

LEAP ACADEMY CHARTER SCHOOL

April 14, 2022

MINUTES

Meeting was called to order by Dr. Gloria Bonilla-Santiago at 5:05 pm.

Attendance:

Dr. Gloria Bonilla-Santiago
Dr. Mathew Closter
John Hall
Bette Mengesha
Héctor Nieves
Brenda Ortiz
Michael Palis
Margo Venable

Excused:

Dr. Anthony Lowman
Cal Maradonna
Dr. Yozmeris Roman
Omar Samaniego
Dr. Antonio Tillis
Lisa Wright

- 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. Welcome/Declaration of Compliance with Open Public Meetings Act:

Meeting was announced in the newspaper and disseminated to school community.
Due to the COVID-19, the meeting will be 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 vaccination measures.

We will proceed with the meeting. Public comments can be submitted in writing via email at wandag@camden.rutgers.edu. For the duration of the business portion of the meeting, I ask that you mute your computer or phones to avoid noise.

Thanks to everyone for being flexible on these difficult times.

III. Approval of Minutes of March 24, 2022: Dr. Mathew Closter presented the following resolution:

Item 1: Resolved that the Board of Trustees approve the minutes of the meeting of March 24, 2022 as prepared by Wanda Garcia, Board Liaison.

Seconded by Hector Nieves.

Roll Call:

	Item 1
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
John Hall	YES
Margaret Manthe	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Margo Venable	ABS

IV. Chairperson’s Report: Dr. Santiago presented the following announcements/comments:

1. Dr. Santiago acknowledged Republic for the support for the Promo Dress event that provided dresses for LEAP seniors looking for attire for the prom. She recognized Maria Cruz for her efforts coordinating this event.
2. Dr. Santiago acknowledged the great work of Dr. Velmina at the Heath Center, particularly with the challenges of providing vaccines and testing related to COVID.
3. Dr. Santiago reminded everyone of the LEAP Walk-a-thon scheduled for May 14 and encouraged Board members to attend and bring their families.

V. Chief Operations Officer Updates – Stephanie Rogers provided update reports on the following areas:

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

VI. Finance Committee Actions: John Hall presented items 2-12 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 months of February and March 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 months of February and March 2022 as provided by the Chief Financial Officer/SBA.

C. LEAP Microenterprise Financials

Item 4: Resolved that the Board approve the Financial Reports for the LEAP Microenterprise LLC for the months of February and March 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 months of February and March 2022 as provided by the Chief Financial Officer/SBA.

E. Budget Transfers

Item 6: Resolved that the Board approve budget transfers for February and March, 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 February and March 2022.

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

SUMMARY

SUMMARY OF BILLS FOR THE MONTH OF:

February 2022 CHECK AND WIRE DISBURSEMENTS	
FUND	Amount Disbursed
10 General Current Expense	\$2,523,065.25

20 Special Revenue	\$290,945.31
30 Capital Projects	\$
60 Enterprise	\$140,090.28
90 Agency	\$493,301.99
91 Payroll	\$714,004.28
Total Disbursements:	\$4,161,407.11

March 2022 CHECK AND WIRE DISBURSEMENTS	
FUND	Amount Disbursed
10 General Current Expense	\$1,988,575.64
20 Special Revenue	\$236,828.80
30 Capital Projects	\$0
60 Enterprise	\$153,541.44
90 Agency	\$500,605.90
91 Payroll	\$727,936.34
Total Disbursements:	\$3,607,488.12

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 that Board awards an engineering services contract to Tozour Energy Systems for HVAC assessment of 549 Cooper for the NJ Clean Energy School and Small Business Energy Efficiency Stimulus Program in the amount of \$37,872(75% or \$28056.5 to be paid by grant) Omnia Co Op #15-JLP-023.

Item 9: Resolved that the Board award a contract to GPC, INC to paint exterior of 532 Cooper castle side in the amount of \$38,876.25 based on coop #65MCESSCCPS #20/21-24.

Item 10: 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:

- 1)The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2021-2022 fiscal year in the amount of \$10,216 for the purposes set forth in their safety grant application, which is attached hereto; and,
 2)The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

Item 11: Resolved that the Board accept the Supply Chain Assistance funds (estimated \$30,798) from the US Department of Agriculture, Food and Nutrition Service.

Item 12: Resolved that the Board upon the recommendation of the Evaluation Committee (ref. form#46 Board Report) hereby award and approve the food service management contract with Metz Culinary Management for 2022-2023 school year (base year).

