

LEAP ACADEMY CHARTER SCHOOL

March 24, 2022

AGENDA

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

Attendance:

Dr. Gloria Bonilla-Santiago
Dr. Mathew Closter
John Hall
Dr. Anthony Lowman
Cal Maradonna
Bette Mengesha
Héctor Nieves
Brenda Ortiz
Dr. Yozmeris Roman
Omar Samaniego
Lisa Wright

Excused:

Jonathan Gonzalez
Michael Palis
Dr. Antonio Tillis
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 January 20, 2022: Dr. Roman presented the following resolution:

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

Seconded by John Hall.

Roll Call:

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

John Hall	YES
Dr. Anthony Lowman	YES
Margaret Manthe	ABS
Cal Maradonna	YES
Bette Mengesha	----
Hector Nieves	---
Brenda Ortiz	YES
Dr. Yosmeriz Roman	YES
Omar Samaniego	YES
Lisa Wright	YES

III. Chairperson’s Report

- **Presentation of Annual Financial Audit:** Maryann Holloway and Scott Baron of Bowman & Company presented the report on the Annual Financial Audit. They reported a very good audit with no finding and unqualified opinion.

Hector Nieves presented item 2 for approval:

Item 2: Whereas, the LEAP Board of Trustees in accordance with N.J.S.A.18A:23-1 must have a certified External Audit of the district’s accounts and financial transactions; and,

Whereas, the LEAP Board of Trustees has received the audit performed by Bowman & Company, LLP, and discussed said audit at its public meeting held on March 24, 2022;

Be it resolved that the LEAP Board of Trustees accepts the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2021 with no recommendation.

Further resolved that a copy of the Summary of the Audit Report be made available to the public

Further authorize the Business Administrator to submit the CAFR to the NJDOE Office of Charter School.

Seconded by Hector Nieves.

Roll Call:

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
John Hall	YES
Dr. Anthony Lowman	----
Margaret Manthe	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES

	Item 2
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	YES
Omar Samaniego	YES
Lisa Wright	YES

IV. **Curriculum and Instruction - Chief Academic Officer Update Report (Jozian Molina):** Jozian MOilna presented an update report on academic matters.

Dr. Closter presented items 3 and 4 for approval:

a. School HIB Self-Assessment

Item 3: Resolved that the Board has received and reviewed the Self-Assessment Survey for HIB and approves submittal to the NJDOE.

b. Field Trips

Item 4: Resolved that the Board approves the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	Funding Number	Number of Students attending
Amanda Beltran/Kiersten Perks The Franklin Institute 222 N. 20 th Street Philadelphia, PA 19103	5 th	3/18/22	\$1,459.00	To experience science in a hands-on way through exhibits geared to their age level and allow them to develop a deeper understanding of STEM concepts.	11-190-100-800-03-049	117
Sarah Wagner The Independence Seaport Museum- Romeo & Juliet 211 S. Columbus Blvd. Philadelphia, PA 19106	9 th	4/28/22	\$1,875.00	Analyzing a story both as a viewer and writer. Students will write a review for the play.	11-190-100-800-04-049	125
Theresa Selover Rancocas State Park 794 Rancocas Mt. Holly Rd. Westampton, NJ 08060	11 th	4/14/22	\$0.00	The students are reading Ralph Waldo Emerson's essay "Nature". This trip will help them to connect to the text, it will be an uplifting and physically beneficial experience.	N/A	110

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	Funding Number	Number of Students attending
Summer Coles The Funplex 3320 Rt. 38 Mt. Laurel, NJ 08054	4th	6/16/22	\$3,676.14	This will help students form opinions about their experiences and give them the opportunity to build on their social learning.		120

Seconded by Liz Wright:

Roll Call:

	Item 3	Item 4
Dr. Gloria Bonilla-Santiago	YES	YES
Dr. Matthew Closter	YES	YES
John Hall	YES	YES
Dr. Anthony Lowman	---	---
Margaret Manthe	YES	YES
Cal Maradonna	YES	YES
Bette Mengesha	YES	YES
Hector Nieves	YES	YES
Brenda Ortiz	YES	YES
Dr. Yosmeriz Roman	YES	YES
Omar Samaniego	YES	YES
Lisa Wright	YES	YES

V. Chief Operations Officer Updates – Stephanie Rogers provided an update on operational matters, as follows:

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

VI. Finance Committee Actions: Hector Nieves presented items 5-31 for approval:

A. Approval of Line-Item Status Report

Item 5: 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 December

2021 and January 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 6: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the months of December 2021 and January 2022 as provided by the Chief Financial Officer/SBA.

C. LEAP Microenterprise Financials

Item 7: Resolved that the Board approve the Financial Reports for the LEAP Microenterprise LLC for the months of December 2021 and January 2022 as provided by the Chief Financial Officer/SBA.

