

LEAP ACADEMY CHARTER SCHOOL

April 9, 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  
Jonathan Gonzalez  
Mathew Goodwin  
John Hall  
Cal Maradonna  
Héctor Nieves  
Gladys Novoa  
Brenda Ortiz  
Dr. Michael Palis  
Omar Samaniego  
Dr. Horacio Sosa  
Marianne Taylor  
Margo Venable  
Lisa Wright

**Excused:**

Israel Castro  
Dr. Mathew Closter  
Dr. Michael Palis

**Staff Present**

Dr. Alberto Rivera  
Kathleen Jackson  
Wanda Garcia

- I. Welcome/Declaration of Compliance with Open Public Meetings Act:** Dr. Santiago opened the meeting and indicated that the meeting was announced and has remained scheduled for the original date of April 9. Due to the COVID-19, the meeting was moved to a virtual platform. The Governor and the Commissioner of Education have provided several flexibility measures for schools and boards to continue doing business while also complying with the social distance and building closure measures. An opportunity at the end of the meeting was provided for public comment. Dr. Santiago thanked everyone in the Board, the staff and the public for the support and flexibility in a very difficult time for all.

## II. Approval of Minutes of March 12, 2020

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

**Seconded by John Hall**

**AYES: 14**

**NAYS: 0**

**ABS: 0**

## III. Chairperson's Report

**A. State Flexibility Mandates:** Dr. Santiago provided an update on the state guidance regarding COVID 19, as follows:

- a. All state assessments are cancelled for the year.
- b. High School Portfolio Appeal Processes are cancelled for the year.
- c. Use of NJLSA Assessment for Teacher Student Growth is cancelled.
- d. There are lots of discussions regarding financial impacts and the LEAP management teams and Business Administrators are working on various scenarios to address any potential shortcomings. The team is also following closely state guidance regarding federal aid and CARES funding earmarked for schools. The New Jersey Charter School Association is having daily briefings as the rogation also advocates to ensure that charter schools are protected.
- e. School Closures were extended to another 30 days.

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

### A. Teaching and Learning – Dr. Rivera-Rivera

- Remote Learning Plan: Dr. Rivera presented an update Remote Learning Plan addressing instruction, attendance, family support and infrastructure. Mathew Goodwin presented item 2 for Board approval.

**Item 2:** Resolved that the Board approves the Remote Learning Plan as presented by Dr. Rivera-Rivera and endorses the school-wide plan for staff telecommuting and instructional approach for students.

**Seconded by Michael Palis.**

**Roll Call:**

Dr. Gloria Bonilla-Santiago	YES
Jonathan Gonzalez	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES

Omar Samaniego	YES
Dr. Horacio Sosa	YES
Marianne Taylor	YES
Margo Venable	YES
Lisa Wright	YES

**B. Operational Updates** – Stephanie Rogers provided an update report on operational matters. Her team has been working on coordinating maintenance issues for the school, addressing staffing and parent support activities, including distribution of food. Ahead of the meeting, the following reports were provided to the Board:

- Enrollment Update
- Fire Drills
- Health Center Update Report
- Food Services Update

**V. Personnel Committee:** Marianne Taylor presented items 3-7 for Board Action:

**a. New Appointments**

**Item 3:** Resolved that the Board appoint the following individuals:

<b>Name</b>	<b>Position</b>	<b>Effective Day</b>	<b>Compensation Annualized Salary</b>	<b>Account Code</b>
Annabel M. Estevez	HS Spanish Teacher Fellow	3/25/2020	\$45,000.00	11-140-100-101-04-043
Annabel M. Estevez	HS Spanish Teacher (obtained cert.)	2020-2021	\$50,000.00	11-140-100-101-04-043
Yusein Durakov	School Business Administrator	3/30/2020	\$115,000.00	11-000-251-100-BO-052

**b. Resignations/Terminations**

**Item 4:** Resolved that the Board approve the resignation/termination of the following staff:

<b><u>Name</u></b>	<b><u>Effective Day</u></b>
Kathleen Jackson-Hill	5/30/2020
Garrett Chemey	4/1/2020

**c. Mentoring Assignments**

**Item 5:** Resolved that the Board approves the following mentoring assignments:

<b><u>Mentor/Mentees</u></b>	<b><u>SY</u></b>
Lissel Vasilakis & Emily Griffith	2019-2020
Stephanie DePew & Julian Damaini	2019-2020

