

**LEAP Board of Trustees Meeting
January 19, 2023
MINUTES**

Meeting called to order at 5:10 pm.

Attendance:

Dr. Gloria Bonilla-Santiago
Dr. Mathew Closter
Dr. Anthony Lowman
Margaret Manthe
Cal Maradonna
Bette Mengesha
Dr. Donna Nickitas
Héctor Nieves
Brenda Ortiz
Dr. Michael Palis
Dr. Yosmeriz Roman

Excused:

Omar Samaniego
Lisa Wright
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 November 17, 2022: Hector Nieves presented the following resolution:

Item 1: Resolved that the Board of Trustees approve the minutes of the meeting of November 17, 2022 as prepared by Wanda Garcia, Board Liaison.

Seconded by Dr. Palis.

Roll Call:

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

	Item 1
Cal Maradonna	YES
Bette Mengesha	YES
Dr. Donna Nickitas	YES
Hector Nieves	YES
Dr. Michael Palis	YES
Brenda Ortiz	YES
Dr. Yosmeriz Roman	YES

III. Chairperson’s Report

- Report on the Alfredo Santiago Scholarship Fundraising Gala : Dr. Santiago provided a report on the Gala proceeds. The following was provided in terms of the budget:

Tickets and Donations prior to Gala	\$ 619,116.80
Silent and live auction	\$ 10,010
Total raised	\$ 629,126.80
Gala Costs	\$ 100,225.77
Total Revenue	\$ 528,901.03

- Rutgers President, Jonathan Holloway’s Visit to LEAP: Dr. Santiago annoced that President Holloway visited the LEAP Academy for the first time and it was a very positive first visit. He committed to attend next years’ Gala.
- Annual Report of the CLC: Dr. Santiago announced the publication of the CLC’s Annual Report. It can be open at this site:
https://dept.camden.rutgers.edu/clc/files/CLC_Annual-Report-2022-v8b.pdf

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

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

V. Finance Committee Actions: Margaret Manthe presented items

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 October and November 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 October and November 2022 as provided by the Chief Financial Officer/SBA.

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 months of October and November 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 October and November 2022 as provided by the Chief Financial Officer/SBA.

E. Budget Transfers

Item 6: Resolved that the Board approve budget transfers for the months of October and November 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 the months of October and November 2022;

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

SUMMARY OF BILLS FOR THE MONTHS OF:
October and November 2022 CHECK AND WIRE DISBURSEMENTS

FUND	Amount Disbursed October 2022	Amount Disbursed November 2022
10 General Current Expense	\$1,874,355.12	\$2,264,244.36
20 Special Revenue	\$437,952.12	\$624,295.44
30 Capital Projects	\$38.19	\$0
60 Enterprise	\$165,755.90	\$176,518.28
90 Agency	\$546,964.31	\$547,586.58

FUND	Amount Disbursed October 2022	Amount Disbursed November 2022
91 Payroll	\$847,344.48	\$861,878.02
95 Student	\$0	\$0
96 Parent Council	\$0	\$0
Total Disbursements:	\$3,872,410.12	\$4,474,522.68

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 the Board award a contract to All Risk, Inc. for basement repairs at 130 N Broadway Ave, due to the water damage from incident that occurred 4.19.22, in the amount of \$45,991.70, under Coop 65MCESCCPS Bid ESCNJ 17/18-34.

Item 9: Resolved that the Board approve revenue contract in the amount of \$1000 for LEAP to provide transportation services to Rutgers, The State University of New Jersey, Division of Diversity, Inclusion, and Civic Engagement.

Item 10: Resolved that the Board award a contract to Multitemp Mechanical, Inc. for boiler replacement at 532 Cooper in the amount \$77,000 paid with FY23 Charter Facilities Grant, Bid 23-2 Results:

Multitemp Mechanical, INC	\$77,000.00
Northeast Plumbing, LLC	\$77,485.00
Falasca Mechanical, Inc	\$83,600.00
Kaser Mechanical, LLC	\$99,900.00
LGB Mechanical, Inc	149,000.00

Item 11: Resolved that the Board award professional services contract for Treasurer Services for FY23 to Michael Catalano in the amount of \$583.33/month.

Item 12: Resolved that the Board award engineering professional services contract to J & M Engineering, LLC to do HVAC engineering for 549 Cooper and 130 N Broadway for \$209,000.

