LEAP Board of Trustees Meeting May 9, 2024 MINUTES

Meeting called to order at 5:10pm.

Attendance:

Dr. Gloria Bonilla-Santiago

Dr. Mathew Closter

Margaret Manthe

Dr. Donna Nickitas

Héctor Nieves

Brenda Ortiz

Dr. Michael Palis

Dr. Yosmeriz Roman

Margo Venable

Excused:

Dr. Anthony Lowman Bette Mengesha 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.

Dr. Santiago express thanks to all the teachers during Teacher Appreciation Week on behalf of the Board.

- II. Approval of Minutes of March 28, 2024: Dr. Palis presented the following resolution:
- **Item 1:** Resolved that the Board of Trustees approve the minutes of the meeting of March 28, 2024, as prepared by Wanda Garcia, Board Liaison.

Seconded by Margaret Manthe.

Roll Call:

	Item 1
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	ABS
Margaret Manthe	YES

	Item 1
Cal Maradonna	YES
Dr. Donna Nickitas	
Hector Nieves	
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	
Margo Venable	ABS

III. Chairperson's Report: Dr. Santiago provided updates on the following items:

- **Update on PR expansion of LSE and LEAP Schools:** Expansion continues with 4 new schools opening in August 20024, bringing the total number of LEAP Schools in Puerto Rico.
- **Funders Breakfast:** A funders breakfast brought over 50 people to the LEAP Academy for cultivation for the Scholarship Gala and for other partnerships and opportunities to support the school and its students.
- Alumni Advisory Committee: A meeting was held with a group of alumni that have formed an Advisory Committee as a strategy for engagement with the school, self-support and to engage other alumni.
- IV. **Operational Report- Stephanie Rogers, COO/Lead Person:** Stephanie Rogers presented a progress report covering the following areas:
 - Building Infrastructure and Maintenance
 - Health Center
 - Family Support/Parent Engagement
 - Fire Drills and Bus Drills
 - Enrollment, Recruitment and Retention
- V. **Finance Committee Actions:** Margaret Manthe presented items 2-13 for Board approval.

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 February 2024 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 February 2024 as prepared by the CFO/SBA.

Further resolved that the Board approve a donation of \$5,000 to the LEAP Academy University Charter School for purposes of covering the costs for Teacher Appreciation Celebration.

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 February 2024 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 February 2024 as provided by the Chief Financial Officer/SBA.

E. Budget Transfers

Item 6: Resolved that the Board approve budget transfers for the month of February 2024 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 the months of February and March 2024;

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

FUND	February 2024
10 General Current Expense	\$2,379,624.87
20 Special Revenue	\$469,195.56
30 Capital Projects	\$0
60 Enterprise	\$119,242.48
90 Agency	\$580,497.24
91 Payroll	\$859,891.75
95 Student	\$0
96 Parent Council	\$4,283.75
Total Disbursements:	\$4,412,735.65

FUND	March 2024
10 General Current Expense	\$5,941,787.50
20 Special Revenue	\$286,374.25
30 Capital Projects	\$0
60 Enterprise	\$479,993.80

FUND	March 2024
90 Agency	\$570,872.82
91 Payroll	\$864,704.32
95 Student	\$2,543.62
96 Parent Council	\$250.00
Total Disbursements:	\$8,146,526.31

G. Contracts and Financial Transactions

Item 8: WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the LEAP Academy University Charter School, hereinafter referred to as the "Educational Institution," is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED that:

The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2024-2025 fiscal year in the amount of \$2,896 for the purposes set forth in their safety grant application, which is attached hereto; and, The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

Item 9: Resolved that the Board approves 2nd renewal of the contract (FY 23 base year) with Metz Culinary Management for the period of July 1, 2024 through June 30, 2025 for provision of food services for the LEAP Academy with the following provisions:

• Total FY25 Contract: \$1,560,111

No Financial Guarantee

Item 10: Resolved that the Board approve Budget Amendment 1 for ESEA grant:

