

**LEAP ACADEMY CHARTER SCHOOL**

**February 13, 2020**

**MINUTES**

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

**Attendance:**

**Present:**

Dr. Gloria Bonilla-Santiago  
Dr. Mathew Closter  
Mathew Goodwin  
John Hall  
Cal Maradonna  
Hector Nieves  
Brenda Ortiz  
Dr. Michael Palis  
Marianne Taylor

**Excused:**

Jonathan Gonzalez  
Gladys Novoa  
Omar Samaniego  
Dr. Horacio Sosa  
Margo Venable

**Staff Present**

Marjorie Obob, Esq. , Board Counsel  
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 January 16, 2020**

**Item 1:** Hector Nieves presented a motion to approve the minutes of January 16, 2020 as presented by Wanda Garcia, Board Liaison.

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

### **III. Executive Session**

**Item 2:** Hector Nieves presented a motion for the Board to enter into an Executive Session closed to the public.

**Seconded by John Hall. AYES: 8 NAYS: 0 ABS: 0**  
**Meeting closed to the public at 6:05 pm**

**Item 3:** Hector Nieves presented a motion to re-open the meeting to the public and continue the regular meeting.

**Seconded by John Hall. AYES: 8 NAYS: 0 ABS: 0**  
**Meeting re-opened to the public at 6:51 pm.**

At the Executive Session the Board discussed various confidential personnel issues with Board Counsel.

### **IV. Chairperson's Report**

**A. Board Appointment:** Hector Nieves presented Item 4 for Board approval:

**Item 4:** Resolved that the Board of Trustees appoint Lisa Wright as Parent Representative for a term of three years effective March 2020.

**Seconded by Mathew Goodwin. AYES: 9 NAYS: 0 ABS: 0**

Dr. Santiago introduced Lisa Wright. She will join the meeting as a full Board member at the March meeting.

**B. Research Projects:** Dr. Michael Palis presented item 5 for Board approval:

**Item 5:** Resolved that the Board authorizes Rutgers faculty participation with two projects with LEAP Academy:

- Dr. Cavanaugh: Advancing Violence Prevention Through Collaborative and Community-Engaged Research
- Dr. Markey: Examining middle school girls' body images and social media use.

Further resolved that projects must be IRB approved and that proper meetings meeting for coordination must be scheduled with designated school personnel ahead of beginning the project.

Further resolved that the Board requests that data and findings be shared with Board and the larger school community upon completion.

Further resolved that the Board designates the Rutgers Community Leadership Center at Rutgers to oversee execution of the programs under the established Research Protocol developed by CCL to monitor these type of initiatives under the umbrella of the Rutgers/LEAP Centers of Excellence.

**Seconded by Mathew Goodwin.**

**AYES: 9    NAYS: 0    ABS: 0**

**V. Operational Issues – The administrative staff provided updates as follows:**

- Enrollment Update - A written report was provided. Enrollment is still under but progressing due to the many staff efforts.
- Fire Drills (sent ahead of the meeting) – provided to all board members
- Health Center Update Report (Financial – sent ahead of meeting) – provided to all Board members
- Food Services Update (sent ahead of time) – provided to all Board members
- Drinking Water Test Results – In the process of completing testing
- Establishment of School Transportation LLC

Hector Nieves presented item 6 for Board approval:

**Item 6:** Resolved that the Board authorizes the establishment of an LLC to house the School Transportation Enterprise, LEAP Microenterprise, and LEAP Online LLC.

**Seconded by Brenda Ortiz.**

**AYES: 9    NAYS: 0    ABS: 0**

**VI. Finance Committee Actions - John Hall presented items 7-15 for Board approval:**

**A. LEAP Cramer Hill LLC Financials**

**Item 7:** Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the period of December 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>
LEAP Academy	\$ 177.30
LEAP Academy	\$ 1,500.00
LEAP Academy	\$ 2,853.00
LEAP Academy	\$ 5,000.00

Further resolved that the Board authorizes use of \$2,000 from the Fund Balance to provide funds to cover new costs.

