

LEAP Board of Trustees Meeting
May 11, 2023
Minutes

Meeting called to order at 5:03pm.

Attendance:

Dr. Gloria Bonilla-Santiago
Dr. Mathew Closter
Margaret Manthe
Bette Mengesha
Héctor Nieves
Dr. Michael Palis
Dr. Yosmeriz Roman
Omar Samaniego
Lisa Wright

Excused:

Dr. Anthony Lowman
Cal Maradonna
Dr. Donna Nickitas
Brenda Ortiz
Margo Venable

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 April 20, 2023: Lisa Wright presented the following resolution:

Item 1: Resolved that the Board of Trustees approve the minutes of the meeting of April 20, 2023, as prepared by Wanda Garcia, Board Liaison.

Seconded by Hector Nieves.

Roll Call:

	Item 1
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES

	Item 1
Margaret Manthe	YES
Bette Mengesha	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	YES
Omar Samaniego	YES
Margo Venable	YES
Lisa Wright	YES

III. Chairperson's Report: Dr. Santiago provided updates as follows:

- i. The LEAP STEAM +E AS Scholars event in Puerto Rico recognized 318 students.
- ii. LEAP Alfredo Santiago Scholars Event in NJ recognized 780 students.
- iii. LEAP Graduation is scheduled for May 31st at the Freedom Pavilion.
- iv. The Gloria and Alfredo Santiago Scholarship Gala is scheduled for December 8, 2023.
- v. The Annual LEAP Walk-a-thon was postponed to June 3rd.

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

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

Hector Nieves presented the following resolution for Board approval:

Item 2: Resolved that the Board certifies that it has received evidence of compliance with School Bus Emergency Evaluation Drills as required by the NJDOE per N.J.A.C 6A:27-11.2.

Seconded by Bette Mengesha.

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Margaret Manthe	YES
Bette Mengesha	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	YES
Omar Samaniego	YES

	Item 2
Margo Venable	YES
Lisa Wright	YES

V. Finance Committee Actions: Margaret Manthe presented a motion to approve the following items:

A. Approval of Line-Item Status Report

Item 3: 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 April 2023 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 4: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the month of April 2023 as prepared by the CFO/SBA and approve donation to LEAP Academy University Charter School in the amount of \$715.92 for purposes of paying for food and travel reimbursements for professional development services to the LEAP STEAM School in Puerto Rico as part of the school's replication and upscaling efforts for Jozian Molina and Sonia Gonzales.

Further resolved that the Board approve a rental contract with MMS Education in the amount of \$2,000 for an event to be hosted on the 12th floor and 8 rooms in the 8th floor in July 18, 2023.

C. LEAP Microenterprise Financials and LEAP Health and Wellness

Item 5: Resolved that the Board approve the Financial Reports for the LEAP Microenterprise LLC and for the LEAP Health Center for the month of April 2023 as provided by the Chief Financial Officer/SBA.

D. LEAP Student Transportation

Item 6: Resolved that the Board approve the Financial Reports for the LEAP Transportation LLC for the month of April 2023 as provided by the Chief Financial Officer/SBA.

E. Budget Transfers

Item 7: Resolved that the Board approve budget transfers for the month of April 2023 as provided by the CFO/SBA.

F. Approval of Expenditure Report/Bill List

Item 8: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for the month April 2023;

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

SUMMARY OF BILLS FOR THE MONTH CHECK AND WIRE DISBURSEMENTS

FUND	April 2023
10 General Current Expense	\$1,912,587.02
20 Special Revenue	\$686,703.32
30 Capital Projects	\$18,995
60 Enterprise	\$189,192.38
90 Agency	\$549,109.65
91 Payroll	\$839,849.04
95 Student	\$3,832.28
96 Parent Council	\$4,348.48
Total Disbursements:	\$4,204,617.17

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 9: Resolved that the Board accept the donation from Cramer Hill, LLC and reimburse Jozian Molina in the amount of \$715.92.