EXPENDITURE	TITLE I-	TITLE I-	TITLE	TITLE	TITLE	TITLE	TITLE	TITLE
CATEGORY	A	A-REV 1	II-A	II-A	III	III-	IV	IV-
				REV.1		REV.1		REV 1.
100-INSTRUCTIO	N							
100	\$425,000	\$242,000						
300	\$180,905	\$138,530					\$14,120	\$16,900
500	\$394,174	\$351,000						
600		\$220,100			\$16,756	\$13,000		
800		\$3,400				\$630		
200-SUPPORT SERV.								
100	\$90,000	\$173,886			\$6,000	\$9,200	\$1,019	\$1,020
200	\$64,693	\$79,713			\$459	\$704		

EXPENDITURE	TITLE I-	TITLE I-	TITLE	TITLE	TITLE	TITLE	TITLE	TITLE
CATEGORY	A	A-REV 1	II-A	II-A	III	III-	IV	IV-
				REV.1		REV.1		REV 1.
300			\$96,000	\$99,897	\$2,900	\$2,000		
500	\$3,500	\$7,000	\$12,380	\$6,104	\$3,000	\$4,000		
600	\$26,790	\$25,833	\$2,000	\$4,379	\$500	\$81	\$6,274	\$3,493
800		\$3,400						
860		\$32,794						
PGM ADMIN								
	\$25,000	\$30,000						
TOTAL	\$1,307,656	\$1,307,656	\$110,380	\$110,380	\$29,615	\$29,615	\$21,413	\$21,413

Item 11: Resolved that the Board accept the FY24 Charter Facility grant in the amount of \$486,111.

Item 12: Resolved that the Board accept donation from LEAP Cramer Hill, LLC for purposes of covering the costs of teacher appreciation in the amount of \$5000.

Item 13: Resolved that the Board award a contract to Madina Restoration, INC in the amount of \$3,150,000.00 per 18A:18A-5C for the construction of 527 Cooper St.

The other proposals received were as follows:

J.L Masclans - \$3,279,376

Tester Construction Group, LLC - \$3,350,000

Gary F. Gardner, INC - \$3,521,707

Seconded by Hector Nieves. Roll Call:

	Item 2	Item 3	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 ABS on payments to Rutgers and Metz.	YES	ABS	YES	YES	YES	YES
Dr. Matthew Closter	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
Cal Maradonna	YES	YES	YES	YES	YES	ABS on payments to Rutgers 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	Item 12	Item 13
Dr. Donna Nickitas	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers	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
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Margo Venable presented items 14 -21 for Board approval.

A. New Appointments:

Item 14: Resolved that the Board approves the following new appointments:

	Position/Building	Contract/Start		Account
New Appointments	Location	<u>Date</u>	<u>Salary</u>	<u>Number</u>
Angiana Thompson				
(Replacing VP				
Tjohnson)	Vice Principal High School	6/3/24	\$115,000.00	
	Acting Principal Upper			
Dr. Damiso Josey	School 6-8	7/15/24	\$135,000.00	
Arielis Reyes				
(replacing S.				
Williams)	School Social Worker	5/15/24	\$60,000.00	
	Part-Time Trans.			
Henry Miranda	Coordinator	5/15/24	\$25/hour	
				11-000-262-
Jalilz Guzman	Part-Time Custodian	5/15/24	\$15/hour	100-PT-066

B. Position Upgrades and Adjustments

Item 15: Resolved that the Board approves the following position and salary modifications:

Name	From - To	Effective Date
Jozian Molina	CAO to Chief Innovation Officer	7/1/24

C. Payment of Co-Curricular Stipends

Item 16: Resolved that the Board approves payment of teacher stipend as follows:

Name	Co-curricular assignment	Amount of Stipend
Michael DiNuova	Softball Head Coach	\$10,000.00
Kyra Jenkins	Softball Assistant Coach	\$5,000.00
Raymond Rossi	Baseball Head Coach	\$10,000.00
Walvis Abreu	Assistant Coach	\$5,000.00
Elliot Rojas	JV Coach	\$3,500.00
Gaming Club		Not to Exceed \$500.00
Julia Kogan	Gaming Club	\$45/hour
Ryan Koch	Gaming Club	\$45/hour

D. Payroll Adjustment

Item 17: Resolve that the Board approve salary adjustment of \$1,000 for completion of Master's degree for David Richardson.

