

LEAP ACADEMY CHARTER SCHOOL

January 16, 2020

MINUTES

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
Christine Karlsson
Cal Maradonna
Héctor Nieves
Gladys Novoa
Dr. Horacio Sosa

Excused:

Jonathan Gonzalez
Brenda Ortiz
Dr. Michael Palis
Omar Samaniego
Marianne Taylor
Margo Venable

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 December 19, 2019

Item 1: John Hall presented a motion to approve the minutes of December 19,2019 as presented by Wanda Garcia, Board Liaison.

Seconded by Hector Nieves.

AYES: 9 NAYS: 0 ABS: 0

III. Chairperson's Report: Dr. Santiago introduced the auditing team from Bowman & Company to present the Annual Financial Audit Report. Maryann Holloway and Scott Baron addressed the Board and presented the report on its entirety. Overall they rendered an unmodified opinion with no reportable findings. The one area for further attention is meeting the cash on hand benchmark that is included with the Charter School Performance Framework. The auditors indicated that one of the main reasons for deviations on cash flow had to do with the financing and refinancing for the LEAP STEM Building through new market credits and the required sinking fund associated with this transaction.

Hector Nieves presented the following resolution:

Item 2: Resolved that the Board accept the Annual Audited Final Report for year ending June 30, 2019 as presented by the auditing team of Bowman and Company.

Further resolved that the Board acknowledges the exemplary work of Kathleen Jackson and the Business Office staff team that resulted in an unqualified audit with no reportable findings.

Further resolved that the Board approve a modification in the 19-20 operational budget to reflect opening general fund balance of \$2,015,336.98 per audited CARF results.

Seconded by Christine Karlsson.

AYES: 9 NAYS: 0 ABS: 0

A. Appointment of Board Member: Dr. Mathew Closter presented the following resolution:

Item 3: Resolved that the Board appoints Israel Castro to a three-year term as a public member of the Board of Trustees effective February 2020.

Seconded by John Hall.

AYES: 9 NAYS: 0 ABS: 0

IV. Chief Operations/Lead Person Report

- Enrollment Update: Manuel Delgado provided an enrollment update. He indicated that the staff team is working diligently to bring more students and ensure that retentions are maximized. Currently, the school is under enrolled by 27 students.
- Fire Drills (sent ahead of the meeting)
- Health Center Update Report (Financial – sent ahead of meeting)
- Student Discipline Report (sent ahead of time)
- Food Services Update (sent ahead of time)
- Special Initiatives: The Board engaged in discussions regarding special initiatives that promote innovation, maximize building utilization and generate revenue for special projects. Each of the following initiatives are being developed.
 - 12th Floor Venue: A plan for this needs to be put in place.
 - FabLab – Mr. McCrum provided a presentation about their plan
 - Extended Day Funding: This is an area that is in process. Manny Delgado is finalizing all the requirements for licensing the schools to then be able to meet

eligibility for the receiving subsidies for after school programming. The item is pending final approval.

- LEAP Online – Donna Pilla presented an update on the program. She will be developing a business and marketing plan once her proposal is approved.

John Hall presented the following resolution:

Item 4: Resolved that the Board of Trustees authorizes the COO and CAO to work with Ms. Donna Pilla in developing and implementing development of the online/hybrid programming for students and other audiences, as follows:

**Phase 1
January – July 2020**

- Creation of Spanish 1 hybrid for Leap students grades 4-12.
- Creation of Spanish 2 hybrid for Leap students grades 9-12
- Marketing the offering of Spanish 1 and 2 online for high school graduation credit in NJ to other districts

**Phase 2
July - December, 2020**

- Creation of Spanish 1 and Spanish 2 for high school credit in NJ
- Creation of Intro to Medical Spanish for native heritage speakers at Leap Academy
- Creation of Intro to Medical Spanish for healthcare employees

**Phase 3
January - June, 2020**

- Creation/Offering of the Community Interpreter: Medical Interpreter Training
- Offering of the Community Interpreter: Medical Interpreter Training

Further resolved that the Board authorizes entering into an agreement with CROSS-CULTURAL COMMUNICATIONS, LLC for use of the following training curriculums: “The Community Interpreter® International Edition,” “The Medical Interpreter” and “Medical Terminology for Interpreters”.

