

**LEAP Board of Trustees Meeting
November 17, 2022
MINUTES**

Meeting called to order at 5:08 pm.

Attendance:

Dr. Gloria Bonilla-Santiago
Dr. Mathew Closter
Dr. Anthony Lowman
Margaret Manthe
Cal Maradonna
Bette Mengesha
Dr. Donna Nickitas
Héctor Nieves
Dr. Michael Palis
Dr. Yosmeriz Roman
Margo Venable
Lisa Wright

Excused:

Brenda Ortiz
Omar Samaniego

- 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. Members of the public were asked to submit any public comments via email to the Board Liaison for prompt attention. Dr. Santiago thanked everyone in the Board, the staff and the public for the support and flexibility in a very difficult time.

- II. **Approval of Minutes of October 20, 2022:** Dr. Bonilla-Santiago presented the following resolution:

Item 1: Resolved that the Board of Trustees approve the minutes of the meeting of October 20,2022 as prepared by Wanda Garcia, Board Liaison.

Seconded by Dr. Donna Nickitas.

Roll Call:

	Item 1
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	ABS
Dr. Anthony Lowman	ABS

	Item 1
Margaret Manthe	YES
Cal Maradonna	ABS
Bette Mengesha	YES
Dr. Donna Nickitas	YES
Hector Nieves	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	YES
Margo Venable	YES
Lisa Wright	YES

III. Chairperson's Report

- **Upcoming Scholarship Fundraising Gala – December 9, 2022:** Dr. Santiago reminded Board members about the upcoming Scholarship Gala and urge everyone to attend. She also announced that the Alfredo Santiago Scholars Program is also being implemented in the new LEAP STEAM + E School in Puerto Rico and 230 students were inducted.

IV. Operational Report- Stephanie Rogers, COO/Lead Person: Stephanie Rogers presented a progress report on the following areas:

- Enrollment, Recruitment and Retention
- Building Infrastructure and Maintenance
- Health Center
- Family Support/Parent Engagement
- Fire Drills

V. Finance Committee Actions: Margaret Manthe presented items 2-11 for approval after being discussed the Finance Committee:

A. Approval of Line-Item Status Report

Item 2: 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 September 2022 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.

B. LEAP Cramer Hill LLC Financials

- Item 3:** Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the month of September 2022 as provided by the Chief Financial Officer/SBA.

C. LEAP Microenterprise Financials and LEAP Health and Wellness

- Item 4:** Resolved that the Board approve the Financial Reports for the LEAP Microenterprise LLC and for the LEAP Health Center for the month of September 2022 as provided by the Chief Financial Officer/SBA.

D. LEAP Student Transportation

- Item 5:** Resolved that the Board approve the Financial Reports for the LEAP Transportation LLC for the month of September 2022 as provided by the Chief Financial Officer/SBA.

E. Budget Transfers

- Item 6:** Resolved that the Board approve budget transfers for September 2022 as provided by the CFO/SBA.

F. Approval of Expenditure Report/Bill List

- Item 7:** Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for September 2022;

Resolved that the Board approve payment of bills, as follows:

SUMMARY OF BILLS FOR THE MONTH OF: September 2022 CHECK AND WIRE DISBURSEMENTS

FUND	Amount Disbursed
10 General Current Expense	\$2,417,387.14
20 Special Revenue	\$808,534.06
30 Capital Projects	\$6538.19
60 Enterprise	\$105,889.12
90 Agency	\$544,844.31
91 Payroll	\$900,141.83
95 Student	\$200
96 Parent Council	\$0
Total Disbursements:	\$4,783,535.25

Therefore, be it resolved that the LEAP Academy University Charter School Board of Trustees authorize payment of vouchers and payroll as provided by the Chief Financial Officer.

G. Contracts and Financial Transactions

- Item 8:** Resolved that the Board approve purchase of 34 whiteboards from Bluum, Inc., under EDDATA Contract Bid#10430, in the amount of \$134,266 to be paid with 100% ARP ESSER 3 federal funds and 6 - 3D printers for \$28,099 paid with 100% federal funds ARP and/or ESSA Title I.
- Item 9:** Resolved that the Board award a contract to Sarah Tantillo, Ed.D., LLC RFP23-5, to provide NJSLA PD, in the amount of \$20,000 for fy23 to be paid with 100% ESSA Title II federal funds. The other respondent to the RFP was 1st Class Educator, \$30,570.
- Item 10:** Resolved that the Board accept the FY23 Charter Facility grant in the amount of \$251,547 to be used for boilers improvements.
- Item 11:** Resolved that the Board approve purchase of food service equipment-oven and 2 heated mobile cabinets from Strategic Equipment LLC, 34HUNCCP Coop #CAT-22-08, for \$35,680.03, paid with Enterprise funds.

