

**LEAP ACADEMY CHARTER SCHOOL**  
**Board of Trustees Meeting**  
**October 18, 2011**  
**Minutes**

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Meeting was called to order by Dr. Gloria Bonilla-Santiago at 6:03 p.m.

**Attendance:**

**Present:**

Danielle Askew  
Dr. Gloria Bonilla-Santiago  
Manny Delgado  
Jill Friedman  
Dr. Luis Garcia  
Dr. Mira Lalovic-Hand  
Marleen Gonzalez  
Hector Nieves  
Dr. Benedetto Piccoli  
Dr. Wendell Pritchett  
Dr. Krishna Thiagarajan  
Dr. Dyanne Westerberg  
Jennifer Young

**Excused:**

Peter Burke  
Robert Everingham  
Maria Miranda  
Brenda Ortiz  
Mary Sheil  
Jeremy Sunkett  
Adam Szprengiel  
Joseph P. Tredinnick  
Dr. Raymond Yannuzzi

**Staff**

Dr. Nancy Hopkins-Evans, Chief Academic Officer  
Pat Yacovelli, Chief Financial Officer/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 20, 2011:** Hector Nieves presented the following resolution:

**Item 1:** Resolved that the Board of Trustees approves the minutes of the meetings of September 20, 2011 as prepared by Wanda Garcia, Board Liaison.

**Seconded by Jill Friedman. AYES: 11 NAYS: 0 ABS: 0**

**III. Chairperson’s Report**

**A. Recognition of Students and Staff:** Dr. Garcia presented a resolution to recognize students and faculty/parents, as follows:

**Item 2:** Resolved that the Board recognizes the following students for academic achievement and excellence:

**1) Student scoring a perfect score in the Math section of the NJASK – 6<sup>th</sup> grade**

**6th Grade - Perfect 300**

Colon, Sidney-Math
Dillard, Zoe- Math

**2) Students scoring Advanced Proficient in the NJASK**

<b>3rd Grade</b>	<b>4th Grade</b>	<b>5th Grade</b>	<b>6<sup>th</sup> Grade</b>
Estremera, Ethan-Math	Carrion, Edgar-Science	Colon, Destiny-Math	Jimenez, Maria-Math
Jones, Rajon-Math	DeJesus, Natalie-Math	Martinez, Elmer-Math	Rivera, Juan-Math
McCary, Michael-Math	Felipe, Ramon-Math	Nickels, Kasheena-Math	
Nieves, Brielle-Math	Gray, Veronica-Science/Math	Shepard, James-Math	
	Jackson, Typhany-Litercacy/Math		
	Lopez, Joshua-Science		
	McFarland, Akim-Math/Science		
	Nunez, Julian-Math		
	Smith, Ava-Math		

**3) Seniors with GPAs of 3.6 or better, performed at or above the proficient level on the HSPA in LAL and Math; and with a combined score that is at or above the National average on the SAT for math and critical reading**

Acuna, Edward  
 Othar-Maragh, Marcus  
 Samaniego, Omar  
 Janeen Smith

**4) Power Awards for Staff, Teachers and Parents for September**

Upper	STEM	Lower
Ms. Nilsa Lopez- Parent	Mr. Randy Miller-Teacher	Vincenta Eomenices, - Parent
Mr. Jesse Barton-Teacher	Ms.Nancy Ruiz-Staff	
Ms.Norma Agron-Staff	Ms. Shonda Ellsberry,- Parent	
Ms.Carole Pearson ( <i>Awarded HSPA Bonus</i> )		

**Seconded by Manny Delgado. AYES: 11 NAYS: 0 ABS: 0**

B. Dr. Santiago introduced the new Board member, Dr. Krishman Thiagarajan and welcome him to the Board. Dr. Thiagarajan is the President of the Symphony in C.

