

LEAP ACADEMY CHARTER SCHOOL
Board of Trustees Meeting
August 16, 2011
Minutes

Meeting was called to order by Dr. Gloria Bonilla-Santiago at 5:20 p.m.

Attendance:

Present:

Danielle Askew
Dr. Gloria Bonilla-Santiago
Manny Delgado
Robert Everingham
Jill Friedman
Dr. Luis Garcia
Dr. Mira Lalovic-Hand
Brenda Ortiz
Cynthia Quinton
Jeremy Sunkett
Joseph P. Tredinnick
Dr. Raymond Yannuzzi

Excused:

Marleen Gonzalez
Maria Miranda
Hector Nieves
Dr. Benedetto Piccoli
Dr. Wendell Pritchett
Mary Sheil
Adam Szpreingel
Dr. Dyanne Westerberg
Jennifer Young

Staff:

Dr. Nancy Hopkins-Evans, CAO
Pat Yacovelli, CFO
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 June 16, 2011: Dr. Luis Garcia presented the following resolution:

Item 1: Resolved that the Board of Trustees approves the minutes of the meetings of June 16, 2011 as prepared by Wanda Garcia, Board Liaison.

Seconded by Brenda Ortiz. AYES: 11 NAYS: 0 ABS: 0

III. Chairperson’s Report

A. Approval of 2010-2011 Annual Report: Dr. Mira Lalovic-Hand presented the following resolution:

Item 2: Resolved that the Board of Trustees approves the 2010-2011 Annual Report as prepared by the school administration.

Further resolved that the Board ratifies submittal of this report to the New Jersey Department of Education.

Seconded by Joseph Tredinick.

Roll Call:

	Item 2
Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	YES
Manny Delgado	YES
Robert Everingham	YES
Dr. Luis Garcia	YES
Dr. Mira Lalovic-Hand	YES
Brenda Ortiz	YES
Cynthia Quinton	YES
Jeremy Sunkett	YES
Joseph P. Tredinnick	YES
Dr. Raymond Yannuzzi	YES

B. STEM School Facility Construction Project

a. Status of Loan Closing: Dr. Santiago indicated that LEAP reached an agreement with the Puerto Rican Cultural Center and is now in the final stages for closing on the loan that will finance the STEM High School facility. A public announcement will be scheduled for October.

Cynthia Quinton presented a resolution to approve items 3-6.

b. Approval of Contracts:

Item 3: Resolved that the board of Trustees approves the following contracts related to the STEM Building Project:

Vendor	Amount	Purpose
Pennoni Associates	\$ 28,000	Continued Environmental Services
Michael A. Beach & Assoc.	\$ 1,200	Structural Engineering Services
Shropshire Associates LLC	\$ 1,250	Supplemental Traffic Engineering

c. Approval of Payments on Existing Contracts

Item 4: Resolved that the Board authorizes the following payments on existing contracts:

Vendor	Payment	Purpose
Kitchen & Associates	\$ 75,639	Architectural Services
Northstar Advisors	\$ 9,830	Owner's Representative Services
Powers & Company	\$ 1,908	Historical Preservation
Shropshire Associates LLC	\$ 12,393	Traffic Management Plan
Michael A. Beach & Assoc.	\$ 11,380	Structural Engineering Services
Pennoni Associates	\$ 6,459	Environmental Remediation
Total	\$ 117,609	

d. Temporary Accommodations for STEM Students for 2011-2012

- i. Status of Facilities**
- ii. Transportation of Students**

1. Emergency Contract

Item 5: Be it resolved by the Board of Trustees of LEAP Academy Charter School to award a contract to First Student Transportation for the transportation of students at an amount not to exceed \$17,500, effective September 1, 2011.

2. Transportation Bids

Item 6: Be it resolved by the Board of Trustees of LEAP Academy Charter School to authorize the School Business Administrator to advertise for transportation bids in relation to the needs of the 2011-12 school year; with the lowest responsible bidder to be awarded at a subsequent meeting.

Seconded by Jeremy Sunkett.

Roll Call:

	Item 3	Item 4	Item 5	Item 6
Danielle Askew	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES
Manny Delgado	YES	YES	YES	YES
Robert Everingham	YES	YES	YES	YES
Dr. Luis Garcia	YES	YES	YES	YES
Dr. Mira Lalovic-Hand	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES
Cynthia Quinton	YES	YES	YES	YES
Jeremy Sunkett	YES	YES	YES	YES
Joseph P. Tredinnick	YES	YES	YES	YES
Dr. Raymond Yannuzzi	YES	YES	YES	YES

C. Anti-Bullying Policy: Joseph Tredinnick presented a resolution to approve item 7:

Item 7: Resolved that the Board of Trustees adopts the revised policy on Harrassment, Intimidation and Bullying.