**B. LEAP Financial Reports**

**Item 8: 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 December 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.

**C. Approval of Budget Transfers**

**Item 9:** Resolved that the Board approve budget transfers for December 31,2019 as provided by the Acting Chief Financial Officer.

**D. Approval of Expenditure Report/Bill List**

**Item 10:** Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for December 2019 and January 2020.

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. Resolutions Accepting Various Gifts**

**Item 11:** Resolved that the Board accepts the following gifts/donations:

- Accept a \$2,000 to pay for training program in advocacy offered by Boricua Activate.

**F. Contracts**

**Item 12:** Resolved that the Board approves the following actions on contracts:

<b>Vendor</b>	<b>Service</b>	<b>Amount</b>
<b>Approve</b>		
PARS Environmental	Copper Testing of Drinking Water PD	\$4,622.50
<b>Rescind</b>		
Rutgers University	Operations and Business	\$10,561.00 for FY 20
CLC	Management	\$126,735 for FY 21

**G. Settlement Agreement**

**Item 13:** Resolved that the Board authorizes entering into a settlement agreement with Newfield Board of Education to pay the reduced amount of \$15,442.58 for services provided in 2015 and 2016 for materials and services through a shared service agreement.

**H. Development of 2020-2021 Annual Budget**

**Item 14:** Resolved that the Board appoints the following Board members to the Annul Budget Development Working Committee:

John Hall  
 Dr. Gloria Bonilla-Santiago  
 Hector Nieves  
 Mathew Goodwin

**I. Breakfast After the Bell**

**Item 15:** Resolved that the Board agrees to modification of the Breakfast After the Bell Program for the 2020-2021 SY as required by the NJ Department of Agriculture by including all school buildings.

**Motion:**  
**Second:**  
**Roll Call:**

	<b>Item 7</b>	<b>Item 8</b>	<b>Item 9</b>	<b>Item 10</b>	<b>Item 11</b>	<b>Item 12</b>	<b>Item 13</b>	<b>Item 14</b>	<b>Item 15</b>
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	ABS	YES	YES	YES
Dr. Mathew Closter	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES Abstain on payments to Republic	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES Abstain on payments to Rutgers	YES	ABS	YES	YES	YES

	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Héctor Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES Abstain on payments to Rutgers	ABS	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES Abstain on payments to Rutgers	ABS	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES	YES	YES	YES	YES

**VII. Personnel Committee:** Marianne Taylor presented items 16-24 for Board approval:

**A. Approval of New Position**

**Item 16:** Resolved that the Board approves the position of Transportation/HR Assistant.

**B. New Appointments**

**Item 17:** Resolved that the Board appoint the following individuals:

Name	Position	Effective Day	Salary	Account Code
Patricia Ferri	Assistant SBA	3/23/2020	\$85,000.00	11-000-251-100-BO-053
Naveen Khan (Maternity Leave Replacement / E.Rocco)	Teacher - Second Grade	2/10/2020	\$55,000.00	11-120-100-101-01-043
Rosa Ovalles	Transportation & Admin to HR	02/13/2020	\$58,000.00	11-000-230-105-00-066
Alberto Rivera-Rivera, Ed.D	Chief Academic Officer / Lead Person	02/28/2020	\$160,000.00	11-000-230-100-00-052

**C. Stipends for Parent Training Program**

**Item 18:** Resolved that the Board approves other stipends for the following individual for work related to parent training under the Title I Plan:

Name	Assignment	Time Period	Compensation	Account No.
Stephanie Paduani Gomez	Child Care Provider	02/01/2020 - 03/31/2020	\$15.00	20-237-200-100-PI
Griseida DeJesus	Child Care Provider	02/01/2020 - 03/31/2020	\$15.00	20-237-200-100-PI