Seconded by Hector Nieves.

AYES: 9

NAYS: 0

ABS: 0

As follow-up, Board Counsel to review the agreement with Cross Cultural Communications before executing it.

Related to this issue, Hector Nieves presented the following resolution:

Item 5: Resolved that the Board authorizes the COO/Lead Person to proceed with the establishment of an LLC to house the School Transportation Enterprise and LEAP Online LLC.

V. Chief Academic Officer Report/Curriculum Action Items

- **Status of Academic Program (Assessment Data presentation)** - Ian Fallstich presented assessment data based on the interim assessments. The Board raised questions related to data alignment, formative trends and strategies in place to address challenges. He will provide this at a subsequent meeting.

A. Curriculum Revisions

a. Status of Curriculum Revisions (Chart was provided)

Mathew Goodwin presented resolutions 6-9 for Board approval:

Item 6: Resolved that the Board approves the following revised curricula:

- ELA for grades 4,9, 10, 11
- Math for grade K-2 and 7 (MP3)
- Social Studies for grades 6-8
- World History
- US History I
- US History II
- Science for grades 5-7
- Chemistry
- Biology
- Spanish 4-12

B. College Access

a. Approval of College Access Courses and Placements for Spring 2020

Item 7: Resolved that the Board approves the following schedule and student placement for Early College and Dual Enrollment for Spring 2020:

Business Cohort A

Social Entrepreneurship
T/Th 9:35 – 10:55 am
Cultural Anthropology
M/W 9:35 – 10:55 am
Foundations Writing
T/Th 12:30 – 1:45 pm
Elementary Statistics
T/Th 12:30 – 1:45 pm
M - F 11 – 11:45 am

Escudero, Litzy
Gilchrist, Mekhii
Grant, Jimiya
Lozano, Moses
Melton, Javon
Newton, Taliyah
Nunez, Enjelic
Prather, Emmett
Reyes, Christian

Rivera-Borges, Camila
Rivera-Borges, Jailene
Rodriguez-Fernandez, Kevin
Rodriguez, Jenniffer

Business Cohort B

Social Entrepreneurship
T/Th 9:35 – 10:55 am
Cultural Anthropology
M/W 11:10 – 12:30 pm
Foundations Writing
T/Th 11:00 – 12:15 pm
Lunch
M – F 12:30 – 1:00 pm
Alford, Nahreem
Almonte, Alvin
Batista, Genesis
Bronson, Lamira
Centeno, Carlos
Cosby, Taniyah

Liberal Arts A

College Algebra
M/W 8:00 – 9:20 am
Intro to Sociology
M/W 9:35 – 10:55 am
Statistics I
11:00 – 12:15 pm
Lunch
M – F 10:30 – 11:00 am

Allen, Zha’Nee
Colgan, Jeren
Franco, Zenasia
Garcia, Noel
Gamble, Nakiya

Liberal Arts B

College Algebra
T/Th 8:00 – 9:20 am
Intro to Sociology
M/W 11:00 – 12:15 pm
Lunch
M – F 10:30 – 11:00 am

Banks, Quasir
Batista, Andry

Salmeron, Kelvin
Stevenson, Aniyah
Vargas Acevedo, Philip

Daniels, Jalynn
Duran, Lewis
Feliciano, Alexander
Ford-Harris, Avrianna
Gallegos, Dania
Gomez, Vanessa
Hinson, Ty’Lid
Igwe, Sanaa
Jerez-Garcia, Stephanie
Jeronimo Morales, Samuel
Martinez, Jasmine
Nixon, Sedale
Ramirez, Yuderly

Gill, Travis
Jennings, Tyiesha
Mendez, Shaline
Montero, Bianca
Nivar, Noel
Perez, Angelis
Pichardo, Niahlees
Reddick, Rayonna
Reyes Brito, Dilson
Rodriguez, Jolynne
Rosado, Jesus
Vargas, Kyleen
Villa, Joshua
Xahuentitla, Jakeline

