to Rutgers and Metz	YES	YES	YES	YES
John Hall	YES	YES Abstain on Payments to ABCO	YES	YES	YES	ABS
Cal Maradonna	YES	YES Abstain on Payments to Rutgers	YES	YES	YES	YES
Heather Matuszewski	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Dr. Benedetto Piccoli	YES	YES Abstain on Payments to Rutgers	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES Abstain on Payments to Verizon	YES	YES	YES	YES

**VII. Personnel Committee: Jennifer Young presented the items 14-**

**A. New Staff Appointments**

**Item 14:** 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>
James Kehler	Special Education Teacher	1-Dec-14	\$53,000	11-213-100-101-02-043

**B. Approval of Part-Time Employment**

**Item 15:** Resolved that the Board approves the following individuals for part-time employment:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>	<u>Compensation</u>	<u>Account Numbers</u>
Beverly Johnson	P/T Custodian	13-Sep-14	\$10.00/hour	11-000-262-110-CL-066
Grace Begley	P/T Custodian	14-Sep-14	\$10.00/hour	11-000-262-110-CL-066

Tiana Davis	P/T Custodian	1-Nov-14	\$10.00/hour	11-000-262-110-CL-066
Maria Correa	P/T Custodian	24-Nov-14	\$10.00/hour	11-000-262-110-CL-066
Joan Johns	P/T Custodian	21-Nov-14	\$10.00/hour	11-000-262-110-CL-066
Anthony Elmore	P/T Custodian	21-Nov-14	\$10.00/hour	11-000-262-110-CL-066
Patricia Mole	Substitute Teacher	17-Nov-14	\$100/day	11-190-100-101-06-043

**C. Co-Curricular Stipends**

**Item 16:** Resolved that the Board approves co-curricular stipends as follows:

<u>Name</u>	<u>Assignment</u>	<u>Effective Day</u>	<u>Stipend</u>	<u>Account Code</u>
Michael DiNuova	Nutrition Workshop Facilitator	9/17/14;9/24/14;10/8/14	\$30/hour (2 hrs per session)	20-291-200-101-00
Richard Marino	Nutrition Workshop Facilitator	9/17/14;9/24/14;10/8/14	\$30/hour (2 hrs per session)	20-291-200-101-00

**D. Reduction in Force/Elimination of Position**

**Item 17:** Resolved that the Board approves the elimination of the position of Manager of Technology effective November 21, 2014.

**E. Termination/Resignations**

**Item 18:** Resolved that the Board authorizes the following terminations/resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Justin Newell	5th Grade Teacher	9-Dec-14
Samantha Gerke	Teacher of English	14-Dec-14
Maria Correa	Custodian	21-Nov-14
Robert Majuri	Teacher of English	31-Dec-14
Colleen Cary	Manager of Technology	31-Dec-14

**F. Leaves of Absences**

**Item 19:** Resolved that the Board approves the following leaves of absence:

<u>Name</u>	<u>Leave Date(s)</u>
Katurah Godard (FMLA) revised date	9/8/14 – 12/1/14
Stephanie Aspenburg	3/6/15 - 6/30/15

**I. Approval of Participation in Specialized Training**

**Item 20:** Resolved that the Board approves the participation of the following employees on specialized training as provided below:

<b>NAME</b>	<b>NAME OF WORKSHOP/SEMINAR</b>	<b>LOCATION</b>	<b>DATE (S) &amp; TIME</b>	<b>Cost and Account Code</b>
Amanda Phillips	Health Education Conference	Monroe, NJ	12/8/14	\$85 11-000-223-320-00-067
Juan Rivera	Structural & Mechanical Systems		11/13 – 12/4/14	\$471 11-000-251-592-00-063
Dana Ciesielski Carrie Fleming Elise Rocco	Classroom Mgmt & Effective Teaching of Children with Emotional & Behavioral Problems	Cherry Hill, NJ	12/11/14	\$417 TITLE IA 20-232-200-592-00
Angela Brown	Dual Language Family Literacy Night	LEAP Academy	12/3/14	\$0

**Seconded by Heather Burke.**

**Roll Call:**

	<b>Item 14</b>	<b>Item 15</b>	<b>Item 16</b>	<b>Item 17</b>	<b>Item 18</b>	<b>Item 19</b>	<b>Item 20</b>
Danielle Askew	YES	YES	YES	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	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	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Dr. Benedetto Piccoli	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES

**VIII. Curriculum Committee**

**A. Report from Chief Academic Officer**

**1. PAARC Readiness Update:** Board requested for Evelyn Nunez to send a PAARC Update to the Board.

Benedetto Piccoli presented items 21-27 for Board approval:

**2. ESL Status Report**

**Item 21:** Resolved that the Board directs the Chief Academic Officer to address ESL instruction immediately and to expedite hiring of teaching staff and develop an action plan for services.



### 3. Rotary Partnership

**Item 22:** Resolved that the board authorizes the partnership with the Rotary Clubs and endorses the formation of an Interact Club at LEAP Academy.

Further resolved that the Board approves LEAP membership in the Camden Rotary Club and authorizes payment of membership fee of \$300/year plus \$100 fee to join.

Further resolved that the Board designates Victoria Engelstad as the schools representative and coordinator for this initiative.

#### B. Family Support Center

**Item 23:** Resolved that the Board authorizes the partnership with Big/Brother Big Sisters and the Rutgers/Camden Law School for mentoring services to selected students.

