

LEAP ACADEMY CHARTER SCHOOL

January 24, 2019

MINUTES

Meeting called to order by Dr. Gloria Bonilla-Santiago at 6:00 pm

Attendance:

Present:

Dr. Gloria Bonilla-Santiago
Mathew Goodwin
Héctor Nieves
Christine Karlsson
Cal Maradonna
Omar Samaniego
Dr. Horacio Sosa
Marianne Taylor
Dr. Lori Vermeulen
Margo Venable

Excused:

John Hall
Marlon Munoz
Gladys Novoa
Brenda Ortiz
Dr. Michael Palis
Jennifer Young

Staff Present

Manny Delgado
Kathleen Jackson
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 December 20, 2018

Item 1: Dr. Horacio Sosa presented a motion to approve the minutes of December 20, 2018 as presented by Wanda Garcia, Board Liaison.

Seconded by Christine Karlsson.

AYES: 10 NAYS: 0 ABS: 0

III. Chairperson's Report

A. Recognition of Girls Basketball Team and Start Player Brazil Harvey: Dr. Santiago introduced members of the Girls Basketball team and the coaches for announcements. The team has been performing extremely well and Brazil Harvey-Carr has maintained a steady performance to become the All Time Leader-Career's highest scorer with 2,000 plus points. She has been scoring an average of 30.8 points per game. Ted Evans and Stephanie Aspenburg were recognized for their work coaching the LEAP Lady Lions. The Board congratulated the players and recognized Brazil for her acceptance to University of Rhode Island on a full basketball scholarship. A schedule of remaining games was distributed.

B. Update on Annual Scholarship Fundraising Gala – December 8, 2018: Dr. Santiago congratulated Mathew Closter on successfully defending his doctoral dissertation to earn his Ph.D. Dr. Closter provided a quick overview of the results from the Scholarship Gala. He indicated that \$260,000 were raised through the event.

C. Alumni Report: An alumni update report was presented to the Board. The report provided very promising results with 68% of the 1,012 either still in college or already graduated. The report shows that:

- Alumni graduation rates have steadily increase since 2005
- The largest percentage of LEAP alumni are attending 4-year institutions of higher education
- 86% of the Rutgers Alfredo Santiago Scholars have graduated from college or in the college pipeline to graduation

D. Charter Amendment: Dr. Horacio Sosa presented a resolution to approve Item 2.

Item 2: Resolved that the Board authorize submittal of a charter amendment requests to the Commissioner of Education for the following two modifications:

- 1) **School Calendar:** While keeping a 200-day school calendar, instructional days for students in grades K-11 will be 190 and 10 full PDI days will be required for professional development for all teachers and staff.
- 2) **Expansion:** In light of the large waiting lists in the early grades, request for enrollment expansion in the amount of 80 students per grade level beginning with the entering Kinder cohort in the 2019-2020 school year.

Seconded by Hector Nieves.

Roll Call:

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Mathew Goodwin	YES
Christine Karlsson	YES
Cal Maradonna	YES
Hector Nieves	YES

	Item 2
Omar Samaniego	YES
Dr. Horacio Sosa	YES
Marianne Taylor	YES
Margo Venable	YES
Dr. Lori Vermeulen	YES

IV. Chief Operations/Lead Person Report

A. COO Report

- ***Enrollment Update:*** Manny Delgado provided an update student enrollment for the current year and for 2019-2020. The Board requested him to provide comparative data on enrollment for future reports.
- ***Student Attendance Report:*** A student attendance report was provided along information on the various methods that are in place to ensure that attendance remains high and that chronic absenteeism is dealt with expeditiously and effectively.
- ***Health Center Update:*** A report on the health center with great news about steadily increasing enrollments.
- ***Remodeling of 547 Cooper Street Building:*** An update report will be provided in February.
- ***Fire Drills:*** Copies were provided.
- ***Student Discipline/HIB Reports:*** Copies were provided.
- ***Update on Facilities and Maintenance:*** There has been considerable activity on this department with added supervision, improvements on equipment and added structure to the operations. Mr. Young, the new Director of Facilities is working diligently to lead this operations and Dr. Santiago acknowledged his great work.
- ***Update on LEAP Curriculum Completion:*** Report from Consultants was provided.

V. Finance Committee Actions: Hector Nieves presented items 3 – 17 for Board approval:

A. LEAP Cramer Hill LLC Financials

Item 3: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the month of November 2018 as provided by the Chief Operations Officer.

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

VENDOR	AMOUNT
Merchant Services	\$ 10.00
Greener Cleaner	\$ 129.19
United States Treasury	\$ 10.00

B. Approval/Changes of Contracts

Item 4: Resolved that the Board approve the following contracts:

Vendor	Purpose	Amount	Account
Eric Krise	Installation of fan forced heaters in Bonilla-Santiago Building	\$12,897.00	LEAP/Cramer Hill, LLC

C. Financial Resolutions/LEAP Academy

Item 5: 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 following month of November 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 6: Resolved that the Board approve budget transfers for November 2018 as provided by the Chief Financial Officer.