Seconded by Dr. Luis Garcia.

Roll Call

	Item 7
Danielle Askew	YES
Dr. Gloria Bonilla-Santiago	YES
Manny Delgado	YES
Robert Everingham	YES
Dr. Luis Garcia	YES
Dr. Mira Lalovic-Hand	YES
Brenda Ortiz	YES
Cynthia Quinton	YES
Jeremy Sunkett	YES
Joseph P. Tredinnick	YES
Dr. Raymond Yannuzzi	YES

D. ELRA Building: Dr. Santiago announced that the ELRA building has been completed and a Grand Opening will be scheduled for late September.

E. Criminal Background Checks for Board Members: Dr. Santiago provided information about the requirements for all school board members to complete full criminal backgrounds checks (finger printing). Information was provided. Mr. DePetris indicated that he was available to assist members with this requirement.

F. Cramer Hill Expansion: Dr. Santiago reported that planning continues to expand to Cramer Hill. She continues to work with Manny Delgado two sites are identified for potential locations for the LEAP School: Magnetic Metals site and a site located near Petty Island and being donated by CCMUA (6 acres) to the Cramer Hill Community Development Corporation. This latest site seems to provide the best environment for a school with an Environmental Science focus. The following members volunteered to serve in the planning committee: Robert Everingham, Dr. Mira Lalovic-Hand, Cynthia Quinton, and Manny Delgado.

IV. Finance Committee Actions: Pat Yacovelli provided a review of all Finance items. Dr. Luis Garcia presented a resolution to approve items 8-11:

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 period ending May 31, 2011 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 for May and June;

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees authorizes payment of vouchers in the amount of \$740,404.47 for the period of July 1 – August 5, 2011 11 and June payroll (2nd) in the amount of \$329,168.18, July payroll (1st) in the amount of \$100,445.77, July payroll (2nd) in the amount of \$121,628.08 and August payroll (1st) in the amount of

\$125,660.56.

C. Approval of Contracts

Item 10: Resolved that the Board approves the following contracts:

Vendor	Scope of Services	Amount	Account Code	Effective Day
Rutgers CSUCL	School Nursing and Counseling Services (revised amount)	\$44,219.80	11-000-213-300-02	July 1, 2011 – June 30, 2012
Rutgers CSUCL	Math Instruction/Curriculum Technical Assistance (revised amount)	\$48,599.00	11-000-230-320-01	July 1, 2011 – June 30, 2012
Mountain Printing Company, Inc.	Printing of Public Information Materials	\$24,075.00	11-000-230-530-01-057	August, 2011
Roto-Rooter	Maintenance/Cleaning of Pipes	\$2,016.00	11-000-262-420-01-068	July 1, 2011 – June 30, 2012

D. Memberships

Item 11: Resolved that the Board authorizes payment for the following memberships:

- 1) NJ Interscholastic Athletic Association
- 2) NJ School Boards Association

Dr. Mira Lalovic-Hand seconded.

Roll Call:

	Item 8	Item 9	Item 10	Item 11
Danielle Askew	YES	YES (Abstain on payments to Rutgers)	YES (Abstain on contracts with Rutgers)	YES
Dr. Gloria Bonilla-Santiago	YES	YES (Abstain on payments to Rutgers)	YES(Abstain on payments to Rutgers)	YES
Manny Delgado	YES	YES	YES	YES
Robert Everingham	YES	YES	YES	YES
Dr. Luis Garcia	YES	YES (Abstain	YES (Abstain on	YES

	Item 8	Item 9	Item 10	Item 11
		on payments to Rutgers)	payments to Rutgers)	
Dr. Mira Lalovic-Hand	YES	YES	YES	YES
Brenda Ortiz	YES	YES (Abstain on payments to Rutgers)	YES (Abstain on payments to Rutgers)	YES
Cynthia Quinton	YES	YES	YES	YES
Jeremy Sunkett	YES	YES	YES	YES
Joseph P. Tredinnick	YES	YES	YES	YES
Dr. Raymond Yannuzzi	YES	YES	YES	YES

V. Personnel Committee: Dr. Luis Garcia presented a resolution approving items 12-17:

A. Approval of New Positions/Postings

Item 12: Resolved that the Board of Trustees approves the posting for the following positions:

- Management Data Specialist
- School Counselor
- Enrollment Assistant

Further resolved that the Board authorizes the administration for emergency hires to fill these positions immediately. Hiring decisions will be ratified at the September meeting.

