

**LEAP ACADEMY CHARTER SCHOOL**

**June 28, 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  
Jonathan Gonzalez  
John Hall  
Christine Karlsson  
Héctor Nieves  
Gladys Novoa  
Dr. Michael Palis  
Omar Samaniego  
Dr. Horacio Sosa

**Excused:**

Dr. Matthew Closter  
Mathew Goodwin  
Cal Maradonna  
Brenda Ortiz  
Marianne Taylor  
Dr. Lori Vermeulen  
Margo Venable

**Staff Present**

Manny Delgado  
Kathleen Jackson

- 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 May 9, 2019**

**Item 1:** Dr. Palis presented a motion to approve the minutes of May 9, 2019 as presented by Wanda Garcia, Board Liaison.

**Seconded by John Hall.                      AYES: 8      NAYS: 0      ABS: 1**

### III. Chairperson's Report

#### A. Board Term Renewals: John Hall presented item 2 for Board approval:

**Item 2:** Resolved that the Board renews the following individuals for three-year term as Public Members of the Board of Trustees, effective June 2019:

- Dr. Gloria Bonilla-Santiago through November 2021
- Brenda Ortiz through September 2021
- Dr. Michael Palis through October 2021
- Omar Samaniego through March 2021
- Dr. Horacio Sosa through February 2021

Further resolved that the Board re-appoint Hector Nieves as a Public Member through July 2023.

**Seconded by Dr. Michael Palis. AYES: 8 NAYS: 0 ABS: 1**

#### B. Re-organization: John Hall presented item 3 for Board approval:

**Item 3:** Resolved that the Board appoint the following officers and committee chairs for 2018-2019:

##### Officers/Executive Committee

Dr. Gloria Bonilla-Santiago, Chairperson  
Dr. Michael Palis, Vice-Chairperson  
Hector Nieves, Secretary  
John Hall, Chair, Finance Committee  
Marianne Taylor, Chair, Personnel Committee  
Dr. Lori Vermulen, Chair, Curriculum Committee  
Hector Nieves, Chair, Parent Affairs Committee  
Terry Henry, Board Treasurer

**Seconded by Christine Karlsson. AYES: 8 NAYS: 0 ABS: 1**

#### C. Mandated Administrative Appointments: Hector Nieves presented item 4 for Board approval:

**Item 4:** Resolved that the Board of Trustees appoints the following individuals for 2018-2019:

<b>Lead Person:</b>	Manuel Delgado
<b>Business Administrator:</b>	Kathleen Jackson-Hill
<b>Special Education Coordinator:</b>	Tameka Mathews
<b>District ABC:</b>	Emanuel Zayas
<b>Technology Director:</b>	Stevenson Pierre Jacques
<b>State Testing Coordinator:</b>	Charles Benito

<b>Homeless Education Liaison:</b>	Leda Hernandez Dias
<b>NCLB Coordinator:</b>	Manuel Delgado
<b>School Health Coordinator:</b>	Dr. Velmina Rivera
<b>Bilingual/ESL/ELS Coordinator:</b>	Tugba Hoguet
<b>District Educational Stability Liaison:</b>	Emanuel Zayas
<b>School Safety Specialist:</b>	Manuel Delgado
<b>Data Coordinator:</b>	Donna Siminski
<b>Affirmative Action Officer:</b>	Tameka Mathews
<b>Title IX Officer:</b>	Barbara Dunlap
<b>Purchasing Officer/QPA:</b>	Kathleen Jackson Hill
<b>HIB Coordinator:</b>	Emanuel Zayas
<b>HIB Specialist - Upper School:</b>	Jovita Veguilla
<b>HIB Specialist – Lower School:</b>	Shanell Hartman
<b>HIB Specialist – STEM School:</b>	Jovita Veguilla
<b>HIB Specialist – High School:</b>	Ian Fallstich
<b>504 Coordinator:</b>	Tameka Mathews

Seconded by Dr. Michael Palis.                      **AYES: 8      NAYS: 0      ABS: 1**

**D. Required Designations:** Dr. Michael Palis presented item 5 for Board approval:

**Item 5:**              Resolved that Board approve the following appointments:

<b>Board Liaison:</b>	Wanda Garcia
<b>Auditing Firm:</b>	Bowman and Company (A copy of the firm’s latest external quality control report (peer review) is on file with the Business Administrator’s office.
<b>Board Counsel:</b>	Dillworth Paxton
<b>Medical Inspector:</b>	Dr. Velmina Rivera
<b>Insurance Broker:</b>	Conner Strong
<b>Depository for School Funds:</b>	TD Bank (Main Bank) and Republic (auxiliary bank)
<b>Official Newspaper:</b>	Courier Post
<b>Secondary Newspaper:</b>	Philadelphia Inquirer

Seconded by Christine Karlsson.                      **AYES: 9      NAYS: 0      ABS: 0**

**E. Annual Report:** Dr. Michael Palis presented Item 6 for Board approval:

**Item 6:**              Resolved that the Board authorize submittal of the Annual Report for 2018-2019 as prepared by the school’s administration by August 1, 2019. The Board acknowledges that the report will include student achievement data that has yet to be released and survey data that is not

completed yet. A draft copy of the final report will be made available to all Board members and Wanda Garcia will secure approval to submit from Board members prior to August 1<sup>st</sup>, 2019.

