

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
November 18, 2010
Minutes

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

Attendance:

Present:

Dr. Gloria Bonilla-Santiago
Jill Friedman
Dr. Mira Lalovic-Hand
Hector Nieves
Brenda Ortiz
Dr. Wendell Pritchett
Cynthia Quinton
Mary Sheil
Adam Szprengiel
Dr. Dyanne Westerberg
Dr. Raymond Yannuzzi
Jennifer Young
Peter Burke

Excused:

Manny Delgado
Robert Everingham
Dr. Luis Garcia
Dr. Eduardo Gomez
Maria Miranda
Jeremy Sunkett
Joseph P. Tredinnick

Staff

Dr. Deanna Burney
Ken Verrill, School Business Administrator
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 September 16, 2010: Hector Nieves presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meetings of September 16, 2010 as prepared by Wanda Garcia, Board Liaison.

Seconded by Jennifer Young. AYES: 11 NAY: 0 ABS: 0

III. Chairperson’s Report

A. Appointment of New Board Member: Jill Friedman presented the following resolution:

Item 2: Resolved that the Board of Trustees appoints the following individual to a three year term:

- o Dr. Benedetto Piccoli as a Public Member

Seconded by Cynthia Quinton. AYES: 11 NAYS: 0 ABS: 0

B. Charter Renewal – Site Visit: January 20, 2011: Mary Sheil presented the following resolution:

Item 3: Resolved that the Board of Trustees ratifies submittal of the Charter Renewal Application to the New Jersey Department of Education.

Seconded by Hector Nieves.

ROLL CALL:

Dr. Gloria Bonilla-Santiago	YES
Jill Friedman	YES
Dr. Mira Lalovic-Hand	YES
Hector Nieves	YES
Brenda Ortiz	YES
Cynthia Quinton	YES
Mary Sheil	YES
Adam Szpreingiel	YES
Dr. Dyanne Westerberg	YES
Dr. Raymond Yannuzzi	YES
Jennifer Young	YES

C. STEM High School Facility: Dr. Santiago introduced Roger Keyser, with Kitchen Associates to make a presentation of the proposed STEM building. Mr. Keyser provided preliminary architectural rendition and explained the plans for each floor.

Adam Szpreingiel presented items 4-6 for approval:

- a. Purchase of Property**

Item 4: Resolved that the Board of Trustees authorizes entering into a Contract of Sale with **528-532 COOPER STREET, LLC** (the “Seller”) to purchase property located at 528-532 Cooper Street, Lot 106 & 9 in Block 119, in the City of Camden, State of New Jersey (the “Property”) for a price of \$375,000 per the attached Agreement of Sale.

FURTHER RESOLVED, that the Chairperson of the Board, Dr. Gloria Bonilla-Santiago, shall be and is hereby authorized, empowered, and directed to make, execute, acknowledge, and deliver in the name of and on behalf of the Company, any documents necessary to effect said purchase from Seller and to affix the seal of the Company thereto and to disburse such funds and to make such adjustments as may be necessary and proper at the Closing of title for the Property.

b. Phase I Environmental Study

Item 5: Resolved that the Board of Trustees approves a contract with Environmental Resolutions, Inc. in the amount of \$2,200 to complete a Preliminary Environmental Assessment of the property located in 528 -532 Cooper Street per the enclosed contract.

c. Owner’s Rep

Item 6: Resolved that Board of Trustees approves a contract with Northstar Advisors to provide “project planning services” per the attached proposal in the amount of \$12,200.

Seconded by Dr. Raymond Yannuzzi.

ROLL CALL:

	Item 4	Item 5	Item 6
Dr. Gloria Bonilla-Santiago	YES	YES	YES
Jill Friedman	YES	YES	YES
Dr. Mira Lalovic-Hand	YES	YES	YES
Hector Nieves	YES	YES	YES
Brenda Ortiz	YES	YES	YES
Dr. Wendell Pritchett	YES	YES	YES
Cynthia Quinton	YES	YES	YES
Mary Sheil	YES	YES	YES
Adam Szpreingiel	YES	YES	YES
Dr. Dyanne Westerberg	YES	YES	YES
Dr. Raymond Yannuzzi	YES	YES	YES
Jennifer Young	YES	YES	YES

D. Communications and Media Consultant: Hector Nieves presented item 7 for approval:

Item 7: Resolved that the Board approves a contract with Jaffe Communications to provide media and communications services at the rate of \$4,225 per month for approximately 15 hours per week per the attached proposal.

