

LEAP ACADEMY CHARTER SCHOOL

March 12, 2020

Minutes

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

Attendance:

Present:

Dr. Gloria Bonilla-Santiago
Israel Castro
Dr. Mathew Closter
Jonathan Gonzalez
Mathew Goodwin
John Hall
Cal Maradonna
Héctor Nieves
Gladys Novoa
Brenda Ortiz
Omar Samaniego
Margo Venable
Lisa Wright

Excused:

Dr. Michael Palis
Dr. Horacio Sosa
Marianne Taylor

Staff Present

Dr. Alberto Rivera
Kathleen Jackson
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 February 13, 2020

Item 1: John Hall presented a motion to approve the minutes of February 13, 2020 as presented by Wanda Garcia, Board Liaison.

Seconded by Hector Nieves.

AYES: 11 NAYS: 0 ABS: 1 (Margo Venable)

III. Chairperson's Report

- A. Presentation of New Board Members:** Dr. Santiago introduced the two new Board members and welcome them to the Board.
- a. Israel Castro, public members and LEAP alumni
 - b. Lisa Wright, parent representative
- B. Korman Family Gift Announcement:** Dr. Santiago announced that the Korman Family Medicine has committed to gifts to the Alfredo Santiago Scholarship Fund as part of their acceptance to receive the LEAP Leadership Award this award and to the LEAP Innovation Fund to support new projects and innovative ideas at LEAP Academy.
- C. Board Policy Updates:** In light of the COVID-19 evolving emergency, the Board revised all of its pertinent policies.

Jonathan Gonzalez presented a motion to approve Item 2 as follows:

Item 2: Resolved that the Board approves updates on the School's Policy Book to reflect:

- Edits for Title Changes for Management Team and Bylaws Updates (Bylaw #0131,0132, 0171, 0172)
- Changes in Public Participation in Board Meetings (Bylaw #0167)
- Updates on the following policies for Corona Virus Preparedness
 - Control of Communicable Disease (Policy and Regulations Regulation 8451)
 - Care of Injured and Ill Persons (Policy and Regulations 8441)
 - Home Instruction due to Health Condition (Policy 2412)
 - Services to Non-Public School students (Policy 2770)
 - Physical Examination (Policy and Regulations 3160/4160)
 - Examination for Cause (Policy 5305)
 - Nursing Services Plan (Policy 5307)
 - Health Services (Policy 5310)
 - Immunization (Policy 5320)
 - Hygienic Management (Policy 7420)
 - Bloodborne Pathogen Exposure Control Plan (Regulation 7420.1)
 - Emergency and Crisis Situation (Policy 8420)
 - Health and Physical Education (Policy 2422)

Seconded by Margo Venable.

AYES: 13

NAYS: 0

ABS: 0

II. Chief Academic Officer/Lead Person Report (Dr. Alberto Rivera-Rivera)

A. Operational Updates

- Enrollment Update (sent ahead of the meeting)

- Fire Drills (sent ahead of the meeting)
- Health Center Update Report (Financial – sent ahead of meeting)
- Food Services Update (sent ahead of time)
- Drinking Water Test Results (all testing came back positively)
- Coronavirus Plan /Update - Dr. Rivera shared the school’s plan to address the Corona virus public health emergency and impending closure of buildings and transition to remote instruction for students.

Hector Nieves presented a resolution to approve Item 3 as follows:

Item 3: Resolved that the Board approves the plan presented by the CAO/Lead Person to address the Coronavirus pandemic threat and the plan for remote learning if required.

Further resolved that the Board approves modifying the school calendar to make March 16 as a half day to allow time for PD for teachers on remote learning strategies.

Seconded by Gladys Novoa. **Seconded by Margo Venable. AYES: 13 NAYS: 0 ABS: 0**

- Parent Affairs Update - Hector Nieves presented an update report on Parent Programs and upcoming events.

III. Personnel Committee: Hector Nieves presented items 4-9 for Board approval:

A. Approval of Revised Position Descriptions

Item 4: Resolved that the Board approves the revisions to the following position:

- Chief Academic Officer/Lead Person
- Chief Operations Officer

B. New Appointments

Item 5: Resolved that the Board appoint the following individuals:

Name	Positions	Effective Day	Compensation	Account Code
Emily Griffith	2 Grade Teacher	3/12/2020	\$50,000.00	11-120-100-101-01-043
Linda Lugo	Education Safety Monitor (10Month)	3/12/2020	\$26,114.00	11-000-266-110-OP-066
Renee Nelson	ESL Teacher K-3	3/12/2020	\$58,000.00	11-240-100-101-01-043
Stephanie Weaver-Rogers	Chief Operations Officer	3/12/2020	\$120,000.00	11-000-230-100-00-052

C. Resignations/Terminations

Item 6: Resolved that the Board approve the resignation/termination of the following staff:

Name	Position	Effective Day
Mariesa Cecero	HS Spanish Teacher Fellow	3/9/2020
Paul Jones (Termination)	Ed. Safety Monitor (10Month)	3/12/2020