Edelin, Zariah
German-Concepcion, Axel
Mercado-Munoz, Geryali
Neco, Edwin
Payano, Cheila
Peteron, Amira
Reyes, Maclein
Reyes Brito, Dilson
Reyes, Maclein
Sylla, Kouta

Taveras Perdomo, Perla
Taylor, Nazir
Tlanipa, Briana

Engineering Cohort

Special Topics: Engineering
M 8 – 9:15/W 8 – 10:30 am
Africana Studies
M/W 11:10 – 12:30 pm
College Algebra
T/Th 9:30 – 10:45 am
Lunch
M/W/F 10:30 – 11:00 am
T/Th 11:00 – 11:30 am

Abreu, Amalvi
Boateng, Jahani (No Engineering)
Campbell, Mahailia
Casquera, Gabriel
Figueroa, Lizbeth
Garcia-Popoca, Christian (No Engineering)

Specialty Schedule – Dual-Enrollment

12th Grade Students

Avila, Dianne

- English Composition II
- General Biology II
- General Biology II Lab

Coleman, Inaaya

- English Composition II
- Elementary French I
- Introduction to Theater
- Introduction to Childhood Studies

Concepcion, Jazline

- English Composition II
- Calculus I
- Introduction to Theater
- Introduction to Childhood Studies

Evans, Hakeem

- English Composition II
- Introduction to Theater

Torres, Layla
Toure, Kady

German, Emanuel
Gonzalez Cuevas, Genesis
Langston, Antoinette
Lozano Lugo, Destiny
Morales, Mia
Morris, Keon
Munoz, Yalissa
Nickles-White, Ka’Jea
Ramos, Joshua
Roldan, Raymond
Roman, Cristopher
Roque, Donovan
Taylor, Joel
Torres, Nathaniel
Williams, Mychkila

• Introduction to Childhood Studies

Ford-Harris, Avrianna

- Introduction to Childhood Studies

Mendez, Shaline

- Drawing I

Nguyen, Hung

- Elements of Physics II
- Physics II Lab
- Complex Variables
- Mechanics I

Nixon, Sedale

- Criminal Justice in America
- Introduction to Leadership

Ramirez, Yuderly

- Introduction to Childhood Studies

Rodriguez, Jennifer

- Introduction to Childhood Studies

11th Grade Students

Riera, Steven

- Calculus III
- Linear Algebra
- General Biology II
- General Biology II Lab

Blount, Aniyah

- Principles of Biology

Boswell, Nyla

- English Composition II
- Criminal Justice in America

Figueroa, Orland

- Introduction to Psychology

Holloway, Shanya

- English Composition I

Mollineau, Milo-Ivelisse

- Principles of Biology
- English Composition I

Munoz, Said

- Introduction to Childhood Studies

Pena, Richard

- Introduction to Leadership

Polanco, Elvin

- Introduction to Childhood Studies

Sabat, Ariane

- Introduction to Childhood Studies

Thach, Karen

- English Composition I
- Precalculus

Tran, Jacquelyn

- Principles of Biology

10th Grade Students

Ahmad, Samir

- Introduction to Psychology

Lewis, Jalen

- Introduction to Childhood Studies

Nguyen, Hao

- English Composition II

Cedeno, Alex

- English Composition II

Phuong, Jessica

- Introduction to Psychology

C. Field Trips

Item 8: 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
Stephanie Paduani Gomez Franklin Institute 271 N. 21 st Street Philadelphia, PA 19103	3rd	1/30/2020	\$1,440 Admission	STEM	11-190-100-800-01-049	120
Sonia Chugh Camden Public Library 301 North 5 th Street Camden, NJ 08102	9 th -11 th	1/30/2020	\$0	Literacy Project	N/A	25
Nellybel Nunez Longwood Gardens 1001 Longwood Road Kennett Square, PA 19348	7th	3/13/2020	\$0	Attend the Go Figure Workshop. Geometry and measurements	N/A	120

