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

Attendance:

Present:
Dr. Gloria Bonilla-Santiago
Jonathan Gonzalez
Mathew Goodwin
John Hall
Christine Karlsson
Héctor Nieves
Gladys Novoa
Brenda Ortiz
Dr. Michael Palis
Marianne Taylor

Excused:
Dr. Matthew Closter
Cal Maradonna
Omar Samaniego
Dr. Horacio Sosa
Margo Venable
Dr. Lori Vermeulen

Staff Present
Manny Delgado
Kathleen Jackson
Ian Fallstich
Mildred Davis
Wanda Garcia

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 November 25, 2019

Item 1: Jonathan Gonzalez presented a motion to approve the minutes of November 25, 2019 as presented by Wanda Garcia, Board Liaison.
II. Chairperson’s Report

A. Alfredo Santiago Scholarship Gala Update: Dr. Santiago announced that the Gala raised approximately $230,000. A full report will be made at a later meeting. She thanked all Board members and staff that supported the event.

IV. Chief Operations/Lead Person Report

- School Strategic Goals and Improvement Plan: Hector Nieves presented a motion to approve Item 2:

Item 2: Resolved that the Board endorses the Strategic Improvement Plan as presented.

Seconded by Dr. Palis. AYES: 10 NAYS: 0 ABS: 0

- Risk Management Report (sent ahead of the meeting)
- Enrollment Update: Mr. Delgado reported that enrollment is under by 24 students. He is working with a staff team and the Parents Council to launch recruitment campaign to address this shortfall.
- Fire Drills (sent ahead of the meeting)
- Health Center Update Report (Financial)
- Status of Repairs: Mr. Delgado indicated that the Library and the carpets in the SETM building have been completed.
- Student Discipline Report (this was provided as a handout)

V. Chief Academic Officer Report/Curriculum Action Items

- Status of Academic Program (A report was presented on MAP data)
- Teacher Evaluation Update (Mr. Fallstich indicated that he is reviewing all observation to assess interrater reliability and fidelity. Will continue to report at a future meeting)
- Principal Evaluations Update (First round has been completed)
- College Access/Early College: Khary Golden presented a report)

A. Curriculum Improvements: Jonathan Gonzalez presented a resolution as follows:

Item 3: Resolved that the Board directs Ian Fallstich to work with the instructional and college access teams to develop a proposal for curriculum upgrades that incorporates the following:

- Improve the course sequences for high school academies
- Integrate an Early Industry/Industrial Arts component that prepares high school students that are interested in industry certifications, such as auto mechanics, welding, machinist, culinary arts, etc., while keeping the college and career readiness for the school.
• Establish clear guidelines and a program to provide students in the high school with academically based internships as part of their academic schedule.
• Integrate the contents of Ethics, Equity and Transparency; and social justice and sustainability into the curriculum K-12.

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

Jonathan Gonzalez presented items 4 and 5 for approval:

B. Field Trips

Item 4: Resolved that the Board authorize the following field trips:

<table>
<thead>
<tr>
<th>FIELD TRIPS REQUESTOR</th>
<th>DEPARTURE &amp; RETURN TIME</th>
<th>GRADE LEVEL</th>
<th>DATE OF TRIP</th>
<th>COST</th>
<th>PURPOSE OF THE TRIP</th>
<th>FUNDING NUMBER</th>
<th>NUMBER OF STUDENTS ATTENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey Phillips</td>
<td></td>
<td>10th-11th</td>
<td>1/20</td>
<td>$384.00 Admission each day</td>
<td></td>
<td>Expose students to museum exhibits as part of the Arts Curriculum</td>
<td>48 each day</td>
</tr>
<tr>
<td>Philadelphia Museum of Art</td>
<td>2600 Benjamin Franklin Pkwy Philadelphia, PA 19130</td>
<td></td>
<td>1/21/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matt Steen</td>
<td></td>
<td>6th</td>
<td>1/31/20</td>
<td>$0</td>
<td>To teach our 5th graders about the beginning of the solar system and to understand the importance of planetariums.</td>
<td>N/A</td>
<td>120</td>
</tr>
<tr>
<td>Rowan Univ. Edelman Planetarium 201 Mullica Hill Rd. Glassboro, NJ 08028</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Coles</td>
<td></td>
<td>4th</td>
<td>2/6/20</td>
<td>$1025.00 Admission &amp; Bus Parking</td>
<td></td>
<td>Students to learn about government and constitutional issues.</td>
<td>123</td>
</tr>
<tr>
<td>Constitution Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>525 Arch Street, Independence Mall Philadelphia, PA 19106</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. External Professional Development Authorization

