

LEAP ACADEMY CHARTER SCHOOL

October 8, 2020

MINUTES

Meeting called to order by Dr. Gloria Bonilla-Santiago at 5:05 pm.

Attendance:

Present:

Dr. Gloria Bonilla-Santiago
Dr. Mathew Closter
Mathew Goodwin
John Hall
Dr. Anthony Lowman
Cal Maradonna
Bette Mengesha
Héctor Nieves
Gladys Novoa
Brenda Ortiz
Dr. Michael Palis
Yozmeris Roman
Lisa Wright

Excused:

Israel Castro
Omar Samaniego
Margo Venable

Staff Present

Stephanie Rogers
Dr. Nurka Nieves
Yusein Durakov
Wanda Garcia

Public Count on Virtual Meeting: 54 people

- I. **Welcome/Declaration of Compliance with Open Public Meetings Act:** Dr. Santiago opened the meeting and indicated that the meeting was announced with the Open Public Meetings Act. Due to the COVID-19, the meeting was held using 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 September 10, 2020: John Hall presented item 1 for Board approval:

Item 1: Resolved that the Board of Trustees approve the minutes of the meeting of September 10, 2020 as prepared by Wanda Garcia, Board Liaison.

Seconded by Dr. Hector Nieves.

Roll Call:

Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Mathew Goodwin	YES
John Hall	YES
Dr. Anthony Lowman	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Gladys Novoa	YES
Brenda Ortiz	----
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Lisa Wright	YES

III. Chairperson’s Report

a. **Introduction of New Board Members:** Dr. Santiago welcome the new Board members-- Bette Mengesha from American Water; Dr. Anthony Lowman from Rowan University; and Dr. Dr. Yozmeris Roman from Rutgers University.

B. Charter Renewal: Dr. Palis presented Item 2 for Board approval.

Item 2: Resolved that the Board authorizes submittal of the Charter Renewal Application to the NJDOE, as part of the process for renewing the LEAP Charter for another five years.

Further resolved that the Board will be kept informed of the next steps related to Renewal Monitoring Visit scheduled for November 10.

Seconded by Lisa Wright.

Roll Call:

Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Mathew Goodwin	YES
John Hall	YES

Dr. Anthony Lowman	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Gladys Novoa	YES
Brenda Ortiz	----
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Lisa Wright	YES

C. Student Placements (Clinical and Academic Practicum): Dr. Michael Palis presented Item 3 for Board approval.

Item 3: Resolved that the Board approves academic placements of the following students for the 2020-2021 academic year:

<u>Name</u>	<u>Placement</u>	<u>Unit</u>
Ingrid Gooden	Social Worker Intern	Family Support
Courtney Eckstadt	Social Worker Intern	Family Support
Caitlyn Bullard	DNP Intern Student	Health Center
Antoinette Garcia	DNP Intern Student	Health Center
Victoria Krosskove	DNP Intern Student	Health Center
Melanie Ransom	DNP Intern Student	Health Center
Alicia Ortiz	School Nurse Intern	Health Center

Seconded by Dr. Mathew Closter.

Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Mathew Goodwin	YES
John Hall	YES
Dr. Anthony Lowman	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Gladys Novoa	YES
Brenda Ortiz	----
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Lisa Wright	YES

D. Vernon Hill Gift Announcement: Dr. Santiago announced that Vernon and Shirley Hill have confirmed a gift in the amount of \$350,000 to support the Fab Lab . The gift comes with an agreement to rename the space now known as the LEAP Fab Lab located in the LEAP High School Facility (Dr. Gloria Bonilla-Santiago Building), 130 North Broadway, Camden, NJ 08102 as the *Vernon and Shirley Hill Fab Lab*. This gift will provide the necessary resources to extend the reach of the Fab Lab to the early grades of K-8 and to expand its reach to the community by creating a space for members of the community to utilize this resource to create new products, hone making skills and find entrepreneurial approaches that can lead to income creation. Experimenting, teaching, learning, innovating and finding new solutions will be at the core of the expanded Fab Lab. The gift will provide expansion and solidification of the Fab Lab by:

- Upgrading the Equipment available and acquiring additional equipment to expand the capacity of the Lab.
- Create mini- satellite or mobile fab labs in the all of the LEA buildings, so that all students can have *access* and participate in learning, creating and innovating.
- Establish a satellite community fab lab hub to reach adults and forge partnerships for new products and business with the public and private sector. This could be a community asset for creating new products that can be marketed and sold as part of a business plan.