**Seconded by Gladys Novoa.**

**Roll Call:**

	<b>Item 6</b>
Dr. Gloria Bonilla-Santiago	YES
Jonathan Gonzalez	YES
John Hall	YES
Christine Karlsson	YES
Hector Nieves	YES
Gladys Novoa	YES
Dr. Michael Palis	YES
Omar Samaniego	YES
Dr. Horacio Sosa	YES

**F. Teacher Employment Contract with LEAP Academy Teachers Association:** Christine Karlsson presented Item 7 for Board approval.

**Item 7:** Resolved that Board of Trustees ratify the employment contract with the LEAP Academy Teachers Association for a three-year term effective July 1, 2019 through June 30, 2022 as represented in the revised Agreement included with these minutes.

**Seconded by Dr. Michael Palis.**

**Roll Call:**

	<b>Item 7</b>
Dr. Gloria Bonilla-Santiago	YES
Jonathan Gonzalez	YES
John Hall	YES
Christine Karlsson	YES
Hector Nieves	YES
Gladys Novoa	YES
Dr. Michael Palis	YES
Omar Samaniego	YES
Dr. Horacio Sosa	YES

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

**A. COO Report:** Manny Delgado provided updates on the following:

- Fire Drills /Statement of Assurances (sent ahead of the meeting/copies provided)

- Student Discipline/HIB Reports (sent ahead of the meeting/copies provided)
- Parent/Student Handbook (pending to a future meeting)
- Health Center Update Report (Financial/copies were provided)
- Intervention and Referral Services Handbook (revised/copies were provided)

## **V. Finance Committee Actions**

### **A. LEAP Cramer Hill LLC Financials: John Hall presented items 8-21 for Board approval:**

**Item 8:** Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the period month of April 2019 as provided by the Chief Financial Officer/SBA.

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

<b>VENDOR</b>	<b>AMOUNT</b>
Merchant Services	\$ 10.00

Further resolved that the Board authorize insurance renewal with Utica National Insurance Group for commercial liability at the rate of \$2,433.00.

### **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 ending April 30,2019 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**

**Item10:** Resolved that the Board approve budget transfers for April 2019 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 April/May 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 12:** Resolved that the Board approve the following contracts:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>	<b>Account</b>
Delta -T Group	Child Study Team Services	Fee Schedule <ul style="list-style-type: none"> <li>• Learning Disabilities Teacher/Consultant (LDTC) \$65 per hour</li> <li>• School Social Worker \$42 per hour</li> <li>• School Psychologist \$65 per hour</li> <li>• Evaluations, English \$425 per hour</li> <li>• Evaluations, Bilingual \$475 per hour</li> </ul>	11-000-219-320-SE-067
Walnut Street Theatre	Performing Arts Extended Day	\$58,000	TBD
Rutgers University – CLC	YES Tutoring	\$215,000	Title IA
Rutgers University College of Arts and Sciences	Early College Partnership	\$200/credit	TBD
Rutgers University – School of Business	Early College Partnership	\$300/credit	TBD
Rutgers University School of Nursing	Early College Partnership	\$250/credit	TBD
Rowan University	Early College Partnership	\$185/credit	TBD
Dr. David Salas	Faculty Consultant – Fab Lab	\$32,500/annual	11-190-100-320-00-045
Diamante Group	Data Analysis	\$50,000	Title IA
Bowman and Company	Auditing Services	\$61,200	TBD
Bellia/KI (revised)	Refurbishing of STEM Auditorium	\$41,378	TBD
Paul’s Commodity Hauling	Delivery of Food Commodities	\$3.20 per case	TBD

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>	<b>Account</b>
Phoenix Advisors	Arbitrage Consulting Services in connection with Charter School's Series 2014 Bonds.	\$2,500/flat fee	TBD
Flying Classroom	Continue to offer an experiential education journey by providing integrated, relevant, and academically aligned STEM+ experience.	\$30,665	TBD

#### **F. Renewal of Metz Contract – Revised Amounts**

**Item 13:** Resolved that the Board approve addendum to the contract with Metz Culinary Management for the 19-20 fiscal year as follows:

- Management Fee - \$20,828.40
- Administrative Fee - \$32,161.50
- Financial Guarantee – No Guarantee

#### **G. Release of RFP's**

**Item 14:** Resolved that the Board authorize release of RFP's for the following areas:

- Primary Literacy, not to exceed \$18,000
- Best Practices for 4-12 Grade Teachers for All Content, not to exceed \$40,000
- SAT Prep not to exceed \$40,000

#### **H. Republic Bank Rate Adjustment**

**Item 15:** Resolved that the Board accept an interest rate adjustment from 4.7445% to 4.7305% on the loan with Republic Bank effective May 1, 2019.