Brittany Graeber (Back - Up)	Child Care Provider	02/01/2020 - 03/31/2020	\$15.00	20-237-200-100-PI
Lisa Lozada Shaw (Back - Up)	Child Care Provider	02/01/2020 - 03/31/2020	\$15.00	20-237-200-100-PI
Mahala Pratt	Training Facilitator	02/01/2020 - 03/31/2020	\$150/Session	20-242-200-100-00
Villa Ruiz	Training Facilitator	02/01/2020 - 03/31/2020	\$150/Session	20-242-200-100-00
Sheriff Roseboro	Training Facilitator	02/01/2020 - 03/31/2020	\$150/Session	20-242-200-100-00
Antoinette McKie	Training Facilitator	02/01/2020 - 03/31/2020	\$150/Session	20-242-200-100-00

Dr. Bonilla-Santiago thanked Ian Fallstich on behalf of the Board for his work and leadership as an Interim CAO.

#### D. Extended Day Appointments

**Item 19:** Resolved that the Board approve appointment of the following individuals for extended day positions:

Name	Assignment	Effective Day	Compensation	Account No
Candace Stephens	Extended Day-Teacher	2/13/20	\$30/hour	11-190-100-106-XD-043-
Griseida DeJesus	Extended Day-Teacher	2/13/20	\$15/hour	11-190-100-106-XD-043-

#### E. Resignations

**Item 20:** Resolved that the Board approve the resignations/terminations of the following staff:

Name	Position	Effective Day
Alba Maldonado Guemarez	ESL Instructional Assistant	2/7/2020
Manuel Delgado	COO/Lead Person	2/28/2020

#### F. Leaves of Absence

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

Leave of Absence	
Octavius Crowley- (FML for Parent)	Intermittent (Jan 27th - June 15th)
Massimo DiSiano (FML for Parent)	February 27th - March 18th

**G. Athletic Director**

**Item 22:** Resolved that the Board appoints Scott Lunn to serve as Athletics Director for the school.

**H. Volunteer Sports Coaches**

**Item 23:** Resolved that the Board appoints the following LEAP alumni to serve as volunteer sports coaches:

<u>Name</u>	<u>Effective Day</u>	
Jose Correa	3/6/2020	Non-Paid
Juwan Clayton	3/6/2020	Non-Paid
Lewis Alvarez	3/6/2020	Non-Paid

**I. Adjustment on COO Salary**

**Item 24:** Resolved tha the Board rescinds the salary adjustment for Manuel Delgado approved at the December 2020 meeting in the amount of \$27,500 salary through 6/30/2020.

**Seconded by Dr. Michael Palis.**

**Roll Call:**

	<b>Item 16</b>	<b>Item 17</b>	<b>Item 18</b>	<b>Item 19</b>	<b>Item 20</b>	<b>Item 21</b>	<b>Item 22</b>	<b>Item 23</b>	<b>Item 24</b>
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES	YES	YES	YES	YES

**VIII. Curriculum/Academic Curriculum Action Items**

**A. Curriculum Revisions:** Mathew Goodwin presented items 25-27 for Board approval.

**Item 25:** Resolved that the Board approves the following revised curricula:

- First Grade – Unit 4 Math
- Second Grade – Unit 4 Math
- Kinder – Unit 4-Math
- 7<sup>th</sup> Grade Accelerated Math



