

**LEAP ACADEMY CHARTER SCHOOL**

**April 18, 2019**

**MINUTES**

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

**Attendance:**

**Present:**

Dr. Gloria Bonilla-Santiago  
Mathew Goodwin  
John Hall  
Christine Karlsson  
Cal Maradonna  
Héctor Nieves  
Gladys Novoa  
Dr. Michael Palis  
Omar Samaniego  
Dr. Horacio Sosa  
Marianne Taylor  
Dr. Lori Vermeulen  
Terry Henry (Board Treasurer)

**Excused:**

John Hall  
Brenda Ortiz  
Margo Venable

**Staff Present**

Manny Delgado  
Kathleen Jackson  
Veronica Gbesi  
Donna Siminski

- 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 28, 2019**

- Item 1:** Omar Samaniego presented a motion to approve the minutes of March 28, 2019 as presented by Wanda Garcia, Board Liaison.

**Seconded by Mathew Goodwin.**

**AYES: 9      NAYS: 0      ABS: 0**

### III. Chairperson's Report

**A. Federal Reserve Visit:** Dr. Santiago announced that on Friday, May 17, the Federal Reserve Bank and its Vice-Chair Richard Clarida will be visiting the LEAP Academy from 10 am through 12:30. The purpose is to tour the schools, and engage in conversations with LEAP stakeholders around the revitalization and impact of Camden as it affects education, employment, and quality of life. All Board members have been invited and are welcome to attend. Dr. Santiago is working with Manny and the administration to ensure that this is organized and coordinated well. It is an important event that will bring an array of important stakeholders to the school.

**B.** Meeting with Mayor Moran is scheduled for April 24, 2019.

**C. Announcement of Tenure Promotions:** Mariannne Taylor presented the following resolution:

**Item 2:** Resolved that the Board approve the promotion of the following teachers to Tenured Teacher:

Christine Hughes Cavallo  
Amanda Dacenko Phillips

Further resolved that the Board approve 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.

Mathew Steen  
Melvin Monte  
Amy Shultice Pekarchick

**Seconded by Omar Samaniego.**

**Roll Call:**

	<b>Item 2</b>
Dr. Gloria Bonilla-Santiago	YES
Mathew Goodwin	YES
John Hall	YES
Christine Karlsson	YES
Cal Maradonna	YES
Hector Nieves	YES
Gladys Novoa	YES
Dr. Michael Palis	YES
Omar Samaniego	YES
Dr. Horacio Sosa	YES
Marianne Taylor	YES
Dr. Lori Vermeulen	YES

**C. Graduations: High School Graduation is scheduled for May 20 at 6:00 pm at the BB&T Pavilion.** All Board members urged to attend and contact Wanda Garcia to confirm and make arrangements for regalia.

**D. Annual Scholarship Fundraising Gala:** The Gala is scheduled for December 13, 2019 at The Lucy, 1412 Mt. Vernon Street, Philadelphia, PA 19130. You can still support the events through purchase of tickets, leveraging sponsorships and advertisements. Dr. Santiago also announced that Jennifer Young who has been a long-term and committed Board member has stepped down from the Board to attend to new demands in her job. She proposed to recognize her with a special award at the Annual Gala.

Hector Nieves presented the following resolution:

**Item 3:** Resolved that in recognition of Jennifer Young's long-term commitment and contributions to The LEAP academy as a Board member and officer, the Board will present a Commendation to her at the Annual Fundraising Gala in December in appreciation for outstanding and dedicated service to the LEAP Academy community and for her tireless efforts in providing quality educational opportunities for the children of Camden City.

**Seconded by Christine Karlsson.**

**AYES: 10    NAYS: 0    ABS: 0**

**E. Annual walk-a-thon:** Dr. Santiago announced that the Walk-a-Thon is scheduled for May 18<sup>th</sup> and she encourage Board members to attend. Wanda Garcia will emailed information to all members.