D. Approval of Expenditure Report/Bill List

Item 7: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for December 2018.

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

E. Approval/Changes of Contracts

Item 8: Resolved that the Board approve the following contracts:

VENDOR	PURPOSE	AMOUNT	ACCOUNT
Management and Evaluation	Rescind contract for Data Management	\$50,000	Title IA
The Diamante Group LLC	Instructional Data Analysis	\$50,000	Title IA

F. Account with Republic Bank

Item 9: Resolved that the Board authorize opening an account with Republic Bank for the LEAP/STEM LLC.

Further resolved that the Board designate the following individuals as official signatories in the account:

Dr. Gloria Bonilla-Santiago
Héctor Nieves
Manny Delgado
Kathleen Jackson-Hill

G. Update on Official Signatories

Item 10: Resolved that the Board authorize the following individuals as official signatories in school’s account as follows:

Dr. Gloria Bonilla-Santiago
Héctor Nieves
Manny Delgado
Kathleen Jackson-Hill

Accounts:

- Leap Cramer Hill, LLC - 1306138
- Leap Academy University Charter School- 1578510
- Leap Academy University Charter School - 1854747
- Leap Stem LLC – establishing new

H. SBA Transition

Item 11: Resolved that the Board authorizes participation in the Standard School Business Administrator residency of Kathleen Jackson Hill as part of her transition to School Business Administrator for the school.

Further resolved that the Board approve issuance of a bond in the amount of \$260,000 for Kathleen Jackson Hill as required for SBA's.

I. Appointment of Purchasing Officer

Item 12: Resolved that the Board appoints Kathleen Jackson Hill as Interim Purchasing Officer for the LEAP Academy.

J. Rutgers Sub award

Item 13: Resolved that the Board accept a sub award agreement from Rutgers University for space and food services related to the Rutgers Pre-school in the amount of \$212,895 for the period of 09/01/2018 to 06/30/2019.

K. LEAP/Cramer Hill, LLC Insurance

Item 14: Resolved that the Board authorize issuance of insurance bond premium in the amount of \$2,320 for renewal effective 01/29/2019.

L. Line of Credit

Item 15: Resolved that the Board approve a \$750,000 credit line with Republic Bank.

Further resolved that the Board authorize non-renewal of the TD Bank Line of Credit at the expiration day of the current credit line in March 2019.

M. Summer Food Service Program

Item 16: Resolved that the Board authorize request of a one year waiver for the implementation of the Summer Food Service Program to allow for school wide planning.

N. Grants

Item 17: Resolved that the Board authorize submittal of application for a STEM Integration Program in the amount of \$49,925 available from Carry over Title I funds.

Further resolved that the Board approve carry-over of the following allocations:

Title II: \$7,878

Title III: \$7,880

Title IV: \$4,335

Seconded by Dr. Horacio Sosa. Roll Call:

	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES ABS on payts. to Rutgers and Metz	YES	YES	YES	YES	YES	ABS	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES ABS on payts to Rutgers	YES	YES	YES	YES	YES	ABS	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Lori Vermeulen	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Curriculum Committee

A. **Black History Month Celebrations** - Veronica Gbesi provided a schedule of events for Black History Month for the entire district.

Dr. Lori Vermuelen presented items 18-19 for Board approval:

B. Curriculum Integration Grant

Item 18: Resolved that the Board approve submittal of the STEM Curriculum Integrations Grant in the amount to implement the Flying Classroom STEM Curriculum in grades K-3 during the Spring semester.

C. Calendar for 2019-2020

Item 19: Resolved that the Board approve the school calendar for 2019-2020 s presented by the school administration with 200 calendar days inclusive of 190 days of pupil instruction and 10 days full days for professional development (pending state approval of charter amenemnt).

Seconded by Christine Karlsson. AYES: 10 NAYS: 0 ABS: 0

VII. Personnel Committee: Marianne Taylor presented items 20-27 for Board approval.

A. New Appointments

Item 20: Resolved that the Board approve the following appointments:

<u>NAME</u>	<u>POSITION/BUILDING LOCATION</u>	<u>CONTRACT/START DATE</u>	<u>SALARY</u>	<u>ACCOUNT NUMBERS</u>
Norma Agron (Internal Promotion)	Director of Parent Partnership, Student Enrollment Services, Student Records, and Transportation	1/25/2019	\$ 95,000	11-000-211-100- 00-066
Blair Mauger	Teacher- 1st Grade	2/4/2019	\$ 50,000	11-120-100-101- 01-043
Khaled Reza	Teacher - 8th Grade SS	1/29/2019	\$ 55,000	11-130-100-101- 02-043
Taylor Bryant	Teacher - 1st Grade (LTS)	1/28/2019	\$ 50,000	11-120-100-101- 01-043
Angelica Ali	IA - Kindergarten	2/4/2019	\$ 21,210	11-190-100-106- IA-044
Jyisha Nieves	Administrative Assistant	2/4/2019	\$ 45,000	11-000-230-105- 00-053
Eladio Diaz (part- time)	Bus Driver	1/7/2019	\$22 /hour	11-000-270-160- 0-066
Makenzie Miller	School Nurse	2/25/2019	\$ 60,000	TBD

B. Modified Positions/Salaries

Item 21: Resolved that the Board approve the following internal position modifications and salaries for 2018-2109.