Item 10: Resolved that the Board award a FY24 contract to the lowest responsible bidder - - Madina Restoration Inc, based on the time and material Bid#23-5 Masonry, water proofing, general construction, repairs and time and material, in the amount not to exceed \$188,000.

Two bids were received as follow:

- Madina Restoration, Inc: \$130/hr. and 5% mark up on materials
- Dual Building Restoration, Inc: \$137.14/hr. and 10% mark up on materials

- Item 11:** Resolved that the Board approve the purchase of 40 cafeteria tables from Academy Furniture and Supplies in the amount of \$42,300.08 to be paid with cafeteria funds under the Coop HCESC-CAT-23-01 (Furniture & Equipment - School & Office #HCESCCAT-23-01) contract.
- Item 12:** Resolved that the Board approve FY24 contract for 549 Cooper Lecture Hall furniture from Academy Furniture and Supplies in the amount of \$115,195.61 under the Coop HCESC-CAT-23-01 (Furniture & Equipment - School & Office #HCESCCAT-23-01) contract.
- Item 13:** Resolved that the Board approve FY24 contract to purchase curriculum/books from Savvas, sole source publisher/distributor to be paid with ARP ESSER federal funds addressing learning loss, as follows:
- HS Chemistry - \$24,729
HS Physics -\$62,390.43
HS Biology – 26,877.3
HS History- \$35,552.50
HS World History - \$30,125
Total: \$179,674.23
- Item 14: REVISED RESOLUTION**
- Resolved that the Board approve to revised resolution related to Item 9 from the April 20,2023 meeting as follows:
- Resolved that the Board approve 1st renewal of the contract (FY 23 base year) with Metz Culinary Management for the period of July 1, 2023, through June 30, 2024, for provision of food services for the LEAP Academy with the following provisions:
- Total FY24 Contract : **\$1,630,336.87**
 - No Financial Guarantee
- Further, resolved that the Board authorize participation in the CEP (Community Eligibility Provision) program.
- Item 15:** Resolved that the Board rejects all bids received for Bid23-6 HVAC Replacement, Boiler Upgrades at 639 Cooper because the price substantially exceeds the board's appropriation, per 18A:18A-22.b and authorize rebid.

Seconded by Hector Nieves.

Roll Call:

	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 8	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers and Metz	YES	YES	YES	YES	YES	YES ABS	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	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	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	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	YES	YES

VI. Personnel Committee: Bette Mengesha presented items 16-22 for Board approval:

a. New Appointments

Item 16: 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 Number</u>
Ana Torres	PT Custodian	4/3/23	\$15/hour	11-000-262-100-PT-066
Ramy Noun	PT Custodian	6/1/23	\$15/hour	11-000-262-100-PT-066
Genovia Darby	PT Safety Monitor	6/1/23	\$15/hour	11-000-266-100-PT-066

b. Position Changes/Adjustments

Item 17: Resolved that the Board approves the following position modifications and salary adjustments:

<u>Position Change(s), Salary Adjustments FLSA , Grade Change</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>
Luis Declat	From Social Studies Teacher to Coordinator PRAC/VAPA	7/1/23	\$85,000.00
Yessica Corderon	PT Bus Driver	5/8/23	\$28/hour

c. Co-Curricular Appointments

A. Summer Enrichment

Item 18: Resolved that the Board appoints the following individuals as Summer Enrichment Instructors for the period of July 5-July 31, 2023 @ the rate of \$45/hour, not to exceed \$4,000 (Account Code: 20-4487-100-110-22)

Summer Enrichment Instructor 9 - 12

Cieslik, Morgan
Dacenko, Amanda
Kampf, Harrison
Koch, Ryan
McCreesh, Cristin
Petrutz, Jessica
Qayyum, Abdul
Redmond, Helen
Rossi, Raymond
Scott, Paul
Thompson, Tracey
Smith, Randolph

Coles, Summer
DeFrance, Victoria
Durney, John
Haines, Rachael
Badiali, Sarah
Howell, Isabel
Jenkins, Kyra
Mckeown, Lauren
Orlina, Maria
Richardson, David
Soltys, Gwendolyn
Stephens, Candice
Vasilakis, Lissel
Vasquez, Silvia
Welch, Jenna
Daniels, Jalen
Nieves, Brielle
Privetera, Lance

Summer Enrichment Instructor K-12

Alper, Elizabeth
Bizzelle, Mellina
Chohan, Divya

Item 19: Resolved that the Board approves the following co-curricular appointments.