#### **IV. Chief Operations/Lead Person Report**

**A. COO Report: Manny Delgado presented the following updates:**

- Risk Management Report (copy of report was provided)
- Enrollment Update (an update was provided and the Board directed Manny and his team to increase the frequency and effectiveness of recruitment effort. Expectations are to be fully enrolled for the 2019-2010 year and have a healthy Wait List).
- Remodeling of 527 Cooper Street Building (project is on design/permitting stage)
- Fire Drills (copies were provided)
- Student Discipline/HIB Reports (copy of report was provided)
  - Director of Operations & Accountability Report – Donna Siminski presented d combined report that included: Fablab, Vapa, PRAC, Parent Engagement, Health and Wellness and Family and Behavioral Support (Emanuel Zayas)

**V. Finance Committee Actions: John Hall presented items 4 – 9 for Board approval:**

Dr. Santiago introduced Mr. Terry, who is serving as the Board Treasurer and already working alongside Kathleen Jackson.

##### **A. LEAP Cramer Hill LLC Financials**

**Item 4:** Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the period month of February 2019 as provided by the Chief Financial Officer.

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

<b>Vendor</b>	<b>Amount</b>
LEAP Extra Curricular	\$ 30.00
Greener Cleaner, Inc.	\$ 227.21
LEAP Academy	\$ 12,288.00
Merchant Services	\$ 10.00
Patrick O'Neil	\$ 2,555.00
Cornerstone Scirocco	\$ 2,320.00

**B. Financial Reports**

**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 month ending February 28, 2019 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 February 2019 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 February/March 2019.

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

Vendor	Purpose	Amount	Account
PDK Architects	Architectural Design for	\$9,200.00	

Vendor	Purpose	Amount	Account
	replacement of existing storefront windows on the 1 <sup>st</sup> and 2 <sup>nd</sup> Floors of the Bonilla-Santiago Building		
KI	Auditorium Furniture	\$39,457.06	
Direct Flooring	Replacing Floors – STEM Lecture Hall Carpet Tile	\$10,333.72	

#### **F. Reservation of BB&T Pavilion in Camden for High School Graduation**

**Item 9:** Resolved that the Board approve the reservation of the BB&T Pavilion for May 20, 2019 at a price not to exceed \$30,500.

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 4</b>	<b>Item 5</b>	<b>Item 6</b>	<b>Item 7</b>	<b>Item 8</b>	<b>Item 9</b>
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES Abstain on payments to Rutgers and metz	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES Abstain on payments to Republic	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES Abstain on payments to Rutgers and metz	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES	YES

	<b>Item 4</b>	<b>Item 5</b>	<b>Item 6</b>	<b>Item 7</b>	<b>Item 8</b>	<b>Item 9</b>
Dr. Lori Vermeulen	YES	YES	YES	YES	YES	YES

## **VI. Curriculum Committee**

**A. Academic Reports** – Veronica Gbesi provided a progress report addressing the following areas:

1. Academic Calendars
2. New Staff and Novice teacher Induction Program
3. 2019-2020 Instructional Schedules
4. Extended Day Programming
  - a. Genius Days
5. RFP's for Responsive Classroom Strategies and for Theater/Music Program

**B. College Access/Early College Reports:** Khary Golden and Marchelle Roberts provided an update report on college access and Early College.

**C. Resolutions: Mathew Goodwin presented items 10-14 for Board approval:**

- Item 10:** Resolved that the Board of Trustees approve the calendars for 2019-2020 as presented by the school administration pending NJDOE approval as follows:
- Grades K-11: 190 students days and 10 Teacher PD days for a total of 200 days
  - Grade 12/Early College: 180 days for students and 200 days for teachers
- Item 11:** Resolved that the Board approve the Plan for New Staff and Novice Teacher Induction Program.
- Item 12:** Resolved that the Board approves the Plan for Extended Day Programming for K-8, inclusive of the Genius Hour and the Achievement Hour as presented by the Director of Curriculum and Instruction

*Board requesting to see a full proposal for final approval.*

- Item 13:** Resolved that the Board approve releasing RFPS's for the following services:
- Behavioral Classroom Strategies
  - Arts (Theater and Dance Program)
- Item 14:** Resolved that the Board authorize the following field trips:

<b>FIELD TRIPS REQUESTOR DEPARTURE &amp; RETURN TIME</b>	<b>GRADE LEVEL</b>	<b>DATE OF TRIP</b>	<b>COST</b>	<b>PURPOSE OF THE TRIP</b>	<b>FUNDING NUMBER</b>	<b>NUMBER OF STUDENTS ATTENDING</b>
Amir Ayres/Donna Robertson CCC Dennis Flyer Theater Variety Show 200 College Dr. Blackwood, NJ	8th	4/12/19	<b>\$0</b>	The event will enhance the importance of the educational work that they do now and how it can impact their college applications and being a step ahead with how to be prepared for the transition from high school to the expectations of college	N/A	40
Amir Ayres Drexel Univ. STEM Conference for Girls 3141 Chestnut Street Philadelphia, PA	7 <sup>th</sup> & 8th	5/3/19	<b>\$0</b>	Introduce middle school girls to careers in STEM. This conference is complete with STEM-focused workshops on the Drexel Campus, along with student speakers and presentations.	N/A	10
Matthew Allen Delaware University Theater Company 110 Orchard Road Newark, DE 19716	HS	5/8/19	<b>\$1,150 Admission \$980 Bus</b>	Incorporation with novel in curriculum view play. Students are Fences as part of the Q3 curriculum. Fences is a play and meant to be performed.	11-190-100- 800-04-049  11-000-270- 512-04-072	115
Stephanie Depew Six Flags Grad Night 1 Six Flags Blvd. Jackson, NJ 08527	12th	5/10/19	<b>\$2,700 Admission \$3,500 Bus</b>	Senior Class Trip Student funded	95-990-320- 890-19	114
Stephanie Depew/Barbara Dunlap Hershey Park 100 Hershey Park Drive Hershey, PA 17033	12th	5/17/19	<b>\$2,700 Admission \$3,500 Bus</b>	Senior Class Trip Student funded	95-990-320- 890-19	95
Marchelle Roberts Rutgers Camden LGBTQIA 406 Penn Street Camden, NJ	HS	6/3/19	<b>\$0</b>	Conference sessions on tolerance, diversity, respect and equity.	N/A	15
Dana Ciesielski Wiggins Park & Marina 90 Riverside Drive Camden, NJ	6th	6/6/19	<b>\$0</b>	Practice science equations, physics and movements for all 6 <sup>th</sup> grade classes.	N/A	119
Christine Skalka Brandywine Battlefield Park 1491 Baltimore Pike Chadds Ford, PA 19317	5 <sup>th</sup>	6/13/19	<b>\$1,440 Admission \$2,250 Bus</b>	To take part in the daily life of the colonial and American revolution era.	11-190-100- 800-03-049  11-000-270- 512-03-072	120

<b>FIELD TRIPS REQUESTOR DEPARTURE &amp; RETURN TIME</b>	<b>GRADE LEVEL</b>	<b>DATE OF TRIP</b>	<b>COST</b>	<b>PURPOSE OF THE TRIP</b>	<b>FUNDING NUMBER</b>	<b>NUMBER OF STUDENTS ATTENDING</b>
Marchelle Roberts Princeton Blairstown Center 13 Roszel Road Princeton, NJ 08540	HS	7/29-8/2/19	<b>\$1,700 Bus</b>	Summer Bridge Program	11-000-270- 512-07-072	50

