

LEAP ACADEMY CHARTER SCHOOL

March 22, 2018

MINUTES

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

Attendance:

Present:

Gloria Bonilla-Santiago
Christine Karlsson
Mathew Goodwin
Marlon Munoz
Hector Nieves
Gladys Novoa
Brenda Ortiz
Dr. Michael Palis
Robert Ramson
Omar Samaniego
Dr. Horacio Sosa
Marianne Taylor
Jennifer Young

Excused:

John Hall
Cal Maradonna

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 February 25, 2018

Item 1: Dr. Horacio Sosa presented a motion to approve the minutes of February 25, 2018 as presented by Wanda Garcia, Board Liaison.

Seconded by Mathew Goodwin.

AYES: 12 NAYS: 0 ABS: 0

III. Chairperson's Report: Dr. Santiago shared the good news about the state budget and Governor Murphy's decision to protect charter school funding at level and also provide some increases for new aid.

A. Parent Campaign Update: An update was provided on the Parent campaign and the work of the members of the Parents Council in promoting the school.

B. Appointment of New Board Member: Dr. Michael Palis presented a motion as follows:

Item 2: Resolved that the Board appoints Dr. LORI A. VERMEULEN (Provost at Stockton University) as

a Public Member effective April 2018 for a three year term.

Seconded by Christine Karlsson. AYES: 12 NAYS: 0 ABS: 0

IV. Executive Session

Omar Samaniego presented the following resolution:

Item 3: Resolved that the Board approves entering into Executive Sessions and temporarily close the meeting to the public to discuss personnel matters.

Seconded by Jennifer Young. AYES: 12 NAYS: 0 ABS: 0

Meeting closed at 6:10 pm.

Brenda Ortiz presented the following resolution:

Item 4: Resolved that the Board authorizes re-opening the meeting to the public.

Seconded by Dr. Horacio Sosa. AYES: 12 NAYS: 0 ABS: 0

C. Update on CAO Search: Dr. Santiago provided a thorough overview of the search process and the final recommendation for Chief Academic Officer.

D. Appointment of Chief Academic Officer: Hector Nieves presented the following resolution:

Item 5: Resolved that the Board of Trustees appoints Edward Xavier Barrios as Chief Academic Officer for LEAP Academy at the annualized salary of \$160,000 effective March 26, 2018.

Seconded by Christine Karlsson.

Roll Call:

| | |
|-----------------------------|-----|
| Dr. Gloria Bonilla-Santiago | YES |
| Mathew Goodwin | YES |
| Christine Karlsson | YES |
| Marlon Muñoz | YES |
| Hector Nieves | YES |
| Gladys Novoa | YES |
| Brenda Ortiz | YES |
| Dr. Michael Palis | YES |
| Robert Ransom | YES |
| Omar Samaniego | YES |
| Dr. Horacio Sosa | YES |
| Marianne Taylor | YES |
| Jennifer Young | YES |

IV. Chief Operations/Lead Person Report

A. COO Report: Manny Delgado provided an updated operationl report, invading the following items:

- Update on School Security: Guy Still provided an updated report on progress. Security personnel has been retained and trained and he is working in addressing overall security concerns to ensure that the school is compliant and ahead.
- Risk Management Report: A report was provided on all pending areas.
- Chronic Absenteeism Update: The school staff continues to tackle this on a daily basis with reports, interventions and referrals to truancy court.
- Fire Drills: report was provided.
- Student Discipline/HIB Reports: Report was provided.
- Fabrication Lab: The Fabrication Lab continues to plan for more programs and for becoming a site that is open to families as well for entrepreneurial projects. The administration is recommending that a separate LLC be established for the Fab Lab.

Hector Nieves presented the following resolution:

Item 6: Resolved that the Board authorizes the CAO and CFO to establish the Fab Lab LLC and proceed with the legal processes as needed.

Seconded by Rob Ramson.

AYES: 12

NAYS: 0

ABS: 0

V. Finance Committee Actions: Hector Nieves presented items 7 – 14 for Board approval:

A. Adoption of 2018-2019 Annual Operating Budget (Ken Verrill provided a detailed presentation on the new budget)

Item 7: Resolved that the Board of Trustees adopts the 2018-2019 Operating Budget as prepared by the Chief Financial Officer and SBA and reviewed by the Finance Committee.

B. LEAP Cramer Hill LLC Financials

Item 8: Resolved that the Board approves the Financial Reports for the LEAP Cramer Hill LLC for the period month of January 2018 as provided by the Chief Financial Officer.

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

| Vendor | Amount |
|---------------|---------------|
| Aireko Abroad | \$10,000.00 |

| Vendor | Amount |
|---------------------------------|---------------|
| Hospitality Management Services | \$ 283.35 |
| Cornerstone Scirocco | \$ 2,320.00 |
| Broudy Precision | \$ 3,335.40 |
| Treasurer of State of NJ | \$ 50.50 |
| Merchant Services | \$ 54.99 |

B. Financial Reports

Item 9: 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 January 31, 2018 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 10: Resolved that the Board approves budget transfers for January 2018 as provided by the Chief Financial Officer.