#### **I. Approval of Property and Casualty Insurance**

**Item 16:** Resolved that the Board approve renewal of Property and Casualty Insurance from Connor Strong and Buckelew for 2019-2010 at the rate of \$390,949.

#### **J. Authorized Purchases**

**Item 17:** Resolved that the Board approves purchase of 600 DELL laptops, 30 carts and 600 tracking devices from NASPO Valuepoint under the company's approved state contract.

### **K. Acceptance of Gifts from the LEAP Cramer Hill, LLC**

- Item 18:** Resolved that the LEAP Academy accept donations from the LEAP Cramer Hill, LLC, as follows:
- \$211.37 to host interview luncheon for the Chief Academic Officer Position
  - \$3,000 to host the Teacher of Excellence Awards
  - \$1,620.33 to host End of Year Faculty and Staff Lunch and Kindergarten Graduation
  - \$284.61 to host a staff breakfast

### **L. Breakfast After the Bell Plan**

- Item 19:** Resolved that in compliance with the NJ Department of Agriculture mandate, LEAP Academy will serve breakfast from 7:45 - 8:30 am to provide an additional 45 minutes after the bell for students to get breakfast.

### **M. Payment of Water and Sewer Bill**

- Item 20:** Resolved that the Board authorize payment of \$2,046.60 for a 2016 Water and Sewer Bill associated with the 639 Cooper Street location.

### **N. Purchase of Kitchen Equipment**

- Item 21:** Resolved that the Board authorizes purchase of Singer Equipment for the kitchen in the amount of \$5,035.80.

### **O. Acceptance of Grants**

- Item 22:** Resolved that the board accept the following grants fund allocations for 2019-2020:

- a. ESEA Title IA \$1,002,813
- b. ESEA Title IIA \$102,871
- c. ESEA Title III \$13,186
- d. ESEA Title IV \$62,155
- e. ESEA Title IA Reallocated \$30,665
- f. IDEA Basic \$325,298
- g. NJSIG Safety Grant \$14,116.87

Further resolved that the Board refuse the following grant allocations:

- IDEA Preschool \$4,525



**Seconded by Hector Nieves.**

**Roll Call:**

	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES Abstain on payments to Rutgers and Metz	ABS	ABS	YES	YES	YES	YES	YES	YES	YES	YES	YES
Jonathan Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES Abstain on payments to Republic	YES	YES	ABS	YES	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES Abstain on payments to Rutgers	ABS	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 Abstain on payments to Rowan	ABS	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

## **VI. Personnel Committee**

**A. Approval New and Revised Positions:** Dr. Horacio Sosa presented item 23 for approval.

**Item 23:** Resolved that the Board approve the following new and revised positions descriptions:

- Chief Academic Officer – Revised
- College Access Coordinator- Revised
- Director of Band-Instructional – revised
- Building Manager/Principal (K-3) – Revised

- Director of High School/Students Success – New
- Vice Principal, 4-8/STEM Leader – New
- Instructional Principal, K-3 – Revised
- Assistant Academic Officer and Principal for STEM K-12<sup>th</sup>
- Administrative Assistant - Revised

Seconded by Hector Nieves.

**AYES: 9    NAYS: 0    ABS: 0**

**Christine Karlsson presented items 24 through 33 for Board approval.**

### **B. New Appointments**

**Item 24:**      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>
Alyssa Marrero	Kindergarten Teacher	2019-2020	\$ 50,000.00	11-110-100-101-01-043
Moirra Lafferty	Kindergarten Teacher	2019-2020	\$ 50,000.00	11-110-100-101-01-043
Michele Fitzgerald	Elementary Teacher - 3rd Grade	2019-2020	\$ 63,000.00	11-120-100-101-01-043
Andrew Menno	Elementary Music Teacher	2019-2020	\$ 50,000.00	11-120-100-101-01-043
Kaitlyn McWilliams	4-8 Vice Principal & STEM Leader	2019-2020	\$ 85,000.00	11-000-240-103-03-052
Charlene Boone	Director of Band/Instructional	2019-2020	\$ 50,000.00	11-120-100-101-03-043
Jenny Melnikovsky	Art Teacher 4th - 8th	2019-2020	\$ 50,000.00	11-120-100-101-03-043
Lisa Lozada-Shaw	Social Worker (10 month)	2019-2020	\$ 48,000.00	11-000-219-104-00-066
Harpreet Kaur	Social Worker (10 month)	2019-2020	\$ 50,000.00	11-120-100-101-03-043
Ian Fallstich	Assistant Academic Officer & Principal for STEM K-12	2019-2020	\$ 125,000.00	11-000-240-103-04-052
Rafael Roman Melendez	Chief Academic Officer	2019-2020	\$ 140,000.00	11-000-230-100-00-052
Vivian Torres	Teacher of Spanish High School	2019-2020	\$ 55,000.00	11-140-100-101-04-043
Omar Simpson	Title 1 Director of High School & Students Success	2019-2020	\$ 100,000.00	20-237-200-110-00