<u>Extended Project Based Learning</u>		<u>Effective Date</u>	<u>Not to Exceed</u> <u>\$1,400.00</u>	<u>Account Number</u>
DiNuova, Mike	Extended Project Based Learning	6/12/2023-6/21/2023	\$200 per day	20-487-100-110-22
Flecken, Eric	Extended Project Based Learning	6/12/2023-6/21/2023	\$200 per day	20-487-100-110-22
Soltys, Gwendolyn	Extended Project Based Learning	6/12/2023-6/21/2023	\$200 per day	20-487-100-110-22
Pierce, Michele	Extended Project Based Learning	6/12/2023-6/21/2023	\$200 per day	20-487-100-110-22
<u>School Trip</u>		<u>Effective Date</u>	<u>Salary</u>	<u>Account Number</u>
Octavius Crowley	Stockton Acceptance Trip	4/15/23	\$45/hour	11-401-100-110-00-066

<u>Safety Ambassador Advisor</u>		<u>Effective Date</u>	<u>Salary</u>	<u>Account Number</u>
Amanda Dacenko	Safety Ambassador Advisor	5/8/23	\$45/hour	11-401-100-110-00-066

d. Resignations/Terminations/Retirements

Item 20: Resolved that the Board accepts the following resignations/terminations:

<u>Resignations</u>	<u>Position</u>	<u>Effective Date</u>
Theresa Selover	HS English Teacher	6/9/23

e. Family Leave

Item 21: Resolved that the Board approves the following request for Family/Medical Leave:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Alexandra Keefe - Maternity	HS English	5/15/2023 - 6/9/2023
Alexandra Keefe - Bonding Leave	HS English	8/2023 - 11/17/2023
Gregory Goss - Intermittent	High School Science Teacher	4/21/2023-12/31/2023
Jala Mujahid - Maternity	1:1 Instructional Assistant	4/28/2023 - 6/21/2023
Amir Ayres - Intermittent	Literacy Supervisor	1/2023 - 6/2023
Roberto Ledezma	Custodian	5/1/23

f. Teachers and Certificated Staff Renewals

Item 22: Resolved that the Board approves recommendations for renewals for the following teachers and certificated personnel.

Clark, Catherine
Fisher, Sarah
Hudock, Ashley
McFerren, Summer
Szychoski, Heather
Edwards, Cloyette
Chohan, Diyva
Cloherty, Melissa
Hicks, Tiyaana
Alper, Elizabeth
Minton-Jack, Lindsay
Pierce, Michele
Carpenter, Amanda
Derenzo, Lisa
Pregartner, Emily

Stephens, Candice
Soltys, Gwendolyn
Howell, Isabel
Orlina, Maria
Richardson, David
Merrill, Darla
Meslar, Christine
Scott, Paul
Barton, Jesse
Cruz, Armani
Covington, Shannon
Crump, Alicia
Vasilakis, Lissel
Vasquez, Silvia
Bergholz, Stephen

