

**LEAP Board of Trustees Meeting
October 20, 2022
MINUTES**

Meeting called to order at 5:09 pm.

Attendance:

Dr. Gloria Bonilla-Santiago
Margaret Manthe
Bette Mengesha
Dr. Donna Nickitas
Héctor Nieves
Brenda Ortiz
Dr. Michael Palis
Dr. Yosmeriz Roman
Margo Venable

Excused:

Dr. Mathew Closter
Dr. Anthony Lowman
Cal Maradonna
Omar Samaniego
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. Approval of Minutes of September 15, 2022: Hector Nieves presented the following resolution:

Item 1: Resolved that the Board of Trustees approve the minutes of the meeting of September 15, 2022 as prepared by Wanda Garcia, Board Liaison.

Seconded by Margaret Manthe.

Roll Call:

	Item 1
Dr. Gloria Bonilla-Santiago	YES
Margaret Manthe	YES
Bette Mengesha	YES
Dr. Donna Nickitas	YES

	Item 1
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	YES
Margo Venable	YES

III. Chairperson’s Report

- **Upcoming Scholarship Fundraising Gala** – Dr. Santiago reminded Board members about the Annual Scholarship Fundraising Gala scheduled for December 9, 2022. She encouraged members to attend and to generate support for the event. This is an important opportunity to raise more funds for LEAP alumni with demand for scholarships growing every year.
- **Adoption of Required Policies:** Dr. Santiago presented language for required policies to be added to the school’s policy book.

Dr. Donna Nickita’s presented Item 2 for Board approval:

Item 2: Resolved that the Board adopts the following policies as required by the State Board of Education and coded in NJ Education statutes:

High School Student Representative to Board of Trustees: authorizes the appointment of a minimum of one student selected by the student body to serve as a nonvoting student representative on the Board.

Reserve Account: The Board is authorized to establish at any time a capital reserve account, pursuant to N.J.S.A. 18A:21-2 and 3, and 18A:7G-31. Funds in the capital reserve account shall not be used for current expenses, pursuant to N.J.S.A. 18A:22-8.2, and shall only be used for purposes as outlined in N.J.A.C. 6A:23A-14.1(b).

Meal Charges/Outstanding Food Service: The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the principal or designee. The principal or designee will contact the student’s parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due.

Seconded by Dr. Yosmeriz Roman.

Roll Call:

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Margaret Manthe	YES

	Item 2
Bette Mengesha	YES
Dr. Donna Nickitas	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	YES
Margo Venable	YES

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

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

A copy of the report is included with the minutes.

The Board requested for a report documenting cumulative data on students served for SEL, Parent contracts and Parent volunteer hours.

V. Finance Committee Actions: Dr. Michael Palis presented items 3-19 for Board approval

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 months of July and August 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 4: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the months of July and August 2022 as provided by the Chief Financial Officer/SBA.

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 months of July and August 2022 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 months of July and August as provided by the Chief Financial Officer/SBA.

E. Budget Transfers

Item 7: Resolved that the Board approve budget transfers for July and August 2022 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 August 2022;

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

**SUMMARY OF BILLS FOR THE MONTH OF:
August 2022 CHECK AND WIRE DISBURSEMENTS**

FUND	Amount Disbursed
10 General Current Expense	\$1,416,604.99
20 Special Revenue	\$441,023.09
30 Capital Projects	\$0
60 Enterprise	\$40,213.77
90 Agency	\$427,812.63
91 Payroll	\$582,129.09
Total Disbursements:	\$2,907,783.57

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 approve contract with Northeast Mechanical, LLC under EDDATA Plumbing Contract Bid#9185 Package #27, time and material, to replace the Air Handler at 639 Cooper-#205 in the amount not to exceed \$15,038 to be paid with 100% ARP federal funds.