Dr. Santiago announced a dedication event for October 26th at the LEAP Academy. All Board members will be invited to attend. All social distance and mask precautions will be observed.

IV. Personnel Committee: Bette Mengesha presented items 4-13 for Board approval:

A. New Appointments

Item 4: Resolved that the Board appoints the following individuals:

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Salary</u>	<u>Account Numbers</u>
Roxanne Jastrzembski	STEM 4th - 8th	10/5/2020	\$58,000.00	50% 11-120-100-101-03-043 &50%-11-1300-100-101-02-043
Jayson Love	HS ELA (Long-Term Sub Matthew Allen)	10/19/2020 - 1/1/2021	\$250/day	11-140-100-101-04-043

B. Appointment of Parent Ambassadors

Item 5: Resolved that the Board appoints the following individuals as Parent Ambassadors through the Open Doors grant.

<u>Parent Ambassadors</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>
Lorna Quintana	Parent Ambassador	10/5/2020	\$11.00
Angela Garcia	Parent Ambassador	10/5/2020	\$11.00
Lydia Acevedo	Parent Ambassador	10/5/2020	\$11.00
Prosper Delle	Parent Ambassador	10/5/2020	\$11.00
Atiyah King	Parent Ambassador	10/5/2020	\$11.00

<u>Parent Ambassadors</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>
Romasie Molina	Parent Ambassador	10/5/2020	\$11.00
Nicole Morgan	Parent Ambassador	10/5/2020	\$11.00
Ana Rivera	Parent Ambassador	10/5/2020	\$11.00

C. Other Pay

Item 6: Resolved that the Board approves the following payment for Other Pay:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Account</u>
Juan Rivera	Other Pay- Bus Driver (based on 190 days)	10/5/2020	\$15,500.00	11-000-270- 160-00-066

D. Mentor Appointments

Item 7: Resolved that the Board approves the following mentoring assignments:

<u>Mentors for New Appointments</u>	
Helen Uttarotai-Bartal/Sara Wagner	HS English Teacher

E. Resignations

Item 8: Resolved that the Board accepts the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Lauren Sutton	Long Term Substitute	10/9/2020
Jennifer Henson	STEM 4th - 8th	9/11/2020
Giovanni Torres	Part-Time Custodian	9/29/2020

F. Leaves of Absence

Item 9: Resolved that the Board approves the following leaves of absence related to FFRCA:

<u>Name</u>	<u>Position</u>	<u>ADA Accommodation due to Medical Reasons</u>
Rachael Caione	Special Ed 6th -8th	Medical condition Dr. recommends to work remotely from home
Julia Kogan	HS Special Ed	Medical condition Dr. recommends to work remotely from home
Ross Bear	US History I	Medical condition Dr. recommends to work remotely from home

<u>Name</u>	<u>Position</u>	<u>ADA Accommodation due to Medical Reasons</u>
Alicia Crump	HS Health/PE	Medical condition Dr. recommends to work remotely from home
Stephanie DePew	HS Recitation	Medical condition Dr. recommends to work remotely from home
Jesse Barton	Elementary Art Teacher	Medical condition Dr. recommends to work remotely from home
Marie Green	5th Grade Math/Science	Medical condition Dr. recommends to work remotely from home
Amy Schultice (Maternity Leave 10/12)	5th Grade Math/Science	Medical condition Dr. recommends to work remotely from home
Anna Marie Perrone	Seventh Grade - ELA	Medical condition Dr. recommends to work remotely from home
Luis Deplet	HS Social Studies Teacher	Medical condition Dr. recommends to work remotely from home

Further resolved that the Board approves the following request for FMLA:

Juliana Perez (FMLA - Foster Care)	Writing 11	October 1 5th - October 26th
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Further resolved that the Board approves the following accommodations related to COVID-19:

Donita Zepeda (Child(ren) school closed until 11/9/2020)	Reading Specialist K-8	School or place of care closed	FFCRA (Provided School documentation and completed FFCRA Form)
Debra Long (Child(ren) school closed until 1/2021)	Jr. High Math/Science	School or place of care closed	FFCRA (Provided School documentation and completed FFCRA Form)
Christine Hughes	HS Drivers Ed/PE	FFCRA - Not working remotely	FFCRA (Provided School documentation and completed FFCRA Form)

G. HIB Appointments

Item 10: Resolved that the Board appoints the following individual to HOB required appointments:

Scott Lunn (Lower LEAP)	HIB Specialist
Christian Galietta (STEM LEAP)	HIB Specialist
Amir Ayers (Jr. High LEAP)	HIB Specialist
Ramon Santiago (High School LEAP)	HIB Specialist
Patricia Ferri (Business Office LEAP)	HIB Coordinator

H. Organizational Chart

Item 11: Resolved that the Board approves the revised organizational chart for 2020-2021.