B. Recommendations for New Hires

Item 13: Resolved that the Board of Trustees approves the following hires:

Name	Position	Start Date	Salary	Account Code
Henry Kiely	Teacher of Mathematics	1-Sep-11	\$45,000	11-140-100-101-00-043
Brian Kam	Teacher of Mathematics	1-Sep-11	\$45,000	11-140-100-101-00-043
David Jarow	Teacher of Mathematics	1-Sep-11	\$45,000	11-140-100-101-00-043
Unneb Qureschi	Teacher of Chemistry	1-Sep-11	\$45,000	11-140-100-101-00-043
Brianna Ruffe	EST - 2nd Grade	1-Sep-11	\$45,000	11-120-100-101-

Name	Position	Start Date	Salary	Account Code
				00-043
Tuyen Phan	Teacher of Mathematics	1-Sep-11	\$50,000	11-140-100-101-00-043
Josiah Guzik	Teacher of Spanish	1-Sep-11	\$45,000	11-140-100-101-00-043
Celia Flores-Rivera	Kindergarten - Dual Language	1-Sep-11	\$47,000	11-110-100-101-00-043
Karen Ortiz-Rozo	Kindergarten - Dual Language	1-Sep-11	\$45,000	11-110-100-101-00-043
Danielle Okai	EST - 1-4 (Spanish)	1-Sep-11	\$45,000	11-120-100-101-00-043
Carmen Rivera	Dean of Students - US	1-Aug-11	\$60,387	11-000-240-103-02-052
Nancy Ruiz	Principal - STEM School	1-Aug-11	\$75,000	11-000-240-103-00-052
Jennifer Greenman	Teacher of English	1-Sep-11	\$45,000	11-140-100-101-00-043
Tracey Santiago	Office Manager	22-Aug-11	\$45,500	11-000-240-104-00-053
Gladys Robreno	School Counselor	29-Aug-11	\$67,000	11-000-218-104-00-066
Annette Perez	School Nurse	29-Aug-11	\$59,000	11-000-213-100-00-066

C. Salary Adjustments

Item 14: Resolved that the board approves the following salary adjustments:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Annualized Salary</u>	Account Code
Stacy Burton	MS - Language Arts Literacy (Attained Master's Degree)	1-Sep-11	\$49,596	11-130-100-101-00-043
Helen Redmond	Teacher Leader - Special Education	1-Sep-11	\$61,512	11-130-100-101-00-043
Juan Rivera	Head Custodian	1-Aug-11	\$49,500	11-000-262-100-00-066

D. Resignations/Terminations

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

<u>Name</u>	<u>Position</u>	<u>Date</u>
Jamie Carll	EST - 2nd Grade	June 30, 2011
Crystal Miller	EST - 4th Grade	June 30, 2011
Natalie Harris	21st Century Site Coordinator	June 30, 2011
Yvette Hernandez	Teacher of English	July 18, 2011
Graham Livingston	Teacher of Mathematics	June 30, 2011
Courtney Edwards	Business Office Manager	August 12, 2011

E. Co-Curricular Appointments

Item 16: Resolved that the Board authorizes the following co-curricular appointments:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	Account Code
Robin Guenther	Textbook Manager	5-Jul-11	\$30/hour	20-236-240-110-00
Siomara Perez	Summer Session - World Language	5-Jul-11	\$30/hour	20-236-240-110-00
Peter Law	Boy's Basketball Coach	1-Sep-11	\$5,000	11-000-270-512-00-072
Edward Evans	Girl's Basketball Coach	1-Sep-11	\$5,000	11-000-270-512-00-072
Sara Bowman	Field Hockey Coach	1-Sep-11	\$5,000	11-000-270-512-00-072
Tamia Patrick	9th Grade Asdvisor	1-Sep-11	\$250	11-140-100-106-01-044
Siomara Perez	10th Grade Advisor	1-Sep-11	\$500	11-140-100-106-01-044
Randy Miller	11th Grade Advisor	1-Sep-11	\$500	11-140-100-106-01-044
Angelina Irizarry	Yearbook Advisor	1-Sep-11	\$2,250	11-140-100-106-01-044

F. Part-Time Employment

Item 17: Resolved that the board approves the following individuals for part-time employment:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	Account Code
Michele Robostello	Summer Session - Elementary School Math	5-Jul-11	\$30/hour	20-236-240-110-00
Jeanne Pinkham	Summer Session - Elementary School LAL	5-Jul-11	\$30/hour	20-236-240-110-00
Sara Vasquez	Summer Session - HS Math	5-Jul-11	\$15/hour	11-140-100-106-02-044
Silvia Hunt	P/T Bus Driver	1-Jul-11	\$18/hour	11-000-270-162-00-066
Grace Begley	Enrollment Aide	5-Jul-11	\$15/hour	11-190-100-106-02-044
Sarah Temel	Substitute Teacher	1-Sep-11	\$100/day	11-140-100-106-02-044
Catherine Meehan	Substitute Teacher	1-Sep-11	\$100/day	11-140-100-106-02-044

Christina Johnson	Substitute Teacher	1-Sep-11	\$100/day	11-140-100-106-02-044
Edna Santiago	Substitute Teacher	1-Sep-11	\$100/day	11-140-100-106-02-044
Suelinn Sanchez	Summer Session Assistance	5-Jul-11	\$15/hour	11-140-100-106-02-044

Seconded by Dr. Mira Lalovic-Hand.