D. External Professional Development Authorization

Item 9: Resolved that the Board approves participation of selected staff in external PD as provided below:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Marchelle Roberts	A Dream Deferred Conference	Hilton Chicago 720 S. Michigan Ave. Chicago, IL	3/11 to 3/13/2020	\$1,644.62
Stephanie Paduani Gomez	A Dream Deferred Conference	Hilton Chicago 720 S. Michigan Ave. Chicago, IL	3/11 to 3/13/2020	\$1,644.62

Seconded by Gladys Novoa. AYES: 9 NAYS: 0 NAYS: 0

E. College Access Report: Marchelle Roberts and Khary Golden presented an update report on College Access progress.

VI. Finance Committee Actions: John Hall presented item 10-15 for Board approval:

A. LEAP Cramer Hill LLC Financials

Item 10: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the period of November 2019 as provided by the Chief Financial Officer/SBA.

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

VENDOR	AMOUNT
Merchant Services	\$ 59.99
LEAP Academy	\$ 8,259.68
LEAP Academy	\$ 6,886.44
LEAP Academy	\$ 11,744.18
LEAP Academy	\$ 29,706.42
LEAP Academy	\$ 626.08
LEAP Academy	\$ 1,878.99

B. LEAP Financial Reports

Item 11: 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 November 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

Item 12: Resolved that the Board approve budget transfers for November 2019 as provided by the Acting Chief Financial Officer.

D. Approval of Expenditure Report/Bill List

Item 13: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for November and December 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 14: Resolved that the Board accepts the following gifts/donations:

- Accept a \$1,500 donation from LEAP Cramer Hill, LLC for Metz Staff Payment for Christmas Luncheon
- Accept a \$1,063.39 donation from the LEAP Cramer Hill, LLC for the Postage for the Enrollment-Recruitment postcard mailing

G. Contracts

Item 15: Resolved that the Board approves the following contracts:

Vendor	Service	Amount
Clements Consulting	PD	Not to exceed \$44,000.00
Rutgers University	Operations and	\$10,561.00 for FY 20

Vendor	Service	Amount
CLC	Business Management	\$126,735 for FY 21

Further resolved that the Board approves the language modification with Kaplan in compliance with trademark policies for delivery of SAT preparation.

Seconded by Hector Nieves.

Roll Call:

	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	ABS
Dr. Mathew Closter	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES Abstain on payments to Republic Bank	YES	YES
Christine Karlsson	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES Abstain on payments to Rutgers	YES	ABS
Héctor Nieves	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES

VIII. Personnel Committee: Hector Nieves presented resolutions 16-24 for approval:

A. Approval of New Position

Item 16: Resolved that the Board approves the position of Coordinator for Enrollment Recruitment and Retention.

B. New Appointments

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

Name	Position	Effective Day	Salary	Account No.
Nicholas D'Arecca	Early College Teacher Fellow	01/27/2020	\$58,000.00	11-140-100-101-04-043
Mariesa Cecero	HS Teacher Fellow	02/1/2020	\$50,000.00	11-190-100-106-00-0044
Giselle Ramos Rivera	HS Spanish Teacher	2020-2021	\$55,000.00	11-130-100-101-02-043

C. Approval of Contract Modifications

Item 18: Resolved that the Board approve the following internal position and contract modifications:

Name	Position	Effective Day	Compensation	Account No.
Leda Hernandez Diaz	Director, Family Support/Behavior Health Svr	01/16/2020	No change	
Theodore Johnson (New position)	Coordinator of Enrollment Recruitment and Retention	01/16/2020	\$55,000.00	11-000-211-100-00-066
Juan Colon	Part-time Custodian	01/01/2020	\$11.00	11-000-262-100-PT-066
Elizabeth Conception	Part-time Custodian	01/01/2020	\$11.00	11-000-262-100-PT-066
Juanita Correa	Part-time Custodian	01/01/2020	\$11.00	11-000-262-100-PT-066
Maria Correa	Part-time Custodian	01/01/2020	\$11.00	11-000-262-100-PT-066
Denise Lofland	Part-time Custodian	01/01/2020	\$11.00	11-000-262-100-PT-066
Evelyn Rivera	P/T Educ Safety Mon	01/01/2020	\$11.00	11-000-266-110-0P-066
Grace Rodriguez	P/T Educ Safety Mon	01/01/2020	\$11.00	11-000-266-110-0P-066
Giovanni Torres	Part-time Custodian	01/01/2020	\$11.00	11-000-262-100-PT-066
Rosa Torres	Part-time Custodian	01/01/2020	\$11.00	11-000-262-100-PT-066
Joan Rodriguez	Instructional Assistant	01/16/2020	\$30,513.28	11-190-100-106-IA-044
Griseida DeJesus	Instructional Assistant	01/16/2020	\$33,247.56	11-190-100-106-IA-044

