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

Attendance:

Present:
Gloria Bonilla-Santiago
Mathew Goodwin
John Hall
Christine Karlsson
Cal Maradonna
Hector Nieves
Gladys Novoa
Brenda Ortiz
Omar Samaniego
Dr. Horacio Sosa
Marianne Taylor
Dr. Lori Vermeulen
Jennifer Young

Excused:
Marlon Munoz
Dr. Michael Palis
Robert Ramson

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 March 22, 2018

Item 1: Mathew Goodwin presented a motion to approve the minutes of March 22, 2018 as presented by Wanda Garcia, Board Liaison.

Seconded by John Hall. AYES: 10 NAYS: 0 ABS: 0

III. Chairperson’s Report

A. Welcome New Board Member: Dr. Santiago Dr. Vermeulen to the Board. She is the Provost at Stockton University and joins the Board as a Public Member.

B. Introduction of Chief Academic Officer – Dr. Bonilla-Santiago introduced the new Chief Academic Officer, Mr. Edward Xavier Barrios.

C. Required Annual Appointments: John Hall presented item 2 for Board approval:
Item 2: Resolved that the Board approves the following staff designations for the SY 2018-2019, as required by the NJDOE:

- Lead Person: Manuel Delgado
- Business Administrator: Ken Verrill
- Special Education Coordinator: Tameka Mathews
- District ABC: Leda Hernandez Diaz
- Technology Director: Stevenson Pierre Jacques
- State Testing Coordinator: Charles Benito
- Homeless Education Liaison: Leda Hernandez Diaz
- NCLB Coordinator: Jessica Pierre Louis
- School Health Coordinator: Dr. Velmina Rivera
- Bilingual/ESL/ELS Coordinator: Tugba Hoguet
- District Educational Stability Liaison: Leda Hernandez Diaz
- School Safety Specialist: Ken Verrill
- Data Coordinator: Jessica Pierre Louis

Seconded by Gladys Novoa. AYES: 10 NAYS: 0 ABS: 0

D. Announcement of Tenure Promotions: Hector Nieves presented Item 3 for Board approval:

Item 3: Resolved that the Board approves the promotion of the following teachers to Tenured Teacher:

- Daniel Blackman
- Glen Butterworth
- Shannon Covington

Further resolved that the Board approves the promotion of the following teachers to Teacher of Excellence with Tenure with a $5,000 one-time bonus for meeting criteria for Teacher of Excellence in the school’s Tenure and Promotion Policy.

- Amir Ayers
- Angela Brown
- Stephaine Depew
- Kristen Perrine

Seconded by Dr. Horacio Sosa. Roll Call:

<table>
<thead>
<tr>
<th>Item 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Gloria Bonilla-Santiago</td>
<td>YES</td>
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<tr>
<td>Mathew Goodwin</td>
<td>YES</td>
</tr>
<tr>
<td>John Hall</td>
<td>YES</td>
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<tr>
<td>Christine Karlsson</td>
<td>YES</td>
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<tr>
<td>Cal Maradonna</td>
<td>YES</td>
</tr>
<tr>
<td>Hector Nieves</td>
<td>YES</td>
</tr>
<tr>
<td>Gladys Novoa</td>
<td>YES</td>
</tr>
</tbody>
</table>
E. Baseball Team: Mr. Rossi introduced players from the LEAP Baseball team. He indicated that the team has maintained seven wins in a row and will go to the Spartan Classic. The Board congratulated Mr. Rossi and the players. Mr. Rossi indicated that he needs access to a home field for games. Cal Maradonna agreed to contact Rutgers officials to coordinate use of the Campbell Fields.

F. Special Projects: Dr. Santiago indicated that the staff is working on two projects as follows:

a. LEAP Incubator to expand the work of the Fab Lab.

b. 537 Cooper Street House to rehabilitate the space for utilization.

Dr. Horacio Sosa presented Item 4 for Board approval:

**Item 4:** Resolved that the Board authorizes the COO and CFO to develop a facilities and financial assessment for the following projects:

- LEAP Incubator to be located in the Lot known as the Hargrove Station.
- 537 Cooper Street Property to be rehab for future rental space

Seconded by Hector Nieves.  
**AYES: 14  NAYS: 0  ABS: 0**

G. Graduations: Dr. Santiago announced the graduation schedule as follows:

- **High School:** June 27, 6 pm at the BB&T Pavillion
- **Kinder:** June 28, 10 am at the Rutgers Gordon Theater
- **8th Grade:** June 28, 2:00 pm at the Rutgers Gordon Theater

IV. Chief Operations/Lead Person Report:

A. COO Report: Manny Delgado provided various updates as follows:

- **Update on School Security:** Director Still completed all reviews of buildings to assess for safety. A report will be provided to the Board.
- **Risk Management Report:** An updated report on all risk management tasks was provided.
- **Chronic Absenteeism Update:** A report was provided.
- **Fire Drills:** A report was provided.
- **Student Discipline/HIB Reports:** A report was provided.
- **Updated SOP (First Reading):** This is pending for the next meeting.