### **C. Approval of Internal Appointment/Contract Modifications**

**Item 25:**      Resolved that the Board approve the following internal position appointments:

<b>Name</b>	<b>Revised Positions</b>	<b>Term</b>	<b>Salary</b>	<b>Account Code</b>
Barbara Dunlap	Building Manager Principal K-3	2019-2020	\$ 100,000.00	11-000-240-103-04-052
Ayers, Amir	College Access Coordinator	Upper STEM	\$ 73,146.72	11-000-240-110-03-052
Maria Cruz	Parent Engagement Coordinator	2019-2020	\$55,000	NA

Further resolved that the Board approve modification of the following contracts from 12 to 10-month terms:

<b>Name</b>	<b>Modification</b>	<b>Term</b>	<b>Salary</b>	<b>Account Code</b>
Stephanie Materra	12month to 10 month Contract	2019-2020	\$57,000	11-000-213-100-04-066
McKenzie Miller	12month to 10 month Contract	2019-2020	\$57,000	11-000-213-100-02-066

#### **D. Excellence in Teaching Bonuses**

**Item 26:** Resolved that the Board approve the following bonuses for Teaching Improvement:

<b>Name</b>	<b>Amount</b>
Brittany Forsythe, 1st Grade	\$200
Jusine Cuneo, 2nd Grade	\$200
Nicole Maenner, 4th Grade	\$200
Christopher McCrum, 9th Grade	\$200
Scott Davis, 11th Grade	\$200
Maria Orlina, 2nd Grade	\$200
Marie Green, 5th Grade	\$200
Ashley Hudock, Kindergarten	\$200
Helen Redmond, 12th Grade	\$200
Katherine Jankowski, 10th, Grade	\$200
Patricia Harkins, 7th Grade	\$200
Jennifer Mooney, 8th Grade	\$200
Stephanie Aspenburg, 6th Grade	\$200
Ted Evans, 7th Grade	\$200
Carole Pearson, 4th - 8th	\$200

#### **E. Summer Appointments**

**Item 27:** Resolved that the Board approve appointment of the following individuals for summer positions:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Contract/Start Date</u></b>	<b><u>Hourly/Per Day</u></b>	<b><u>Account Numbers</u></b>
Vivian Torres	Curriculum Writing/Re-organization for Spanish Department	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-000-221-110-00-066
Glen Butterworth	9-12 at STEAM HS Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Sonia Chugh	K-3 at STEM Lower/ 9-12 at STEAM HS Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Summer Coles	K-3 at STEM Lower/ 4-8 at STEM Upper Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Amanda Dacenko	9-12 at STEAM HS/ K-3 at STEM Lower/ 4-8 at STEM Upper Instruction	July 8 - August 23 (8am - 2:30pm)	\$30.00/hour	11-422-100-101-00-043
John Durney	4-8 at STEM Upper Elementary Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Ryan Koch	9-12 at STEAM HS Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Maria Orlina	K-3 at STEM Lower Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Jessica Petrutz	4-8 at STEM Upper/ 9-12 at STEAM HS Instruction	July 8 - August 23 (8am - 2:30pm)	\$30.00/hour	11-422-100-101-00-043
Helen Redmond	9-12 at STEAM HS Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Ray Rossi	9-12 at STEAM HS Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Amy Schultice	4-8 at STEM Upper Elementary Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Randolph Smith	9-12 at STEAM HS Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Susan Stoneback	K-3 at STEM Lower Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Marissa Yaker	K-3 at STEM Lower Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Richard Marino	K-3 at STEM Lower/ 4-8 at STEM Upper/ 9-12 at STEAM HS Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
William Skipper	9-12 at STEAM HS Instruction	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
<b><u>Summer Aides</u></b>				
Autumn Price	Classroom Aide	July 8 - August 1 (8am - 1pm)	\$15.00/hour	11-422-100-101-00-043
Nanikah Jackson	Classroom Aide	July 8 - August 1 (8am - 1pm)	\$15.00/hour	11-422-100-101-00-043

<u>Name</u>	<u>Position</u>	<u>Contract/Start Date</u>	<u>Hourly/Per Day</u>	<u>Account Numbers</u>
<b><u>Gifted &amp; Talented Enrichment Summer Program</u></b>				
Vasquez, Silvia	Rising 1st - 2nd Grade	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Goodman, Beth	Rising 3rd - 4th Grade	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Heintz, Sandra	Rising 5th - 6th Grade	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
Johnson, Theodore	Rising 7th - 8th Grade	July 8 - August 1 (8am - 1pm)	\$15.00/hour	11-422-100-101-00-043
Bivona, Brooke	Rising 9th - 11th Grade	July 8 - August 1 (8am - 1pm)	\$30.00/hour	11-422-100-101-00-043
<b><u>LEAP Work Study</u></b>				
Morales, Mia	LEAP Rising 11th Grade	July 8 - July 29 (8am - 1pm)	\$12.00/hour	11-422-200-100-00-066
Nguyen, Hao	LEAP Rising 10th Grade	July 8 - July 29 (8am - 1pm)	\$12.00/hour	11-422-200-100-00-066
Mendez, Shaline	LEAP Rising Senior	July 8 - July 29 (8am - 1pm)	\$12.00/hour	11-422-200-100-00-066
Hinson, Tyldid	LEAP Rising Senior	July 8 - July 29 (8am - 1pm)	\$12.00/hour	11-422-200-100-00-066