Seconded by Mary Sheil.

ROLL CALL:

	Item 7
Dr. Gloria Bonilla-Santiago	YES
Jill Friedman	YES
Dr. Mira Lalovic-Hand	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Wendell Pritchett	YES
Cynthia Quinton	YES
Mary Sheil	YES
Adam Szpreingiel	YES
Dr. Dyanne Westerberg	YES
Dr. Raymond Yannuzzi	YES
Jennifer Young	YES

E. ETO-Social Solutions Proposal Follow-up: Dr. Santiago indicated that the contract has been executed and training and implementation has begun.

F. ELRA Update: Dr. Santiago announced the construction for Phase I is going as planned with an expected completion date of summer 2010 for occupancy in early September. A Capital Campaign for Phase II is in process. Applications for enrollment have been released.

G. Scholarship Fundraising Gala: Dr. Santiago reminded everyone that the annual scholarship fundraising event is scheduled for December 3, 2010.

H. Update on the Annual Financial Audit: Audit process is completed and overall feedback is positive. The auditors will present the finding at the January meeting.

IV. Chief Learning Officer’s Report: Dr. Burney provided a general update on key instructional areas of the school and introduced the consulting team from Global Institute for Maximizing Potential to provide the Board with an overview of their approach and plan of action for LEAP.

Dr. Collazo presented an update on the STEM Program and Mr. Khary Golden presented an update on the College Access Office.

V. Personnel Committee: Jennifer Young presented items 8-18 for approval:

A. New Hires

Item 8: Resolved that the Board of Trustees approves the appointment of the following individuals:

<u>New Hires</u>	<u>Position</u>	<u>Start Date</u>	<u>Annualized Salary</u>	<u>Account Number</u>
Sara Vasquez	Teacher Fellow	1-Nov-10	\$37,500	11-140-100-101-00

Silvia Vasquez	Teacher Fellow	1-Nov-10	\$37,500	11-140-100-101-00
Susan Smith	Elementary School Teacher – First Grade Teacher	19-Nov-10	\$45,000	11-120-100-101-00
Karibel Nunez	Teacher of Spanish	19-Nov-10	\$45,000	11-120-100-101-00

B. Appointment of Substitutes

Item 9: Resolved that the Board of Trustees appoints the following substitutes for 2010-2011:

<u>Substitute Teachers</u>	<u>Start Date</u>	<u>Annualized Salary</u>	<u>Account Number</u>
Maria Panvini	29-Nov-10	\$150/day	11-140-100-106-02
Susan Smith	25-Oct-10	\$100/day	11-140-100-106-02
Sreevatsa Ivengsa	15-Nov-10	\$100/day	11-140-100-106-02
Edwin Porrata, Jr.	1-Sep-10	\$100/day	11-140-100-106-02
Mario Torres	1-Nov-10	\$100/day	11-140-100-106-02
Amanda Squillace	22-Nov-10	\$100/day	11-140-100-106-02
Jeanne Pinkham	22-Nov-10	\$100/day	11-140-100-106-02
Sandy Holtzin	15-Nov-10	\$100/day	11-140-100-106-02
Natalie Harris	22-Nov-10	Volunteer	11-140-100-106-02
Madgi Fall	22-Nov-10	Volunteer	11-140-100-106-02
Angelina Serafine	22-Nov-10	Volunteer	11-140-100-106-02