Motion:
Second:
Roll Call:

	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES-ABS on payments to Rutgers and Metz	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES	YES	YES	YES-ABS on payments to Rowan	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES - ABS on payments to Rutgers	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES	YES	YES	YES - ABS on payments to Rutgers	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES - ABS on payments to Rutgers	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11
Lisa Wright	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Bette Mengesha presented items 12-19 for approval:

A. New Appointments

Item 12: 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>
Anastasia Broyles (Replacing Depew)	HS ELA Teacher (Pending Expedite Cert)	12/1/22	\$63,000.00	11-140-100-101-04-043
Brittney Carney (Replacing Paixio)	7th Grade Science Teacher Fellow	11/16/22	\$45,000.00	100% ARP 20-487-100-106-22
Mildred Sampson (replacing M.David)	Certified School Nurse	12/5/22	\$75,000.00	11-000-213-100-03-066
Andrea Stubbs	6 th grade science teacher	11/28/22	\$90,000.00	100% ARP 20-487-100-106-22
Nereida Camacho	PT Custodian	12/1/20222	\$15/hour	11-000-262-100-PT-066
Acquiles Sanchez	Bus Driver (10M)	10/26/22	\$35,000.00	11-000-270-160-00-066
Maria Sanchez	PT Ed. Safety Monitor	12/1/20222	\$15/hour	11-000-266-110-PT-066

B. Position Changes

Item 13: Resolved that the Board approves the following position modifications and salary adjustments:

<u>Name</u>	<u>Reason/Justification</u>	<u>Effective Date</u>	<u>Salary</u>	
Amanda Pickard (G.Ramos)	From HS Spanish Sub Teacher to HS Spanish Teacher Fellow	10/3/22	\$45,000.00	20-487-100-106-22
Yalixa Perez (Replacing T.Ramos)	From PT to FT Ed. Safety Monitor	11/1/22	\$27,500.00	20-487-266-100-23
Maria Cruz	Salary Adjustment	7/1/22	\$80,265.84	

C. Co-Curricular Appointments

Item 14: Resolved that the Board approves the following co-curricular appointment. Payments are based on actual work performed.

Name	Assignment	Stipend
Scott Davis	Home Instruction	\$45/hour
Tracy Thompson	Home Instruction	\$45/hour
Jessica Petruz	Home Instruction	\$45/hour
Alexandra Keefe	Home Instruction	\$45/hour
Ms. Chugh	Home Instruction	\$45/hour
Helen Redmond	Home Instruction	\$45/hour
Susan Stoneback	Home Instruction	\$45/hour
Rachel Haines	Home Instruction	\$45/hour
Marcus Mcrimmon	Home Instruction	\$45/hour
<u>Athletic Stipend</u>		
Ryan Koch	Boys' Head Basketball Coach	\$7,000.00
Maurice Whittington	Boys. JV Basketball Coach	\$5,000.00
Stephen Cardis	Girl's Head Varsity Basketball Coach	\$7,000.00
Darren Hagerman	Girls Asst Coach	\$5,000.00

D. Resignations/Terminations/Retirements

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

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
<u>Resignations</u>		
Mannix Shinn	Physics Teacher	12/8/22
Thalia Ramos (Replaced by Y.Perez)	Ed. Safety Monitor	10/31/22
<u>Terminations</u>		
Katherine Perez-Gomez (A. Robertson)	Social Worker - Job Abandonment	10/6/22
Florence Alviar	Medical Receptionist – Poor Performance	11/18/22

E. Approval of New Position Description

Item 16: Resolved that the Board approves the position description for the Girl's Locker Room Monitor/Attendant and authorizes recruitment for the vacancy.

F. Recruitment for Teacher Vacancies

Item 17: Whereas, the hiring of teachers has been challenging in the last year; and,

Whereas, having teachers in the classroom is a priority for the school.

Be it resolved that the Board directs the school administration to:

- 1) Implement a hiring bonus incentive for teaching positions and authorizes up to \$15,000 per bonus. The Board directs the administration to develop the proper protocols and communications regarding awarding these incentives.
- 2) Diversify the announcements and dissemination of postings to ensure that the pool for recruitment is enlarged.
- 3) Develop a fact sheet/announcement document that is attractive to be used to promote employment opportunities.
- 4) Expedite the HR processes to ensure that applicants that are recommended for hire are streamlined and accelerated.
- 5) Offer out-of-State applicants that are seeking reciprocity, an opportunity to join the LEAP team as a teacher fellow to secure them for the positions.
- 6) Work with local teaching prep schools to identify talented undergraduate and graduate students on their final year to cultivate them for jobs.
- 7) Launch an effort to promote retention for these new teachers.