Further resolved that the following Law students are approved to participate:

Sade Cakin  
Alexis Franklin  
Robert Ramson  
Ian Piasecki  
Pierre Simonvil  
Melaney Lacey

Further resolved that the following LEAP students are approved to participate:

6<sup>th</sup> Grade- Benjamin Massa

7<sup>th</sup> Grade- Nicia Reason-Bolden  
Cinelle Castro  
Alexander Feliciano  
Noel Nivar

8<sup>th</sup> Grade- Leron Selby

**Item 24:** Resolved that the Board approves the “Learning the LEAP Way” proposal presented by the Family Support Center to provide interventions with 9<sup>th</sup> and 10<sup>th</sup> graders in areas of social development and character building. Cost for the program is \$100.

#### C. Field Trips

**Item 25:** Resolved that the board approves the following field trips:

<b>Field Trips Requestor</b>	<b>Grade Level</b>	<b>Date of Trip</b>	<b>Cost</b>	<b>Purpose of the Trip</b>
Angela Brown Post office 401 Market Street Camden NJ Leaving at 9:15 am Returning at 10:00 am	K-Class (20) Students	November 5, 2014	\$0.00	To learn how to send a letter. How mail comes to us and how the post office and mail carriers are community helpers.
Paul Reardon Northern Burlington County Middle School 160 Mansfield RD E Columbus NJ 08022 Leaving at 7:15 am Returning at 4:00 pm	Robotics Club (20) Students	December 7, 2014	0	Robotics Competition
Andrea Dunlap Holocaust Memorial Museum 100 Raoul Wallenberg Place SW Washington DC 20024 Leaving at 8:45 am Returning at 7:00 pm	12 Grade Class (75) Students	December 10, 2014	\$0.00	Enhance student learning in congruence with the Model Curriculum
Khary Golden Rutgers University –New Brunswick Leaving at 8:30 am Returning 12:00 pm	11 & 12 Grades (225) Students	December 11, 2014		College Campus Tour
William Malone/Kaitlyn Knoedler Roman University 201 Mullica Hill Rd. Glassboro NJ 08028 Leaving at 9:00 am Returning at 2:30 pm	7 <sup>th</sup> & 8 <sup>th</sup> Grade Class (135) Students	December 15, 2014		College Tour/Science Exploration
William Malone/Kaitlyn Knoedler Walnut Street Theater 825 Walnut Street Philadelphia PA 19107 Leaving at 9:45 am Returning at 2:00 pm	7 <sup>th</sup> & 8 <sup>th</sup> Grade Class (130) Students	December 18, 2014		To compare to mediums of the same play (RL 7.7)
Jennifer Tran The Franklin Institute 222 North 20 <sup>th</sup> Street Philadelphia PA 19103 Leaving at 9:30 am Returning at 2:00 pm	3 <sup>rd</sup> Grade Class (120) Students	January 12, 2015	\$25.00 11-190-100-892-01-049	How to describe the relationship between a series of scientific ideas

<b>Field Trips Requestor</b>	<b>Grade Level</b>	<b>Date of Trip</b>	<b>Cost</b>	<b>Purpose of the Trip</b>
Nicole Maenner <b>Franklin Institute &amp; IMX</b> Philadelphia PA Leaving at 9:00 am Returning at 3:00pm	1 <sup>st</sup> Grade Class (120) Students	February 20, 2015	\$1915.00 11-190-100-892-01- 049	To explore science topics
Jeffrey Phillips <b>Philadelphia Museum of Arts</b> 2600 Benjamin Franklin Parkway Philadelphia PA Leaving at 9:15 am Returning at 1:00 pm	2 <sup>nd</sup> Grade Class (120) Students	February 24, 2015	\$840.00 11-190-100-892-01- 049	Represent: 200 years of African American Art
Crystal Piro/Andrea Dunlap <b>Walt Disney World</b> Orlando Fl Leaving at 6:00am Returning at 11:00 pm	12 <sup>th</sup> Grade Class (50 Students)	May 21,2015- May 25, 2015	\$0.00	Senior Class Trip
Jennifer Tran <b>Cape May Zoo</b> 707 North Route 9 Cape May Court NJ 08210 Leaving at 9:00 am Returning at 2:00pm	3 <sup>rd</sup> Grade Class (120) Students	June 2 <sup>nd</sup> , 2015	\$0.00	Students will learn how to make the connection between diet & habitat.
Nicole Maenner <b>Philadelphia Zoo</b> Philadelphia PA Leaving at 9:00 am Returning at 3:00 pm	1 <sup>st</sup> Grade Class (120) Students	June 12, 2015	\$1656.00 11-190-100-892-01- 049	To learn about animals in their habitats

#### **D. Title I Carry Over**

**Item 26:** Resolved that the Board authorizes use of \$154,512 carry-over funds under Title I as provided by the school administration in its proposed budget.

**E. NSF Grant:** Dr. Eric Klein from the Rutgers Biology Department presented a proposal to the Board that he is submitting for NSF funding and will allow for LEAP faculty and students to engage in real research with faculty in the Rutgers Biology Department.

**Item 27:** Resolved that the Board authorizes the LEAP academy to participate in Dr. Klein's project.

**Seconded by Robert Ramson. AYES: 9 NAYS: 0 ABS: 0**

#### **Other Reports:**

1) Dr. Nancy Pontes presented a report on progress with the School Based health Center. The Board asked for her to provide financial projections at the January meeting.

2) The Board requested for Victoria Engelstad to provide a written report to the Board on high school student graduation tracking.

**XI. Administrative Reports:** Janice Strigh provided the following update reports:

1. Student Discipline/HIB
2. Fire Drills

**XII. Public Comment:** Cal Maradona presented a motion to open the meeting for public comment.

**1. No comments were offered.**

**Seconded by Danielle Askew. AYES: 9 NAYS: 0 ABS: 0**

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

**Seconded by Benedetto Piccoli. AYES: 9 NAYS: 0 ABS: 0**

Meeting adjourned at 7:30 pm.

Respectfully Submitted,

Wanda Garcia  
Board Liaison