#### **F. Payment of Stipends**

**Item 28:** Resolved that the Board approve payment of the following stipends for co-curricular activities:

<u>Name</u>	<u>Assignment</u>	<u>Compensation</u>
Michael Dinouva	Assistant Coach Boys	\$ 3,000.00
Sarah Horneff	Coach Volleyball	\$ 5,000.00
Scott Davis	Coach Soccer (Boys)	\$ 5,000.00

#### **G. Appointment of Instructional Leaders**

**Item 29:** Resolved that the Board appoint the following individuals as Instructional Leaders for 2019-2020:

<u>Name</u>	<u>Stipend</u>	<u>Account Code</u>
<b><u>Primary K-2</u></b>		
Helen Bennett - Kindergarten	\$5,000	11-190-100-106-XD-043
Melissa Cloherty - 1st Grade	\$5,000	11-190-100-106-XD-043
Justine Cuneo - 2nd Grade	\$5,000	11-190-100-106-XD-043
<b><u>Intermediate 4-8</u></b>		
Amanda Carpenter – Grade 3 ELA	\$5,000	11-190-100-106-XD-043
Chrys Meslar - Grade 3 Math	\$5,000	11-190-100-106-XD-043

<b><u>Name</u></b>	<b><u>Stipend</u></b>	<b><u>Account Code</u></b>
Nicole Maenner – Grade 4 ELA	\$5,000	11-190-100-106-XD-043
Kristen Perrine – Grade 4 Math	\$5,000	11-190-100-106-XD-043
Christine Skalka 5th Grade – ELA	\$5,000	11-190-100-106-XD-043
Matthew Steen – Grade 5 Math	\$5,000	11-190-100-106-XD-043
Amy Shultice- 6 <sup>th</sup> grade Math	\$5,000	11-190-100-106-XD-043
Erica Jacobs – 5 <sup>th</sup> grade ELA	\$5,000	11-190-100-106-XD-043
<b><u>High School</u></b>		
William Skipper – ELA Chair	\$5,000	11-190-100-106-XD-043
Melvin Monte – Math Chair	\$5,000	11-190-100-106-XD-043
Scott Davis – Science Chair	\$5,000	11-190-100-106-XD-043
<b><u>Special Areas</u></b>		
Michael Rhea – Social Science/Liberal Arts Chair	\$5,000	11-190-100-106-XD-043
Nina Speart – Art Chair	\$5,000	11-190-100-106-XD-043
Vivian Torres - Teacher Leader	\$5,000	11-190-100-106-XD-043
Sarah Hornef, Special Ed	\$5,000	11-190-100-106-XD-043

## **H. Staff Renewals**

**Item 30:** Resolved that the Board approve renewal of the following staff for 2019-2020.

Further resolved that the Board approve a district - wide salary freeze for administrative and support staff as reflected in the new salaries for 19-20:

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Salary</u></b>	<b><u>Account Numbers</u></b>
Agron, Norma	Director of P.E.R.T	95,000.00	11-000-211-100-00-066
Agusto, Raul	Facilities Mechanic	75,000.00	11-000-262-100-00-066
Alejandro, Brenda	Custodian	27,703.91	11-000-262-100-00-066
Ali, Angelica	Instructional Assist	21,210.00	11-190-100-106-IA-044
Alvardo, Anibal	Educ Safety Monitor	28,500.00	11-000-266-110-OP-066
Alvardo, Kassandra	Dean of Students	61,200.00	11-000-240-110-00-052
Begley, Grace	Enrollment Specialis	50,275.78	11-000-211-100-00-066
Benito, Charles	Assessment Director	96,000.00	11-000-221-102-00-066
Boone Gbesi, Veronica	Dir Curr Instr PD	130,000.00	11-000-230-100-00-052
Centeno, Edwin	Facilities Mechanic	45,000.00	11-000-262-100-00-066
Cintron, Carmen	Custodian	28,138.25	11-000-262-100-00-066
Crespo, Diana	Assistant Director	70,338.18	11-000-211-100-00-066
Crowley, Octavius	Instructional Assist	21,210.00	11-000-217-100-00-066
Cruz, Guillermo	Custodian	51,000.00	11-000-262-100-00-066