Dinuova, Michael
Marino, Richard
Daniels, Jalen
Ore, Brigitte
Defrance, Victoria
Hiddemen, Mikayla
Lavin, Courtney
Maenner, Nicole
Quidachay, Deanna
Long, Debra
Coles, Summer
Mckeown, Lauren
Orio, Joanne
Mccreesh, Cristin
Deren, Audrey
Aspenburg, Stephanie
Evans, Cherese
Hagerman, Darren
Schultice, Amy
Vicino, Robin
Durney, John
Liu, Bin
Gorman, Jonathan
Gartland, Erin
Jenkins, Kyra
Harkins, Patricia
Heintz, Sandra
Bivona, Brooke
Bizzelle, Mellina
Phillips, Jeffrey
Goodman, Eboni
Scheid, Christopher
Goss, Gregory
Kelsey, Bethany
Mcrimmon, Marcus
Broyles, Anastasia
Irizarry Rivera, Jennifer
Keefe, Alexandra
Weir, Rakeisha
Decllet, Luis
Koch, Ryan
Rossi, Raymond
Gartland, Patrick
Butterworth, Glen
Jankowski, Katherine
Uttarotai Bartal, Helen
Dacenko, Amanda

Frizano, Kimberly
Damiani, Julian
Redmond, Helen
Perez, Julianna
Rhea, Michael
Monte, Melvin
Smith, Randolph
Davis, Scott
Pickard, Amanda
Cotton, Alexis
Chugh, Sonia
Yuzekchieva, Suzana
Badiali, Sarah
Nashofer, Aliza
Stoneback, Susan
Haines, Rachael
Caione, Rachel
Petrutz, Jessica
Okafor, Godfrey
Kogan, Julia
Thompson, Tracey
Crowley, Octavius
Lewis, Michelle
Rodriguez, Joan
Taylor, Shannon
Blackford, Jade
Haines, Carley
Dejesus, Griseida
Coleman, Jamiya
Giles, Tanaysia
Jones, Lisa
Mujahid, Jala
Young, Leron
Qayyum, Abdul
Saed, Shirley
Cieslik
Harrison, Kampf
Arrington, Jason
Ayres, Amir
Benito, Charles
Deletto, Samantha
Hoguet, Tugba
Johanson, Mildred
Jones, Lisa
Kampf, Harrison
Molina, Jozian
Moore, Andrea

Pineda, Jimmy
 Rice, Tamika
 Rivas, Dana
 Rivera, Brenda
 Roberts, Marchelle
 Rodriguez, Samantha
 Sampson, Mildred
 Skalka, Christine
 Steen, Matthew

Tomassini, Natalia
 Walker, Chrystal
 Gordon, Aviva
 Welch, Jenna
 Williams, Stephanie
 Zepeda, Donita
 Carney, Brittney
 Durakov, Yusein

Seconded by Hector Nieves.

Roll Call:

	Item 16	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES	YES

VIII. Curriculum Committee

A. Action Items: Bette Mengesha presented the following resolution for Board approval:

Item 22: Resolved that the Board ratifies the following students for High school graduation based on the recommendation of the Chief Academic Officer and High School Principal of the LEAP Academy for 2023.

Last Name	First Name	Middle Name
Ademan Tapia	Angelica	Maria
Agustin Cifuentes	Kimberly	Susana
Albino	Rofino	
Alcazar	William	
Alfonso	Kimberly	Marie
Algaba-Blanco	Ashlee	
Allende	Brian	Jamil
Amador	Brandon	Rafael
Antelo	Angel	Manuel
Aquino	Angelica	Agustina
Atenco Algomeda	Christian	
Benito-Aguilar	Ricardo	

