

LEAP ACADEMY CHARTER SCHOOL

November 19, 2020

MINUTES

Meeting called to order by Dr. Gloria Bonilla-Santiago at 5:03 pm.

Attendance:

Present:

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

Excused:

Israel Castro
Jonathan Gonzalez
Dr. Anthony Lowman
Gladys Novoa
Margo Venable

Staff Present

Stephanie Rogers
Dr. Nurka Nieves
Yusein Durakov
Wanda Garcia

Public Count on Virtual Meeting: 63 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 October 8, 2020: Hector Nieves presented item 1 and 2 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. Michael Palis.

	Item 1
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Omar Samaniego	YES
Dr. Yosmeriz Roman	YES
Lisa Wright	YES

III. Remote Learning Extension: Lisa Wright presented Item 2 for approval:

Item 2: Resolved that the Board authorizes extending the period of all remote instruction until January 4th for all teachers and staff and January 11, 2021 for all students. This is in direct response to the escalating spread of COVID-19 and as a safety precaution for students. This decision follows cautionary actions taken by all schools in the region.

Seconded by Dr. Yosmeriz Roman

Roll Call:

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES

	Item 2
Omar Samaniego	YES
Dr. Yosmeriz Roman	YES
Lisa Wright	YES

IV. Chairperson’s Report

- A.** Charter Renewal Visit Update: Dr. Santiago indicated that the Charter Renewal On- Site Review went very well and she thanked the entire staff and the school community for the great work. The DOE will render decisions for renewal in February 2021.
- B.** LEAP Academy’s participation in New Jersey Charter School Association’s SKDKnickerbocker Communications Capacity Building Communications Initiative: Dr. Santiago indicated that LEAP was selected by the NJ Charter School Association to participate in a capacity building effort to strengthen the public visibility and use of media platforms to promote the work of the school. This is a statewide effort and only ten schools were selected. This is offered to LEAP at no cost to the school.

V. Chief Operations Officer Updates – Stephanie Rogers provided progress reports on the following areas: (Copy of her report is included)

- Operations Update /Risk Management
- Fire Drills
- Enrollment
- Building Infrastructure and Maintenance
- Health Center

Dr. Santiago acknowledged the work of Dr. Rivera and the team at the Health Center during this public health pandemic.

- Parent Engagement

VI. Finance Committee Actions: John Hall presented items 3 – 10 for approval:

A. LEAP Cramer Hill LLC Financials

Item 3: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the period of August, September and October 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 approves the following transactions:

- a. Approve donation of \$1,925 to LEAP Academy University School for bond compliance fees paid to US Bank 130 N Broadway building.
- b. Retroactively approve donation of \$11,720 to LEAP Academy University School for engineering fees paid on 10.28.2020.

B. LEAP Financial Reports

Item 4: 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 months of August, September and October 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 5: Resolved that the Board approves budget transfers for August, September and October 2020 as provided by the CFO/SBA.

D. Approval of Expenditure Report/Bill List

Item 6: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for August, October and November 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.

D. LEAP Social Enterprise Transactions

Item 7: Resolved that the Board approves a donation from the LEAP Microenterprise in the amount of \$26,000 to the LEAP Academy University Charter Schools.

E. LEAP Student Transportation, LLC Transactions

Item 8: Resolved that the Board contract with Utica National Insurance Group for commercial auto coverage (7 buses - Wolfington) in the amount of \$31,833 and authorizes the Business Administrator to pay the bill from general fund account.

F. Contracts and General Transactions

Item 9: Resolved that the Board approves the following contracts and general fiscal transactions:

- a. Accept a donation from LEAP Microenterprise LLC in the amount of \$26,000.

- b. Accept a donation from LEAP Cramer Hill in the amount of \$1,925 for the bond compliance fees and \$11,720 for 527 Cooper facility for engineering/legal fees.
- c. Authorize the Business Administrator to pay clinic’s liability and malpractice insurance with Conner Strong & Buckelew from the clinic’s account in the amount of \$13,030.50.
- d. Authorize contract with the law firm of Baron & Brennan law firm to provide professional services at \$200/hour to LEAP Academy for work related to site plan and variance approvals for the 527 Cooper St. property.
- e. Authorize contract with Gilmore & Associates Engineering Firm to provide professional services to LEAP Academy in relationship to the site plan and variance approvals for 527 Cooper St. property in the amount of not to exceed \$11,720.
- f. Authorize contract with Bayada Home Health Care, Inc. to provide professional services for RN substitute nurses at the estimated amount of \$20,000 (\$55/hr.) for the 2020-2021 school year.
- g. Approve the following Change Orders from Premier Group for the 130 N Broadway Ave, window project (Bid FY21-2):
 - #1, \$3,220 –Premier Group to provide all labor, materials and installation of additional break metal and blocking at 2 columns.
 - #2, \$7,475 - Premier Group to provide all labor, materials, boom lift to caulk and mechanically fastened all lose flashing on 2nd floor windows.
- h. Authorize the Business Administrator to approve and pay bills in between board meetings for payments on contracts, leases or loans already approved by the Board.
- i. Authorize the Business Administrator to prepare advertisements and to advertise for and receive bids/RFPs as needed pursuant to 18A:18A-2(b).
- j. Authorize service agreement with the Rutgers CLC for services relates to the Early Childhood Program in the amount of \$240,876.

F. Banking

Item 10: Resolved that the Board authorizes the Business Administrator to execute a transfer of all school operating accounts from TD Bank to Republic Bank with the with the following signatories: Stephanie Weaver-Rogers, Yusein Durakov, Hector Nieves, Dr. Gloria Santiago

Hector Nieves seconded.