D. Position Modifications

Item 7: Resolved that the Board approves the following salary modifications:

Name	Position	Effective Date	Salary	FLSA-Grade Change	Account Code
Naveen Khan (Position Change from 2nd grade teacher to ESL 4-8 Teacher)	ESL Teacher 4-8	3/12/2020			11-240-100-101-02-043

E. Co-Curricular Appointments and Other Pay

Item 8: Resolved that the Board approves the following co-curricular appointments and other pay accordingly:

Name	Assignment	Date	Amount	Account Code
Mike DiNuova	Head Coach Girls Softball	3/6/2020 - 5/23/2020	\$10,000.00	11-402-100-100-12-066
Juliana Perez	JV Coach Girls Softball	3/6/2020 - 5/23/2020	\$5,000.00	11-402-100-100-12-066
Amy Shultice	Assistant JV Coach Girls Softball	3/6/2020 - 5/23/2020	\$3,500.00	11-402-100-100-12-066
Ediberto Santos (substitute teacher)	Baseball JV Coach	3/6/2020 - 5/23/2020	\$1,750.00	11-402-100-100-12-066
Clara McCauley	Health Center On Call Hours	1/1/2020	\$35.00	Health Center Enterprise

F. Mentoring Assignments

Item 9: Resolved that the Board approves the following mentoring assignments:

Mentor/Mentees	Term
Kristine Perine/Keith Byrd	SY 2019-2020
Ray Rossi/Christopher Scheid	SY 2019-2020
Maria Orlina/Nicole Chambers	SY 2019-2020

Seconded by Mathew Goodwin.

Roll Call:

	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9
Dr. Gloria Bonilla-Santiago	YES	ABS	YES	YES	YES	YES
Israel Castro	YES	YES	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES
Jonathan Gonzalez	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES
Brenda Ortiz	ABS	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES

IV. Finance Committee Actions: John Hall presented items 10-21 for Board approval:

A. Adoption of 2020-2021 Budget

Item 10: Resolved that the Board adopts the 2020-2021 Budget as prepared by the Interim CFO/SBA, Kathleen Jackson and discussed with the Finance Committee.

B. Bus Transportation Enterprise

Item 11: Resolved that the Board authorizes the Lead Person, CFO/SBA and Board Chair to continue planning and negotiations to establish the Student Transportation Enterprise to begin serving students in the 2020-20201 school year.

Further resolved that the board endorses the MOU document prepared for this venture.

Further resolved that the Board approves the projected budget and financing plan for this enterprise pursuant to an executed agreement with the Camden BOE and the Camden County Commission

that will ensure that the state designated funding flows to LEAP to cover the costs associated with this plan.

Further resolved that the Board authorizes submittal of a credit application with Wolfington Body Company for bus leases.

C. LEAP Cramer Hill LLC Financials

Item 12: 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:

VENDOR	AMOUNT
LEAP Academy	\$ 1,063.39
Cornerstone Scirocco	\$ 2,320.00

D. LEAP Financial Reports

Item 13: 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 January 2020 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.

E. Approval of Budget Transfers

Item 14: Resolved that the Board approves budget transfers for January 30, 2020 as provided by the Interim Chief Financial Officer.

F. Approval of Expenditure Report/Bill List

Item 15: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for January 2020 and February 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.

G. Line of Credit /Capital Loan

Item 16: Resolved that the Board accepts the secured line of credit with Republic Bank in the amount of \$1,000,000 to be used in case of emergencies with prior Board approval.

Further resolved that the Board authorizes securing a \$500,000 capital loan from Republic Bank to complete the following projects:

- HVAC at the 639 and 549 Cooper Street buildings
- Windows at the High School

Further resolved that the Board authorizes the CFO/SBA to secure adequate bids for this work for Board review and authorization.

H. Refinancing Plan

Item 17: Resolved that the Board authorizes the administration to pursue options for refinancing the 639 Cooper Street property and the adjacent playground in the amount of \$5,000,000 to provide relief to the school's cash flow and plan for future budget reserves.

I. Contracts for graduation venues

Item 18: Resolved that the Board approves contracts with BB&T for the High School Graduation and Gordon Theater for the Kinder and 8th graduations.

J. Update of Bank and LLC Signatories

Item 19: Resolved that the Board authorizes updating bank accounts, checks authorizations and LLC 's by replacing Manny Delgado with Dr. Alberto Rivera-Rivera as authorized signatory.

K. Student Recruitment/Enrollment Incentives

Item 20: Resolved that the Board authorizes payment of up to \$2,000 for purchasing \$100 visa gift cards to be provided to new families enrolling students at LEAP to be used for educational and uniform purposes.

Further resolved that this incentive program will end by March 30, 2020.

Further resolved that eh cards are available only for new families that transferred, registered and completed the enrollment process for their children.

Further resolved that the cards be limited to 1 per family.