C. Dr. Santiago invited Dave Murphy to provide an update on the STEM building construction. He indicated that work is underway and that a focus has been on preparing the area for demolition. Dr. Santiago indicated that the Garand Opening is scheduled for November 14, 2011 at 10:00 am and a committee will work on a program, etc. Marlene Gonzalez suggested having the students work on a time capsule for the project. Dr. Santiago will call a meeting with everyone to work on logistics. Budget updates for the STEM project were provided.

**a. Approval of Payments on Existing Contracts:** Dr. Luis Garcia presented resolutions 3-5 for Board approval:

**Item 3:** Resolved that the Board authorizes the following payments on existing contracts:

Vendor	Payment	Purpose
Kitchen & Associates	\$ 9,210.00	Architectural Services
Northstar Advisors	\$ 17,402.65	Owner's Representative Services
Michael A. Beach & Assoc.	\$ 1,875.00	Structural Engineering Services
Pennoni Associates	\$ 6,598.97	Environmental Remediation
Chris Perks	\$ 766.00	Civil Engineering
Advantage Engineers	\$ 3,195.00	Geotechnical Engineering

<b>Vendor</b>	<b>Payment</b>	<b>Purpose</b>
MDG Associates	\$ 11,460.00	Owner's Representative Services
Powers & Company	\$ 648.00	Historical Preservation Services
Total	\$ 51,155.62	

**b. Approval of New Contract**

**Item 4:** Resolved that the Board authorizes entering into a contract with Craig Testing Laboratories for testing and inspection in the amount of \$73,050.

**c. STEM Project Fund Balance Reserve**

**Item 5:** Resolved that the Board authorizes a freeze in the project contingency allotment for the STEM Building Project and directs the Chief Financial Officer to obtain Board pre-approval for accessing these funds.

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 3</b>	<b>Item 4</b>	<b>Item 5</b>
Danielle Askew	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES
Manny Delgado	YES	YES	YES
Jill Friedman	YES	YES	YES
Dr. Luis Garcia	YES	YES	YES
Marleen Gonzalez	YES	YES	YES
Dr. Mira Lalovic-Hand	YES	YES	YES
Hector Nieves	YES	YES	YES
Dr. Benedetto Piccoli	YES	YES	YES
Dr. Wendell Pritchett	YES	YES	YES
Dr. Krishna Thiagarajan	YES	YES	YES
Dr. Dyanne Westerberg	YES	YES	YES
Jennifer Young	YES	YES	YES

D. Dr. Santiago introduced Manny Delgado to provide an update on the Cramer Hill School project. Mr. Delgado indicated that the site planned for the ELAP schools is located along 36<sup>th</sup> street, across from Petty's Island and next to the Eagle's nest. The site has 6 acres and the Cramer Hill Development Corporation is purchasing it from the Camden CCMUA. Cramer Hill Development Corporation has engaged an architect to begin conducting feasibility. He indicated that 125,000 sq. ft. could be available for the

school. Dr. Santiago indicated that she is supervising a group of graduate and doctoral students that are working in scheduling focus groups and conducting SWOT analyses as part of the feasibility phase for the project.

**IV. Finance Committee Actions:** Pat Yacovelli provided updates on each Finance resolution. Hector Nieves presented items 6-9 for Board approval:

**A. Approval of Board Line Item Status Report**

**Item 6:** 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, 2011, August 30, 2011 and September 30, 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 7:** Whereas, the Business Administrator certifies that there are sufficient funds to pay bills for August and September;

Whereas, the Business Administrator certifies that there are sufficient funds to pay bills for August and September;

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees authorizes payment of vouchers in the amount of \$409,953.30 for the period of September 21, 2011 – October 18, 2011 and in the amount of \$374,850.93 for September payroll (2<sup>nd</sup>); \$339,931.78 for October (1<sup>st</sup>).