C. Part-Time Employment

Item 10: Resolved that the Board of Trustees approves part-time employment as follows:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Annualized Salary</u>	<u>Account Number</u>
Irma Freeman	P/T Custodial Porter	11-Oct-10	\$10/hour	11-000-262-100-00
Kevin Rubert	P/T Custodial Porter	11-Oct-10	\$10/hour	11-000-262-100-00
Kristin Werner	21st Century Instructor	Oct-10	\$25/hour	20-296-100-100-00
Jeanne Pinkham	21st Century Assistant	Oct-10	\$15/hour	20-296-100-100-00
Lauren Rodgers	Saturday School Detention	2-Oct-10	\$15/hour	11-213-100-101-00
Joan Rodriguez	Breakfast Aide Duty	1-Sep-10	\$21.23/hour	11-120-100-101-00
Grace Begley	Breakfast Aide Duty	1-Sep-10	\$24.96/hour	11-120-100-101-00
Griseida DeJesus	Breakfast Aide Duty	1-Sep-10	\$16.62/hour	11-120-100-101-00
Ivonne Vargas	Breakfast Aide Duty	1-Oct-10	\$8.00/hour	60-910-310-600-00

D. Co-Curricular Appointments

Item 11: Resolved that the Board approves the following co-curricular appointments and stipends:

<u>Co-Curricular Appointments</u>	<u>Position</u>	<u>Start Date</u>	<u>Annualized Salary</u>	<u>Account Number</u>
Yvette Hernandez	Teacher Leader - English	19-Nov-10	\$1,000	11-140-100-101-00
Ana Garcia	Teacher Leader - World	19-Nov-	\$1,000	11-140-100-101-00

<u>Co-Curricular Appointments</u>	<u>Position</u>	<u>Start Date</u>	<u>Annualized Salary</u>	<u>Account Number</u>
	Language	10		
H. Elayne Sama	Teacher Leader - Extra Coursework Taught (2009-10)		\$1,000	11-140-100-101-00
Stephanie Aspenburg	Teacher Leader - Extra Coursework Taught (2009-10)		\$1,000	11-120-100-101-00
Aleya Fraser	Co-Coach, Cheerleading	1-Nov-10	\$1,875	11-140-100-101-00
Stacy Burton	Co-Coach, Cheerleading	1-Nov-10	\$1,875	11-140-100-101-00
Angel Rivera	MS Boys/Girls Basketball Coach	1-Nov-10	\$1,250	11-140-100-101-00
Leif Jones	Homebound Instruction	15-Nov-10	\$30/hour	20-233-100-101-00

E. Tenure

Item 12: Resolved that the Board of Trustees approves tenure for Richard Marino, Physical Education Teacher pursuant to Streamline Tenure provisions of the Charter School Act.

F. Mentoring Assignments

Item 13: Resolved that the Board approves the following mentoring assignments:

<u>Mentor</u>	<u>Teacher</u>
Stephanie Aspenburg	Susan Smith

G. Maternity Leave of Absence

Item14: Resolved that the Board of Trustees authorizes maternity leave for the following individuals pursuant the Family Leave Act.

<u>Name</u>	<u>Effective</u>
Sara Gray	13-Dec-10
Kelly Gillin	3-Jan-11

H. Resignations/Terminations

Item 15: Resolved that the Board of Trustees ratifies the following resignations/terminations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kristi Motyka	Elementary School Teacher - Kindergarten	15-Dec-10
Sreeya Sreevatsa	Teacher of Physics	31-Oct-10
Samuel Harris, III	P/T Custodial Porter	30-Oct-10

I. Employment Reinstatement

Item 16: Resolved that the Board authorizes reinstatement of Sreeya Sreevatsa to the position of Teacher of Physics effective November 16, 2010 pursuant to the submittal of adequate immigration documentation to work as a teacher in New Jersey.

J. Revised Organizational Chart

Item 17: Resolved that the Board of Trustees approves the revised Organizational Chart as submitted by the Personnel Committee.

Further resolved that the Board approves the following title changes effective November 18, 2010:

Current Title	New Title	Affected Employee
Chief Learning Officer	Chief Academic Officer	Dr. Deanna Burney
Dean of STEM	Chief Operations Officer	Dr. Nestor Collazo
School Business Administrator	Chief Financial Officer	Ken Verrill

Further resolved that the Board directs the Personnel and Human Resources Office to develop revised job descriptions addressing these changes.

