

**LEAP ACADEMY CHARTER SCHOOL**

**December 14, 2017**

**Minutes**

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Meeting called to order by Dr. Gloria Bonilla-Santiago at 6:04 pm

**Attendance:**

**Present:**

Gloria Bonilla-Santiago  
Mathew Goodwin  
John Hall  
Cal Maradonna  
Marlon Munoz  
Hector Nieves  
Brenda Ortiz  
Omar Samaniego  
Marianne Taylor  
Jennifer Young

**Excused:**

Donald Borden  
Christine Karlsson  
Gladys Novoa  
Dr. Michael Palis  
Robert Ramson  
Dr. Horacio Sosa

**Staff Present**

Ken Verrill  
Manny Delgado  
Wanda Garcia, Board Liaison

**I. Welcome/Declaration of Compliance with Open Public Meetings Act**

Dr. Santiago opened the meeting by welcoming trustees, staff and members of the public. She indicated that the meeting was announced and advertised in accordance with the Public Meetings Act. A Public Notice was published in the Courier Post. Further, she indicated that a period for public comment would be provided at the end of the business portion of the meeting.

**II. Approval of Minutes of December 14, 2017**

**Item 1:** Cal Maradonna presented a motion to approve the minutes of November 16, 2017 as presented by Wanda Garcia, Board Liaison.

**Seconded by Hector Nieves.**

**AYES: 9      NAYS: 0      ABS: 0**

**III. Chairperson's Report**

**A. Presentation of Annual Financial Audit:** Auditors from Bowman & Company presented the Annual Audit and announced that the school earned an unmodified opinion with no internal control deficiencies. Dr. Santiago thanked the auditors and Ken Verrill and his team for outstanding work.

**Hector Nieves presented item 2 for Board approval.**

**Item 2:** Resolved that the Board accepts the Annual Audited Final Report for year ending June 30, 2017 as presented by the auditing team of Bowman and Company.

Further resolved that the Board acknowledges the exemplary work of Mr. Ken Verrill and the Business Office staff team that resulted in an unqualified audit with no reportable findings.

Further resolved that the Board approves a modification in the 17-18 operational budget to reflect opening general fund balance of \$712,354 per audited CARF results.

**Seconded by John Hall.**

**Roll Call:**

Dr. Gloria Bonilla-Santiago	YES
Mathew Goodwin	YES
John Hall	YES
Cal Maradonna	YES
Marlon Muñoz	YES
Hector Nieves	YES
Brenda Ortiz	YES
Omar Samaniego	YES
Marianne Taylor	YES

**B. Board Re-Appointment:** Omar Samaniego presented the following resolution:

**Item 3:** Resolved that the Board re-appoints the following Trustees for a three year term expiring on 11/2020.

- Dr. Gloria Bonilla-Santiago
- John Hall
- Hector Nieves
- Brenda Ortiz
- Rob Ramson
- Jennifer Young

**Seconded by Mathew Goodwin.**

**AYES: 9   NAYS: 0   ABS: 0**

**C. Chief Academic Officer Search:** Mathew Goodwin presented the following resolution:

**Item 4:** Resolved that Board of Trustees approves a contract with Edibility to conduct the search for the Chief Academic Officer at a total rate not to exceed \$40,000 plus up to \$4,000 in other related expenses per the proposal provided. (This is a recommendation after searching and reviewing three other firms).

**Seconded by Brenda Ortiz.**

**AYES: 9   NAYS: 0   ABS: 0**

**D. Security Services:** Hector Nieves presented the following resolution:

**Item 5:** Resolved that the Board appoints Guy Still to serve as Director of the newly created Educational Safety Monitoring Unit authorized by the Board of Trustees at its November meeting for a fee of \$40,000 (based on a prorated market value of \$85,000 for a 12 month contract) through June 30, 2018.

Further resolved that the Board approves the position of Security Officer at Grade 5 Salary (Minimum \$26,114; midpoint \$33,614; maximum \$41,114) per the position description provided by HR and attached to this resolution and approved hiring 9 security guards to be in place prior to February 1, 2018.

Further resolved that Board directs the CFO and COO to ensure that uniforms, supplies, etc. that are needed for this unit are ordered and in place prior to February 1, 2018.

**Seconded by John Hall.**

**AYES: 9      NAYS: 0      ABS: 0**

**IV. Chief Operations/Lead Person Report**

**A. COO Report**

- **Risk Management Report** (Report provided)
- **Fire Drills** (Report provided)
- **Student Discipline/HIB Reports** (Report provided)
- **Traffic Update** (working on scheduling a meeting with Frank Moran)

**V. Finance Committee Actions: John Hall presented items 6-13 for approval.**

**A. LEAP Cramer Hill LLC Financials**

**Item 6:** Resolved that the Board approves the Financial Reports for the LEAP Cramer Hill LLC for the period month of September 2017 as provided by the Chief Financial Officer.

