

LEAP ACADEMY CHARTER SCHOOL

January 25, 2018

AGENDA

Meeting called to order by Dr. Gloria Bonilla-Santiago at 6:05 pm

Attendance:

Present:

Gloria Bonilla-Santiago
Christine Karlsson
Cal Maradonna
Gladys Novoa
Hector Nieves
Robert Ramson
Omar Samaniego
Marianne Taylor
Jennifer Young

Excused:

Mathew Goodwin
John Hall
Marlon Munoz
Brenda Ortiz
Dr. Michael Palis
Dr. Horacio Sosa

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. Approval of Minutes of January 25, 2018

Item 1: Hector Nieves presented a motion to approve the minutes of January 25, 2018 as presented by Wanda Garcia, Board Liaison.

Seconded by Omar Samaniego.

AYES: 8 NAYS: 0 ABS: 0

III. Chairperson's Report

A. Update on CAO Search: Dr. Santiago provided an update report on the progress with the search process.

Rob Ramson presented the following resolution:

Item 2: Resolved that the Board appoints the following individuals to serve on the Search/Interview Committee for the CAO search: Dr. Gloria Bonilla-Santiago, Dr. Michael Palis, Jennifer Young, Hector Nieves, Maryanne Taylor, Rob Ramson, Dr. Horacio Sosa, Brenda Ortiz, Cal Maradonna.

Seconded by Christine Karlson.

AYES: 8 NAYS: 0 ABS: 0

B. Parents Council /Enrollment and School Campaign: Hector Nieves presented a plan developed by the Parents Council to support sustainability of existing families and recruitment of new families.

Hector Nieves presented the following resolution:

Item 3: Resolved that the Board endorses the Public Campaign proposed by the Parents Council to be named the LEAP Families for a New Camden.

Further resolved that the Board approves the various initiatives to be developed to launch the campaign as follows:

- Printed marketing materials
- Designated phone line with a new number—1-800-gotoleap
- Explore opportunities for developing a LEAP App
- Identify and train Parent, Student and Staff Ambassadors
- Relocate Parent Enrollment Office to Upper Elementary Building
- Integrate social media messaging
- Home mailer announcing open houses and enrollment
- Purchase or create lawn signs for families to spread in their neighborhoods
- Connect families to school service including the health center and the 12th Floor event space
- Be visible in all school events
- Invite parents and students to visit

Further resolved that the Board authorizes an allocation of \$15,000 from the LEAP/Cramer LLC to support this effort.

Seconded by Christine Karlsson.

AYES: 8 NAYS: 0 ABS: 0

IV. Chief Operations/Lead Person Report

A. COO Report

- **Update on School Security/and MOU:** Manny Delgado introduced Guy Still, former Chief of Police at Rutgers-Camden who was contracted by the school to organize and coordinate security and safety services for the school.

Mr. Still provided an update and indicated that all security personnel has been identified and in the process of receiving training. He ensured that the unit will be fully operational by February 1, 2018.

Manny Delgado also updated the Board on the status of the MOU with Law Enforcement Officials.

- **Risk Management Report:** A written report was provided.
- **LEAP Health and Wellness Center:** An update report was provided along with a request of \$5,000 to strengthen the marketing campaign for recruitment.
- **Fire Drills:** Written report provided.
- **Student Discipline/HIB Reports:** Written Report provided.
- **Traffic Update:** Manny Delgado indicated that he is working on confirming a meeting with Mayor Moran to follow-up on this pending issue.

Item 4: Resolved that the Board approves the UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS and authorizes Manny Delgado to sign on behalf of the school.

Item 4b: Resolved that the board authorizes an allocation of \$5,000 from the LEAP/Cramer Hill LLC to purchase needed materials for marketing campaigns for the Health Center.

**Robert Ramson presented a motion to approve items 4 and 4B for Board approval:
Seconded by Marianne Taylor. AYES: 8 NAYS: 0 ABS: 0**

V. Finance Committee Actions: Hector Nieves presented a resolution to approved items 5-9:

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 November 30, 2017 as provided by the Chief Financial Officer.

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

Vendor	Amount
Merchant Services	\$ 54.99

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 month of November 2017 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 November 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 November and December 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. Gift Acceptance

Item 9: Resolved that the Board accepts funds from the LEAP Cramer Hill, LLC in the amount of \$1,096.60 for the purposes of food services for the December Staff team Building event.

Seconded by Gladys Novoa.