Last Name	First Name	Middle Name
Bennett	Da'Sean	Marquez
Benson	Dontay	Lavon
Benson	Keyarah	Heaven Tamika
Bettis	Jeremiah	Benjamin
Bove	Christopher	Edward
Bowers Smalls	Dakotah	Patryce
Bowman-Bethea	Jermyra	Jassmere
Brown	Adavia	Lali
Brummell	Samyah	Carol-Bell
Caba	Analiz	
Calderon Lara	Raibin	Alejandro
Carbajal Mendez	Cynthia	Baalit
Carrasco	Alexander	
Carrion	Omar	Daviel
Chambliss	Kizya	Briasia
Chico Martinez	Yadriel	
Cintron	Sincere	Domingo
Cruz	Alexis	Jonathan
Cruz	Jazuel	Lee
Cruz	Jesus	
Davis-Gibson	Aleah	
Dickerson	Jenai	Deann
Duran	Leslie	Ann
Edwards	Jahimere	Antonio
Espinal	Juan	Fransisco
Esposito	Dominique	Frances
Estevez-Lebron	Ashley	Mary
Feliciano	Jaceup	Eliese
Felipe-Lazaro	Diana	
Fernandez	Kevin	Jeronimo
Flores	Lynette	Alina
Fomba	Elaina	Marie
Ford-Harris	Sa'Myah	Honey
Francis	Chiemela	ThankGod
Garcia Hernandez	Kevin	
Gomez Galicia	Felipe	
Gonzalez	Joseph	Cristian
Gonzalez-Hernandez	Emanuel	
Goodman	Myekeyya	Deeisha Deneen
Goodwin	Myles	Jacob
Hawkins	Maniyah	Marie
Ihesiaba	Clinton	Chukwuebuka
Jimenez	Alerianna	Delyla
Johnson	Shannon	Xiomara
Jones	Rabaqah	
King	Zyaiah	Michelle

Last Name	First Name	Middle Name
Lewis	Malachi	Xavier Lennox
Lin	Qingru	
Lisboa	Ingrid	Marie
Lora	Luisabel	Lynn
Lozano	Lilyann	Mari
Lozano	Lionel	
Luciano Rodriguez	Angel	Isael
Martinez	Samuel	Manuel
Martinez Alarcon	Victor	Manuel
Matos	Jamar	Francisco
McCargo	Alayah	Deborah
McKinnon	Raven	Gabriel
Medales	Omyra	Marie
Melvins-Chambliss	Khaseem	Yah'sir
Mendez Osorio	Lisette	
Meyers	Somer	Lynn
Moore	Destiny	Alexandria Angeleigh
Morales Carrera	Alexis	Fermin
Morales	Oscar	
Nesmith	Jazon	Daekwon
Nguyen	Thomas	Thanh
Nieves	Aniyah	Iyree
Nunez	Lizmelis	
Olano	Shamya	
Olivencia	Axel	Yandel
Orsini	Kyanna	Marie
Ovando De Los Santos	Junior	Alfonso
Parker	Jihad	Lavar Kereen
Perez Flores	Johanna	
Perez Solorzano	Jenifer	Enidza
Reimel	Theodore	Christian
Revels	Asha	Cierra
Reyes	Erik	
Reyes	Nicole	
Reynoso Fernandez	Brenda	
Rivera	Davyan	Emilio
Rivera	Francheska	Annalee
Robledo	Kassidy	Dazjia
Robles	Angel	Orlando
Rodriguez	Pedro	Junior
Rolon	Jordan	Andres
Roman	Noelani	Saniya
Sanchez Nunez	Johanny	Priscilla
Santana Paredes	Enyel	Yadriel
Santos	Amelia	Lisette
Serrano	Alana	Layani

Last Name	First Name	Middle Name
Shuler	Marty	Jordan
Smith	Makayla	Janiah
Soriano	Leonor	
Stewart	Kiyannah	
Stewart	Tyrese	Michael
Sylla	Haleema	Souleymane
Tokley	Dwan	Isaiah
Torres	Arianna	Jiselle
Torres	Jalisa	Marie
Torres	Jaylynn	Marie
Vargas	Ashly	Alexandra
Washington	Ashanee	Patreece
Whitfield	Iyana	Cookie
Young	Lemuel	Xavier

Seconded by Hector Nieves.

Roll Call:

	Item 22
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Margaret Manthe	YES
Bette Mengesha	YES
Hector Nieves	YES
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Omar Samaniego	YES
Lisa Wright	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: Dr. Palis presented Item 23 for approval.
Seconded by Dr. Roman.**

Roll Call:

	Item 23
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES

	Item 23
Margaret Manthe	YES
Bette Mengesha	YES
Hector Nieves	YES
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Omar Samaniego	YES
Lisa Wright	YES

Meeting adjourned at 5:19 pm

Respectfully Submitted,

Wanda Garcia, Board Liaison