K. Leadership Bonuses for Teachers

Item 18: Resolved that the Board of Trustees approves Leadership Bonuses for Teachers pursuant to the Pay for Performance Compensation Plan and based on recommendations from the Chief Learning Officer.

<u>Teacher/Staff Name</u>	<u>Position</u>	<u>Leadership Bonus*</u>
Aspenburg, Stephanie	6th Grade Teacher	\$512
Biehn, Lynn	MS Mathematics	\$329
Boggs, Peter	English	\$313
Bowman, Sara	Social Studies	\$362
Burich, Renee	Music	\$480
Carll, Jamie	2nd Grade teacher	\$300
Castano, Gina	3rd Grade Teacher	\$321
Chisena, Thomas	Biology	\$372
Clark, Catherine	Kindergarten Teacher	\$459
DiNuova, Michael	Health/PE	\$349
Evans, Edward	MS Social Studies	\$515
Fredericksdorf, Christina	1st Grade Teacher	\$424
Garcia, Ana	Spanish	\$1,021
Gibbs, Maureen	5th Grade Teacher	\$459
Godard, Katurah	Technology	\$357
Green, Marie	6th Grade Teacher	\$496

<u>Teacher/Staff Name</u>	<u>Position</u>	<u>Leadership Bonus*</u>
Hernandez, Yvette	English	\$683
Kogan, Julia	Special Education	\$358
Law, Peter	Social Studies	\$389
Lunn, Scott	5th Grade Teacher	\$341
Maenner, Nicole	1st Grade Teacher	\$463
Marino, Richard	Health/PE	\$340
Pearson, Carole	Special Education	\$454
Perez, Siomara	Spanish	\$496
Petthyng, Jessica	Spanish	\$304
Phillips, Jeffrey	Art	\$390
Redmond, Helen	MS Language Arts	\$700
Rifkin, Joyce	Mathematics	\$427
Rossi, Raymond	Social Studies	\$452
Rufo, Danielle	English	\$321
Sanchez, Theresa	2nd Grade Teacher	\$321
Shapiro, Tugba	ESL Teacher	\$394
Smulktis, Jack	Health/PE	\$463
Speart, Nina	Art	\$415
Stiehl, Stacy	MS Language Arts	\$398
		\$15,177

Seconded by Adam Szpreingiel.

ROLL CALL

	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Jill Friedman	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Mira Lalovic-Hand	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Wendell Pritchett	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cynthia Quinton	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mary Sheil	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Adam Szpreingiel	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Joseph P. Tredinnick	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Raymond Yannuzzi	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18
Jennifer Young	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Finance Committee Actions: Hector Nieves presented items 19-25:

A. Approval of Board Line Item Status Report

Item 19: 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 July 31, 2010, August 30, 2010 and September 30, 2010 and have consulted with the SBA and Superintendent as they individually 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 District’s financial obligations for the remainder of the fiscal year.

B. Approval of Expenditure Report/Bill List

Item 20: Whereas, the Chief Learning Officer of the LEAP Academy University Charter School was granted authorization to pay (i) vouchers under \$10,000.00; (ii) prior authorized debt service payments; (iii) vouchers on approved contracts; (iv) pension obligations; and (v) various other necessary pre-approved expenditures; and,

Whereas, the Business Administrator certifies that there are sufficient funds to finance these costs,

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees authorizes payment of vouchers in the amount of \$595,743.30 for August 2010, \$454,669.66 for September 2010 and \$411,624.62 for October 2010.

C. Budget Transfers

Item 21: Resolved that the Board of Trustees approves budget transfers as follows:

Year End Audit Adjustments (June 30, 2010): \$119,217.26
 August 2010: \$531,000

These transfers are reflected in the Financial Statements.