I. Teacher and School Leaders Performance Evaluation Instruments

Item 12: Resolved that the Board ratifies continued use of the DOE approved performance evaluation tools for teachers and school leaders for 2020-2021.

Further resolved that the Board approves the customized adjustments to align the teacher tool to Remote Learning.

J. School Nursing Contracts

Item 13: Resolved that the Board authorizes contracting with the following individuals to provide school nursing services and assist with capacity building for the unit.

Dr. Margarita E. David	Consultant (Nurse)	2020-2021	\$150/hour	11-800-330-109-066
Carmen Johnson	Part-Time Consultant (Nurse)	2020-2021	\$55/hour	11-800-330-109-066

Seconded by Hector Nieves.

Roll Call:

	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Gladys Novoa	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	-	-	-	-	-	-	-	-	-	-
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

V. Chief Operations Officer Updates – Stephanie Rogers provided an update on all pending and ongoing operational matters. (Attached for details).

Bette Mengesha presented items 14-16 to approved several operational matters:

Item 14: Resolved that the Board approves the revised SOP Handbook as presented by the COO.

Item 15: Resolved that the Board authorizes entering in a contract with the Camden City School District to provide transportation services to Camden City student eligible for service @ an annualized fee of \$296,250.

Further resolved that the Board directs the COO to ensure that LEAP meets all the requirements for this contract.

Item 16: Resolved that the Board approves the revised Family/Student Handbook as presented by the COO. (*Translation of Handbook into Spanish due by November*).

Seconded by Lisa Wright.

Roll Call:

	Item 14	Item 15	Item 16
Dr. Gloria Bonilla-Santiago	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES
Mathew Goodwin	YES	YES	YES
John Hall	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES
Cal Maradonna	YES	YES	YES
Bette Mengesha	YES	YES	YES
Hector Nieves	YES	YES	YES
Gladys Novoa	YES	YES	YES
Brenda Ortiz	-	-	-
Dr. Michael Palis	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES
Lisa Wright	YES	YES	YES

VI. Finance Committee Actions: John Hall presented items 17-25 for Board approval:

A. LEAP Cramer Hill LLC Financials

Item 17: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the period of July 2020 as provided by the Chief Financial Officer/SBA. Further resolved the Board approve payments as provided in the report.

Further resolved that the Board accepts a reimbursement of \$10,900 to LEAP Academy University School for repairs at 130 N Broadway building.

B. LEAP Financial Reports

Item 18: 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 of July 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.

C. Approval of Budget Transfers

Item 19: Resolved that the Board approves budget transfers for July 2020 as provided by the CFO/SBA.

D. Approval of Expenditure Report/Bill List

Item 20: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for July, August and September 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. Contracts

Item 21: Resolved that the Board approves the following contracts:

- To approve the purchase of laptops in the amount of \$252,400 utilizing (\$134,208 CARES funds, \$18,192 Digital Divide grant funds, and \$100,000 of Corona Relief grant_ based on coop contract ESCNJ18/19-03 from CDW-G.

- To retroactively approve contract with Contract Flooring Systems, LLC for stair treads installation/repair at 130 N Broadway building in the amount of \$34,418.26, based on NJ State contract vendor #81753, and approve the deposit payment of 50% of contract, funded by repair loan.

F. Banking

Item 22: Resolved that the Board authorizes the Business Administrator to open the following bank accounts at Republic Bank, with the signatories as listed:

Bank account name	Signatories any of the two listed below
LEAP MICROENTERPRISE LLC	Stephanie Weaver-Rogers, Yusein Durakov, Hector Nieves, Dr. Gloria Santiago
LEAP ONLINE LLC	Stephanie Weaver-Rogers, Yusein Durakov, Hector Nieves, Dr. Gloria Santiago
LEAP STUDENT TRANSPORTATION LLC	Stephanie Weaver-Rogers, Yusein Durakov, Hector Nieves, Dr. Gloria Santiago

E. Revised Budget

Item 23: Resolved that the Board approves the revised operating budget for 2020-2021 as presented by Yusein Durakov.