E. Tenure Recommendations

Item 18: Pursuant the Tenure Policy, resolved that the Board accepts the following recommendations for tenure:

Name	Position
Pierce, Michele	Elementary Teacher
Howell, Isabel	Elementary Teacher
Merrill, Darla	Elementary Teacher
Keefe, Alexandra (formerly Sarno)	Science Teacher

F. Recommendations for Contract Renewals

Item 19: The Board approves the following recommendations for renewal of teacher contracts for SY 2024-2025, as follows:

Name	Job Title
Aspenburg, Stephanie	Teacher
Badiali, Sarah	Teacher
Baker Dean, Arfa	Teacher
Barton, Jesse	Teacher
Bivona, Brooke	Teacher
Bizzelle, Mellina	Teacher
Blackman, Daniel	Teacher

<u>Name</u>	Job Title
Bruno, Agustin	Teacher MA
Bryant, Maisha	Teacher PhD
Butterworth, Glen	Teacher
Caione, Rachel	Teacher
Carpenter, Amanda	Teacher
Chohan, Divya	Teacher
Chugh, Sonia	Teacher
Clark, Catherine	Teacher
Cloherty, Melissa	Teacher
Cobb, Stephen	Teacher
Coles, Summer	Teacher
Connelly, Brianne	Teacher
Connors, Caroline	Teacher
Crump, Alicia	Teacher
Cruz, Armani	Teacher
Cusick-Plagge, Kim	Teacher
Dacenko, Amanda	Teacher
Datiz, Stephanie	Teacher
Davis, Scott	Teacher
Deren, Audrey	Teacher
Deren, Audrey	Teacher
Dinuova, Michael	Teacher
Durney, John	Teacher
Edwards-Shakur, Taesha	Teacher
Evans, Cherese	Teacher
Frizano, Kimberly	Teacher
Gartland, Patrick	Teacher
Gorman, Jonathan	Teacher
Hagerman, Darren	Teacher
Heintz, Sandra	Teacher
Hess, Jonathan	Teacher
Hicks, Tiyana	Teacher
Hiddemen, Mikayla	Teacher
Howell, Isabel	Teacher
Hudock, Ashley	Teacher
Irizarry Rivera, Jennifer	Teacher
Jankowski, Katherine	Teacher
Jenkins, Kyra	Teacher
Kampf, Harrison	Teacher
Kean, Michelle	Teacher
Keefe, Alexandra	Teacher

<u>Name</u>	Job Title
Koch, Ryan	Teacher
Kogan, Julia	Teacher
Lavin, Courtney	Teacher
Long, Debra	Teacher
Maenner, Nicole	Teacher
Marino, Richard	Teacher
Mccreesh, Cristin	Teacher
Mckeown, Lauren	Teacher
Mcrimmon, Marcus	Teacher
Merrill, Darla	Teacher
Meslar, Christine	Teacher
Minton-Jack, Lindsay	Teacher
Monte, Melvin	Teacher
Moore, James	Teacher
Murray, Seclinda	Teacher
Nieves, Brielle	Teacher
Odille, Katharine	Teacher
Ore, Brigitte	Teacher
Orio, Joanne	Teacher
Orlina, Maria	Teacher
Pereira Abrego, Johanna	Teacher
Petrutz, Jessica	Teacher
Phillips, Jeffrey	Teacher
Pickard, Amanda	Teacher
Pickus, Karelis	Teacher BA
Pierce, Michele	Teacher
Quidachay, Deanna	Teacher
Quinn, Jennifer	Teacher
Redmond, Helen	Teacher
Rhea, Michael	Teacher
Richardson, David	Teacher
Rivera, Jasmine	Teacher
Rossi, Raymond	Teacher
Scheid, Christopher	Teacher
Schultice, Amy	Teacher
Smith, Randolph	Teacher
Soltys, Gwendolyn	Teacher
Stoneback, Susan	Teacher
Szychoski, Heather	Teacher
Uttarotai Bartal, Helen	Teacher
Vasilakis, Lissel	Teacher

