

LEAP ACADEMY CHARTER SCHOOL

November 16, 2017

MINUTES

Meeting called to order by Dr. Gloria Bonilla-Santiago at 6:06 pm

Attendance:

Present:

Gloria Bonilla-Santiago
Mathew Goodwin
Christine Karlsson
Hector Nieves
Brenda Ortiz
Dr. Michael Palis
Robert Ramson

Dr. Horacio Sosa

Jennifer Young

Excused:

Donald Borden
John Hall
Cal Maradonna
Gladys Novoa

Omar Samaniego
Marianne Taylor

Staff Present

Ken Verrill
Manny Delgado
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. Special Student Presentation – LEAP School Band: Oscar Rivera, LEAP’s Band Teacher presented the students in the School Band for a special musical presentation. The Board acknowledged the outstanding work and invited the students to perform at the Annual Alfredo Santiago Scholarship Gala.

Item 1: Hector Nieves presented a motion to approve the student’s participation at the Gala of December 8, 2017 and provide transportation accordingly.

Seconded by Matthew Goodwin. AYES: 10 NAYS: 0 ABS: 0

III. Approval of Minutes of October 19, 2017.

Item 2: Omar Samaniego presented a motion to approve the minutes of October 19, 2017 as presented by Wanda Garcia, Board Liaison.

Seconded by Matthew Goodwin. AYES: 10 NAYS: 0 ABS: 0

III. Chairperson's Report

A. Board Appointment: Hector Nieves presented the following resolution for Board approval:

Item 3: Resolved that the Board appoints Marlon Munoz as a Parent Representative as nominated by the Parents Council for a three year term effective November 16, 2017.

Seconded by Brenda Ortiz

AYES: 10 NAYS: 0 ABS: 0

B. Security Services: Dr. Horacio Sosa presented the following resolution:

Item 4: Whereas, Rutgers University has informed LEAP Academy that they cannot longer provide security services, effective February 1, 2018.

Resolved that the Board of Trustees approves the following modifications on its existing contract with a termination day of February 1, 2018 and adjusts total amount payable to Rutgers not to exceed \$350,000.

Further resolved that the Board directs the administration to develop an Educational Safety Monitoring Unit to absorb provision of these services, allocates \$250,000 to cover costs and requests for Manny Delgado and Ken Verrill to develop a plan for operations that covers staffing, supervision and fiscal elements for the unit for discussion and approval at the December meeting.

Seconded by Christine Karlsson.

Roll Call:

	Item 3
Dr. Gloria Bonilla-Santiago	ABS
Mathew Goodwin	YES
Christine Karlsson	YES
Marlon Munoz	YES
Hector Nieves	YES
Brenda Ortiz	ABS
Dr. Michael Palis	ABS
Robert Ransom	YES
Omar Samaniego	YES
Dr. Horacio Sosa	YES
Marianne Taylor	YES

IV. Chief Operations/Lead Person Report

A. COO Report

- **Risk Management:** A report was provided in written format.

- **LEAP Health and Wellness Center** – Updated report was provided in written form.
- **Fire Drills:** Report was provided in written form.
- **Student Discipline/HIB Reports:** Report was provided in written form.
- **Chronic Absenteeism:** Report was presented to the Board.
- **Traffic Update:** Manny Delgado indicated that he still working with Frank Moran’s Office on the issues of removal of the parking meters.

V. Finance Committee Actions: Hector Nieves presented items 5-13 for Board action.

A. LEAP Cramer Hill LLC Financials

Item 5: Resolved that the Board approves the Financial Reports for the LEAP Cramer Hill LLC for the period month of September 2017 as provided by the Chief Financial Officer.

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

Vendor	Amount
Hospitality Management Services	\$2,550.00
LEAP Academy	\$ 855.03
Centro para Puerto Rico (<i>fundraised through external sources and individual donations through a campaign</i>)	\$3,616.67

B. Financial Reports

Item 6: 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 Monthly Financial Reports for the period of September 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.

C. Approval of Budget Transfers

Item 7: Resolved that the Board approves budget transfers for September 2017 as provided by the Chief Financial Officer.

D. Approval of Expenditure Report/Bill List

Item 8: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for October and November 2017.

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees authorizes payment of vouchers and payroll as provided by the Chief Financial Officer.

E. Contracts

Item 9: Resolved that the Board approves the following contracts:

Vendor	Purpose	Amount	Account Code
Rutgers University – CLC	Amend existing contract to expand scope to include technical assistance with executive search and educational program development.	\$55,600.00	11-000-230-339-00-055

F. Gift Acceptance

Item 10: Resolved that the Board accepts funds from the LEAP Cramer Hill, LLC in the amount of \$100.00 for the purposes of food services for PDI in October 13, 2017 pursuant NJSA 18A:20-4.