Resolved that the Board authorizes the following payments under the LEAP/Cramer Hill, LLC:

<b>Vendor</b>	<b>Amount</b>
Merchant Services	\$ 154.98
LEAP Academy	\$ 855.03
Centro para Puerto Rico (fundraised externally)	\$3,616.67

**B. Financial Reports**

**Item 7: 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 October 2017 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 8:** Resolved that the Board approves budget transfers for October 2017 as provided by the Chief Financial Officer.

**D. Approval of Expenditure Report/Bill List**

**Item 9:** Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for October and November 2017.

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 10:** Resolved that the Board approves the following contracts:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>	<b>Account Code</b>
Rowan University	Management Development PD for LEAP administrative/managerial staff	\$13,500.00	11-000-251-592-pd-063
Clear Channel	Extend contract for billboard announcement to June 30, 2019 at \$548/4-week period.	\$9,864.00	11-000-251-335-00-055
Dr. David Salas	Amend contract from \$25,000 to \$32,500 to serve as faculty Collaborator from the Fab Lab and assist with Science Curriculum for the High School	\$32,500	11-190-100-320-00-045

## **F. Gift Acceptance**

**Item 11:** Resolved that the Board accepts funds from the LEAP Cramer Hill, LLC in the amount of \$2,763.00 for the purposes of food services for Alumni Hall of Fame and End of Year Staff Recognition PD in December 15, 2017 pursuant NJSA 18A:20-4.

## **G. Grants**

**Item 12:** Resolved that the Board accepts carry over for IDEA B from 2016-2107 in the amount of \$6,947.

Further resolved that the Board approves modified budget, inclusive of carry-over amount for the following:

- Title IA: \$1,155,020
- Title IIA: \$104,677
- Title III: 104,677
- IDEA Basic: \$321,081

## **H. Revised Policies**

**Item 13:** Resolved that Board approves revised policies for Electronic Communications between Staff Members and Students (4283) and between Teaching Staff members and Students (3283).

**Motion:**

**Second:**

**Roll Call:**

	<b>Item 6</b>	<b>Item 7</b>	<b>Item 8</b>	<b>Item 9</b>	<b>Item 10</b>	<b>Item 11</b>	<b>Item 12</b>	<b>Item 13</b>
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES (abstain on payments to Rutgers and Metz)	YES	YES	YES	YES
Mathew Goodwin	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES (abstain on payments to Rutgers)	YES	YES	YES	YES
Marlon Munoz	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

	<b>Item 6</b>	<b>Item 7</b>	<b>Item 8</b>	<b>Item 9</b>	<b>Item 10</b>	<b>Item 11</b>	<b>Item 12</b>	<b>Item 13</b>
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES
Marianne Taylor	YES	YES	YES	YES	YES	YES	YES	YES

## **VI. Curriculum Committee**

### **A. Academic Reports: The following were presented:**

- 1) Progress on Academic District Goals (Jessica Pierre Lewis provided presentation)
- 2) School Counseling Service Report (Jessica Pierre Lewis provided presentation)
- 3) College Access Service Report (Khary Golden provided presentation)
- 4) Parent Engagement Service Report (Manny Delgado provided presentation)
- 5) College Access/Early College (Khary Golden provided presentation)

**Omar Samaneigo presented items 14 – 17 for Board approval.**

### **B. Field Trips**

**Item 14:** Resolved that the Board authorizes the following field trips:

<b>Field Trips Requestor Departure &amp; Return Time</b>	<b>Grade Level</b>	<b>Date of Trip</b>	<b>Cost</b>	<b>Purpose of the Trip</b>	<b>Buses Needed</b>	<b>Funding Number</b>	<b>Number of Students attending</b>
Robin Vicino Franklin Institute Phila, PA	5 <sup>th</sup>	12/11/17	<b>\$25</b>	Students can explore Science hands-on and use this experience in the classroom to enhance their learning experience.	3	11-190-100-800-02-049	120
Tyrell Johnson Rowan University 201 Mullica Hill Road Glassboro, NJ	7 <sup>th</sup> & 8 <sup>th</sup>	1/19/2018	<b>\$0</b>	To expose our students to Rowan's prestigious campus and prepare them to the rigorous collegiate experience. From exposure, our students, can begin compiling and weighing their options at a young age. Essentially, to begin crafting a resume of post-secondary goals/aspirations.	2	N/A	80
Angela Brown Franklin Institute 271 N. 21 <sup>st</sup> St. Phila, PA	Kinder	1/9/2018	<b>\$0</b>	Purpose of the trip is to enhance our scientific backgrounds and apply investigative skills to real world tasks and problems.	3	N/A	120