Item 13: Resolved that the Board approve contract with Northeast Electrical, LLC under EDDATA Electrical Contract Bid#9740 Package #11, time and material, for \$45,200.

Item 14: Resolved that the Board approve the revised 2022-2023 School Year Budget effective 01/01/2023 and submit to the NJDOE Office of Charter Schools. (Based on an October 15, 2022 enrollment count of 1537.6 students with a variance in revenue of \$24,445,936).

Item 15: Resolved that the Board approve the revised ARP-ESSER Budget (Rev 1), as follows:

Function/Object	ARP ESSER-3	Mental Health
100-100	\$506,439	
100-300	\$915,000	
100-500	\$61,000	
100-600	\$968,000	
200-100	\$1,428,210	\$45,000
200-200	\$1,083,291	
200-600	\$425,000	
400-720	\$1,812,697	
400-731	\$134,266	
PGM ADM	\$20,000	
Total	\$7,353,903	\$45,000

Item 16: Resolved that the Board approve revised FY23 ESEA (Rev 1) Consolidated Grant Budget, as follows:

Function/Object	Title I-A	Title II-A	Title III	Title IV Part A
100-100	\$ 152,333			
100-300	\$ 395,000			\$82,460
100-500				\$12,618
100-600	\$ 126,430		\$11,009	
100-800			\$600	
200-100	\$ 318,600		\$6,000	\$960
200-200	\$211,149		\$459	
200-300		\$104,249	\$2,400	
200-500	\$3,000	\$7,000	\$3,000	
200-600	\$ 23,756	\$16,147		
200-800	\$6,300			
400-731	\$28,104			
PGM ADM	\$25,000			
Total	\$1,289,672	\$127.396	\$28,468	\$108,892

**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	Item 14	Item 15	Item 16
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES Abs on payments to Rutgers and Metz	YES	YES	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	Item 14	Item 15	Item 16
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES	YES	YES	YES Abs on payments to Rowan	YES	YES	YES	YES	YES	YES	YES	YES	YES
Margaret Manthe	YES	YES	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	YES	YES	YES	YES	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES	YES	YES	YES Abs on payments to Rutgers	YES	YES	YES	YES	YES	YES	YES	YES	YES
Hector Nieves	YES	YES	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	YES	YES	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	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Bette Mengesha presented items 17-20 for approval:

A. New Appointments

Item 17: Resolved that the Board appoints the following individuals:

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Salary</u>
Anastasia Broyles (Replacing Depew)	HS ELA Teacher (Pending Expedite Cert)		\$63,000.00
Brittney Carney (Replacing Paixio)	7th Grade Science Teacher Fellow	11/16/22	\$45,000.00
Mildred Sampson (replacing M.David)	Certified School Nurse	12/5/22	\$75,000.00
Amy N. Robertson (Replacing K.P-Gomez)	School Social Worker	12/1/20222	\$60,000.00
Nereida Camacho	PT Custodian	12/1/20222	\$15/hour
Acquiles Sanchez	Bus Driver (10M)	10/26/22	\$35,000.00
Maria Sanchez	PT Ed. Safety Monitor	12/1/20222	\$15/hour

B. Position Changes/Adjustments

Item 18: Resolved that the Board approves the following position modifications and salary adjustments:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>From - To</u>
Amanda Pickard (G.Ramos)	From HS Spanish Sub Teacher to HS Spanish Teacher Fellow	10/3/22	\$45,000.00
Yalixa Perez (Replacing T.Ramos)	From PT to FT Ed. Safety Monitor	11/1/22	\$27,500.00

C. Co-Curricular Appointments

Item 19: Resolved that the Board approves the following co-curricular appointment. Payments are based on actual work performed.