**C. Approval of salaries funded through grant funds**

**Item 8:** Resolved that the Board approves the following salaries to be charged to grant funded programs for 2011-2012, as follows:

Staff Name	Salary	Grant Source	Percent
Elizabeth Echevarria Data Entry/Clerical Worker	\$ 26,520	21 <sup>st</sup> CCLC	100%
Julia Kogan Resource Teacher	\$ 52,099	IDEA	100%
Lavonne Nichols Extended Learning Program Site Coordinator, HS	\$ 34,145	21 <sup>st</sup> CCLC	100%
Mary Rivera, Director District Grants & Reporting	\$ 75,000	21 <sup>st</sup> CCLC NCLB IDEA	45% 35% 20%
Sage Schmidt, Director Special Services	\$ 75,000	IDEA	100%

**D. Unum Educator Salary Protection Plan**

**Item 9:** Resolved to approve the addition of Unum as an authorized provider of employee disability plan coverage for the fiscal year 2011-2012.

**Seconded by Dr. Luis Garcia.**

**Roll Call:**

	Item 6	Item 7	Item 8	Item 9
Danielle Askew	YES	Abstain on payments to Rutgers	YES	YES
Dr. Gloria Bonilla-Santiago	YES	Abstain on payments to Rutgers	YES	YES
Manny Delgado	YES	YES	YES	YES
Jill Friedman	YES	Abstain on payments to	YES	YES

	Item 6	Item 7	Item 8	Item 9
		Rutgers		
Dr. Luis Garcia	YES	Abstain on payments to Rutgers	YES	YES
Marleen Gonzalez	YES	YES	YES	YES
Dr. Mira Lalovic-Hand	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES
Dr. Benedetto Piccoli	YES	Abstain on payments to Rutgers	YES	YES
Dr. Wendell Pritchett	YES	Abstain on payments to Rutgers	YES	YES
Dr. Krishna Thiagarajan	YES	YES	YES	YES
Dr. Dyanne Westerberg	YES	YES	YES	YES
Jennifer Young	YES	Abstain on payments to Verizon	YES	YES

**V. Executive Session**

**Item 10:** Dr. Wendell Pritchett presented a motion to close the meeting to the public to enter an Executive Session to address personnel matters.

**Seconded by Hector Nieves. AYES: 13 Nays: 0 ABS: 0**  
**Meeting closed to the public at 6:43 p.m.**

**Item 11:** Dr. Luis Garcia presented a motion to re-open the meeting to the public.

**Seconded by Dr. Benedetto Piccoli. AYES: 13 Nays: 0 ABS: 0**  
**Meeting re-opened to the public at 6:50 p.m.**

**VI. Personnel Committee: Jennifer Young presented resolutions 12-**

**A. Recommendations for New Hires**

**Item 12:** Resolved that the Board of Trustees approves the following hires:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Silvia Vasquez	Elementary School Teacher/MS Math	1-Oct-11	\$45,000	11-130-100-101-00-043
Nancy Walker	Coordinator of Literacy	10-Oct-11	\$75,000	11-120-100-101-00-043 11-130-100-101-00-043
Robert Bonner	Department Chair, Math K-8	31-Oct-11	\$71,000	11-120-100-101-00-043 11-110-100-101-00-043 11-130-100-101-00-043

**B. Resignations/Terminations**

**Item 13:** Resolved that the Board accepts the resignation and/termination recommendations of the following employees:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Maria Lopez-Romero	Assistant Counselor	September 23, 2011
Christina Fredericksdorf	2nd Grade Teacher	December 31, 2011

**C. Salary Adjustments**

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

<u>Name</u>	<u>Position</u>	<u>Start</u>	<u>Salary</u>	<u>Account Number(s)</u>
Hayley Van Amburg	Teacher of English (Master's Degree)	1-Sep-11	\$46,500	11-140-100-101-00-043

**D. Co-Curricular Appointments**

**Item 15:** Resolved that the Board authorizes the following co-curricular appointments:

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Casey Flaum	Model Congress	1-Sep-11	\$1,000	11-401-100-100-00-075
Casey Flaum	Model United Nations	1-Sep-11	\$1,000	11-401-100-100-00-075

**E. Part-Time Employment**

**Item 16:** Resolved that the board approves the following individuals for part-time Employment and for other pay (in the case of regular appointed employees):