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Salary</u></b>	<b><u>Account Numbers</u></b>
Cruz, Villa Eduardo	Custodian	28,644.30	11-000-262-100-00-066
Dale, Fatimah	Parent Engagement Coordinator	45,000.00	11-000-211-173-00-066
Davis Mildred	HR Mgr- Dir HR	85,000.00	11-000-251-100-HR-052
DeJesus, Edwin	Educ Safety Monitor-	26,114.00	11-000-266-110-OP-066
DeJesus, Griseida	Instructional Assist	30,747.56	11-190-100-106-IA-044
DeJesus, Luis	Custodian	26,114.00	11-000-262-100-00-066
Delgado, Manuel	Chief Op Officer	160,000.00	11-000-251-100-OP-052
DePrince, Jacqueline	Office Manager	52,000.00	11-800-330-100-09-066
DeSiano, Massimo	IT Specialist	84,780.36	11-000-252-100-TC-052
Fitzpatrick, Kimberly	Asst to SBA-Grant Manager	72,887.26	11-000-251-100-BO-053
Gonzalez, Maria	Bus Driver	36,414.00	11-000-270-160-00-066
Graeber, Brittany	Social Worker	55,000.00	11-000-219-104-00-066
Granger, Rowland	Custodian	26,114.00	11-000-262-100-00-066
Groon, Lynn	Instructional Assist	21,210.00	11-000-217-100-00-066
Guzman-Martinez, Nilsa	Custodian	26,114.00	11-000-262-100-00-066
Henry, Terry	Treasurer	5,000.00	11-000-230-100-00-052
Hernandez Diaz, Leda	Associate Director Health & Wellness	70,000.00	11-800-330-100-09-066
Hinchliffe, Robert	IT Specialist	61,200.00	11-000-252-100-TC-052
Houguet, Tugba	Director of ESL	90,040.54	11-000-221-102-00-066
Hunt, Sylvia	Bus Driver	41,328.36	11-000-270-160-00-066
Ibeneche, Linda	Educ Safety Monitor	27,500.00	11-000-266-110-OP-066
	Bus. Adminstrator	125,000.00	11-000-251-100-BO-052
Johnson, Beverly	Payroll Manager	60,000.00	11-000-251-100-BO-053
Jones, Paul	Educ Safety Monitor-	26,114.00	11-000-266-110-OP-066
Ledezma, Roberto	Custodian	26,114.00	11-000-262-100-00-066
Loaisiga, Abigal	Parent Engagement Coordinator	45,000.00	11-000-211-173-00-066
Lunn, Scott	Vice Principal	84,000.06	11-000-240-103-03-052
Maddrey, Shanell	Instructional Principal K-3	100,000.00	11-000-240-103-01-052
Maldonado Guemarez, Alba	Instructional Assist	35,000.00	11-190-100-106-IA-044
Maratea, Stephanie	Clinic LPN Nurse	60,000.00	11-000-213-100-04-066
Matthews, Tameka	Dr. of Special Ed	118,820.80	20-252-200-103-00
Mccauley, Clara	Clinic LPN Nurse	48,410.00	11-800-330-100-09-066
Mcfadden, Tonya	Instructional Assist	21,846.30	20-237-100-106-00
Mendez Guzman, Ada	Custodian	26,114.00	11-000-262-100-00-066
Mendez, Mabel	Custodian	30,448.86	11-000-262-100-00-066
Miller, Makenzie	Clinic Sch Nurse	60,000.00	11-000-213-100-02-066

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Salary</u></b>	<b><u>Account Numbers</u></b>
Miranda, Rafael	Director of PRACC/VAPA	55,000.00	11-800-330-100-PR-066
Molina, Jozian	Asst to the Pincipal	48,925.00	11-000-240-110-02-052
Nieves, Jy'isha	Admin Assist to Dir. of Curr/Instruction & HR	45,000.00	11-000-230-105-00-066
Nunez, Carmen	Office Manager	40,800.00	11-000-240-105-04-053
Nunez, Nellybel	Office Manager	37,821.60	11-000-240-105-02-053
Ortiz, Deborah	Custodian	26,114.00	11-000-262-100-00-066
Ortiz, Jose	Custodian	34,552.38	11-000-262-100-00-066
Otero, Luz	Custodian	27,864.59	11-000-262-100-00-066
Paduani Gomez, Stephanie	Family/Coll Acc Fell	45,000.00	11-000-218-110-00-066
Pettiford, Tatiana	Educ Safety Monitor-	26,114.00	11-000-266-110-OP-066
Pierre-Jacques, Stevenson	Director Technology	112,583.76	11-000-252-100-TC-052
Pondexter, Alisha	Instructional Assist	21,210.00	11-190-100-106-IA-044
Ramos, Thalia	Educ Safety Monitor	27,500.00	11-000-266-110-OP-066
Rivera, Dennis	Educ Safety Monitor	60,000.00	11-000-266-110-OP-066
Rivera, Juan	Facilities Mechanic	60,600.00	11-000-262-100-00-066
Rivera, Lidia	Office Manager	41,662.92	11-000-240-105-03-053
Rivera, Melissa	Instructional Assist	21,210.00	11-000-217-100-00-066
Rivera, Velmina	Chief Medical Office	250,000.00	11-800-330-100-09-066
Roberts, Marchelle	Associate Director, College Access	53,370.48	11-000-218-110-00-066
Rocco, Elise	Instructional Superv K-8 ELA	82,400.00	20-237-200-102-00
Rodriguez, Joan	Instructional Assist	28,013.28	11-190-100-106-IA-044
Rojas, Eliot	Educ Safety Monitor	30,000.00	11-000-266-110-OP-066
Roman-Colon, Michelle	Office Manager	63,036.00	11-000-251-100-OP-053
Sandoval, Alberta	Custodian	26,114.00	11-000-262-100-00-066
Santiago, Ramon	Instructional Superv K-12 Math	96,500.00	20-237-200-102-00
Santos, Kriza	Clinical Program Ass	35,321.00	11-800-330-100-09-066
Siminski, Donna	Dir of Acct & Ops	110,000.00	11-000-240-110-00-052
Torres, Argenis	Custodian	26,114.00	11-000-262-100-00-066
Torres, Gina	Office Manager	38,568.24	11-000-240-105-01-053
Torres, Maria	Custodian	26,114.00	11-000-262-100-00-066
Veguilla, Jovita	Principal	107,735.47	11-000-240-103-02-052
Whittington, Maurice	Educ Safety Monitor-	30,000.00	11-000-266-110-OP-066
Wilson, Tia	Custodian	26,114.00	11-000-262-100-00-066
Young, George	Educ Safety Monitor-	28,500.00	11-000-266-110-OP-066
Zayas, Emmanuel	Director FSC & WC	83,000.00	11-000-218-104-00-066