<u>Name</u>	Assignment	Term	Stipend
Scott Davis	Home Instruction	2022-2023	\$45/hour
Tracy Thompson	Home Instruction	2022-2023	\$45/hour
Jessica Petruz	Home Instruction	2022-2023	\$45/hour
Alexandra Keefe	Home Instruction	2022-2023	\$45/hour
Ms. Chugh	Home Instruction	2022-2023	\$45/hour
Helen Redmond	Home Instruction	2022-2023	\$45/hour
Susan Stoneback	Home Instruction	2022-2023	\$45/hour
Rachel Haines	Home Instruction	2022-2023	\$45/hour
Ray Rossi	Home Instruction	2022-2023	\$45/hour
Marcus Mcrimmon	Home Instruction	2022-2023	\$45/hour
<u>Extracurricular Athletic Stipend</u>			
Ryan Koch	Boys' Head Basketball Coach	2022-2023	\$7,000.00
Maurice Whittington	Boys. JV Basketball Coach	2022-2023	\$5,000.00
Stephen Cardis	Girl's Head Varsity Basketball Coach	2022-2023	\$7,000.00

D. Resignations/Terminations/Retirements

Item 20: Resolved that the Board accepts the following resignations/terminations:

Name	Position	Effective Day
Mannix Shinn	Physics Teacher	12/8/22
Thalia Ramos (Replaced by Y.Perez)	Ed. Safety Monitor	10/31/22
<u>Terminations</u>		
Katherine Perez-Gomez (A. Robertson)	Social Worker - Job Abandonment	10/6/22
Florence Alviar	Medical Receptionist - Performance	12/31/22

Seconded by Hector Nieves.

Roll Call:

	Item 17	Item 18	Item 19	Item 20
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES
Dr. Anthony Lowman	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES
Hector Nieves	YES	YES	YES	YES
De. Donna Nickitas	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES
Dr. Yozmeris Roman	YES	YES	YES	YES

VIII. Curriculum Committee

A. Academic Progress Report – Jozian Molina, CAO provided a progress report on the following areas:

- a. Extended Day Academic Support Student Data
- b. Mid Unit 2 Benchmark Data
- c. Target Strategies for Academic Improvement
- d. Early College Update
- e. College Access Update

B. Action Items: Dr. Closter presented items 21-22 for Board approval:

Item 21: Resolved that the Board approves implementation of the Tynker Coding Curriculum.

Item 22: Resolved that the Board authorizes participation the following PD opportunities:

NAME	NAME OF WORKSHOP/SEMINAR	ACADEMIC/OPERATIONAL RATIONALE	LOCATION	DATE (S) & TIME	COST
Donita Zepeda	TechSpo23	Positive impact on our teacher's skill set within ed-tech offerings and help students' performance by having the leading admin for both instruction and technology	Harrah's Atlantic City Waterfront Conference	1/25/2023-1/27/2023	\$790
Steve Pierre-Jacques	TechSpo23	Positive impact on our teacher's skill set within ed-tech offerings and help students' performance by having the leading admin for both instruction and technology	Harrah's Atlantic City Waterfront Conference	1/25/2023-1/27/2023	\$790
Yusein Durakov	Asbo Leadership Forum	Strengthening my own leadership skills and contributing to the improvement of the team's dynamic within LEAP's business office and throughout the district.	San Antonio, Texas	2/23/2023 - 2/25/2023	\$1426.71
Andrea Moore	Legal one: Hot issues in special education law	Standard 6.D- Foster continuous improvement of individual and collective instructional capacity to achieve outcomes envisioned for each student. Fulfill requirements to earning my standard principal certification	12 Centre Dr Monroe Twp, NJ 08831	11/29/2022	\$0
Andre Moore	Winter Inclusion leadership conference	Standard 6.D- Foster continuous improvement of individual and collective instructional capacity to achieve outcomes envisioned for each student.	Holiday Inn Philadelphia Cherry Hill NJ	12/2/2022	\$0

Seconded by Dr. Nickitas.

Roll Call:

	Item 21	Item 22
Dr. Gloria Bonilla-Santiago	YES	YES
Dr. Matthew Closter	YES	YES
Dr. Anthony Lowman	YES	YES
Margaret Manthe	YES	YES
Cal Maradonna	YES	YES
Bette Mengesha	YES	YES
Hector Nieves	YES	YES
Dr. Donna Nickitas	YES	YES

	Item 21	Item 22
Brenda Ortiz	YES	YES
Dr. Michael Palis	YES	YES
Dr. Yozmeris Roman	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.](mailto:wandag@camden.rutgers.edu))

No comments were received.

X. Adjournment

Dr. Michael Palis presented Item 23 for approval.

Seconded by Hector Nieves.

Roll Call:

	Item 23
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Dr. Anthony Lowman	YES
Margaret Manthe	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Dr. Donna Nickitas	YES
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES

Meeting adjourned at 6:15 pm.