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Denise Opal	Extended Day Program (4:00 - 5:30 pm)	1-Oct-11	\$30/hour	20-238-100-101-00
Natasha Hatcher	Extended Day Program (4:00 - 5:30 pm)	1-Nov-11	\$30/hour	20-238-100-101-00
Lindsey Doran	Extended Day Program (4:00 - 5:30 pm)	10-Oct-11	\$30/hour	20-238-100-101-00
Maureen Gibbs	Extended Day Program (4:00 - 5:30 pm)	6-Sep-11	\$30/hour	20-238-100-101-00
Wandette Sanders	Extended Day Program (4:00 - 5:30 pm)	1-Oct-20	\$15/hour	20-238-100-101-00
Halah Thomas	Extended Day Program (4:00 - 5:30 pm)	28-Sep-11	\$15/hour	20-238-100-101-00
Lekisha Ramos	Extended Day Program (4:00 - 5:30 pm)	30-Sep-11	\$15/hour	20-238-100-101-00
Griseida DeJesus	Extended Day Program (4:00 - 5:30 pm)	6-Sep-11	\$15/hour	20-238-100-101-00
Joan Rodriguez	Extended Day Program (4:00 - 5:30 pm)	6-Sep-11	\$15/hour	20-238-100-101-00
Lekisha Ramos	Breakfast Program (7:30 - 8:30 am)	30-Sep-11	\$20/hour	11-000-310-930-00-068
Jeanne Pinkham	Enrichment Instructor (5:30 pm - 7:00 pm)	6-Sep-11	\$25/hour	20-295-100-100-00
Ana Garcia	Spanish Literature Curriculum (up to 100 hours)	1-Oct-11 \$30/hour		11-120-100-101-00-043 11-130-100-101-00-043 11-140-100-101-00-043

**F. Appointment of Substitutes**

**Item 17:** Resolved that the Board approves appointment for the following individuals as substitutes:

<u>Name</u>	Assignment	Effective Day	Pay Rate	<u>Account Numbers</u>
Lindsey Doran	Long-Term Substitute Health/PE (Maternity Leave Replace)	10-Oct-11	\$150/day	11-140-100-106-02-044

Brad Fithian	Substitute Teacher	20-Sep-11	\$100/day	11-140-100-106-02-044
Amy Saul-Zerby	Substitute Teacher	20-Sep-11	\$100/day	11-140-100-106-02-044
Kristin Henry	Substitute Teacher	18-Oct-11	\$100/day	11-140-100-106-02-044
Jennifer Hoffman	Substitute Teacher	20-Sep-11	\$100/day	11-140-100-106-02-044
Karen White	Substitute Teacher	13-Sep-11	\$100/day	11-140-100-106-02-044
Halah Thomas	Substitute Teacher	28-Sep-11	\$100/day	11-140-100-106-02-044
Edwin Porrata	Substitute Teacher	1-Sep-11	\$100/day	11-140-100-106-02-044

**G. Teacher Mentoring Assignments**

**Item 18:** Resolved that eth board approves mentoring assignments for provisional teachers as follows:

<u>Teacher</u>	<u>Mentor</u>
Gerke, Samantha	Raymond Rossi

**Seconded by Dr. Benedetto Piccoli.**

**Roll Call:**

	<b>Item 12</b>	<b>Item 13</b>	<b>Item 14</b>	<b>Item 15</b>	<b>Item 16</b>	<b>Item 17</b>	<b>Item 18</b>
Danielle Askew	YES	YES	YES	YES	YES	YES	YES
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES
Manny Delgado	YES	YES	YES	YES	YES	YES	YES
Jill Friedman	YES	YES	YES	YES	YES	YES	YES
Dr. Luis Garcia	YES	YES	YES	YES	ABS	YES	YES
Marleen Gonzalez	YES	YES	YES	YES	ABS	YES	YES
Dr. Mira Lalovic-Hand	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
Dr. Wendell Pritchett	YES	YES	YES	YES	YES	YES	YES
Dr. Krishna Thiagarajan	YES	YES	YES	YES	YES	YES	YES

	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18
Dr. Dyanne Westerberg	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES

## VII. Curriculum Committee

A. **ESL Curriculum:** A draft of the ESL Curriculum was provided for a first reading.

Dr. Luis Garcia presented items 18-20 for Board approval.