Roll Call:

	Item 5	Item 6	Item 7	Item 8	Item 9
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES Abstain on payments to Rutgers and Metz	YES
Christine Karlsson	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES Abstain on payments to Rutgers	YES
Hector Nieves	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES
Jennifer Young					

VI. Curriculum Committee

A. Academic Reports

1) Progress on Academic District Goals – on hold for February.

- 2) College Access Service Report – A report was presented. Dr. Santiago requested that the numbers from career cruising be added. Further, she requested for the National Honor Society Program to be re-instated.
- 3) Early College: Khary Golden provided an update report on the first semester of Early College. Results are very promising. Copies were provided to members. The Board recommended placing students for next year based on the academic academies to ensure that they are pursuing required electives based on their academic interest.

B. Field Trips: Christine Karlsson presented item 10 for Board approval.

Item 10: 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
Luis Delect Schomburg Center 515 Malcom X Blvd. New York, NY 10037	7 th & 8 th	1/19/2018	\$1450 Buses	To expose our students to the contributions of Arturo Schomburg and the Hispanic and African American Community and learn from the history of these groups in the USA	11-800-330-800-PR-075	40
Angela Brown Franklin Institute 271 N. 21 st St. Phila, PA	Kinder	1/25/2018 Rescheduled due to weather	\$0	Purpose of the trip is to enhance our scientific backgrounds and apply investigative skills to real world tasks and problems.	N/A	120
Tyrell Johnson Delaware State Univ. 1200 N. Dupont Hwy. Dover, DE 19901	7 th & 8 th	2/9/2018	\$0	To expose students to historic black college & university experience.	N/A	50
Sonia Chug Camden Library 301 N. 5 th Street Camden, NJ 08105	Various	2/9/2018	\$0	To acquaint students with resources which are free of cost and would help them with their projects and assignments across curriculum.	N/A	26
Tyrell Johnson Girl Power by STEAM Conference 201 Mullica Hill Rd. Glassboro, NJ 08028	7 th & 8 th	2/17/2018	\$0 Bus provided by Rowan		N/A	10
Edward Evans Temple-Girls Basketball 1801 N. Broad St. Philadelphia, PA 19122	Girls' Basketball Team	2/21/2018	\$0	Girls' Basketball team invited by Temple University	N/A	18

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	Funding Number	Number of Students attending
Tyrell Johnson Stockton Univ. 101 Vera Kim Fom's St. Galloway, NJ 08205	7 th & 8 th	3/23/2018	\$0	To expose students to Stockton's amazing campus and prepare them to the rigorous collegiate experience.	N/A	80

Seconded by Rob Ramson.

AYES: 8

NAYS: 0

ABS: 0

C. School Calendar Modification: Rob Ramson presented item 11 for approval.

Item 11: Resolved that the Board approves a calendar modification to make up for snow day as follows:

- Half Day session on March 30th is added to calendar

Seconded by Gladys Novoa.

AYES: 9

NAYS: 0

ABS: 0

VII. Personnel Committee: Hector Nieves presented items 12-18 for Board approval:

A. New Appointments

Item 12: 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>
Dr. Javier Van Tull Rodriguez (pending completion of fingerprints, NJDOE application for reciprocity and credential review, interim Substitute Certificate) \$60,000 with \$5,000 increase after NJDOE certificate issued	Teacher Fellow- Music - Choir 9-12	1/29/2018	\$ 60,000	11-190-100-106-00-044
Sherry Golden Lee	ESL Teacher	1/29/2018	\$ 50,000	11-240-100-101-02-043
Ismael Rios	Teacher Fellow Spanish Teacher Grades 7 - 8 & HS Social Studies	1/10/2018	\$ 55,000	11-190-100-106-00-044
Elliot Rojas -12 month	Education Safety Monitor	1/22/2018	\$ 27,500	11-000-266-110-00-066
Ellis Allen -12 month	Education Safety Monitor	1/22/2018	\$ 30,000	11-000-266-110-00-066
George Young -10 month	Education Safety Monitor	1/22/2018	\$ 28,500	11-000-266-110-00-066
Brianna Jones- 12 month	Education Safety Monitor	1/22/2018	\$ 27,500	11-000-266-110-00-066

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Shakira Mercado -12 month	Education Safety Monitor	1/22/2018	\$ 27,500	11-000-266-110-00-066
Thalia Rivera -10 month	Education Safety Monitor	1/29/2018	\$ 26,114	11-000-266-110-00-066
Dennis Rivera -12 month	Education Safety Monitor	1/29/2018	\$ 30,000	11-000-266-110-00-066
Thalia Ramos - 10 month	Education Safety Monitor	1/29/2018	\$ 26,114	11-000-266-110-00-066
Linda Ibeneche - 10 month	Education Safety Monitor	1/29/2018	\$ 26,114	11-000-266-110-00-066
Maria Garcia	Full-time Custodian	1/29/2018	\$ 26,114	11-000-262-100-00-066