Item 5: Resolved that the Board approves participation of selected staff in external PD as provided below:

<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>Kaitlyn McWilliams</td>
<td>Observation Feedback to Improve NGSS Implementation</td>
<td>FEA Conference Center 12 Centre Drive Monroe Township, NJ 08831</td>
<td>11/11/2019</td>
<td>$0</td>
</tr>
<tr>
<td>Dennis Rivera</td>
<td>4-Day School Safety Specialist Training</td>
<td>Hamilton, NJ</td>
<td>3/5/20, 3/12/20, 3/19/20, 3/26/19, 4/2/20</td>
<td>$</td>
</tr>
</tbody>
</table>

Seconded by Brenda Ortiz. AYES: 10 NAYS: 0 ABS: 0
VI. Finance Committee Actions

A. Status of Annual Financial Audit: Dr. Santiago announced that the auditors rendered an unqualified audit with no reportable findings. They will attend the January meeting for a full report.

John Hall presented items 6-12 for Board approval.

B. LEAP Cramer Hill LLC Financials

Item 6: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the period of October 2019 as provided by the Chief Financial Officer/SBA.

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

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchant Services - August</td>
<td>$109.99</td>
</tr>
</tbody>
</table>

C. LEAP Financial Reports

Item 7: 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 October 31, 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.

D. Approval of Budget Transfers

Item 8: Resolved that the Board approve budget transfers for October 2019 as provided by the Acting Chief Financial Officer.

E. Approval of Expenditure Report/Bill List

Item 9: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for August, September, October and November 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.

F. Resolutions Accepting Various Gifts

Item 10: Resolved that the Board accepts the following gifts/donations:

- $5,000 donation from LEAP Cramer Hill, LLC for the Alfredo Santiago Endowed Scholarship Fund.
- $177.30 donation from LEAP Cramer Hill, LLC for Computer Science Week Event
- $27,500 for salary expenditures related to Cramer Hill LC business development strategy to increase the revenue for special programs at the LEAP Schools

G. Revised Policies

Item 11: Resolved that the Board approves revised policies for the following areas:

- District Direct Deposit effective January 1, 2020
- Travel Policy inclusive of Travel Maximum Provision - Maximum Provision set at $1,500 per employee for approved official travel

H. Student Busing Plan

Item 12: Resolved that the Board authorizes Manny Delgado to proceed with the development of a school busing plan that provides for LEAP to be the service provider and submit to the Board for discussion.

Further resolved that the Board authorizes the COO/Lead Person to proceed with establishing an LLC to house this enterprise.

Motion:
Second:
Roll Call:

<table>
<thead>
<tr>
<th></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>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Gloria Bonilla-Santiago</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES Abstain on payments to Rutgers and Metz</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Jonathan Gonzalez</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Mathew Goodwin</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
### VIII. Personnel Committee: Marianne Taylor presented items 13-17 for Board approval:

#### A. New Appointments

**Item 13:** Resolved that the Board appoint 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>Samantha Deletto</td>
<td>School Nurse</td>
<td>1/2/2020</td>
<td>$65,000.00</td>
<td>11-000-213-100-01-066</td>
</tr>
<tr>
<td>Keith Byrd</td>
<td>Title 1 Basic Skills Grade 5th</td>
<td>12/3/2019</td>
<td>$60,000.00</td>
<td>20-237-100-100-00-00</td>
</tr>
<tr>
<td>Sha'Sae Martinez</td>
<td>2nd Grade Substitute</td>
<td>1/2/2020-1/31/2020</td>
<td>$110 per day</td>
<td>11-120-100-101-01-043</td>
</tr>
<tr>
<td>Julie McDowell</td>
<td>1st Grade Teacher</td>
<td>12/11/2019</td>
<td>$61,000.00</td>
<td>11-120-100-101-01-043</td>
</tr>
<tr>
<td>Lauren McKeown</td>
<td>Elementary Spanish Teacher</td>
<td>1/2/2020</td>
<td>$50,000.00</td>
<td>11-190-100-106-IA-044</td>
</tr>
<tr>
<td>Nicholas Nazzarrio</td>
<td>5th Grade Mathematics/Science Teacher</td>
<td>1/2/2020</td>
<td>$63,000.00</td>
<td>11-120-100-101-03-043</td>
</tr>
<tr>
<td>Christopher Scheid</td>
<td>HS Social Studies Teacher</td>
<td>12/16/2019</td>
<td>$55,000.00</td>
<td>11-140-100-101-04-043</td>
</tr>
</tbody>
</table>
B. Approval of Contract Modifications

Item 14: Resolved that the Board approve the following internal position and contract modifications:

<table>
<thead>
<tr>
<th>Name</th>
<th>Rationale</th>
<th>Effective Day</th>
<th>Salary Adjustment</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kassandra Alvarado</td>
<td>Added scope and responsibility for Dean of Students function</td>
<td>1/1/2020</td>
<td>$9,402 salary adjustment through June 30, 2020</td>
<td>11-000-240-110-00-052</td>
</tr>
<tr>
<td>Manuel Delgado</td>
<td>Added scope of responsibility under the Cramer Hill, LLC.</td>
<td>1/1/2020</td>
<td>$27,500 salary adjustment through 6/30/2020</td>
<td>LEAP/Cramer Hill, LLC</td>
</tr>
</tbody>
</table>

C. Extended Day Appointments

Item 15: Resolved that the Board approve appointment of the following individuals for extended day positions:

<table>
<thead>
<tr>
<th>Name</th>
<th>Compensation</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mikael Mathews</td>
<td>$15 per hour</td>
<td>11-190-100-106-XD-043-</td>
</tr>
</tbody>
</table>

D. Resignations

Item 16: Resolved that the Board approve the resignations/terminations of the following staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emanuel Zayas</td>
<td>Director of Family Support &amp; Behavioral Health</td>
<td>11/15/19</td>
</tr>
</tbody>
</table>

E. Leaves of Absence

Item 17: Resolved that the Board approves the following leaves of absences:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clara McCauley (Extended Leave-Self)</td>
<td>Nurse</td>
<td>12/03/2019-01/02/2020</td>
</tr>
<tr>
<td>Jovita Veguilla (Family Member)</td>
<td>Principal</td>
<td>Review Monthly</td>
</tr>
<tr>
<td>Tameka Matthews - Review Monthly</td>
<td>Director of Special Ed</td>
<td>Review Monthly</td>
</tr>
</tbody>
</table>

Seconded by Hector Nieves.
IX. Public Comment

Item 18: Hector Nieves presented a motion to open the meeting for public comment. Seconded by Jonathan Gonzalez.  
AYES: 10  NAYS: 0  ABS: 0

X. Adjournment

Item 32: Hector Nieves presented a motion to adjourn. 
Seconded by Marianne Taylor.  
AYES: 10  NAYS: 0  ABS: 0

Meeting adjourned at 6:55 pm.

Respectfully Submitted,

Wanda Garcia, Board Liaison