D. LEAP Student Transportation

Item 8: Resolved that the Board approve the Financial Reports for the LEAP Transportation LLC for the months of December 2021 and January 2022 as provided by the Chief Financial Officer/SBA.

E. Budget Transfers

Item 9: Resolved that the Board approve budget transfers for December 2021 and January 2022 as provided by the CFO/SBA.

Further resolved that the Board approve the following inter-appropriation transfers made in February 2022 on the financial records of the Board affecting 2021-22 budget.

Source Account Code from	Amount	Target Account Code to	Amount
Special Revenue Fund			
20-236-100-300-00-	\$20,000.00	20-236-100-610-00-	\$20,000
20-236-100-101-00-	\$30,000.00	20-236-100-610-00-	\$30,000.00
20-236-100-300-00-	\$20,000.00	20-236-200-103	\$20,000.00
20-236-100-300-00-	\$10,000.00	20-236-200-110-pgm	\$10,000.00
20-236-100-300-00	\$5000	20-236-200-600-PI-	\$5000
		-	
Total	\$85,000.00		\$85,000.00

F. Approval of Expenditure Report/Bill List

Item 10: Whereas, the Business Administrator certifies that there are sufficient funds to pay bills and payroll for December 2021 and January 2022.

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

SUMMARY OF BILLS FOR THE MONTH OF:

December 2021 CHECK AND WIRE DISBURSEMENTS	
FUND	Amount Disbursed
10 General Current Expense	\$1,752,651.65
20 Special Revenue	\$533,744.80
30 Capital Projects	\$48,030.79
60 Enterprise	\$115,878.95
90 Agency	\$495,142.26
91 Payroll	\$731,804.68
Total Disbursements:	\$3,677,253.13

January 2022 CHECK AND WIRE DISBURSEMENTS	
FUND	Amount Disbursed
10 General Current Expense	\$1,498,840.02
20 Special Revenue	\$231,384.43
30 Capital Projects	\$525
60 Enterprise	\$114,880.36
90 Agency	\$497,964.50
91 Payroll	\$705,035.59
Total Disbursements:	\$3,048,629.90

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 11: Resolved that the Board, after extensive research by the CFO/SBA, after extensive research by the CFO/SBA and consultation with the Finance Committee, the Board approve the cancelation of various prior years account receivables and account payables net of \$62,463.45 as of June 30 2021 fiscal audit.

Item 12: Resolved that the Board reject bid received from Gary F. Gardner, Inc for \$3,761,981 for 22-5 bid 527 Cooper construction rebid, per 18A:18A-22.a because it substantially exceeds the Board's cost estimates for the goods or services and authorize rebid.

Item 13: Resolved that the Board award contract to McCloskey Mechanical to replace water heater and water tank at 549 Cooper in the amount of \$49,200 based on Hunterdon County ESC Plumbing Services Co Op #HCESC-SER-20C.

- Item 14:** Resolved that the Board award a five-year lease contract to KDI Office Technology, INC to lease 2 copiers in the amount of \$667.96/month (\$38,741.68/5years) based on NJ State Contract G2075.
- Item 15:** Resolved that the Board award contract to McCloskey Mechanical to replace evaporators and condensers at 639 Cooper walk-in freezer/cooler in the amount of \$16,870 based on Hunterdon County ESC Co Op #HCEESC-SER-12A to be paid with fund 60.
- Item 16:** Resolved that Moved that the Board approve purchase of steamer from Hubert Company, LLC in the amount of \$27,150 (lower quote) to be paid with fund 60.
- Item 17:** Resolved that the Board approve purchase of additional supplies and materials for the district wide locks replacement/repair from Hogan Security Group not to exceed \$23,000 (34HUNCCP coop contract #203).
- Item 18:** Resolved that the Board approve to establish a maximum travel expenditure amount not to exceed \$30,000 for the 2021-2022 and 2022-2023 school year per 6A:23A-7.3.
- Item 19:** Resolved that the Board award contract for professional services to the search firm of Leslie Wade Consulting, for \$50,000.
- Item 20:** Resolved that the Board award contract for Early College students laptops to Troxell Communications, Inc in the amount of \$121,435 and \$21,749 for parent engagement to be paid with federal funds ESSA, coop NCPA0148.
- Item 21:** Resolved that the Board accept with sincere gratitude a donation of professional clothing for LEAP families from Dr. Gloria Bonilla-Santiago at the estimated value \$5000.
- Item 22:** Resolved that the Board accept with sincere gratitude a donation of athletic supplies from Leveling the Playing Field at the estimated value \$2100.
- Item 23:** Resolved that the Board accept with sincere gratitude a donation of fablab supplies from Mr. Scott Davis at the estimated value \$200.
- Item 24:** Resolved that the Board approve Marshall Tinely to provide training to bus drivers at a rate of \$30/hr not to exceed \$4,500.
- Item 25:** Resolved that the Board approve to increase the FY21 audit contract with Bowman and Company from \$65,000 to \$72,500/yr due to the addition of LLC's.
- Item 26:** Resolved that the Board renew (2nd) contract for SAT prep services with TPR Education LLC, RFP21-7, in the amount not to exceed \$48,000, to be paid with federal funds ESSA.
- Item 27:** Resolved that the Board accept dividend of \$34,652.23 from School Health Insurance.