F. Grants

Item 24: The Board accepts the following grants:

- i. American Heart Association - \$1,500 for food assistance for parents and \$3,000 for a virtual nutrition and exercise program

Item 25: Resolved that the Board authorize submittal of the Annual Fiscal Questionnaire as prepared by Yusein Durakov.

Seconded by Hector Nieves.

Roll Call:

	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24	Item 25
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES Abstain on payments to Rutgers and Metz	YES	YES	YES	YES	YES

	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24	Item 25
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 Abstain on payments to Republic	YES	YES	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Bette Mengesha	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
Brenda Ortiz	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES	YES	YES	YES

VII. Chief Academic Officer Update (Dr. Nurka Nieves)/Curriculum Committee Items

**i. Updates: Dr. Neves presented an up
Dated academic report that covered the following areas:**

- ii. NAEP – National Assessment of Educational Progress
- iii. NJDOE – Start Strong Snapshot Assessment (Ms. Hoguet)
- iv. Fall NWEA MAP Scores (Dr. Yeganeh and Ms. Pilla)
- v. Data Management Plan and Tableau Dashboard (Dr. Yeganeh)
- vi. College Access

vii. Hispanic Heritage Month

She indicated that remote instruction and in-person instruction has gone very well.

B. Curriculum Action Items: Dr. Matthew Closter presented items 26-29 for Board approval.

Item 26: Resolved that the Board approves the following revised documents:

- a) Guidelines for Inclusive Live-Classroom Instruction
- b) Revised School Schedules
- c) K-12 Curriculum Map
- d) Five-Year Curriculum Revision Cycle
- e) Revised Lesson Plan Template
- f) Appendix A – Instructional Practices Checklist

Item 27: Resolved that the Board approves the following curriculum:

- o 10th Drivers Education
- o College Success
- o Digital Electronics
- o Middle School Theater
- o Public Speaking

Item 28: Resolved that the Board authorizes use of the Start Strong Snapshot Assessment as part of the school’s Assessment Plan.

Item 29: Resolved that the Board authorizes the following staff to participate in the PD opportunities listed below:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST
Dr. Velmina Rivera	AAP Virtual National Conference 2020	Virtual	10/1/2020 – 10/5/2020	\$295.00 Acct. #11-800-330-800-09-068
Dennis Rivera	Security Specialist Academy	NJ DOE Trenton, NJ	10/14/2020, 10/20/2020, & 10/30/2020	\$0

Seconded by Lisa Wright.:

Roll Call:

	Item 25	Item 26	Item 27	Item 28
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES

	Item 25	Item 26	Item 27	Item 28
Dr. Matthew Closter	YES	YES	YES	YES
Mathew Goodwin	-	-	-	-
John Hall	YES	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES
Gladys Novoa	-	-	-	-
Brenda Ortiz	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES

IX. Public Comment

Item 29: Lisa Wright presented a motion to open the meeting for public comment. Seconded by Dr. Mathew Closter.
Roll Call:

Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Mathew Goodwin	-
John Hall	YES
Dr. Anthony Lowman	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Gladys Novoa	-
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Lisa Wright	YES

1. Stephanie Aspenburg inquired about the revised teacher evaluation tool. Dr. Santiago clarified that the tool was not modified. Rather, it was customized to capture remote learning strategies.
2. The School Nurse inquired about COVID19- tracing. Stephanie Rogers answered that all staff has been traced and all required measures from the Department of Health and the Department of Education are being faithfully implemented. Dr. Santiago suggested for the nurses to meet with Stephanie Rogers to clarify any questions. Stephanie Rogers will follow-up.

X. Adjournment: Hector Nieves presented a motion to adjourn.

Seconded by Dr. Yozmeris Roman.

Roll Call:

Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Mathew Goodwin	-
John Hall	YES
Dr. Anthony Lowman	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Gladys Novoa	-
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Lisa Wright	YES

Meeting adjourned at 6:10 pm

Respectfully Submitted,
Wanda Garcia, Board Liaison