## **I. Terminations/Resignations/Retirements**

**Item 31:** Resolved that the Board approve the terminations or separations of the following staff:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Khaled Reza	Social Studies	6/27/2019
Larry Young	Director of Facilities	5/17/2019
Shirley Saed	5th Grade Math/Science	6/27/2019
Elisabel Laluz	Social Worker	5/31/2019
Daniel Blackman	HS Business (Economics,Marketing/Management)	6/27/2019
George Rodriguez	Custodian	5/14/2019
Ashley Lewis	Custodian	5/20/2019
Ada Quinones	Custodian	5/23/2019
Keren Ocasio	Music - Elementary	6/27/2019
Brittany Forsythe	First Grade Teacher	6/27/2019
Morgan O'Brien	Special Ed/ESL Upper	6/27/2019
Caleb Betton	Reading Specialist Elementary	6/27/2019
Ana Rodriguez (Revised resignation date)	Chief of Staff	6/13/2019
Claudia Sepulveda	Guidance Support	6/21/2019
Jennifer Mooney	7th & 8th Grade Mathematics	6/20/2019
Dana Cielseski	6th Grade Math/Science	6/28/2019

## **J. Leaves of Absence**

**Item 32:** Resolved that the Board approve the following leaves of absence:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Term</u></b>
Lidia Rivera	Office Manager Upper	06/282019-0809/2019

## **K. Specialized Training/PD Approval**

**Item 33:** Resolved that the Board approve the following staff to participate in specialized training/PD:

<b><u>NAME</u></b>	<b><u>NAME OF WORKSHOP/SEMINAR</u></b>	<b><u>LOCATION</u></b>	<b><u>DATE (S) &amp; TIME</u></b>
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Tameka Matthews	NJDOE Statewide Conference: Equity for All	The College of NJ	7/31/19
Maria Cruz Fatima Dale Abigail Loaisiga Diana Crespo	McKinney-Vento Homeless Education 102	Gloucester County Institute of Technology	5/16/19
Kimberly Fitzpatrick	IDEA Grant Application Session	Lenape Regional District Offices Shamong, NJ	6/10/19
Kathleen Jackson-Hill Donna Siminski Tameka Matthews	IDEA Grant Application Session	Lenape Regional District Offices Shamong, NJ	6/17/19

**Seconded by Dr. Michael Palis.**

**Roll Call:**

	<b>Item 23</b>	<b>Item 24</b>	<b>Item 25</b>	<b>Item 26</b>	<b>Item 27</b>	<b>Item 28</b>	<b>Item 29</b>	<b>Item 30</b>	<b>Item 31</b>	<b>Item 32</b>	<b>Item 33</b>
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Jonathan Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	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

## **VII. Curriculum Committee**

**A. Academic Report on MAP Data:** An update report on MAP data was provided.

**Dr. Horacio Sosa presented items 34-40 for Board approval.**

**B. Credit Recovery Policy and Plan**

**Item 34:** WHEREAS, N.J.A.C 6A: 8-5.1 sets forth High School graduation requirements which includes the successful completion of no fewer than 120 credit in courses designed to meet all of the NJSLs, and

WHEREAS, each district Board shall establish a process for granting of credits through successful completion of assessment that verify student achievement in meeting or exceeding the NJSLs at the high school level, and

WHEREAS, as District board of education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a) or (c) of (d), and

WHEREAS, LEAP Academy University Charter School was established to provide college readiness through the provision of a rigorous STEM based curricula and holistic support services through its Center of Excellence, now

WHEREAS, LEAP Academy University Charter School has had a 100% graduation rate and 100% college placement record in its senior class for 14 consecutive years, and  
WHEREAS, the NJDOE has developed a School Performance Report and School Tiered Ranking System that scores all charter schools on its 4-year and 5-year graduation rates and can issue probation to school when graduation rates fall below the school's annual projected 4-year graduation rate, now, therefore,

BE IT RESOLVED by the LEAP Academy University Charter School Board of Trustees that in order to ensure the successful completion of the high school graduation requirements and LEAP's 100% graduation target a credit recovery plan will be presented to Board of Trustees annually to attend to the following:

1. Identifies the academic indicators that will be monitored weekly in order to identify students at-risk of failing a course;
2. Identifies the staff members responsible for the weekly review of all academic data;
3. Identifies a series of interventions created to support at-risk students including but not limited to requiring after school and Saturday remediation classes;
4. Develops differentiated levels of remediation support for all identified students;
5. Establishes a reporting system for the tracking of all at-risk students identified;
6. Establishes a budget for the remediation services provided to students;
7. Ensures that credit recovery is completed by December of the current school year.