Management Fee: \$54,550, No Financial Guarantee.

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
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers and Metz	YES	YES	YES	YES	YES ABS
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
John Hall	YES	YES	YES	YES	YES	YES ABS on payments to Republic	YES	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	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
Dr. Michael Palis	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Bette Mengesha presented items 13-19 for Board approval.

A. New Appointments

Item 13: Resolved that the Board appoints the following individuals:

Name	Position	Effective Day	Compensation	Account Code
Belinda Gordon-Pellot (Replacing Bear)	7th Grade Social Studies Teacher	4/25/22	\$ 58,000.00	11-130-100-101-02-043-
Carley M. Haines (Barzey)	Instructional Aide (Elementary)	2021-2022	\$ 26,897.00	11-190-100-106-IA-044-
Janine Avella (M. Pierce - Maternity)	Long Term Substitute	2021-2022	\$250/day	11-120-100-101-03-043-
Kristina E. Eggers, LTS (E. Gartland - Maternity)	Long Term Substitute	4/25/22	\$250/day	11-120-100-101-03-043-
Jasmine M. Gonzalez	Substitute	2021-2022	\$130/day	11-190-100-106-SB-043
Yalixa Perez	PT Custodian	2021-2022	\$15/hour	11-000-262-100-PT-066
Angelique M. Candelaria	PT Custodian	2021-2022	\$15/hour	11-000-262-100-PT-066
Liza I. Noguerras	PT Custodian	2021-2022	\$15/hour	11-000-262-100-PT-066
<u>New Appointments 2022-2023</u>				
Eric J Flecken	School Psychologist	2022-2023	\$ 75,000.00	ESSER 2-Mental 54% \$40,500 a \$34,500
Jillian Freeman (Replacing Berlin)	Elementary Teacher	2022-2023	\$ 50,000.00	11-120-100-101-01-043-
Aliza Nashofer	Elementary Special Ed Teacher	2022-2023	\$ 65,000.00	11-213-100-101-01-043-

B. Position Changes

Item 14: Resolved that the Board approve the following personnel, salary adjustments and account designation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>	
Dianery Ovalles	PT Parent Ambassador	4/15/22	\$13/hour	20-011-200-110-00

C. Athletic Stipends

Item 15: Resolved that the Board approves the following athletic coaching appointments and stipends:

<u>Name</u>	<u>Assignment</u>	<u>Stipend Amount</u>	<u>Account Code</u>
Ray Rossi	Baseball Head Coach	\$ 10,000 (Correction)	11-402-100-100-12- 066

D. Resignations/Terminations/Retirements

Item 16: Resolved that the Board accepts the following resignations/terminations:

<u>Name</u>	<u>Position</u>	<u>Effective Day</u>
Michelle Roman-Colon	District Office Manager	3/25/22
Simone Jarvis	Program Social Worker	4/15/22
Diadina Lugo	ESL Teacher K-5	4/28/22

Name	Position	Effective Day
Katrina Catoe	Program Social Worker	4/22/22

E. FMLA Leave

Item 17: Resolved that the Board approves the following FMLA Leave of Absences:

FMLA	Type of Leave	Effective Day
Susan Stoneback	Intermittent Leave-F	3/21/22
Tugba Hoguet	Intermittent Leave-E	2/10/22

F. Tenure Recommendations

Item 18: Resolved that the Board grants tenure to the following individuals based on recommendations from the Chief Academic Officer and after review by the Personnel Committee.

- Kathleen Dunkey
- Sara Horneff
- Scott Davis
- Sonia Chug as Teacher of Excellence with Tenure

G. Board Committee for Teacher Contract Negotiations

Item 19: Resolved that the Board appoints the following individuals to serve on the Teacher Contract Negotiations Committee:

- Gloria Bonilla-Santiago
- Dr. Michael Palis
- Bette Mengesha
- Hector Nieves

Seconded by Hector Nieves.

Roll Call:

	Item 13	Item 14	Item 15	Item 16	Item 17	Item 18	Item 19
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES
John Hall	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
Brenda Ortiz	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES	YES	YES

VIII. 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.

IX. Adjournment

Item 20: Dr. Palis presented a motion to adjourn.

Seconded by Margo Venable.

Roll Call:

	Item 20
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
John Hall	YES
Dr. Anthony Lowman	YES
Margaret Manthe	YES
Bette Mengesha	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Margo Venable	YES

Meeting adjourned at 5:43 pm.