- Item 10:** Resolved that the Board accept the SSB-VEEVR grant from NJ Board of Public Utilities in the amount of \$1,489,126.5 (75% of project costs and to set aside 25% from general budget) for 549 Cooper St, Camden HVAC replacement, application #67715.
- Item 11:** Resolved that the Board establishes a Capital Reserve account pursuant to N.J.S.A. 18A: 21-2 and 3 and 18A: 7G-21.
- Further resolved that funds in the Capital Reserve account shall not be used for current expenses, pursuant to N.J.S.A. 18A: 22-8.2 and shall only be used for purposes as outlined in N.J.A.C. 6A: 23A-14.1(b). Funded capital improvements must have a depreciable life of not less than five (5) years. Any deviation from this requirement must be approved by the Board prior to expenditure and meet all applicable N.J.S.A. standards.
- Item 12:** Resolved that ,
- Item 13:** Resolved that the Board approve the revision of Resolution #11 from March 24, 2022, as follows:
- Now therefore, the Board retroactively approve for FY22 the cancellation of various prior years account receivables and account payables net of \$101,283.23 in accounts payables, per the attached schedule.
- Item 14:** Resolved that the Board award a contract to Schoolworks, LLC as sole responder to RFP23-4, to provide school leaders coaching on NJ Learning Acceleration standards, in the amount of \$51,900 for fy23 to be paid with 100% ARP Learn & Coach federal funds.
- Item 15:** Resolved that the Board award a contract to Engineering Driven Design PC as the sole responder to RFP22-7, to provide engineering services for 639 Cooper HVAC design, in the amount of \$79,500 to be paid with 100% ARP federal funds.
- Item 16:** Resolved that the Board accept the FY22 Emergency Connectivity Fund grant in the amount of \$241,600.
- Further resolved that the Board approve the purchase of laptops from Bluum, Inc. SPIN#143030849 andNCPA01-48 coop, for \$340,900 using the grant and the rest \$79,300 to be paid with general fund.
- Item 17:** Resolved that the Board approve submittal of the Annual Financial Questionnaire to the NJDOE.
- Item 18:** Resolved that the Board retroactively approve revenue contract with LEAP Social Enterprise LLC for FY23, LEAP Academy to provide business office services in the amount of \$154,720.
- Item 19:** Resolved that the Board approve purchase of refrigerator from Strategic Equipment LLC, 34HUNCCP #CAT-22-08, for \$5905, paid with Enterprise funds.

Seconded by Hector Nieves.

Roll Call:

	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES Abstain on Payments to Rutgers and Metz	YES	YES	YES	YES	YES	YES
Margaret Manthe	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
Hector Nieves	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES	YES	YES	YES Abstain on Payments to Rutgers	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES Abstain on Payments to Rutgers	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES Abstain 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

	Item 15	Item 16	Item 17	Item 18	Item 19
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES
Dr. Yosmeriz Roman	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES

VI. Personnel Committee: Bette Mengesha presented items 20-24 for Board approval:

A. New Appointments

Item 20: Resolved that the Board appoints the following individuals:

<u>Name</u>	<u>Position/ Building Location</u>	<u>Salary</u>
Stephen Bergholtz (M. Johnson)	Art Teacher 4-8	\$ 63,000.00
Wendy James (D. Lugo)	ESL 6-8 Teacher	\$ 63,000.00
Debra Arthur (Vicino moved to 7th grade ELA)	6th Grade ELA	\$57,000
Anastasia Broyles (Jlove)	HS ELA	\$63,000.00
Diamonique Muhammad	Teacher Fellow social studies	\$50,000.00
Amanda Pickard (Gramos)	HS Spanish Teacher (Substitute Teacher)	\$150 daily rate
Amanda Pickard (Gramos)	HS Spanish Teacher (\$60,000.00 Teacher Certification)	\$ 60,000.00
Alisha Lerman	Certified Substitute Teacher	\$250 daily rate
Silivia Tenezca (Clara)	Clinic Health Center	\$65,000.00
Jasmine Rivera (Nellybel)	Office Manager 6-8	\$ 40,000.00
Xiomara Rivera	Substitute Teacher	\$150 daily rate
Amoge E. Omeronye	Substitute Teacher	\$150 daily rate
Lisa Jones	1:1 Instructional Aide 2nd Grade	\$35,000.00
Yalixa Perez (replacing M.Watson)	PT Ed. Monitor	\$15/hour
Rosa Nunez	PT Bus Driver	\$28/hour
Christian Feliciano (replacing S. Negron)	PT Custodian	\$15/hour
Caponia Rand	PT Custodian	\$15/hour
Lamont Johnson	PT Custodian	\$15/hour
Isatta Knowlden	CCC 15 hr. Field Experience (Elementary & Secondary)	N/A

B. Position Changes

Item 21: Resolved that the Board approves the following position modifications and salary adjustments:

Name	Reason/Justification	Effective Date	From - To
Dana Rivas	Interim Principal	10/19/2022	\$110,000 - \$125,000
Sonia Chugh	Tenure with Teacher of Excellence (5%)	9/1/22	\$76,238.97 - \$80,050.92
Brenda Rivera	Salary Adjustment	7/1/22	\$80,000-\$90,000.00
Julian Damiani	Master's Degree + 15	8/30/22	\$63,089.56-\$67,500.00