D. Approval of Expenditure Report/Bill List

Item 11: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for January 2018/February 2018.

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 12: Resolved that the Board accepts funds from the LEAP Cramer Hill, LLC in the amount of \$427.54 to cover PDI related expenses.

F. Contracts

Item 13: Resolved that the Board amends the contract with Rutgers University-CLC for tutoring services by increasing the amount by \$25,000 to extend services through June 2018.

G. Release of RFP's

Item 14: Resolved that the Board approves release of bid specification for the following services: Transportation, Title IA Tutoring and Consulting Services for Educational safety and security monitoring.

Motion:

Second:

Roll Call:

| | Item 7 | Item 8 | Item 9 | Item 10 | Item 11 | Item 12 | Item 13 | Item 14 |
|-----------------------------|---------------|---------------|---------------|----------------|--|----------------|----------------|----------------|
| Dr. Gloria Bonilla-Santiago | YES | YES | YES | YES | YES Abstain on payments to Rutgers and Metz | YES | YES | YES |
| Donald Borden | YES | YES | YES | YES | YES | YES | YES | YES |
| Mathew Goodwin | YES | YES | YES | YES | YES | YES | YES | YES |
| Christine Karlsson | YES | YES | YES | YES | YES | YES | YES | YES |
| Marlon Munoz | YES | YES | YES | YES | YES | YES | YES | YES |
| Hector Nieves | YES | YES | YES | YES | YES | YES | YES | YES |
| Gladys Novoa | YES | YES | YES | YES | YES | YES | YES | YES |
| Brenda Ortiz | YES | YES | YES | YES | YES Abstain on payments to Rutgers | YES | YES | YES |
| Dr. Michael Palis | YES | YES | YES | YES | YES Abstain on payments to Rutgers | YES | YES | YES |
| Robert Ransom | YES | YES | YES | YES | YES | YES | YES | YES |
| Omar Samaniego | YES | YES | YES | YES | YES | YES | YES | YES |
| Dr. Horacio Sosa | YES | YES | YES | YES | YES | YES | YES | YES |
| Marianne Taylor | YES | YES | YES | YES | YES | YES | YES | YES |
| Jennifer Young | YES | YES | YES | YES | YES Abstain on payments to Verizon | YES | YES | YES |

H. Charter Compliance Certificate filed with TRF: Ken Verrill provided copies.

I. Acceptance of Corrective Action Plan – NJ Department of Agriculture: Ken Verrill provided copies.

VI. Curriculum Committee

A. Academic Reports

- 1) **College Access** – Marchelle Roberts provided an update report. She was asked that for future reports, she breaks down extra-curricular activities for expanded information.

2) Progress on Academic District Goals: David Koon presented an updated report on the state of math teaching and learning in the district and adpposed an action plan to address chaelgnes.

Horacio Sosa presented items 15 – 18 for Board approval:

a. Math Instruction Presentation

Item 15: Resolved that the Board approves the following actions regarding Math instructions at LEAP Academy:

- Adopt English Language Learner & Special Education Strategies from Paterson School District’s Curriculum
- Include Educational Technology Standards, Career Ready Practices, WIDA Proficiency Levels, Interdisciplinary Connections, Differentiation Strategies, and Enrichment Guidelines
- Inclusion of all resources from NJDOE Model Curriculum Website for Mathematics
- Creation of Common Assessments aligned to NJDOE Model Curriculum Assessments
- Expand Student Learning Objective (SLO) to include daily objectives to meet the SLO
- Include all Leap Academy Resources available to teach the different SLO
- Inclusion of supplemental resources of Mathspace and Formative Loop on a pilot basis for this year
- Include a comprehensive vocabulary list in both English and Spanish
- Include possible assessments for both Summative and Formative Assessments
- Develop curricular pacing guide across all grade levels to align to the 18-19 school year calendar

B. School Calendars

Item 16: Resolved that Board of Trustees approves the revised school calendar for 2017-2018 with make-up snow days.

Item 17: Resolved that the Board of Trustees approves the school calendar for 2018-2019 as developed by the Lead Person in consultation with the schools’ instructional team for 200 days of instruction.

C. Field Trips

Item 18: 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 | Number of Buses Needed | Funding Number | Number of Students attending |
|---|-----------------------------------|---------------------|-------------|---|-------------------------------|-----------------------|-------------------------------------|
| Tyrell Johnson Stockton University 101 Vera Kim Foms St | 7 th & 8 th | 3/23/18 | \$0 | To expose our students to Stockton's amazing campus and prepare them to the rigorous collegiate experience. | 2 | N/A | 80 |

| Field Trips Requestor Departure & Return Time | Grade Level | Date of Trip | Cost | Purpose of the Trip | Number of Buses Needed | Funding Number | Number of Students attending |
|---|---------------------------|--------------|-------|--|------------------------|-----------------------|------------------------------|
| Galloway, NJ | | | | From exposure, our students, can begin compiling and weighing their options at a young age. Essentially, to begin crafting a resume of post-secondary goals/aspirations. | | | |
| Maria Cruz Parent Advocacy for Charter Schools Trenton State House Trenton, NJ | Parents, teachers & staff | 3/26/18 | \$0 | Trip for 50 parents, staff, teachers to Trenton to advocate for charter schools. | 3 | N/A | 0 |
| Nina Speart Phila Art Museum 2600 Benjamin Parkway Phila PA | 5 th | 3/29/18 | \$420 | | 2 | 11-190-100-800-VP-049 | 60 |

Seconded by Hector Nieves.