**Seconded by John Hall.**

**AYES: 11**

**NAYS: 0    ABS: 0**

**VII. Personnel Committee:** Marianne Taylor presented items 15 – 18 for Board approval:

**A. New Appointments**

**Item 15:** Resolved that the Board appoint the following individuals:

<b><u>Name</u></b>	<b><u>Position/Building Location</u></b>	<b><u>Contract/Start Date</u></b>	<b><u>Salary</u></b>	<b><u>Account Numbers</u></b>
Isabel Howell	Elementary Teacher - 3rd Grade Math	4/18/2019	\$ 50,000.00	11-120-100-101-01- 043
Darla Merrill	Elementary Teacher - 3rd Grade ELA	4/18/2019	\$ 55,000.00	11-120-100-101-01- 043
Chelsea Morales	Elementary Teacher - 1st Grade Math	8/28/2019	\$ 50,000.00	11-120-100-101-01- 043
John Piorkowski	High School - Physics 9th - 12th	4/18/2019	\$ 50,000.00	11-140-100-101-04- 043
Edwin Centeno	Facilities	4/18/2019	\$ 45,000.00	11-000-262-100-00- 066
Christopher McCrum	Fab Lab Director	2018 -2019	\$ 85,000.00	11-140-100-101-04- 043
<b>Part-Time Appointments</b>				
George Rodriguez	Custodian	4/18/2019	\$ 10/hour	11-000-262-100-00- 066
Harprett Kaur Sub (Sub Teacher)	Substitute	4/18/2019	\$110.00 / Day	11-190-100-106-SB- 043
Sa'Miyah Wright (Sub Teacher)	Substitute	4/18/2019	\$110.00 / Day	11-190-100-106-SB- 043
Dejenaba Gordon (Sub Teacher)	Substitute	4/18/2019	\$110.00 / Day	11-190-100-106-SB- 043
Jocelyn Jones (Sub Teacher)	Substitute	4/18/2019	\$110.00 / Day	11-190-100-106-SB- 043

**B. Contract Modification**

**Item 16:** Resolved that the Board approve the following contractual changes regarding length of work



year:

<u>Name</u>	<u>Position/Building</u>	<u>Contract/Start Date</u>	<u>Salary</u>	<u>Account Code</u>
Anibal Alvarado - move from 10 months to 12 months contract for 2019 - 2020	Ed. Safety Monitor	2019-2020	\$29,500	11-000-266-110-OP-066
Linda Ibenechie - move from 12 to 10 month contract for 2019 - 2020	Ed. Safety Monitor	2019-2020	\$26,897	11-000-266-110-OP-066
Edwin DeJesus - move from 10 months to 12 months contract for 2019 - 2020	Ed. Safety Monitor	2019-2020	\$27,500	11-000-266-110-OP-066

### C. Terminations/Resignations

**Item 17:** Resolved that the Board approve the terminations or separations of the following staff:

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Mariana Rojas	Part Time Custodian	3/25/2019
Juanita Correa (works for METZ only)	Part Time Custodian	3/28/2019
Ricardo Miranda (Dr. Santiago acknowledged the great work and contributions of Mr. Miranda to the school)	Fab Lab Director	6/27/2019

### D. Specialized Training

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

<b>NAME</b>	<b>NAME OF WORKSHOP/SEMINAR</b>	<b>LOCATION</b>	<b>DATE (S) &amp; TIME</b>	
Tugba Hoguet	Teaching Strategies Gold Training	129 Bull Run Road Ewing, NJ	4/8/2019	\$28.52 Mileage Reimbursement 11-000-251- 592-00-063

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	
Brittany Graeber Elisabel Laluz	Supporting Grieving Students in School	CCESC 225 White Horse Ave Clementon, NJ	4/12/2019	\$0
Velmina Rivera	Practical Approaches to Pediatric Dermatology	Children's Hospital of Philadelphia	4/12/2019	\$200 11-800-330-500-09-070

**Seconded by Hector Nieves.**

**Roll Call:**

	Item 15	Item 16	Item 17	Item 18
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES
John Hall	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES
Marlon Muñoz	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES
Dr. Lori Vermeulen	YES	YES	YES	YES

### **VIII. Public Comment**

**Item 19:** Christine Karlsson presented a motion to open the meeting for public comment.

**Seconded by Dr. Michael Palis. AYES: 11 NAYS: 0 ABS: 0**

There were no comments from the public.

### **IX: Adjournment**

**Item 20:** Hector Nieves presented a motion to adjourn.

**Seconded by Marianne Taylor. AYES: 11 NAYS: 0 ABS: 0**

**Meeting adjourned at 7:20 pm.**

Respectfully Submitted,

**Wanda Garcia, Board Liaison**