G. Annual Charter School Fiscal Questionnaire

Item 11: Resolved that the Board approves the Annual Charter School Fiscal Questionnaire and authorizes submittal to the NJDOE.

H. Revised resolution accepting SHIF Dividends

Item 12: Resolved that the Board accepts the share of the dividend from the Schools Health Insurance Fund in the amount \$17,481 to be disburse through a check to the school.

I. NJ Interscholastic Athletic Association

Item 13: Resolved that the Board authorizes renewal of membership to the NJ Interscholastic Athletic Association and approves payment of \$2,150 for dues.

Seconded by Dr. Michael Palis.

Roll Call:

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13
Dr. Gloria Bonilla-Santiago	YES	YES	ABS on payments to Rutgers and Metz	ABS	YES	YES	YES	YES	YES

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES	YES	YES
Marlon Munoz	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES ABS on payments to Rutgers and Metz	ABS	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES ABS on payments to Rutgers and Metz	ABS	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Curriculum Committee

A. Academic Reports

- Update on High School Credit Acquisition and Recovery - Marchelle Roberts and Barbara Dunlap provided an update on status of high school students in regards to credits. They indicated that every student has been revised and that for students who are deficient, plans are in place to have them take the necessary coursework.
- Student Growth Data – Jessica Pierre-Lewis provided an update report on student growth data based on MAP.

Dr. Horacio Sosa presented items 14- 15 for Board approval:

B. Field Trips

Item 14: Resolved that the Board authorizes the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	Funding Number	Number of Students attending
Marchelle Roberts Atlantic City Youth Energy Conference Atlantic City Technology 5080 Atlantic Ave Mays Landing, NJ	High School	11/3/17	\$0	Students had the opportunity to learn about the different barriers for young people of color in STEM fields and how to overcome them. The event was coordinated through the Legacy Nexus Foundation, the American Association of Blacks in Energy – South Jersey Chapter, and various partners	N/A	20
Khary Golden HBCU College Fair BB&T Center Camden, NJ	High School	11/14/2017	\$0	To introduce students to historically black colleges & universities	N/A	50
Angela Brown US Mint 151 N Independence Mall E Philadelphia, PA	1 st	11/16/17	\$0	In first grade, students begin learning about coins, money and value. Taking students to see where and how money is made is a great introduction to the topic.	N/A	120
Britney McLeod African American Heritage Museum of SJ 2200 Fairmount Ave Atlantic City, NJ	High School	11/29/17 11/30/17	\$0		N/A	Day 1 – 60 Day 2 – 60
Brooke Bivona Franklin Institute 271 N 21 st St Philadelphia, PA	7 th & 8 th	12/4/17	\$225		11-190-100-800-02-049	45
Scott Lunn Dances from Around the Spanish World Gordon Theater Rutgers University	2 nd	12/5/17	\$0	The purpose of the trip is to expose our students to an event which includes “Dances from Around the Spanish World: Three Kings Day.” This event supports our climate and culture of LEAP by taking students on a journey to the streets of Spanish-speaking nations. This performance connects to our core curriculum by connecting literacy,	N/A	120

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	Funding Number	Number of Students attending
				Spanish language and theatre arts.		
Jeffrey Phillips Philadelphia Museum of Art 2600 Benjamin Franklin Parkway Philadelphia, PA	High School	12/8/17	\$280	The study of animals in art	20-292-200-610-PY	44
Dana Ciesielski Franklin Institute 271 N. 21 st St. Philadelphia, PA 19103	6 th	12/11/17	\$25	Provide effective and engaging lessons led by skilled and knowledgeable educators, provide hands-on and live learning experiences based on the next generation science standards.	11-190-100-800-02-049	120
Jennifer Mooney Franklin Institute 271 N 21 st St Philadelphia, PA	7 th & 8 th	12/12/17	\$985	Expose students to a dissection workshop.	11-190-100-800-02-049	120
Scott Lunn Macy's Christmas Light Show & Dickens Village 1300 Market Street Philadelphia, PA 19107	K	12/12/17 12/13/17	\$0	Students will participate in an annual traditional cultural team building experience	N/A	Day 1 - 65 Day 2 - 65
Tammy Sherlock Franklin Institute 271 N 21 st St Philadelphia, PA	8 th	12/13/2017	\$25	provide hands-on and live learning experiences based on the next generation science standards.	11-190-100-800-03-049	120
Kristin Perrine Franklin Institute 271 N 21 st St Philadelphia, PA	4 th	12/19/2017	\$25	Provide effective and engaging lessons led by skilled and knowledgeable educators, provide hands-on and live learning experiences based on the next generation science standards.	11-190-100-800-02-049	120
Jeffrey Phillips Philadelphia Museum of Art 2600 Benjamin Franklin Parkway Philadelphia, PA	7 th & 8 th	12/21/17	\$280	The study of animals in art	20-292-200-610-PY	44