B. Part-Time employment

Item 13: Resolved that the Board of Trustees approves the following individuals for part-time assignments:

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Hourly Rate</u>	<u>Account Numbers</u>
Evelyn Rivera	Part-time Custodian	1/9/2018	\$ 10.00	11-000-262-100-PT-066
Erick Pereira	Part-time Custodian	1/29/2018	\$ 10.00	11-000-262-100-PT-066
Christopher Knight	Part-time Custodian	1/29/2018	\$ 10.00	11-000-262-100-PT-066

C. Terminations/Resignations

Item 14: Resolved that the Board approves the terminations or separations of the following staff:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Mirtha Escalona (returning to school)	Instructional Assistant	1/19/2018
Britney McLeod (another position)	Teacher	3/12/2018
Carlos Mattei (another position)	Director of FabLab	2/23/2018
Margueritte Vargas -resigned without notice	Part-time Custodian	1/16/2018
Maribel Rodriguez- (another position)	Part-time Custodian	1/17/2018
Estephani Jimenez- resigned without notice	Instructional Assistant	1/22/2018

D. Appointment of Coaching Staff

Item 15: Resolved that the board approves appointment of the following coaching staff for SY 17-18.

<u>Coaching Staff</u>	<u>Position/Building Location</u>	<u>Earnings</u>	<u>Account Numbers</u>
Michael DiNuova, Jr.	Softball Varsity (Girls)	\$ 7,000	11-402-100-100-12-066
Amy Pekarchik	Softball Junior Varsity (Girls)	\$ 5,000	11-402-100-100-12-066

E. Leaves of Absence

Item 16: Resolved that the Board approves the following leaves of absence:

<u>Name</u>	<u>Position</u>	<u>Dates</u>
Kimberly Fitzpatrick FMLA Intermittent (father)	Assistant to BA Finance& Grants/ Business Office Manager	Intermittent
Cristina Burrows Maternity	Teacher	04/16/18-06/30/18
Tameka Matthews FMLA Intermittent	Director of Special Services	Intermittent
Nurichan Allison FMLA Intermittent	Teacher	Intermittent

F. Co-Curricular Appointments

Item 17: Resolved that the Board the following co-curricular appointments and stipends:

<u>Homebound Instruction</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Hourly Rate</u>	<u>Account Numbers</u>
Cristina Burrows	Teacher - Math	1/22/2018	\$ 45.00	20-250-100-101-00
Curriculum Work				
Christopher McCrum	Grant Curriculum Writing - Lockheed Drone (40 hours)	10/19/2017	\$ 30.00	20-298-200-104-00
Scott Davis	Grant Curriculum Writing - Lockheed Drone (40 hours)	10/19/2017	\$ 30.00	20-298-200-104-00

G. Specialized Training

Item 18: Resolved that the Board approves staff participation on the following specialized professional development:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Tugba Hoguet Sonia Chugh	NJ TESOL 2018 Spring Conference	Hyatt Regency New Brunswick, NJ	5/31 & 6/1/2018	\$279 Registration per person 20-244-200-500-00 Title III \$211 Travel per person 20-244-200-580-00 Title III
Nurcihan Allison Sindy Bonilla Jennifer Irizarry	NJ TESOL 2018 Spring Conference	Hyatt Regency New Brunswick, NJ	5/30 & 5/31/2018	\$279 Registration per person 20-244-200-500-00 Title III \$211 Travel per person 20-244-200-580-00 Title III
Nina Speart	Breakfast and a Workshop	Middletown Art Center Middletown, NJ	1/20/2018	\$20 Registration \$5 Membership 20-292-200-500-00 ArterCharter Grant

Seconded by Jennifer Young.

Roll Call:

	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
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES	YES
Robert Ransom	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES
Maryann Taylor	YES	YES	YES	YES	YES	YES	YES
Jennifer Young	YES	YES	YES	YES	YES	YES	YES

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

Seconded by Jennifer Young. **AYES: 9** **NAYS: 0** **ABS: 0**

No comment was presented by the members of the public.

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

Seconded by Jennifer Young. **AYES: 9** **NAYS: 0** **ABS: 0**

Meeting adjourned at 7:15 pm.

Respectfully Submitted,

Wanda Garcia