Seconded by Hector Nieves.

Roll Call:

	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES	YES	YES	YES
Margaret Manthe	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
De. Donna Nickitas	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES

Note: The Board is requesting a progress report on the implementation of item 17 for the next Personnel Committee and Board meeting.

VIII. Curriculum Committee

A. Academic Progress Report – Jozian Molina, CAO provided a progress report on the areas of curriculum and instruction, as follows:

- a. Revised Assessment Schedule
- b. Performance Measure Assessment
- c. Science Curriculum – SAVAAS
- d. Early College Progress Report/College Access Progress Report

B. Action Items: Dr. Matt Closter presented items 18-21 for Board action:

Item 18: Resolved that the Board approves the revised assessment schedule as prepared by the CAO.

Item 19: Resolved that the Board approves purchasing and integration of the SAVAAS Science Curriculum as presented by the CAO.

Item 20: Resolved that the Board authorize the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	NJ Student Learning Standard Alignment	Purpose of the Trip/ How will students demonstrate knowledge?
Steven Nunez, Stockton University	11 th grade students	11/17/22	NJSLS — Career Readiness, Life Literacies and Key Skills (NJSLS-CLKS) Standard 9.2 Career Awareness, Exploration, Preparation and Training.	To provide exposure to college campus and learn about degree pathways offered at Stockton University All attending students will write an essay on the degree programs and competencies learned during tour.
Amanda Beltran, The Franklin Institute	4 th grade students	12/14/22	Understanding, inferencing, and cause/effect (ELA) and a variety of science standards: 4-PS3-1. Use evidence to construct an explanation relating the speed of an object to the energy of that object 4-ESS1-1. Identify evidence from patterns in rock formations and fossils in rock layers to support an explanation for changes in a landscape over time 4-ESS3-2. Generate and compare multiple solutions to	To expose and peak students' interest in STEM fields by touring a variety of science exhibitions on electricity, rock formation, functions of the brain and anatomy, and live science labs demonstrations on dissection of an animal heart and eyeball. SWBAT demonstrate their learning through reflective writing

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	NJ Student Learning Standard Alignment	Purpose of the Trip/ How will students demonstrate knowledge?
			reduce the impacts of natural Earth processes on humans.	activity and classroom discussion that will tie into Science Unit/lesson for the week.

Item 21: Resolved that the Board authorizes participation the following PD opportunities:

NAME	NAME OF WORKSHOP/SEMINAR	ACADEMIC/OPERATIONAL RATIONALE	LOCATION	DATE (S) & TIME	COST
Yusein Durakov	USDA Food Conference	Reviewing processes and procedures for SY23-24. Important updates, specifically the CSW process and the new Food Distribution Management System, are coming our way. Staff will also be available at the Food Distribution Help Desk throughout the day to provide assistance and answer questions.	Exposition Center 97 Sunfield Avenue Edison, NJ 08837	12/5/2022	\$62.34
Yusein Durakov	Rutgers Center for government services	Required by NJDOE training on Basics of green purchasing.	Virtual	12/5/2022 10:00am-1:00pm	\$113.00

Note for Follow-up: The Board is requesting the following items for discussion in Curriculum Committee and to be shared with the Board:

- 1. On Science, explore that viability to appoint a Science Chair.**
- 2. College Access Director to provide a plan for implementing competencies (college readiness) for K-12.**
- 3. Update Curriculum Maps for Curriculum Committee review (Science).**
- 4. Instant Decisions Days at Rutgers and Rowan.**

Seconded by Dr. Donna Nickitas.

Roll Call:

	Item 18	Item 19	Item 20	Item 21
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES

	Item 18	Item 19	Item 20	Item 21
Bette Mengesha	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES

IX. Public Comment

Dr. Santiago indicated that all members of the public wishing to send public comments can submit them to Wanda Garcia (Bord Liaison to: wandag@camden.rutgers.edu).

No comments were received.

X. Adjournment

Margo Venables presented a motion to adjourn.

Seconded BY Dr. Yozmeris Roman.

Roll Call:

	Item 22
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Dr. Anthony Lowman	YES
Margaret Manthe	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Dr. Donna Nickitas	YES
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Margo Venable	YES
Lisa Wright	YES

Meeting adjourned at 6:10 pm.