Name	Reason/Justification	Effective Date	From - To
Michele Pierce	Score Adjustment	8/30/22	\$71,448.95-\$71,659.76
Amanda Dacenko	Score Adjustment	8/30/22	\$68,764.17-\$68,804.25
Amy Schultice	Score Adjustment	8/30/22	\$66,706.95-\$66,878.98
Juan Rivera	Compensation Adjustment	9/1/22	\$25.00/hour - \$30.00/hour
Maria Gonzalez	Salary Adjustment	9/1/22	\$37,885.13 - \$45,000.00

C. Co-Curricular Appointments

Item 22: Resolved that the Board approves the following co-curricular appointment:

Name	Assignment	Period	Compensation	Account Code
Keefe, Alexandra	Home Instruction	2022-2023	\$45/hour	-
Sandra Heintz	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Shirley Saed	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Candice Stephens	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Lissel Vasilakis	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Audrey Deren	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Silvia Vasquez	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Maria Orlina	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Christine LaPaglia	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Elizabeth Alper	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Tracey Thompson	Tutor	2022-2023	\$45/hour	100% ARP 20-487-100-110-22-
Abdul Qayyum	Tutor	2022-2023	\$30/hour	100% ARP 20-487-100-110-22-
Sarah Horneff (correction)	3 Years Volleyball coach	2022-2023	\$10,000.00	11-402-100-100-12-066
Emily Pregartner	Cheerleader	2022-2023	5,000.00	11-402-100-100-12-066
Deanna Quidachay	Intramural Girls' Volleyball	2022-2023	\$45/hour	

D. FMLA Leave

Item 23: Resolved that the Board approves the following FMLA Leave of Absences:

Name	Reason	Period
Stephanie Aspenburg	Family	8/15/2022 – 6/9/2023

E. Resignations/Terminations/Retirements

Item 24: Resolved that the Board accepts the following resignations/terminations:

<u>Name</u>	Position	Effective Day
Rashone Carrington	Ed. Safety Monitor	9/23/22
Harold Shaw	Principal	10/18/22
Kiersten Perks	Special Education Teacher 7-8 grade	10/28/22
Jayson Love	HS English	10/25/22
Dionna Hofbauer	7th Grade Math Teacher	11/4/22
Anna Marie Perrone	7th Grade ELA	11/16/22

Seconded by Hector Nieves:

Roll Call:

	Item 20	Item 21	Item 22	Item 23	Item 24
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES
Dr. Yosmeriz Roman	YES	YES	YES	YES	YES
Margo Venable	YES	YES	YES	YES	YES

VIII. Curriculum Committee

- A. **Academic Progress Report** – Jozian Molina, CAO presented a report on progress addressing academic matters. Copy of the report is included.

Dr. Bonilla-Santiago presented items 25-27 for Board approval.

B. Academic Improvement Strategy Resolution

Item 25: Resolved that the Board directs the school’s instructional leadership to implement a comprehensive effort that is targeted, data driven, intentional, rigorous and highly accountable to address student performance across grade levels and that includes the following strategies:

1. Hire Instructional Leader expert that can join the LEAP team in a leadership position to provide direction for this area and engage in expanding and growing the organization with a focus on improving student academic performance at all levels.
2. Identify and administer a monthly assessment that can provide formative information on student academic progress.
3. Work with the School Works consultant to realign PD program for principals and teachers with the pressing needs of students in areas of academic performance.
4. Align the academic support work and priorities of the College Access Center to ensure that the focus of college access staff is on improvements of student academic performance.
5. Realign the work of the Centers of Excellence to academic performance to ensure that all activities of the units such as Fab Lab, PRAC, Family and Parent Support and other academic support units are laser focused on improving student performance.
6. Explore and secure collaboration with the Responsive Math Teaching Program from UPenn to work with our teachers.
7. Engage in deeper data analysis to be able to track student cohort performance as another way to identify gaps, trends and areas of focus for students K-12.

C. Field Trips Approval

Item 26: Resolved that the Board authorize the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	NJ Student Learning Standard Alignment	Purpose of the Trip/ How will students demonstrate knowledge?	Number of Students attending
Rafael Miranda, Puerto Rican Arts Center and Center for College Access Center for Aquatic Sciences Pennsauken, NJ	Select 6-8 th grade students	10/26/2022	MS-ESS3: Earth and Human Activity	Petty's Island will welcome LEAP Academy for an afternoon of fun and exploration. Students will be introduced to Petty's environmental and cultural history, visit artist Sarah Kavage's site-specific art	25