V. **Finance Committee Actions:** Hector Nieves presented items 5-14 for Board approval:

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 February 2018 as provided by the Chief Financial Officer.

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

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maser Consulting</td>
<td>$700.00</td>
</tr>
<tr>
<td>Greener Cleaner, Inc.</td>
<td>$109.75</td>
</tr>
<tr>
<td>LEAP Academy</td>
<td>$17,394.14</td>
</tr>
<tr>
<td>Merchant Services</td>
<td>$54.99</td>
</tr>
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</table>

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 ending February 28, 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 7:** Resolved that the Board approves budget transfers for February 2018 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 February/March 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.
H. TD Bank Rate Increase Acceptance

Item 9: Resolved that the Board accepts TD Bank’s rate increase in all accounts from 0.20% to 1.20%.

I. Republic Rate Increase Acceptance

Item 10: Resolved that the Board accepts Republic’s rate increase from 0.57% to 1.20%.

J. ACES Agreement

Item 11: Resolved that the Board approves joining the ACES Cooperatives Pricing System (E8801-ACESCP) to purchase electric power for the period ending May 2023.

K. Payment Approvals

Item 12: Resolved that the Board approves payment for services rendered beyond regular work schedule to work on a special project for the following individuals:
- Beverly Johnson - $165.00
- Michelle Roman - $135.00
- Kim Fitzpatrick - $146.25

L. Reservation of BB&T Pavilion in Camden for High School Graduation

Item 13: Resolved that the Board approves the reservation of the BB&T Pavilion for June 27 at a price not to exceed $30,500. The Board directs the COO and CFO to reserve the space and work to negotiate a lower final price.

M. Approval of payment of Monthly Invoice for Winning Strategies

Item 14: Resolved that the Board approves payment of the invoices for January and February 2018 for Winning Strategies in the amount of $9687.50.

Seconded by John Hall.

Roll Call:

<table>
<thead>
<tr>
<th>Item 5</th>
<th>Item 6</th>
<th>Item 7</th>
<th>Item 8</th>
<th>Item 9</th>
<th>Item 10</th>
<th>Item 11</th>
<th>Item 12</th>
<th>Item 13</th>
<th>Item 14</th>
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<td>YES</td>
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<td>YES</td>
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<td>YES</td>
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<tr>
<td>Mathew Goodwin</td>
<td>YES</td>
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<tr>
<td>John Hall</td>
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<td>Christine Karlsson</td>
<td>YES</td>
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<tr>
<td>Cal Maradonna</td>
<td>YES</td>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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</tbody>
</table>
### VI. Curriculum Committee

#### A. Academic Reports

1) **College Access/Early College** – Khary Golden presented an update report on status of college applications and admissions of the senior class as well as update on college access programming.

Dr. Horacio Sosa presented items 15 and 16 for Board approval:

#### B. Field Trips

**Item 15:** Resolved that the Board authorizes the following field trips:

<table>
<thead>
<tr>
<th>Field Trips Requestor</th>
<th>Grade Level</th>
<th>Date of Trip</th>
<th>Cost</th>
<th>Purpose of the Trip</th>
<th>Number of Busses Needed</th>
<th>Funding Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rana Mankarious</td>
<td>Kinder</td>
<td>4/27/18</td>
<td>$0</td>
<td>Students have been building background knowledge about the ocean habitat in preparation of the next unit. This will enhance the development of their observation and investigation skills. It will allow them to communicate</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Adventure Aquarium</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camden, NJ</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Trips Requestor</td>
<td>Grade Level</td>
<td>Date of Trip</td>
<td>Cost</td>
<td>Purpose of the Trip</td>
<td>Number of Busses Needed</td>
<td>Funding Number</td>
</tr>
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</tr>
<tr>
<td>Jennifer Mooney Cape May Zoo 707 N Rte 9 Cape May Court House, NJ</td>
<td>7th</td>
<td>5/3/18 5/4/18</td>
<td>$320 Parking</td>
<td>Students will get firsthand experience of the interconnectedness between living and non-living things. Students will develop an appreciation for their position in our ecosystem.</td>
<td>2 each day</td>
<td>11-000-270-512-03-072</td>
</tr>
<tr>
<td>Christine Meslar Citizens Bank Park 1 Citizens Bank Way Phila, PA</td>
<td>3rd</td>
<td>5/10/18</td>
<td>$0</td>
<td>To reinforce lessons that were taught in science throughout the year</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>Jessica Dixon The Prince Theater 1412 Chestnut St Phila, PA</td>
<td>9-11</td>
<td>5/11/18</td>
<td>$0</td>
<td></td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Helen Uttarotai Temple University 1755 N 13th Street Phila, PA</td>
<td>9-11</td>
<td>5/16/18</td>
<td>$78.00 Transp ortation</td>
<td>It will give them the opportunity to experience math in a competitive setting and work as a team. Temple will be talking to them briefly about careers and fields in math, particularly actuarial science.</td>
<td>0</td>
<td>11-000-270-512-04-072</td>
</tr>
<tr>
<td>Amir Ayres Petty's Island Camden/Pennsauken</td>
<td>7th/8th</td>
<td>5/21/18 5/22/18 5/23/18</td>
<td>$0</td>
<td>To explore the natural systems of Petty's Island and conduct field investigations.&quot; In more detail, students will first use maps of Petty's Island in class to explore the effects of changing land use on the local waterways. The field trip will then provide the students an exploratory opportunity to learn about the history of the island using first hand observation to further understand and evaluate the evolution of a local ecosystem.</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Field Trips
Requestor
Departure & Return
Time
Grade
Level
Date of
Trip
Cost
Purpose of the Trip
Number of
Busses
Needed
Funding Number
Marchelle Roberts
Rutgers Camden
LGBTQ High School
Summit
303 Cooper St
Camden NJ
9-11
5/21/18
$0
The purpose of the trip is to
have our LGBT and Ally
students engage with
students from different
schools and participate in
workshops that will enhance
our own Gay-Straight
Alliance Club, as well as
build community with their
peers.
0
N/A

C. Modification on Assessment Schedule

Item 16: Resolved that the Board authorizes scheduling of the final MAP examination during the first
two weeks of June 2018.

Seconded by Hector Nieves. AYES: 13 NAY: 0 ABS: 0

VII. Personnel Committee: Jennifer Young presented items 17-23 for Board approval:

A. New Appointments

Item 17: Resolved that the Board appoints the following individuals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Building Location</th>
<th>Contract/Start Date</th>
<th>Salary</th>
<th>Account Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ian Hansen (pending certificate by 08/20/18)</td>
<td>Chemistry</td>
<td>8/23/2018</td>
<td>$55,000</td>
<td>11-140-100-101-04-043</td>
</tr>
<tr>
<td>Anibal Alvarado-10 Month R</td>
<td>Education Safety Monitor</td>
<td>4/9/2018</td>
<td>$28,500</td>
<td>11-000-266-110-00-066</td>
</tr>
<tr>
<td>Elisabel Laluz</td>
<td>Program Social Worker (per position description)</td>
<td>4/17/2018</td>
<td>$55,000</td>
<td>11-000-218-110-00-066</td>
</tr>
<tr>
<td>Lynn Groon</td>
<td>Instructional Assistant 1-1 until 06/29/18</td>
<td>4/17/2018</td>
<td>$21,200</td>
<td>11-000-217-100-00-066</td>
</tr>
</tbody>
</table>

B. Promotions Based on Licensing

Item 18: Resolved that the following individuals are promoted to teachers based on satisfactory
completion of NJ licensing credentials:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Salary</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keren Ocasio- CEAS issued Teacher of Music</td>
<td>Teacher</td>
<td>4/17/2018</td>
<td>$55,000</td>
<td>11-120-100-101-01-043</td>
</tr>
</tbody>
</table>
C. Part-Time employment

**Item 19:** Resolved that the Board of Trustees approves the following individuals for part-time assignments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Building Location</th>
<th>Contract/Start Date</th>
<th>Hourly Rate Rate</th>
<th>Account Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tia Wilson</td>
<td>Part-time Custodian</td>
<td>4/23/2018</td>
<td>$ 10/hour</td>
<td>11-000-262-100-PT-066</td>
</tr>
</tbody>
</table>

D. Terminiations/Resignations

**Item 20:** Resolved that the Board approves the terminations or separations of the following staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aleesa Tucker</td>
<td>Teacher - Dance</td>
<td>6/29/2018</td>
</tr>
<tr>
<td>Jenny Briceno</td>
<td>Part-time Custodian</td>
<td>3/28/2018</td>
</tr>
<tr>
<td>Ellis Allen</td>
<td>Education Safety Monitor</td>
<td>4/13/2018</td>
</tr>
</tbody>
</table>