### B. Approval of Text Books

**Item 18:** Resolved that the Board approves purchase of Journeys, comprehensive core reading program for grades 1 – 6 published by Houghton Mifflin Harcourt.

### C. Field Trips

**Item 19:** Resolved that the Board authorizes the following field trips:

Field Trips	Grade Level	Purpose	Date of Trip	Cost	Who's Paying	# of Chaperones Needed
National Constitution Center	10 <sup>th</sup> grade	Corresponds to the social studies curriculum with the studies of US Constitution	1-13-12	\$450.00; 2 buses	LEAP	4
World Championship "Punkin Chunkin" Competition Bridgewater, DE	AP Physics (upper school)	Observe physics principles of projectile motion applied in competition; analyze physics and engineering aspects of launching apparatuses	11/4/11	\$200.00: 1 bus	LEAP	2
	Intro to Physics (STEM)			\$600.00: 2 buses		4
Philadelphia Museum of Art	4 <sup>th</sup> -6 <sup>th</sup>	VanGogh Up Close – making connections between art and literacy	3/12/12	\$384.00/1bus	LEAP	4
National	Seniors	Meet with	11/3/11	2 buses	LEAP	4

Field Trips	Grade Level	Purpose	Date of Trip	Cost	Who's Paying	# of Chaperones Needed
College Fair		prospective colleges				
Washington DC/Maryland college tour	Seniors	Visit prospective colleges	11/17/11	2 buses	LEAP	4

#### D. Disciplinary Suspensions

**Item 20:** Resolved that the Board ratifies suspensions for students per the listing provided by the Chief Academic Officer in accordance with the school's code of conduct.

**Seconded by Dr. Lalovich. AYES: 13 NAY: 0 ABS: 0**

E. **College Access Update** – Khary Golden provided a report on college access programs.

#### VIII. Administrative Reports

**Chief Academic Officer – Dr. Nancy Hopkins-Evans provided the following update:**

1. **Monthly Assemblies to Recognize Excellence:** Monthly assemblies were scheduled and will continue throughout the year to recognize students that are achieving academically and performing with excellence.
2. **Differentiated Instructional Support Plan:** Ms. Martinez provided an overview of how are labs and extended time being used to target instruction to students based on individual needs.
3. **October PDI Sessions:** The following are the content focus for the professional development for the month:
  - a. Lower School - Reading Instruction (Journeys)
  - b. Upper School – Using Data to Drive Instruction: Reassessments and Building Content Knowledge: Matlab training
4. **Additional Support for Lower School:** Dr. Evans indicated that in light of the academic challenges facing students in the lower grades, she has been working to re-organize and strengthen the instructional programs. In addition to having Mr. Goulding working with the principals in a consulting basis, two new staff members were hired—Ms. Nancy Walker to lead literacy instruction and Mr. Bonner to chair the Math Department.
5. **October:** During the month of October, the schools also sponsored events in commemoration of Hispanic Heritage Month and Antibullying Month

6. TerraNova Testing and HSPA Retesting have been completed.

**IX. Public Comment:** Jill Friedman presented a motion to open the meeting the public for comment.

**Seconded by Dr. Westerberg. AYES: 12 NAYS: 0 ABS: 0**

Nancy Ruiz wanted to acknowledge Khary Golden and Sara Vasquez for the great work in bringing colleges and other resources to STEM High School students.

A high school student—Diane Castellano shared several concerns with the Board related nursing services, buses, the lunch programs, fundraising and the girl’s softball team. Dr. Santiago thanked her and asked her to meet with Dr. Evans on her concerns.

**X. Adjournment:** Jennifer Young presented a motion to adjourn.

**Seconded by Dr. Luis Garcia. AYES: 12 NAYS: 0 ABS: 0**

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Wanda Garcia  
Board Liaison