<u>Name</u>	Job Title		
Vasquez, Silvia	Teacher		
Weir, Rakeisha	Teacher		
Wright, Sa'miyah	Teacher MA		
Yuzekchieva, Suzana	Teacher		
Teacher Fellows Renewal			
Fajardo, Anel	Teacher Fellow		
Cena Zarate, Elba	Teacher Fellow		
Rivera, Xiomara	Teacher Fellow		
King, Robert	Teacher Fellow		
Mendoza-Martinez, Monserrath	Teacher Fellow		
Hutton, Chrstopher	Teacher Fellow		
McManus, Christopher	Teacher Fellow		
Instructional Aides Renewal			
Coleman, Jamiya	Instructional Aide		
Dejesus, Griseida	Instructional Aide		
Mujahid, Jala	1-1: Instructional Aide		
Rivera Zapata, Bartola	Instructional Aide		
Rodriguez, Joan	Instructional Aide		
Torres, Ana	1-1: Instructional Aide		
Zoquiel Solano, Sofia	Instructional Aide		

G. FMLA Approvals

Item 20: Resolved that the Board authorizes various requests for Family/Medical Leave, as follows:

<u>FML</u>	Position	<u>Dates</u>
9026	Office Manager 9-12	4/23/2024-6/3/2024
9227	Office Manager 6-8	5/16/2024-6/27/2024
9138	Principal 6-8	5/29/2024-6/10/2024

H. Resignations

Item 21: Resolved that the Board accepts the following resignations:

Florencia DelValle	Front Desk Secretary	5/3/24

I. New Position

Item 22: Resolved that the Board approves the position for Director of STEM, as part of the instructional improvement strategy for the school.

Seconded by Hector Nieves.

Roll Call:

	Item							
	14	15	16	17	18	19	20	21
Dr. Gloria Bonilla-Santiago	YES							
Dr. Matthew Closter	YES							
Margaret Manthe	YES							
Cal Maradonna	YES							
Hector Nieves	YES	YES	YES	YES	YES	ABS	YES	YES
Dr. Donna Nickitas	YES							
Brenda Ortiz	YES							
Dr. Michael Palis	YES							
Dr. Yozmeris Roman	YES							
Omar Samaniego	YES							
Margo Venable	YES							

VIII. Curriculum Committee

- **A. Academic Progress Report** Jozian Molina and Nicole Kessler provided a progress report on the academic program.
- **B.** Action Items: Dr. Mathew Closter presented items 22-24 for Board approval.
- **Item 22:** Resolved that the Board approves the Academic calendars for SY 24-25 for K-8 and for 12th grade/Early College as presented by the COO and CAO.

Item 23: Resolved that the Board approves the following field trips as submitted by the CAO:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Student Learning Standard Aligned	Purpose of the Trip	Number of Students attending
The Funplex	8th	5/29/24	\$5,332.97(Paid for through	N/A	End of year 8 th Grade Class	120
3320 Route 38			Student dues)		Trip	

Field Trips						Number
Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Student Learning Standard Aligned	Purpose of the Trip	of Students attending
Mt. Laurel NJ 08054 9am – 3pm Sandy Heintz						
Camden College Signing Day 315 White Horse Pk Collingswood, NJ 08107 9:30 – 2pm Amanda Beltran	12th	5/3/24	\$0	To prepare students for college an career, success in life and work in an economy driven by information, knowledge, and innovation requires a public education system where teaching and learning are aligned with 21st century learning outcomes.	To celebrate the seniors committing to the universities they will be attending for the 24-25 school year.	80
Mikayla Hiddeman The Philadelphia Zoo 3400 W Girard Ave, Philadelphia, PA 19104 June 7, 2024 9:00-2:30	4 th	June 7, 2024 9:00- 2:30	\$1851	My students will be able to get real experience with the standards 4-LS1- 1:Construct an argument that plants and animals have internal and external structures that function to support survival, growth, behavior, and reproduction and standard K-5-LS1-A-1: Plants and animals have both internal and external structures that serve various functions in growth, survival,		