D. Other Compensation

Item 19: Resolved that the Board approves other compensation for the following employees to compensate for work related to the annual financial audit:

Name	Position	Effective Day	Amount	Account No.
Beverly Johnson	Payroll Manager	01/16/2020	\$5,000.00	11-000-251-100-BO-053

Name	Position	Effective Day	Amount	Account No.
Sylvia Hunt	Accounts Payable	01/16/2020	\$2,500.00	11-000-251-100-BO-053

E. Extended Day Appointments

Item 20: Resolved that the Board approve appointment of the following individuals for extended day positions:

Name	Assignment	Effective Day	Compensation	Account No
Ross Bear	Extended Day-Teacher	1/9/2020	\$30/hour	11-190-100-106-XD-043-
Amanda Albright	Extended Day-Teacher	1/9/2020	\$30/hour	11-190-100-106-XD-043-
Cloyette Edwards	Extended Day-Teacher	1/9/2020	\$30/hour	11-190-100-106-XD-043-
Samantha Deletto	Extended Day-Certified School Nurse	1/9/2020	\$30/hour	11-190-100-106-XD-043-
Stephanie Maratea	Extended Day-School Nurse	1/9/2020	\$15/hour	11-190-100-106-XD-043-

F. Resignations

Item 21: Resolved that the Board approve the resignations/terminations of the following staff:

Name	Position	Effective Day
Eladio Diaz	PT Bus Driver	12//2019
Jy'Isha Nieves	Admin Assist HR Assistant	1/9/2020
Priscila Antuna	ESL K-3	3/2/2020
Jovita Veguilla (Retirement)	Principal Upper	7/1/2020

G. Leaves of Absence

Item 22: Resolved that the Board approves the following leaves of absences:

Name	Position	Term
Elise Rocco (Maternity Leave)	Teacher – 2 nd Grade	2/3/20 – 6/30-20

H. Co-Curricular Appointments

Item 23: Resolved that the Board approves the following co-curricular appointments:

Name	Assignment	Term	Stipend	Account No.
Sarah Horneff	Cheerleading Coach	2019-2020	\$5,000.00	11-402-100-100-12-066

I. Settlement

Item 24: Resolved that the Board authorizes a personnel related settlement for the matter of MB as provided by Board Counsel.

Motion:

Second:

Roll Call:

	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES	NO
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
Christine Karlsson	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
Gladys Novoa	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES	YES	YES	YES	YES

IX. Executive Session

Item 25: Hector Nieves presented a motion to close the meeting to the public to enter into an Executive Session to discuss personnel matters.

Seconded by Mathew Goodwin. AYES: 9 NAYS: 0 ABS: 0/Executive Session began at 7:45 pm

Item 26: Hector presented a motion to re-open the meeting to the public.

Seconded by Dr. Horacio Sosa. AYES: 9 NAYS: 0 ABS: 0/Meeting reopened to the public at 8:10 pm.

X. Public Comment

Item 27: Hector Nieves presented a motion to open the meeting for public comment.

Seconded by John Hall. AYES: 9 NAYS: 0 ABS: 0

XI. Adjournment

Item 28: Dr. Horacio Sosa presented a motion to adjourn.

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

Meeting adjourned at 8:25 pm.

Respectfully Submitted,

Wanda Garcia, Board Liaison