D. Approval of Contracts and Contract Modifications

Item 22: Resolved that the Board of Trustees authorizes the following service contracts and adjustments to existing contracts:

Vendor	Scope of Services	Amount	Account Code	Effective Day
Maria Pousatis (School Social Worker)	Child Study Team Services	Plan to evaluation meeting: \$75/consultant Child Study Team Evaluation: \$975/evaluation plus specialized testing Individual Evaluation: \$360/component CST Consultation: \$75/hour	20-297-100-500-01	July 1, 2010 – June 30, 2011
Camden County Educational Commission	Child Study Team Services	Plan to evaluation meeting: \$75/consultant Child Study Team Evaluation: \$975/evaluation plus specialized testing Individual Evaluation: \$360/component CST Consultation: \$75/hour	20-297-100-500-01	July 1, 2010 – June 30, 2011
Aramak	Nutri Kids	\$5,000	20-296-200-500-04	September 1, 2010

E. Contract for Cleaning Services

Item 23: Resolved that the Board of Trustees approves the contract with Blue Strips Property Management Inc. for cleaning services effective from December 1, 2010 to June 30, 2011 in the amount of \$168,251.58.

F. Transportation Bid

Item 24: Resolved that the Board of Trustees authorizes the School Business Administrator to conduct a public bid for transportation services for the 21st Century Extended Day Program and extend the emergency contract with Safety Bus.

G. Encumbrance of Fund Balance

Item 25: Resolved that the Board of Trustees encumbers the entire projected fund balance of \$2,385,028.34 for the STEM High School Project.

Further resolved that the Board of Trustees directs the School Business Administrator to reflect this commitment in the FY 2011 budget.

Seconded by Jennifer Young.

ROLL CALL

	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24	Item 25
Dr. Gloria Bonilla-Santiago	YES	ABS	YES	YES	YES	YES	YES
Jill Friedman	YES	ABS	YES	YES	YES	YES	YES
Dr. Mira Lalovic-Hand	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	ABS	YES	YES	YES	YES	YES
Cynthia Quinton	YES	ABS	YES	YES	YES	YES	YES
Mary Sheil	YES	YES	YES	YES	YES	YES	YES
Adam Szpreingiel	YES	YES	YES	YES	YES	YES	YES
Dr. Raymond Yannuzzi	YES	ABS	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES

VII. Curriculum Committee: Jill Friedman presented items 26-29 for approval:

A. Global Institute for Maximizing Potential

Item 26: Resolved that the Board of Trustees approves a contract with Global Institute for Maximizing Potential, Inc. in an amount not to exceed \$185,000 to engage in intensive curriculum and professional development with a focus on improving student performance.

B. Extended Day Learning

Item 27: Resolved that the Board of Trustees approves the proposal for strengthening the extended learning program to address tutoring and academic support for students as part of the strategy to improve performance.

Further resolved that the Board endorses making student participation on this program a mandatory academic requirement.

Further resolved that the Board authorizes appropriation of \$134,441 from Title I and 21st Century grants to cover related costs.

C. Learning Labs

Item 28: Resolved that the Board of Trustees approves establishment of the LEAP Learning Center to provide tutoring and academic support in mathematics and writing to students in-class and after school.

Further resolved that the Board approves contracting the Rutgers YES Institute to recruit, secure and coordinate deployment of the tutors and to work in collaboration with LEAP staff in ensuring that services are provided.

Further resolved that the Board approves an allocation of \$53,500 to cover costs for tutors to be processed through a service agreement with Rutgers CSUCL and \$500 to cover supplies and instructional materials.

H. Approval of Field Trips

Item 29: Resolved that the Board approves Field Trips as provided by the school administration.

Seconded by Hector Nieves:

ROLL CALL

	Item 26	Item 27	Item 28	Item 29
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES
Jill Friedman	YES	YES	YES	YES
Dr. Mira Lalovic-Hand	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES
Cynthia Quinton	YES	YES	YES	YES
Mary Sheil	YES	YES	YES	YES
Adam Szpreingiel	YES	YES	YES	YES
Dr. Raymond Yannuzzi	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES

VIII. Public Comment: Mary Sheil presented a motion to open the meeting to the public for comment.

Hector Nieves seconded.

AYES: 10

NAY: 0

ABS: 0

No public Comment presented.

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

Seconded by Brenda Ortiz.

AYES: 10

NAY: 0

ABS: 0

Meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Wanda Garcia
Board Liaison