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	NJ Student Learning Standard Alignment	Purpose of the Trip/ How will students demonstrate knowledge?	Number of Students attending
				installation and explore the Island with the help of Lenapehoking Watershed Project facilitators. SWBAT to write and discuss reflections after their visit, detailing their experience.	
Donna Robertson/ Chrystal Walker Under Armour Hype Headquarters 990 Spring Garden St Philadelphia, PA	6-8 th grade intramural athletes	10/22/2022 (Weekend Event)	Not applicable	Our intramural athletes will experience self-esteem building exercises, and team building activities.	30
Melissa Cloherty Duffields Farm Market 280 Chapel Heights Rd Sewell, NJ 08080	1 st Grade	10/20/2022	Teachers will incorporate Science and Social Studies lessons that are relevant to the trip. Thematic units: plant life cycle, production and consumption, learn about their state and community, and compare a rural farm to that of suburban and urban life.	Students will have the opportunity to visit a working farm that cultivates and provides food for local consumption, which will result in a positive experience for our scholars. Students will be guided to submit a writing sample on the plant life cycle to demonstrate understanding.	120
Steven Nunez Rutgers University 303 Cooper St Camden NJ 08102	11th	11/29/2022	NJSLS — Career Readiness, Life Literacies and Key Skills (NJSLS-CLKS) Standard 9.2 Career Awareness, Exploration, Preparation and Training:	To gain college exposure and learn about the arts in their degree programs Students will write an essay on the degree programs and competencies learned during tour.	120
Steven Nunez Camden County College 200 N Broadway Camden NJ 08102	10th	11/21/2022	NJSLS — Career Readiness, Life Literacies and Key Skills (NJSLS-CLKS) Standard 9.2 Career Awareness, Exploration, Preparation and Training:	To gain college exposure and learn about the arts in their degree programs Students will write an essay on the degree programs and competencies learned during tour.	120

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	NJ Student Learning Standard Alignment	Purpose of the Trip/ How will students demonstrate knowledge?	Number of Students attending
Steven Nunez Universal Technical Institute 4225 E. Windase Dr	11th	11/22/20 22	NJSLS — Career Readiness, Life Literacies and Key Skills (NJSLS-CLKS) Standard 9.2 Career Awareness, Exploration, Preparation and Training:	College exposure and work hard based projects in engineering Students will write an essay on the degree programs and competencies learned during tour.	120

D. External PD

Item 27: Resolved that the Board authorizes participation the following PD opportunities:

NAME	NAME OF WORKSHOP/ SEMINAR	ACADEMIC/ OPERATIONAL RATIONALE	LOCATION	DATE (S) & TIME	COST
Jozian Molina	Harvard School of Business/Graduate School of Education	Ms. Molina is participating in an asynchronous course “Leading School Strategy and Innovation” to gain additional tools and knowledge on academic strategic planning, performance and opportunity gaps, and emerging best practices to lead innovation. Ms. Molina will turnkey this course for principals through professional development.	Online	10/12/2022 – 11/9/2022	\$499
Chrystal Walker	Black Men Educators Convening (BMEC)	Administrators will be attending the convening to recruit and network with other educators in effort to fill teacher vacancies	Loews Hotel 1200 Market St Philadelphia, PA 19107	11/17/2022- 11/19/2022	\$199 (fee waived)
Amir Ayres	Black Men Educators Convening (BMEC)	Administrators will be attending the convening to recruit and network with other educators in effort to fill teacher vacancies	Loews Hotel 1200 Market St Philadelphia, PA 19107	11/17/2022- 11/19/2022	\$199 (fee waived)
Marchelle Roberts	New Superintendents Academy	To build capacity for future potential leadership positions	Virtual	9/21/2022 10/19/2022,	\$0

		within LEAP (Remission form to be completed)		11/17/2022, 12/12/2022, 1/19/2023, 2/8/2023, 3/7/2023	
Jozian Molina	NJASA premier level of membership for all certified school administrators	(Remission form to be completed)	Online	10/21/2022-6/30/2023	\$1700

Seconded by Bette Mengesha.

Roll Call:

	Item 25	Item 26	Item 27
Dr. Gloria Bonilla-Santiago	YES	YES	YES
Margaret Manthe	YES	YES	YES
Bette Mengesha	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. Yosmeris 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).

No comments were received.

X. Adjournment

Hector Nieves presented a motion to adjourn.

Seconded by Dr. Yosmeris Roman

Roll Call

	Item 28
Dr. Gloria Bonilla-Santiago	YES
Margaret Manthe	YES
Bette Mengesha	YES
Hector Nieves	YES
Dr. Donna Nickitas	YES
Brenda Ortiz	YES

	Item 28
Dr. Yosmeriz Roman	YES

Meeting adjourned at 6:04 pm.