Field Trips Requestor	Grade	Date of	Cost	Student Learning Standard	_	Number of Students
Departure & Return Time	Level	Trip		Aligned	Trip	attending
				behavior, and reproduction. We have already reviewed external animal structures and how they help them to survive in the wild. My students will be able to see the animal and plant adaptations in real life. Bears claws, lion's teeth, and penguins webbed feet are all example of adaptations to help these animals survive that the students can see in real life, as opposed to just pictures.		
Virtua Health Lady of Lourdes 1600 Haddon Ave Camden, NJ 08103 10am – 2pm Theodore Johnson	12th	5/6/24	\$0	Collaborate with others and manage resources effectively in order to establish and maintain stability and independence. This document outlines concepts and skills necessary for New Jersey's students to thrive in an everchanging world. Intended for integration throughout all K-12 academic and technical content areas, the 2020 New Jersey Student Learning Standards —	To explore animal adaptations and create fictional narratives based on our experiences.	120

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Student Learning Standard Aligned	Purpose of the Trip	Number of Students attending
				Career Readiness, Life Literacies, and Key Skills (NJSLS-CLKS) provides the framework for students to learn the concepts, skills, and practices essential to the successful navigation of career exploration and preparation, personal finances and digital literacy. 2.3.12. PS.3.4. The standards are tie with health and physic education standards. They he students achieve goals, set hi standards and network with people they may not on a regular basis. The specific standard is: Summarize New Jersey motor vehicle laws an regulations, Safe Stops, and determine their impact on her and safety (e.g., organ/tissue donation, traffic safety, avoic driving distractors, seatbelt u the use of hand-held devices)		
Drexel University 3141 Chestnut St, Philadelphia, Pa 19104	11th	5/21/24	\$0	This document outlines concepts and skills necessary for New Jersey's students to thrive in an ever-changing world. Intended for integration throughout all K-12 academic and technical content areas, the 2020 New Jersey Student Learning	To see Temple University and talk to the campus admissions about going to this university, and specifically about their	60

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Student Learning Standard Aligned	Purpose of the Trip	Number of Students attending
10:30am – 2pm Julia Kogan/Ted Johnson				Standards — Career Readiness, Life Literacies, and Key Skills (NJSLS- CLKS) provides the framework for students to learn the concepts, skills, and practices essential to the successful navigation of career exploration and preparation, personal finances and digital literacy.	business, medical, arts program.	

Item 24: Resolved that the Board approves participation of the following personnel in external professional development opportunities:

NAME	NAME OF WORKSHOP/SEMINAR	ACADEMIC/ OPERATIONAL RATIONALE	LOCATION	DATE (S) & TIME	COST
Matt	NJ Association of	Upon attending this	3 Rutgers	6/3/24	\$15.00
Steen	Mathematics Supervisors and Leaders (NJAMSL) Annual	professional development session, I'll be more equipped	Plaza, New Brunswick,		
	Conference	to effectively disseminate the	NJ		
	Conference	covered content to fellow	143		
		teachers. This will enable			
		them to deliver improved			
		mathematical instruction to			
		our students. As instructional			
		quality improves, we			
		anticipate a corresponding			
		rise in test scores. Elevated			
		test scores can lead to			
		increased funding for our			
		school, thereby benefiting			
		our entire district.			

Seconded by Hector Nieves.

Roll Call:

	Item 22	Item 23	Item 24
Dr. Gloria Bonilla-Santiago	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES
Margaret Manthe	YES	YES	YES
Cal Maradonna	YES	YES	YES
Hector Nieves	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES
Brenda Ortiz	YES	YES	YES
Dr. Michael Palis	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES
Margo Venable	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.).

X. Meeting Adjournment

Item 25: Margo Venable presented a motion to adjourn.

Seconded by Hector Nieves.

Roll Call:

	Item 25
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Margaret Manthe	YES
Cal Maradonna	YES
Hector Nieves	YES
Dr. Donna Nickitas	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES
Margo Venable	YES

Meeting adjourned at 5:44 pm.