C. Modification School Calendar

Item 15: The Board approves the following modifications to the school calendar:

- December 15: ½ day for students/NO PDI
- January 12: ½ day for students/PDI

Seconded by Dr. Michael Palis. AYES: 10 NAYS: 0 ABS: 0

VII. Personnel Committee: Hector Nieves presented items 16-24 for Board approval:

A. New Appointments

Item 16: Resolved that the Board appoints the following individuals:

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Samantha Gakefer	School Nurse	11/27/2017	\$70,000	11-000-213-100-04-066
Karen Ocassio (pending completion of criminal background check, NJDOE licensing reciprocity and credential review and approval of substitute certificate (interim))	Music Teacher	TBD	\$55,000	11-120-100-101-01-043

B. Part-Time employment

Item 17: Resolved that the Board of Trustees approves the following individuals for part-time assignments:

<u>Name</u>	<u>Contract/Start Date</u>	<u>Hourly Rate</u>	<u>Account Numbers</u>
Marguerite Vargas	11-27-2017	\$ 10.00	11-000-262-100-PT-066
Aida Quinones (pending finger prints)	11-27-2017	\$ 10.00	11-000-262-100-PT-066

C. Staff Promotions

Item 18: Resolved that the Board authorizes the promotion of Scott Lunn to Vice Principal and authorizes a salary increase in the amount of \$5,000.

D. Salary Adjustment

Item 19: Resolved that Board approves modification of employment contract with Laurie Peterson from a 12-month appointment to a 10 month appointment at the annualized salary of \$48,000 effective 08/28/17.

E. Staff Disciplinary Action

Item 20: Resolved that the board accepts the administration's recommendation to suspend teacher SG for 3 days without pay.

F. Terminations/Resignations

Item 21: Resolved that the Board approves the terminations or separations of the following staff:

<u>Name</u>	<u>Reason</u>	<u>Position</u>	<u>Effective Date</u>
Maria Correa	Attending School	Janitorial Staff	11-16-2017
Thelma Coles	Poor Attendance	Janitorial Staff	11-16-2017
Sherry Kennedy	Job Abandonment	Janitorial Staff	11-16-2017
Anthony Quinones	Job Abandonment	Janitorial Staff	11-16-2017
Rene Trujillo	Job Abandonment	Janitorial Staff	11-16-2017
Luis Davila	Job Abandonment	Janitorial Staff	11-16-2017
Amanda Ramirez	Job Abandonment	Janitorial Staff	11-16-2017

G. Appointment of Coaching Staff

Item 22: Resolved that the board approves appointment of the following coaching staff for SY 17-18.

<u>Name</u>	<u>Position/Building Location</u>	<u>Earnings</u>	<u>Account Numbers</u>
Jessica Dixon	Cheerleading	\$ 5,000	11-402-100-101-12-066
Raymond Rossi	Baseball Varsity	\$ 7,000	11-402-100-101-12-066

H. Specialized Training

Item 23: Resolved that the Board authorizes staff participation on the following PD training:

<u>NAME</u>	<u>NAME OF WORKSHOP/SEMINAR</u>	<u>LOCATION</u>	<u>DATE (S) & TIME</u>	<u>COST</u>
Ken Verrill	NJCPA CPE Requirements		9/15, 10/4, 10/23, 11/13, 12/1, 1/5, 1/22/18, 4/27, 5/18	\$360 11-000-251-592- PD-063

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Jessica Pierre-Louis	Tableau Software, Inc Software Training	Edison, NJ	10/30 & 10/31/17	\$2,800 20-235-200-500- 00 ESEA/ESSA Title II

I. Leaves of Absence

Item 24: Resolved that the Board approves the following leaves of absence:

Name	Position	Effective Day
Clara McCauley – Health related leave	Nurse	10-24-17 -12-22-17

Motion:

Second:

Roll Call:

	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES	YES	YES
Marlon Munoz	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES
Maryann Taylor	YES	YES	YES	YES	YES	YES	YES	YES	YES

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

Seconded by Matthew Goodwin.

AYES: 10

NAYS: 0

ABS: 0

No comment was presented by the members of the public.

X. Adjournment: Christine Karlsson presented a motion to adjourn.

Seconded by John Hall.

AYES: 10

NAYS: 0

ABS: 0

Meeting adjourned at 7:05 pm.

Respectfully Submitted,

Wanda Garcia