Roll Call:

	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17
Danielle Askew	YES	YES	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES
Manny Delgado	YES	YES	YES	YES	YES	YES
Robert Everingham	YES	YES	YES	YES	YES	YES
Jill Friedman	ABS	ABS	ABS	ABS	ABS	ABS
Dr. Luis Garcia	YES	YES	YES	YES	YES	YES
Dr. Mira Lalovic-Hand	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES
Cynthia Quinton	YES	YES	YES	YES	YES	YES
Jeremy Sunkett	YES	YES	YES	YES	YES	YES
Joseph P. Tredinnick	YES	YES	YES	YES	YES	YES
Dr. Raymond Yannuzzi	YES	YES	YES	YES	YES	YES

VI. Curriculum Committee

A. Dual Language Instruction: Dr. Luis Garcia presented resolution 18 for approval:

Item 18: Resolved that the Board approves the Dual Language Instruction Program (English/Spanish) to be offered to students at the Elementary School beginning in the 2011-2012 school year with Kindergarten as developed by the schools instructional team and presented to the Board.

Seconded by Jill Friedman.

AYES: 12

NAY: 0

ABS: 0

VII. Administrative Reports

A. Chief Academic Officer – Dr. Nancy Hopkins-Evans

- 1) **Staffing Update:** Dr. Evans indicated that all critical staff and teaching positions are field. The one remaining vacancy is for a Technology Teacher for the High School.

- 2) **Teacher Orientation:** Dr. Evans announced that Teacher Orientation begins on Monday, August 22nd, with new teachers coming in Monday and Tuesday and all teachers joining in on Wednesday.
- 3) **STEM Program:** Dr. Evans confirmed that all logistics are in place to house the STEM High School students (120 students) in the Adams Hall at Camden County College in Blackwood. Teachers and administration/support personnel are properly assigned.
- 4) **Extended Learning:** Dr. Evans indicated that effective September 1, 2011 all students will remain at LEAP through 5:30 p.m. to participate in an intensive instruction program targeting Literacy, Math and Science. Buses will be available to pick up students at 5:30 p.m. Students can then opt to stay through 7:00 p.m. for enrichment programs. Dr. Evans will submit the plan for this effort.
- 5) **Parent Orientation:** Orientations for Parents are scheduled as follows:
 - Upper School and STEM, August 23 at 5:30 PM
 - Lower School, August 24 at 5:30 PM
 - Kindergarten, August 25 at 5:30 PM
- 6) **Annual Report 2010:** Copies of the report were submitted. Dr. Evans indicated that the key highlights included: Growth of the STEM Program; Departmentalization of lower school teachers in grades 4 – 6; and adoption of a Dual Language Program for primary grades.
- 7) Dr. Evans indicated that in September, she will be bringing to the Board the following items: Academic Goals for 2011 – 2012 and Professional Development plan for 2011 - 2012
 - Staffing Update
 - Teacher Orientation
 - STEM Program
 - Extended Learning
 - Parent Orientation
 - Upper School and STEM, August 23 at 5:30 PM
 - Lower School, August 24 at 5:30 PM
 - Kindergarten, August 25 at 5:30 PM
 - Annual Report 2010 submitted on 8/1/2010
 - Highlights
 - STEM Program
 - Departmentalization of lower school teachers in grades 4 – 6
 - Dual Language Program
 - Focus for September

- Academic Goals for 2011 – 2012
- Professional Development plan for 2011 - 2012

VIII. Public Comment: Dr. Luis Garcia presented a motion to open the meeting to the public for comment.

Cynthia Quinton seconded. AYES: 12 NAY: 0 ABS: 0

- 1) Nancy Ruiz thanked Dr. Raymond Yannuzzi and the staff at Camden County College for the support in receiving the STEM High School students and providing all the necessary supports to create a positive learning environment.
- 2) Dr. Santiago also thanked the STEM High School staff for the hard work in working through this transitional arrangement.

IX. Adjournment: Robert Everingham presented a motion to adjourn.

Seconded by Dr. Luis Garcia. AYES: 12 NAY: 0 ABS: 0

Meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Wanda Garcia
Board Liaison