BE IT FURTHER RESOLVED that the Chief Academic Officer will provide a monthly report of the above to the Board of Trustees.

FURTHER RESOLVED that the Board approve the Credit Recovery Plan for 2019 as submitted by the Director of Curriculum and Instruction.

### **C. Summer School, Plan for 2019**

**Item 35:** Resolved that the Board approve the Summer School Plan for 2019 as presented by the

#### **D. Extended Day Program Plan for 2019-2020**

- Item 36:** Resolved that the Board approve the Extended Day Program Plan for 19-20 as presented by the Director of Curriculum and Instruction.

#### **E. Seal of Biliteracy Proposal**

- Item 37:** Resolved that the Board approve the plan to participate in the NJ Seal of Biliteracy Program for 2019-2020 as prepared by Tugba Hoguet and Veronica Gbesi.

Further resolved that the Board acknowledge the following students for earning the Seal of Biliteracy for 2019:

- Brielle Nieves
- Dianne Avila
- Peter Rieva
- Karen Pallilero
- Osmairy Marte
- Lizved Reza-Garduno
- Keylin Campos
- Ashley Rivera
- Carlos Gonzalez Hernandez
- Alexander Rijo Cedano
- Cecilia Aguillar

#### **F. Curriculum Plan for Summer (Information Item – Handout provided)**

#### **G. Clinical Affiliation Agreement with School of Nursing**

- Item 38:** Resolved that the Board authorize engagement with the Rutgers Camden School of Nursing in a Clinical Affiliation Agreement to host nursing students for clinical rotations under the supervision of a university faculty member and in collaboration with the LEAP Health Center Medical Doctor.

#### **H. Field Trips**

- Item 39:** 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>
Carmen Nunez Adventure Aquarium 1 Aquarium Drive Camden, NJ 08103	9 <sup>th</sup>	5/17/19	<b>\$2,079.00</b>	End of Year event	11-190-100-800-04-049	120
Amanda Romano Johnson Park 303 Cooper Street Camden, NJ 08102	9 <sup>th</sup> -10 <sup>th</sup>	5/23/19 5/24/19	<b>\$0</b>	To find Geometry in the world around them by completing a “Selfie-ometry” project	N/A	60
Nina Speart Amazing Escape Room “ the Illusionist” 2050 Springdale Road Cherry Hill, NJ 08003	9 <sup>th</sup> -10 <sup>th</sup>	6/1/19	<b>\$0</b>	End of the year celebration of advanced art clubs.	N/A	4
Carmen Nunez Adventure Aquarium 1 Riverside Dr. Camden, NJ 08102	10 <sup>th</sup> -11 <sup>th</sup>	6/17/19	<b>\$0</b>	Attendance excellence reward	N/A	40
Carmen Nunez The Franklin Institute 271 N. 21 <sup>st</sup> Street Philadelphia, PA 19103	9 <sup>th</sup>	6/18/19	<b>\$0</b>	Attendance excellence reward	N/A	15
Carmen Nunez Philadelphia Zoo 3400 West Girard Ave. Philadelphia, PA 19104	9 <sup>th</sup>	6/18/19	<b>\$0</b>	Attendance excellence reward	N/A	15
Amir Ayres Six Flags Great Adventure 1 Six Flags Blvd. Jackson, NJ 08527	8 <sup>th</sup>	6/20/19	<b>\$4,946.42</b>	8TH Grade end of the year Class trip	95-990-320-890-23	100
Kassandra Alvarado Dorney Park 3830 Dorney Park Rd. Allentown, PA 18104	10 <sup>th</sup> 11 <sup>th</sup>	6/24/19	<b>\$0 Admission \$2,750 Buses</b>	End of the year trip for Juniors	11-000-270-512-04-072	240

## **I. Revised School Calendars**

**Item 40:** Resolved that the Board approve the revised school calendars for 2019-2010.

**Seconded by Dr. Michael Palis.**

**AYES: 9      NAYS: 0      ABS: 0**

**VIII. Public Comment**

**Item 41:** Hector Nieves presented a motion to open the meeting for public comment.  
**Seconded by John Hall. AYES: 9 NAYS: 0 ABS: 0**

**IX. Adjournment**

**Item 42:** Hector Nieves presented a motion to adjourn.  
**Seconded by John Hall. AYES: 9 NAYS: 0 ABS: 0**

**Meeting adjourned at 7:30pm.**

Respectfully Submitted,

**Wanda Garcia, Board Liaison**