**d. Leaves of Absence**

**Item 6:** Resolved that the Board approves the following leaves of absence:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Leave Period</u></b>
Maurice Whittington - Self	Ed. Safety Monitor	3/27/2020-6/1/2020
Amanda Dacenko - Maternity Leave	K-3 Phys Ed. Teacher	5/1/2020
Nina Speart - Self	4th - 8th Grade Art Teacher	6/16/2020 - 9/16/2020
Christine Skalka - Maternity Leave	5th Grade Language Arts	8/11/2020

**e. Tenure Promotions**

**Item 7:** Resolved that the Board of Trustees approves promotion to Teacher with Tenure for the following teachers based on the Board approved tenure policy and recommendation from Dr. Alberto Rivera-Rivera, as school lead person:

Justine Dugary (Cuneo)  
 John Durney  
 Erin Gartland  
 Jessica Petruz  
 Michael Rhea  
 Helen Uttarotai

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 3</b>	<b>Item 4</b>	<b>Item 5</b>	<b>Item 6</b>	<b>Item 7</b>
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES
Jonathan Gonzalez	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES

	<b>Item 3</b>	<b>Item 4</b>	<b>Item 5</b>	<b>Item 6</b>	<b>Item 7</b>
Lisa Wright	YES	YES	YES	YES	YES

**VI. Finance Committee Actions:** John Hall presented items 8 – 15 for Board action:

**A. LEAP Cramer Hill LLC Financials**

**Item 8:** Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the period of February 2020 as provided by the Chief Financial Officer/SBA.

**B. LEAP 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 February 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 10:** Resolved that the Board approves budget transfers for February 2020 as provided by the Interim Chief Financial Officer.

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

**Item 11:** Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for February 2020 and March 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. Update of Bank and LLC Signatories**

**Item 12:** Resolved that the Board authorizes updating bank accounts, checks authorizations and LLC ‘s by replacing Kathleen Jackson-Hill with Yusein Durakv as authorized signatory.

## H. Acceptance of Gift from LLC

**Item 13:** Resolved that the Board accepts the following gifts:

- Donation of \$8,000 from LEAP/Cramer Hill LLC fund balance for stair treads in the STEAM High School Building

## I. Visa Card Gifts

**Item 14:** Resolved that the Board approve the issuance of the visa gift cards for 19 new families from the Enrollment Incentive Program totaling \$1,900 as of March 31, 2020.

## J. Payment

**Item 15:** Resolved that the Board approves the use of the insurance claim payment in the amount \$3,018.48 to replace the stolen equipment stored in the garage leased from William Hargrove.

Seconded by Hector Nieves.

**Roll Call:**

	<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	YES	YES	YES
Jonathan Gonzalez	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES Abstain on payments to Republic	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES
Héctor Nieves	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES Abstain on payments to	YES	YES	YES	YES

	<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>
				Rutgers and Metz				
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Horacio Sosa	YES	YES	YES	YES Abstain on payments to Rowan	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES	YES	YES

**VIII. Curriculum/Academic: Mathew Goodwin presented items 16 and 17 for Board approval.**

**A. School Calendars for 2020-2021**

**Item 16:** Resolved that the Board approves the school calendars for 2020-2021 as submitted by the CAO/Lead Person.

**B. Fab Lab Special Project – Masks**

**Item 17:** Resolved that the Board approves the Fab-Lab initiated project to producer face shield masks and authorizes the use of necessary resources to purchase materials.

**Seconded by Margo Venable. AYES: 14 NAYS: 0 ABS: 0**

The following reports were presented and shared with the Board:

**C. Overview of School Performance Reports – Dr. Rivera-Rivera**

**D. Early College Update - Khary Golden**

**E. Alumni Tracking Update: Dr. Sara Yenganeh**

**IX. Public Comment**

**Item 18:** Omar Samaniego presented a motion to open the meeting for public comment.  
**Seconded by Hector Nieves. AYES: 14 NAYS: 0 ABS: 0**

**No comments were offered.**

**X. Adjournment**

**Item 19:** Jonathan Gonzalez presented a motion to adjourn.

**Seconded by John Hall. AYES: 14 NAYS: 0 ABS: 0**

**Meeting adjourned at 8:15 pm**

Respectfully Submitted,

**Wanda Garcia, Board Liaison**