## B. Field Trips

**Item 26:** Resolved that the Board authorize the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	Funding Number	Number of Students attending
Amir Ayres Rutgers “Speak Up” Event of Black Lives Matter 326 Penn Street Camden, NJ 08102	8 <sup>th</sup> - 11 <sup>th</sup>	2/4/2020	<b>\$0</b>	Students are invited to share poetry, music, readings, or personal stories and reflections on racial justice in education.	N/A	60
Kathleen Dunkley Axion Gymnastics 601 Ryan Avenue Westville, NJ 08093		2/18/2020	<b>\$0</b>	Activities that support a healthy active lifestyle, personal growth, motor skills and fitness concepts.	N/A	15
Chris McCrum L3 Harris Technology 1 Federal Street Camden, NJ 08103	9 <sup>th</sup> - 12 <sup>th</sup>	2/18/2020	<b>\$0</b>	STEM	N/A	30
Sarah Horneff/Melissa Cloherty New Jersey State Museum 205 West State Street Trenton, NJ 08608	1st	2/20/2020	<b>\$930 Planetarium Admission</b>	To explore and learn about the history of NJ and to explore the planetarium and investigate the solar system.	11-190-100-800-01-049-	130
Blair Mauger Adventure Aquarium 1 Riverside Dr. Camden, NJ 08102	K	2/21/2020	<b>\$1,343.16 Admission</b>	To explore and learn about animals	11-190-100-800-01-049-	122
Scott Lunn Shen Yun- Merriam Theater 250 South Broad Street Philadelphia, PA 19102	4 <sup>th</sup> - 12 <sup>th</sup>	2/26/2020	<b>\$</b>	Student reward		40
Stephanie Aspenburg LaSalle University Basketball 1900 W. Olney Ave. Philadelphia, PA 19141	9 <sup>th</sup> - 12 <sup>th</sup>	2/28/2020	<b>\$0</b>	Sports	N/A	13

<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>
Jozian Molina Rutgers Gordon Theatre – “I have a Dream” 314 Linden Street Camden, NJ	4 <sup>th</sup> -6 <sup>th</sup>	2/28/2020	<b>\$750 Admission</b>	To engage students in a theater production highlighting black history and Dr. Martin Luther King Jr.	11-190-100-800-03-049-	
Kristin Perrine Philadelphia Zoo 3400 West Girard Ave. Philadelphia, PA 19104	4th	3/18/2020	<b>\$0</b>	To build background knowledge regarding animal adaptations by engaging in lessons and interviewing real-world experts, provide hands-on and live learning experiences based on the next generation science standards.	N/A	120
Marchelle Roberts Camden County SURE Summit 200 College Drive Blackwood, NJ 08012	11th	3/19/2020	<b>\$0</b>	to encourage dialogue around positive youth development topics	N/A	60
Chrys Meslar Cape May Zoo 707 N. Route 9 Cape May, NJ 08210	3rd	5/26/2020	<b>\$240 bus parking</b>	Students study animals, their habitats, and adaptations. This will allow the students to see animals up close, what types of habitats they are living in and help draw conclusions about adaptation.	11-190-100-800-01-049-	120
Nina Speart Museum of Modern Art 11 West 53 <sup>rd</sup> Street New York, NY 10019	6 <sup>th</sup> - 8 <sup>th</sup>	6/9/2020	<b>\$1,850 bussing &amp; admission</b>	The theme we are studying this year is pop art. Includes a tour that will explain about social significance and how steam incorporate in work and language arts and 90-minute workshop art studio.	11-190-100-800-02-049-	34

<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>
Christine Skalka Brandywine Battlefield 1491 Baltimore Pike Chadd Ford, PA 19317	5 <sup>th</sup>	6/11/2020	<b>\$1,440 admission</b>	To explore the American Revolution and give students hands-on history experience.	11-190-100-800-03-049-	120

### **C. Approval of Teaching Practicum Placement**

**Item 27:** Resolved that the Board approves placement of Jovovich DiCario for Education Student Teaching.

**Seconded by Dr. Mathew Closter                      AYES: 9                      NAYS: 0                      ABS: 0**

### **IX. Public Comment**

**Item 28:** Hector Nieves presented a motion to open the meeting for public comment.  
**Seconded by Marianne Taylor.                      AYES: 9                      NAYS: 0                      ABS: 0**

### **X. Adjournment**

**Item 28:** John Hall presented a motion to adjourn.

**Seconded by Hector Nieves.                      AYES: 9                      NAYS: 0                      ABS: 0**

**Meeting adjourned at 7:10 pm**

Respectfully Submitted,

**Wanda Garcia, Board Liaison**