AYES: 12 NAYS: 0

ABS: 0

VII. Personnel Committee: Jennifer Young presented items 19-24 for Board approval:

A. New Appointments

Item 19: Resolved that the Board appoints the following individuals:

| Name | Position | Effective Day | Compensation | Account Code |
|---|--|---------------|---------------|-----------------------|
| Dr. Leda Hernandez Diaz -R | Director of Family Support and Wellness Center | 4/1/2018 | \$ 70,000 | 11-000-218-104-00-066 |
| Laura Lanzelotti | School Nurse/Wellness Clinic Support | 4/23/2018 | \$ 57,000 | 11-000-213-100-03-066 |
| Brittany Graeber -pending receipt of Substitute | Substitute Certificate | 3/23/2018 | \$ 14.00/hour | 11-000-218-104-00-066 |

B. Part-Time employment

Item 20: Resolved that the Board of Trustees approves the following individuals for part-time assignments:

| Name | Position/Building Location | Contract/Start Date | Hourly Rate Rate | Account Numbers |
|-------------------|----------------------------|---------------------|------------------|-----------------------|
| Ada Mendez Guzman | Part-time Custodian | 3/5/2018 | \$ 10/hour | 11-000-262-100-PT-066 |
| Christine Trump | Part-time Custodian | 3/23/2018 | \$ 10/hour | 11-000-262-100-PT-066 |

C. Terminations/Resignations

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

| TERMINATION | | |
|---------------------------|--------------------------|-----------------|
| Aliya Robertson | Teacher Fellow | Poor Attendance |
| RESIGNATIONS | | |
| Thalia Rivera-another job | Education Safety Monitor | 3/2/2018 |
| Ciara Morris -another job | Teacher Fellow | 3/30/2018 |
| Sarah Sabado -relocating | Instructional Assistant | 3/15/2018 |

D. Appointment of Coaching Staff

Item 22: 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>Contract/Start Date</u> | <u>Earnings</u> | <u>Account Numbers</u> |
|-----------------------|-----------------------------------|----------------------------|-----------------|------------------------|
| Scott Davis | Assistant Baseball Coach | 3/2/2018 | \$ 1,750 | 11-402-100-100-12-066 |
| Walvis Abreu | Assistant Baseball Coach | 3/2/2018 | \$ 1,750 | 11-402-100-100-12-066 |

E. Leaves of Absence

Item 23: Resolved that the Board approves the following leaves of absence:

| <u>Leaves of Absences</u> | <u>Position</u> | <u>Dates</u> |
|--|------------------------------|--------------------|
| Massimo DeSiano- FMLA | Technology | 03/05/18-03/26/18 |
| Sylvia Hunt- FMLA | Bus Driver/ Accounts Payable | 3/12/2018-06/10/18 |
| Carmen Nunez- Military | Office Manager | 03/12/18-03/27/18 |
| Michelle Biggs- Maternity/FMLA | Teacher | 04/30/18-06/29/18 |
| Cristina Burrows Maternity (Early Delivery)* adjusted to include additional days | Teacher | 03/19/18-06/30/18 |

Seconded by Hector Nieves.

Roll Call:

| | Item 19 | Item 20 | Item 21 | Item 22 | Item 23 |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| Dr. Gloria Bonilla-Santiago | YES | YES | YES | YES | YES |
| Mathew Goodwin | YES | YES | YES | YES | YES |

| | Item 19 | Item 20 | Item 21 | Item 22 | Item 23 |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Christine Karlsson | YES | YES | YES | YES | YES |
| Hector Nieves | YES | YES | YES | YES | YES |
| Gladys Novoa | YES | YES | YES | YES | YES |
| Brenda Ortiz | YES | YES | YES | YES | YES |
| Dr. Michael Palis | YES | YES | YES | YES | YES |
| Robert Ransom | YES | YES | YES | YES | YES |
| Omar Samaniego | YES | YES | YES | YES | YES |
| Dr. Horacio Sosa | YES | YES | YES | YES | YES |
| Maryann Taylor | YES | YES | YES | YES | YES |
| Jennifer Young | YES | YES | YES | YES | YES |

VIII. Public Comment: Brenda Ortiz presented a motion to open the meeting for public comment.

Seconded by Dr. Horacio Sosa.

AYES: 12

NAYS: 0

ABS: 0

X. Adjournment: Dr. Horacio Sosa presented a motion to adjourn.

Seconded by Marianne Taylor.

AYES: 12

NAYS: 0

ABS: 0

Meeting adjourned at 7:30 pm.