E. Leaves of Absence

**Item 21:** Resolved that the Board approves the following leaves of absence:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Building Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruby Rivera- FMLA 4 weeks</td>
<td>Medical Assistant/Receptionist</td>
<td>4/20/2018-05/21/2018</td>
</tr>
<tr>
<td>Ken Verrill- FMLA 6 weeks</td>
<td>Chief Financial Officer</td>
<td>5/31/2018-07/16/2018</td>
</tr>
</tbody>
</table>

F. Exemplary Leadership Bonus

**Item 22:** Resolved that the Board approves award of Exemplary Leadership Bonuses to the following teachers for the year 2016-2017:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Bonus (1.5% of 2016-2017 salary)</th>
<th>Account Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nina Speart</td>
<td>Teacher</td>
<td>4/17/2018</td>
<td>$1,026.92</td>
<td>11-190-100-106-PC-043</td>
</tr>
<tr>
<td>Dana Ciesielski</td>
<td>Teacher</td>
<td>4/17/2018</td>
<td>$1,105.91</td>
<td>11-190-100-106-PC-043</td>
</tr>
</tbody>
</table>
G. Specialized Training

Item 23: Resolved that the Board approves staff participation on the following specialized professional development:

<table>
<thead>
<tr>
<th>NAME</th>
<th>NAME OF WORKSHOP/SEMINAR</th>
<th>LOCATION</th>
<th>DATE (S) &amp; TIME</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lissel Vasilakis</td>
<td>14th Annual Latino Education Conference</td>
<td>50 Park Place Newark, NJ 07102</td>
<td>4/12/18</td>
<td>$0</td>
</tr>
<tr>
<td>Jessica Pierre-Louis</td>
<td>Title I Annual School Planning Technical Assistance</td>
<td>Stockton University</td>
<td>4/13/18</td>
<td>$0</td>
</tr>
<tr>
<td>Manny Delgado</td>
<td>National School Based Health Convention</td>
<td>Indianapolis, Indiana</td>
<td>6/24-27, 2018</td>
<td>$3,000 per person including travel/lodging costs</td>
</tr>
<tr>
<td>Dr. Velmina Rivera</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dr. Leda Hernandez Diaz</td>
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<tr>
<td>Elisabel LaLuz</td>
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</table>

Seconded by Hector Nieves.
Roll Call:

<table>
<thead>
<tr>
<th>NAME</th>
<th>Item 17</th>
<th>Item 18</th>
<th>Item 19</th>
<th>Item 20</th>
<th>Item 21</th>
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<tr>
<td>Dr. Gloria Bonilla-Santiago</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Mathew Goodwin</td>
<td>YES</td>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
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<td>YES</td>
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<tr>
<td>John Hall</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Christine Karlsson</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Cal Maradonna</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Hector Nieves</td>
<td>YES</td>
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<td>YES</td>
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<tr>
<td>Gladys Novoa</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Brenda Ortiz</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Omar Samaniego</td>
<td>YES</td>
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<td>YES</td>
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<td>YES</td>
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<tr>
<td>Dr. Horacio Sosa</td>
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<tr>
<td>Maryann Taylor</td>
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<td>YES</td>
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<td>YES</td>
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<tr>
<td>Dr. Lori Vermeulen</td>
<td>YES</td>
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<tr>
<td>Jennifer Young</td>
<td>YES</td>
<td>YES</td>
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VIII. Executive Session

Hector Nieves presented the following resolution:

Item 24: Resolved that the Board approves entering into Executive Sessions and temporarily close the meeting to the public to discuss personnel matters.
Seconded by Mathew Goodwin.  AYES: 13  NAYS: 0  ABS: 0

Meeting closed at 6:30 pm.

Hector Nieves presented the following resolution:

**Item 25:** Resolved that the Board authorizes re-opening the meeting to the public.

Seconded by Jennifer Young.  AYES: 13  NAYS: 0  ABS: 0

Meeting re-opened at 6:55 pm.

**Special Resolution:**

**Item 26:** Resolved that the Board accepts the recommendation from the COO/Lead Person to place an employee under Administrative Leave pending investigation. Further resolved that the Board authorizes the Lead Person to refer the employee to Employee Assistance Program under the school’s insurance.

Seconded by Hector Nieves.  AYES: 13  NAYS: 0  ABS: 0

IX. **Public Comment:** Brenda Ortiz presented a motion to open the meeting for public comment.  Seconded by Mathew Goodwin.  AYES: 13  NAYS: 0  ABS: 0

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

Seconded by Christine Karlsson.  AYES: 13  NAYS: 0  ABS: 0

Meeting adjourned at 7:15 pm.

Respectfully Submitted,

Wanda Garcia
Board Liaison