<b>Field Trips Requestor Departure &amp; Return Time</b>	<b>Grade Level</b>	<b>Date of Trip</b>	<b>Cost</b>	<b>Purpose of the Trip</b>	<b>Buses Needed</b>	<b>Funding Number</b>	<b>Number of Students attending</b>
Marchelle Roberts Jan's Boutique 406 Marlton Pike Rd Cherry Hill, NJ	12 <sup>th</sup>	12/13/17	<b>\$0</b>	Provide prom dresses for Senior girls in need.	1	N/A	5
Marchelle Roberts Rutgers Theater Princess & Pea Camden NJ	Various	12/14/17	<b>\$0</b>		0	N/A	100
Oscar Rivera Atrium at Curtis Center Gala	4-6	12/8/17	<b>\$0</b>	PERFORMANCE AT THE LEAP ACADEMY GALA	1	N/A	20
Khary Golden Museum of Natural History Central Park West & 79 <sup>th</sup> St. NYC, NY	12 <sup>th</sup>	1/10/17	<b>\$2,990 Bus</b>		2	11-000-270- 512-04-072	58
Marchelle Roberts Ancestral Remembrance Ceremony Walt Whitman House 101 Cooper St Camden, NJ	9-12	11/27/17	<b>0</b>		0	N/A	15

### **C. Arts and Culture Center**

**Item 15:** Resolved that the Board approves renaming the Puerto Rican Arts and Culture Center to the LEAP Cultural Arts Center to ensure that programming and services represent the entire diversity in the LEAP community.

Further resolved that Board approves for the VAPA Department to work in coordination with the LEAP Cultural and Arts Center to better align efforts.

Further resolved that the Board authorizes the following programs:

- Visual Arts Club (November 15, 2017 through May 30, 2018) to be offered during the extended day – budget amount: \$1,517.00
- LEAP Parranda Program (December 21, 2017) - budget amount: \$350.00

### **D. Grade Promotion**

**Item 16:** Resolved that based on recommendations from the school principal, Mr. Charles Benito and

Ms. Barbara Dunlap and LEAP's instructional team, the Board authorizes promotion of student AR from 6th grade to 7th grade effective January 2, 2018.

### **E. Home Bound and Credit Recovery**

**Item 17:** Resolved that the Board approves the following teachers for Homebound instruction to meet needs of specific students as approved by school principals:

- Ms. Horneff (student TA)
- Ms. Cianciarolo (student LH)

Further resolved that the Board approves offering the following courses to student that need to make up credits for the high school:

- Biology: Mr. Smith
- Chemistry: Mr. Cowan
- Algebra 2: Mr. McCrum
- World Cultures: Ms. Bear
- Art: Mr. Phillips
- Geometry: Mr. Jankowski
- Physical Education: Ms. Crum
- English: Ms. Depew
- Algebra 1: Mr. Monte
- Theater: Mr. Dixon

Further resolved that the Board directs the Principal, Ms. Dunlap to ensure that she coordinates proper state testing for these students based on PAARC requirements.

**Seconded by Mathew Goodwin.**

**AYES: 9    NAYS: 0    ABS: 0**

### **VII. Personnel Committee: Maryanne Taylor presented items 18-26 for Board approval**

#### **A. New Appointments**

**Item 18:** Resolved that the Board appoints the following individuals:

<u><b>Name</b></u>	<u><b>Position/Building Location</b></u>	<u><b>Contract/Start Date</b></u>	<u><b>Salary</b></u>	<u><b>Account Numbers</b></u>
Tanya Mason	Teacher - Special Education 4th Grade	1/2/2018	\$ 50,000	11-213-100-101-02-043
Matthew Allen	Teacher - English (9-10)	12/18/2017	\$ 52,000	11-140-100-101-04-043
Shantina Cintron	Family Support - Education Probation Officer	12/18/2017	\$ 49,000	11-000-211-172-00-066
Summer Coles	Teacher- 4th Grade ELA	12/18/2017	\$ 50,000	11-120-100-101-02-043
David Kroons	Title 1- Math Supervisor	1/2/2018	\$ 80,000	20-235-200-102-00



## B. Part-Time employment

**Item 19:** Resolved that the Board of Trustees approves the following individuals for part-time assignments:

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Hourly Rate</u>	<u>Account Numbers</u>
Maribel Rodriguez	Part-time Custodian	12/5/2017	\$ 10.00	11-000-262-100-PT-066

## C. Staff Transitions/Promotions

**Item 20:** Resolved that the Board authorizes the following actions for staff based on completion of licensing requirements:

<u>Names</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Salary</u>	
Ross Bear	Teacher - High School Social Studies	1/2/2018	\$ 55,000.00	11-140-100-101-04-043
Kelvin Gonzalez	Teacher- Middle School Science	1/2/2018	\$ 50,000.00	11-130-100-101-03-043
Rana Mankarious	Teacher -Kindergarten	1/2/2018	\$ 50,000.00	11-110-100-101-01-043
Quintessa Davis	Teacher -2nd Grade	1/2/2018	\$ 50,000.00	11-120-100-101-01-043
Chantelle Davis	Teacher- Co-teach 3rd Grade	1/2/2018	\$ 50,000.00	11-120-100-101-01-043
Valencia Sellers	Instructional Assistant	12/18/2017	\$ 23,179.12	11-190-100-106-IA-044

## D. Terminations/Resignations

**Item 21:** Resolved that the Board approves the terminations or separations of the following staff:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
RESIGNATIONS		
Juanita Correa	Part- time Custodian	12/18/2017
Jeanette Rodriguez Colon	Teacher Fellow - Family Support	11/29/2017
Richard Cardona	Part-time Custodian	11/16/2017
TERMINATION		
Kathleen Wiggins	Janitorial Staff	12-14-2017

## E. Appointment of Coaching Staff

**Item 22:** Resolved that the board approves appointment of the following coaching staff for SY 17-18.

<u>Name</u>	<u>Position/Building Location</u>	<u>Stipend Amount</u>	<u>Account Numbers</u>
Matthew Steen	Baseball Junior Varsity (Boys)	\$ 5,000	11-402-100-100-12-066

## F. Specialized Training

**Item 23:** Resolved that the Board authorizes staff participation on the following PD training:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	COST/ACCOUNT
Raul Agosto	Energy Management	Atlantic Cape Community College	12/1/17	\$245 11-000-251-592-PD-063

### G. Leaves of Absence

**Item 24:** Resolved that the Board approves the following leaves of absence:

<u>Leaves of Absences</u>	<u>Position</u>	<u>Dates</u>
Joan Rodriguez FMLA Intermittent (Husband)	Instructional Assistant	
Clara McCauley *per medical certification date extended	Nurse	12/22/2017-01/30/2018

### H. Co-Curricular Appointments

**Item 25:** Resolved that the Board the following co-curricular appointments and stipends:

<u>Homebound Instruction</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Hourly Rate</u>	<u>Account Numbers</u>
Sarah Horneff for (TA)	Teacher- Kindergarten	11/27/2017	\$ 45.00	11-150-100-101-00-043
Gretchen Cianciarulo (LH)	Teacher- 1st Grade	11/27/2017	\$ 45.00	11-150-100-101-00-043
<u>Extra Duty</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Hourly Rate</u>	<u>Account Numbers</u>
Darrel Cowan	Extended Day Sr. Chemistry Class	11/14/2017	\$ 30.00	11-190-100-101-XD-043
Christopher McCrum	Extended Day Sr. Alegbra 2 Class	10/16/2017	\$ 30.00	11-190-100-101-XD-043
Brooke Bivona	Extended Day Sr. Social Studies Class	12/18/2017	\$ 30.00	11-190-100-101-XD-043
<u>Special Arts Project</u>	<u>Position/Building Location</u>	<u>Date</u>	<u>Earnings</u>	<u>Account Numbers</u>
Nina Speart	Vapa Initiative	11-15-17-05-30-18	\$ 1,125	20-235-200-100-00

### I. Reimbursement

**Item 26:** Resolved that the Board authorizes reimbursement for licensing fees as described below:

<u>Name</u>	<u>Position/Building Location</u>	<u>Date</u>	<u>Earnings</u>	<u>Account Numbers</u>
Samantha (Gakeler)Mc Adams	School Nurse Expedited Certificate Fee (11-14-17 paid by applicant)	11/27/2017	\$ 95.00	11-000-291-280-00-054

**Seconded by Hector Nieves.**

**Roll Call:**

	<b>Item 18</b>	<b>Item 19</b>	<b>Item 20</b>	<b>Item 21</b>	<b>Item 22</b>	<b>Item 23</b>	<b>Item 24</b>	<b>Item 25</b>	<b>Item 26</b>
Dr. Gloria Bonilla-Santiago	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	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES	YES	YES
Omar Samaniego	YES	YES	YES	YES	YES	YES	YES	YES	YES
Maryann Taylor	YES	YES	YES	YES	YES	YES	YES	YES	YES

**VIII. Public Comment:** Mathew Goodwin presented a motion to open the meeting for public comment.

**Seconded by Hector Nieves.**

**AYES: 9**

**NAYS: 0**

**ABS: 0**

No comment was presented by the members of the public.

**X. Adjournment:** Omar Samaniego presented a motion to adjourn.

**Seconded by John Hall.**

**AYES: 9**

**NAYS: 0**

**ABS: 0**

Meeting adjourned at 7:25 pm.

Respectfully Submitted,

Wanda Garcia