L. Reimbursement

Item 21: Resolved that the Board approves reimbursement for Dr. Velmina Rivera for her participation in a 2-day training at CHOP in an amount not to exceed \$325.00.

Further resolved that this payment be charged to the Health Center Enterprise account.

Seconded by Hector Nieves.

Roll Call:

	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES	YES	YES	YES
Israel Castro	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Mathew Closter	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Jonathan Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES Abstain on payments to Republic	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES	YES
Héctor Nieves	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
Brenda Ortiz	YES	YES	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VIII. Curriculum/Academic Curriculum Action Items

- A. Data Presentation on Alumni and Academic Performance (Presentation was provided by Dr. Sara Yengha)**
- B. College Access/Early College Report (Presentation was provided by Khary Golden)**
- C. Curriculum Revisions Update (An update was provided by Dr. Rivera-Rivera)**
- D. Credit Recovery Update (An update was provided by Marchelle Roberts)**

Mathew Goodwin presented items 22-24 for Board approval:

E. PD Plan for 2019-2020

Item 22: Resolved that the Board ratifies the PD Plan for 2019-2020 as submitted by the Instructional Leadership to reflect changes in priorities.

F. Field Trips

Item 23: Resolved that the Board approves 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
Marchelle Roberts Rowan University 201 Mullica Hill Rd. Glassboro, NJ 08028	12 th	2/24/2020	\$0	To allow students to hear from college students that utilizes various sociology perspectives to navigate their life and that by utilizing these concepts allowed them to be successful	N/A	40
Sarah Mungiole Millennium Skate World 1900 Carman Street Camden, NJ 08105	6 th	3/23/2020	\$1,200.00 Admission	To learn about the science and engineering behind skating.	11-190-100-800-02-049	120
Stephanie Paduani Gomez Walnut Street Theatre Dress Rehearsal Performance: Junie B. Jones The Musical 825 Walnut Street Philadelphia, PA 19107	2 nd	3/25/2020	\$0		N/A	115
Amir Ayres Women of the Dream STEM Conference for girls	6 th -8 th	5/1/2020	\$0	Introduce middle school girls to careers in STEM. This conference is complete	N/A	10

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	Funding Number	Number of Students attending
3141 Chestnut Street Philadelphia, PA 19104				with STEM focused workshops on the Drexel University Campus, along with student speakers and presentations.		
Marchelle Roberts Junior Achievement SJ Women's Leadership Forum 106 Carnie Blvd. Voorhees, NJ 08043	9 th -12 th	5/15/2020	\$0	Career planning & Leadership workshop	N/A	20
Blair Mauger Please Touch Museum 4231 Avenue of the Republic Philadelphia, PA 19131	K	6/5/2020	\$2,070	Kindergarten educational field trip	11-190-100-800-01-049	122
Sarah Horneff Cape May Zoo 707 N. Route 9 Cape May Court House, NJ	1 st	6/12/2020	\$240.00 bus parking	To observe animals and feel a connection with wildlife; to be actively engaged in conversation efforts to protect endangered species with real live experts.	11-190-100-800-01-049	126

G. Specialized Training

Item 24: Resolved that the Board authorizes participation of the following staff in specialized training:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME
Kathleen Jackson-Hill	School Safety Specialist Training	1200 Negron Drive, Hamilton, NJ 08691	March 5 th , 12 th , 19 th , 26 th , April 2 nd
Kathleen Jackson-Hill	System 3000 Financial Accounting Training	615 Hope Road Eatontown, NJ	March 11 th
Beverly Johnson	System 3000 Financial Accounting Training	615 Hope Road Eatontown, NJ	March 11 th

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME
Sylvia Hunt	System 3000 Financial Accounting Training	615 Hope Road Eatontown, NJ	March 11 th
Stevenson Pierre-Jacques	School Safety Specialist Training	1200 Negron Drive, Hamilton, NJ 08691	March 5 th , 12 th , 19 th , 26 th , April 2 nd
Tameka Matthews	NJAFPA Conference	The College of New Jersey Ewing, NJ	April 30 th
Tameka Matthews	NJAFPA Monthly Meetings	South River High School 11 Montgomery St. South River, NJ 08882	March 13 th , April 3 rd
Dr. Velmina Rivera	Pediatric Dermatology for Practitioners	Children's Hospital of Philadelphia Philadelphia, PA	April 17 th & 18 th

Seconded by Omar Samaniego.

AYES: 13 NAYS: 0 ABS:0

IX. Public Comment

Item 25: Omar Samaniego presented a motion to open the meeting for public comment.

Seconded by Hector Nieves.

AYES: 13 NAYS: 0 ABS: 0

No comments were offered.

X. Adjournment

Item 26: Jonathan Gonzalez presented a motion to adjourn.

Seconded by Mathew Goodwin.

AYES: 13 NAYS: 0

ABS: 0

Meeting adjourned at 8:00 pm

Respectfully Submitted,

Wanda Garcia, Board Liaison