<u>Name</u>	<u>New Position</u>	<u>Effective Date</u>	<u>Salary</u>
Leda Hernandez-Diaz	Director Health & Wellness	1/2/2019	\$ 70,000.00
Raul Agosto (title modification)	Facilities Mechanic	1/25/2019	\$ 75,000.00
Juan Rivera (title modification)	Facilities Mechanic	1/25/2019	\$ 60,600.00
Jacqueline DePrince	Office Manager- Clinic	1/25/2019	\$ 52,000

C. Stipends/Co-Curricular Appointments

Item 22: Resolved that the Board approve the following co-curricular appointments:

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Stipend</u>	<u>Account Numbers</u>
Sarah Horneff	Volleyball	1/25/2019	\$ 5,000	11-402-100-100-12-066
Michael DiNuova	Softball -Varsity	1/25/2019	\$ 10,000	11-402-100-100-12-066
Raymond Rossi	Baseball - Varsity	1/25/2019	\$ 10,000	11-402-100-100-12-066
Walvis Abreu	Assistant Baseball	1/25/2019	\$ 1,750	11-402-100-100-12-066
Scott Davis	Assistant Baseball	1/25/2019	\$ 1,750	11-402-100-100-12-066
Matthew Steen	Baseball - JuniorVarsity	1/25/2019	\$ 5,000	11-402-100-100-12-066
Stephanie Depew	Senior Class Advisor	1/25/2019	\$ 1,750	11-401-100-100-00-066

D. Terminations/Resignations/Retirement

Item 23: Resolved that the Board approve the following resignations and separations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jameer Bailey	1-1 Instructional Assistant	1/31/2019
Daphne Malbrough-Baker (Emory)	Teacher- HS Science	2/1/2019
Brianna Jones	P/T Education Safety Monitor	2/1/2019
Naomi Ramos-Carey	School Nurse	2/8/2019
Christopher Wozniak	Teacher- 8th ELA/SS	1/9/2019

E. Leaves of Absence

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

<u>Name</u>	<u>Position</u>	<u>Dates</u>	<u>Board Approved</u>
Amanda Dacenko - modified FMLA date- went out early and wants adjust return date accordingly	Teacher - P&E	02/01/19-04/15/19	Board Approved 12/21/18
Joan Rodriguez FMLA - continuous leave	Instructional Assistant	12/20/18-03/20/19	Board Approved 09/20/18 intermittently

F. Revised Organizational Chart

Item 25: Resolved that the Board approve the revised organizational chart as provided by the school administration and reviewed by the Personnel Committee.

G. Approval of Settlements

Item 26: Resolved that the board approves two pending settlements on the advice of counsel and the insurance attorney as provided in the agreement agreements.

Further resolved that the Board authorize payments in the amount of \$6,904.47 on the LF matter and \$3,500 on the HP matter.

H. Approval of Participation in Specialized Training

Item 27: Resolved that the Board approve participation of selected staff on the following PD opportunities:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Ramon Santiago	Pearson for K-12 Math Symposium	Double Tree Hotel 515 Fellowship Rd. Mt. Laurel, NJ 08054	2/20/2019	\$0
Shannon Covington	100 th Annual NJAHPERD Convention	Ocean Place Resort One Ocean Blvd Long Branch, NJ 07740	2/25/19	\$75 11-000-223-500-00-068
Elise Rocco	Foundations Training	75 Mapleton Road Princeton, NJ 08540	2/27/19	\$350 20-236-200-500-00 Title IA2018-19
Keren Ocasio	NJMEA Music Conference	Hilton East Brunswick, NJ	2/21-2/23/19	\$180 11-000-223-500-00-068
Stevenson Pierre-Jacques	TECHSPO '19	Harrah's Resort Atlantic City, NJ	1/31 – 2/1/2019	\$500 11-000-251-592- PD-063

Seconded by Hector Nieves.

Roll Call:

	Item 20	Item 21	Item 22	Item 23	Item 24	Item 25	Item 26	Item 27
Dr. Gloria Bonilla-Santiago	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
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	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
Maryann Taylor	YES	YES	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Lori Vermeulen	YES	YES	YES	YES	YES	YES	YES	YES

VIII. Public Comment

Item 28: Mathew Goodwin presented a motion to open the meeting for public comment.

Seconded by Omar Samaniego. AYES: 10 NAYS: 0 ABS: 0

There were no comments from the public.

IX. Adjournment

Item 29: Hector Nieves presented a motion to adjourn.

Seconded by Christine Karlsson. AYES: 10 NAYS: 0 ABS: 0

Meeting adjourned at 6:45 pm.

Respectfully Submitted,

Wanda Garcia

Board Liaison IX. Public Comment