Roll Call:

	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES	YES

	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10
				Abstain on payments to Rutgers and Metz				
Dr. Matthew Closter	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	Abstain
Cal Maradonna	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES Abstain on payments to Rutgers	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Bette Mengesha presented items 11 – 16 for approval:

a. New Appointments

Item 11: 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>
Yessenia Fernandez	Parent Ambassador	10/23/20	\$11/hour	20-011-200-110-00
Rosella Reeb (STEM & HS)	School Nurse	11/19/20	\$60,000.00	11-000-213-100-04-066
Nancy Orfe (Jr. High)	School Nurse	11/19/20	\$60,000.00	11-000-213-100-02-066
Sarah Rosenberg Gonzales	Daily Substitute	11/19/20	\$130/day	11-190-100-106-SB-043-
Lorraine Wallace-Ross	6th Grade Long Term Sub (SS - Skalka)	10/26/20	\$250/day	11-120-100-101-02-043-

b. Salary Adjustments

Item 12: Resolved that the Board approves the following salary adjustments:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	<u>Account Code</u>
Mellina Bizzelle	Daily Substitute	11/15/20	\$130/day	11-190-100-106-SB-043-
Carly Hecht	Daily Substitute	11/15/20	\$130/day	11-190-100-106-SB-043-

c. Appointment of Instructional Leader

Item 13: Resolved that the Board approves the following instructional leader appointment

- Matthew Steen interim Teacher Leader - 8th Grade-
- Stipend: \$ 2,500.00
- Account: 11-190-100-106-XD-043-

d. Mentor Appointments

Item 14: Resolved that the Board approves the following mentoring assignments:

<u>Names</u>	<u>Position</u>	<u>Effective Day</u>	<u>Account Code</u>
Jessica Petruz/Jayson Love	HS ELA (Long-Term Sub Matthew Allen)	10/19/2020 - 1/1/2021	11-190-100-101-XX-043-
Sonia Chugh/Theresa Selover	HS English Teacher	2020-2021	11-190-100-101-XX-043-
Helen Redmond/Christopher Scheid	HS Social Studies	2020-2021	11-190-100-101-XX-043-

e. Resignations

Item 15: Resolved that the Board accepts the following resignations:

<u>Resignation/Termination</u>	<u>Position</u>	<u>Effective Day</u>
Christine Hughes	PE/Drivers Ed	11/16/20

<u>Resignation/Termination</u>	<u>Position</u>	<u>Effective Day</u>
Stephanie Maratea	School Nurse	11/20/20
Kayla A Romano-Pringle	HS Chemistry Teacher	12/28/20
Jennylyz Soto	PT Bus Driver	11/13/20

f. Leaves of Absence

Item 16: Resolved that the Board approves the following actions related to Leaves of Absence:

<u>Name</u>	<u>Position</u>	<u>Effective Timeframe</u>
Silvia Vasquez	Fab Lab (K-3)	10/2/2020 -10/16/2020 (returned from leave)
Nina Speart	Teacher - Sixth Grade - Art	10/5/2020 - 10/7/2020 (returned from leave)
Justine Dugary - Bonding leave	2nd Grade	11/2/2020 - 12/4/2020
Christine Skalka - Bonding Leave	6th Grade Social Studies	11/16 /2020 - 1/4/2021
Roberto Ledezma	Custodian	11/24/2020 - 12/24/2020

Seconded by John Hall.

Roll Call:

	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16
Dr. Gloria Bonilla-Santiago	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
Bette Mengesha	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES
Brenda Ortiz	NAY	NAY	NAY	NAY	NAY	NAY
Dr. Michael Palis	YES	YES	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES

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

A. Updates: Dr. Nieves provided a progress report on the academic programs and performance of the school.

- Academic Progress
- Early College and College Admissions (Khary Golden)
- College Access and Student Success (Marchelle Roberts)

B. Curriculum Action Items: Dr. Mathew Closter presented items 17-21 for approval:

- Item 17:** Resolved that the Board approves the use of the STEM Scope Curriculum for grades K-8.
- Item 18:** Resolved that the Board approves the revised guidelines and expectations for remote classrooms.
- Item 19:** Resolved that the Board authorizes school participation in the Support for Immigrant Students Initiative (IMMS Schools) including programming for students, teachers and parents, as follows:
- December 3rd - Foundations 1 for teacher PDI
 - December 10th - Foundations 2 for teacher PDI
 - December 11th - College Access seminar
 - December 16th - Dream Summit for students and parent engagement 6pm
 - January 12th - Culturally Responsive Teaching 1PDI
 - January 14th - Culturally Responsive Teacher 2 PDI
- Item 20:** Resolved that the Board authorizes participation in the Seal of Biliteracy Programs and approves the payments for student submittals.
- Item 21:** Resolved that the Board approves the FabLab Space Explorations Exhibit Curricular Units as supplemental curriculum for all students.

Motion:

Second:

Roll Call:

	Item 17	Item 18	Item 19	Item 20	Item 21
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES
Dr. Matthew Closter	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
Bette Mengesha	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
Dr. Yozmeris Roman	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES

VIII. Public Comment: An email was provided to submit all the public comments or questions.

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

Seconded by John Hall.

Roll Call:

Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	YES
Omar Samaniego	YES
Lisa Wright	YES

Meeting adjourned at 6:00pm

Respectfully Submitted,
Wanda Garcia, Board Liaison