- Item 28:** Resolved that the Board approve submittal to the ARP-ESSER of the 6 month update safe return plan for the 2021-2022 school year.
- Item 29:** Resolved that the Board authorize the use of left-over funds in student activities accounts from previous years activities be used to support current and future year student activities.
- Item 30:** Resolved that the Board accepts the following funds from State of NJ:
- Charter and Renaissance School Project Emergent and Capital Maintenance Funds - \$132,430.
 - ARP-HCY II– homeless children and youth \$24,857.

H. Presentation of the 2022-2023 School Year Budget – Yusein Durakav

- Item 31:** Resolved that the Board approve the recommendation of the CFO/SBA and the Finance Committee to approve the 2022-2023 School Year Budget and submit to the NJDOE Office of Charter Schools.

**Seconded by John Hall:
Roll Call:**

	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers and Metz	YES						
Dr. Matthew Closter	YES	YES	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						
Margaret Manthe	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers	YES						
Bette Mengesha	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
Brenda Ortiz	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers	YES						
Dr. Michael Palis	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Yozmeris Roman	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
Lisa Wright	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

	Item 18	Item 19	Item 20	Item 21	Item 22	Item 24	Item 25	Item 26	Item 27	Item 28	Item 29	Item 30	Item 31
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												
Dr. Yozmeris Roman	YES												
Omar Samaniego	YES												
Lisa Wright	YES												

VI. Personnel Committee: Bette Megesha presented items 32-38 for approval:

A. New Appointments

Item 32: Resolved that the Board appoints the following individuals:

Name	Position/Building Location	Contract/Start Date	Salary	Account Numbers
Steven Nunez	Director of College Access & RICH	3/7/22	\$ 90,000.00	100% Title I fed funds20-236-200-103-00
Joanna Kovlak	Teacher Fellow (HS, Social Studies)	2/22/22	\$ 45,000.00	100% ESSER 2 fed funds20-483-100-106-23
Jimmy Pineda	Vice Principal	4/25/22	\$ 80,000.00	11-000-240-103-04-062
Mildred Johanson	Certified School Nurse (Non-Instructional)	5/15/22	\$ 70,000.00	11-000-213-100-01-066
Shameka Shoultz	College Access 6th - 8th Grade	2/15/22	\$ 50,000.00	11-000-218-110-00-066
Jala Mujahid	Instructional Assistant 1:1 (Sped.Ed)	3/21/22	\$ 26,897.00	11-000-217-100-00-066-
Juanita C. Stewart	Substitute Teacher	3/8/22	\$130/day	11-190-100-106-SB-043
Aibi Perez De Munoz	Parent Ambassador	2/16/22	\$13/hour	20-011-200-110-00
Andre Torres	PT Ed. Safety Monitor	3/14/22	\$15/hour	11-000-266-110-PT-066
Carrington, Rashone	PT Ed. Safety Monitor	TBD	\$15/hour	11-000-266-110-PT-066
Danny Minaya	PT Custodian	2/28/22	\$15/hour	11-000-262-100-PT-066
Dianery Ovalles	PT Custodian	3/21/22	\$15/hour	11-000-262-100-PT-066
Doris Guzman	PT Custodian	3/21/22	\$15/hour	11-000-262-100-PT-066
Kareen I. Silva, Sr	PT Custodian	TBD	\$15/hour	11-000-262-100-PT-066
David Rios	PT Bus Driver	3/21/22	\$25/hour	11-000-270-160-00-066
Maria I. Peralta	PT Bus Driver	3/21/22	\$25/hour	11-000-270-160-00-066
Annalysse Mason	Early College Paraprofessional	TBD	\$ 26,897.00	11-190-100-106-IA-044

B. Position Changes

Item 33: Resolved that the Board approve the following personnel, salary adjustments and account designation:

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>	<u>Salary</u>	
Suzana Yuzekchieva	From Teacher Fellow to ESL K-3 Teacher	Credential Completion	3/16/22	\$ 60,000.00	11-240-100-101-01-043
Mar'Yon Watson	PT - FT Ed. Safety Monitor (10M)	PT-FT	2/1/22	\$ 26,114.00	100% ESSER 2 fed funds 20-483-266-100-23
Lorna Quintana	PT - FT Parent Ambassador	PT-FT	3/1/22	\$15/hour	20-011-200-110-00
Tanyard Baynard	PT Parent Ambassador	2022 NJ Minimum wage rate \$13.00/hour	1/1/22	\$13/hour	20-011-200-110-00
Ivelisse Velazquez	PT Parent Ambassador	2022 NJ Minimum wage rate \$13.00/hour	1/1/22	\$13/hour	20-011-200-110-00
Cheri Coleman	PT Parent Ambassador	2022 NJ Minimum wage rate \$13.00/hour	1/1/22	\$13/hour	20-011-200-110-00
Thomas Kane	PT Grant Writer (Federal Programs)	Maximum annual payout	4/1/22	\$30,000	100% Title I fed funds 20-236-200-110-PG-M
Rosa Ovalles-Vargas	Director of Transportation	Scope of Work	4/1/22	\$70,000	11-000-270-160-00-066

C. Athletic Stipends

Item 34: 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	\$ 7,000.00	11-402-100-100-12-066
Sarah Horneff	Softball Head Coach	\$ 7,000.00	11-402-100-100-12-066
Michael DiNuova	Softball Varsity Assistant Coach	\$ 5,000.00	11-402-100-100-12-066
Jayson Love	Baseball Varsity Assistant Coach	\$ 5,000.00	11-402-100-100-12-066
Thalia Ramos	Softball JV Coach Para	\$ 3,500.00	11-402-100-100-12-066

D. Tuition Reimbursement

Item 35: Resolved that the Board approve the following tuition reimbursement per LEAP Academy's Board approved program:

Name	Degree	Term	Amount
Divya Chohan	Masters Degree (ESL)	Fall of 2021	\$ 995.00

E. Resignations/Terminations/Retirements

Item 36: Resolved that the Board accepts the following resignations/terminations:

Name	Position	Effective Day
Molly Quinn	VP High School	1/27/22
Rowland Granger	PT Custodian	1/31/22
Lissandra Echevarria	PT Custodian	1/24/22
Shakira Negrón	PT Custodian	2/2/22
Iriselis Lisboa	Custodian	2/4/22
Ezekiel Montero	Instructional Assistant High School	2/4/22
Lynn Groom	Instructional Assistant (SE) Upper	2/22/22
Gregory Piscitelli	Basic Skills Teacher (6-8)	2/21/22
Ross Bear	7th Grade Social Studies Teacher	3/15/22
Ramon Santiago, Jr.	VP STEM Jr. HS	3/24/22

F. FMLA Leave

Item 37: Resolved that the Board approves the following FMLA Leave of Absences:

Name	Reason	Effective Period
Melissa Cloherty	Bonding Leave (rtw)	2/22/2022 - 3/1/2022
Erin Clark	Bonding Leave	2/1/2022 - 4/26/2022
Sarah Wagner	FMLA (rtw)	2/14/2022 - 3/4/2022
Michelle Pierce	FMLA (Maternity Leave)	2/28/2022-5/10/2022
Michelle Pierce	Bonding Leave	5/11/2022-6/24/2022
Roxanne Jastrzemski	FMLA	2/28/2022-3/30/2022
Erin Gartland	FMLA (Maternity Leave)	4/9/2022-6/4/2022
Amy Schultice	FMLA (Maternity Leave)	4/30/2022-6/24/2022

G. External PD

Item 38: Resolved that the Board approves participation of staff on external specialized PD as follows:

NAME	NAME OF WORKSHOP/SEMINAR	LOCATION	DATE (S) & TIME	Account Code and Cost
Yusein Durakov	NJASBO SBA Official Membership Training	Virtual	2021-2022 School Year	\$2,000.00 Acct. #11-000-251-592-PD-063
Jozian Molina	Leading Change: Harvard Graduate School of Education	Virtual	February 2, 2022 to March 2, 2022 (Totaling 15 hrs)	\$499.00 Acct. #20-279-200-340
Dr. Velmina Rivera	2022 Practical Pediatrics CME Course	WDW Resorts Hotel Lake Buena Vista, FL	March 24-28, 2022	\$1,340.96 Acct. #11-800-330-800-09-068

**Seconded by Hector Nieves.
Roll Call:**

	Item 32	Item 33	Item 34	Item 35	Item 36	Item 37	Item 38
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						
Dr. Yozmeris Roman	YES						
Omar Samaniego	YES						
Lisa Wright	YES						

VII. 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 39: John Hall presented a motion to adjourn.

Seconded by Dr. Yosmeriz Roman.

Roll Call:

	Item 39
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. Yosmeriz Roman	YES
Omar Samaniego	YES
Lisa Wright	YES

Meeting adjourned at 6:10 pm.

Respectfully Submitted

Wanda Garcia
Board Liaison