

LEAP Board of Trustees Meeting
April 20, 2023
MINUTES

Meeting called to order at 5:05pm.

Attendance:

Dr. Gloria Bonilla-Santiago
Dr. Mathew Closter
Margaret Manthe
Cal Maradonna
Bette Mengesha
Dr. Donna Nickitas
Héctor Nieves
Brenda Ortiz
Dr. Michael Palis
Lisa Wright

Excused:

Dr. Anthony Lowman
Dr. Yosmeriz Roman
Omar Samaniego
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 March 30, 2023: Hector Nieves presented the following resolution:

Item 1: Resolved that the Board of Trustees approve the minutes of the meeting of March 30, 2023, as prepared by Wanda Garcia, Board Liaison.

Seconded by Lisa Wright.

Roll Call:

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

Cal Maradonna	ABS
Bette Mengesha	YES
Dr. Donna Nickitas	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Lisa Wright	YES

III. Chairperson’s Report: Dr. Santiago presented an update report on her chairperson’s efforts with highlights of accomplishments and a review of the work in Puerto Rico.

- i. LEAP STEAM + E Public Event – April 27, 2023
- ii. LEAP Social Enterprise Inc. received \$9.5 million from USDOE CSP CMO program to expand LEAP schools in PR for 5 years.
- iii. LEAP STEAM +E AS Scholarship event for 318 students
- iv. LEAP Alfredo Santiago Scholarship Event May 8 and 9 2023: 780 students
- v. LEAP Graduation is May 31st at the Freedom Pavilion
- vi. Gloria and Alfredo Santiago Scholarship Gala – December 8, 2023

IV. Operational Report- Stephanie Rogers, COO/Lead Person: Stephanie Rogers provided an update report on various operational issues as follows:

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

V. Finance Committee Actions: Margaret Manthe presented items 2-16 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 2023 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 2023 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 February and March 2023 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 2023 as provided by the Chief Financial Officer/SBA.

E. Budget Transfers

Item 6: Resolved that the Board approve budget transfers for the months of February and March 2023 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 February and March 2023;

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

**SUMMARY OF BILLS FOR THE MONTHS OF FEBRUARY AND MARCH
CHECK AND WIRE DISBURSEMENTS**

FUND	February 2023	March 2023
10 General Current Expense	\$1,927,762.20	\$2,685,245.17
20 Special Revenue	\$641,590.43	\$445,617.18
30 Capital Projects	\$0	\$0
60 Enterprise	\$389,737.01	\$307.17
90 Agency	\$552,366.94	\$550,868.55
91 Payroll	\$853,789.11	\$846,896.51
95 Student	\$784.59	\$8,654.81
96 Parent Council	\$220.94	\$350
Total Disbursements:	\$4,411,251.22	\$4,537,939.39

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 accept \$131,432.07 dividend from Schools Health Insurance Fund

Item 9: Resolved that the Board approves 1st renewal of the contract (fy23 base year) with Metz Culinary Management for the period of July 1, 2023 through June 30, 2024 for provision of food services for the LEAP Academy with the following provisions:

Management Fee:	\$27,820.50
Administrative Fee:	\$27,820.50
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Total FY24 Fee:	\$55,641
No Financial Guarantee	

Further, resolved that the Board authorize participation in the CEP (Community Eligibility Provision) program.

Item 10: Resolved that the Board rejects all bids received for Bid23-3 Masonry, water proofing, general construction and repairs time and material, per 18A:18A-22.d and authorize rebid with revised specifications.

Further resolved that the Board authorizes the SBA to award the contract to the lowest responsible bidder of the rebid, due to emergent repairs needed.

Item 11: WHEREAS, the Board, advertised for sealed bids for Bid23-4 549 HVAC and Boiler replacement, and;

WHEREAS, in accordance with that advertisement, the bids were received, publicly opened and read aloud. A total of 2 bids were received as follows:

1. Multi-Temp Mechanical, Inc - \$996,000
2. G.B.I. Inc T/A Thermal Piping - \$1,561,000

NOW, THEREFORE, BE IT RESOLVED that the bid be awarded to Multi-Temp Mechanical, Inc in the total amount of \$996,000, \$516,750 to be paid with SSB-VEEVR grant, \$128,069 to be paid with Charter Emergent Grant, and \$351,181 to be paid with ARP ESSER 3 federal funds.

Item 12: Resolved that the Board award a contract to Open Systems Integrators, INC in the amount of \$15,561.76 to install cameras per 65MCESCCPS, ESCNJ 20/21-13, Building Access & Security Systems coop contract to be paid with Preschool and Charter Security Grant.

Item 13: Resolved that the Board award a contract to CDW-G in the amount of \$15,515.59 for security cameras per 65MCESCCPS, ESCNJ/AEPA-22G coop contract, to be paid with Preschool and Charter Security Grant and NJSIG security grant.

Item 15: Resolved that the Board award a contract to Fortress Protection LLC in the amount of \$15,465.71 for 639 Cooper alarm system upgrade.

Item 16: Resolved that the Board award a FY24 contract to purchase two (2), 54 passenger Thomas Built Buses from H.A. De Hart & Son per 34HUNCCP, contract #HCECSC VEH-22-10 coop in the amount of \$306,951.60 (\$153,475.89each).

Seconded by Lisa Wright.

Roll Call:

	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 8	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	ABS	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES	YES	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	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers	YES	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	YES
Dr. Donna Nickitas	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers	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	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	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES ABS on payments to Rutgers	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	YES	YES	YES

VI. Personnel Committee: Bette Mengesha presented items 17-22 for Board 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>	<u>Account Number</u>
Morgan Cieslik	K-3 Teacher	4/17/23	\$55,000.00	11-120-100-101-01-043
Thelma Feliz	Medical Assistant	4/19/23	\$35,000.00	11-800-330-100-09-066
Cledy De La Rosa	PT Custodian	4/17/23	\$15/hour	11-000-262-100-PT-066
<u>2023-2024 School Year</u>				
Brielle Nieves (Replacing A.Perrone)	6th Grade ELA Teacher	2023-2024	\$60,000.00	11-130-100-101-02-043
Brielle Nieves	One-Time Sign on Bonus (after 90 days)	2023-2024	\$5,000.00	11-130-100-101-02-043

b. Position Changes/Adjustments

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

Position Change(s), Salary Adjustments FLSA , Grade Change	Position	Effective Date	Salary	Account
Lisa Jones (Replacing Freeman)	From 1:1 Aide to Full-time Teacher (2nd Grade)	4/1/23	\$55,000.00	11-120-100-101-01-043

c. Co-Curricular Appointments

Item 19: Resolved that the Board approves the following co-curricular appointment.

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Not to Exceed \$1,400.00 per staff</u>	<u>Account Number</u>
Suzana Yuzekchieva	Extended Project Based Learning	6/12/2023-6/21/2023	\$200 per day	20-487-100-110-22
Joanne Orio	Extended Project Based Learning	6/12/2023-6/21/2023	\$200 per day	20-487-100-110-22
Brittany Carney	Extended Project Based Learning	6/12/2023-6/21/2023	\$200 per day	20-487-100-110-22
Lissel Vasilakis - Teacher	Coach Girls on the Run	3/29/2023 - 6/21/2023	\$45/hour	11-401-100-110-00-066

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>	<u>Not to Exceed \$1,400.00 per staff</u>	<u>Account Number</u>
Alicia Crump - Teacher	Coach Girls on the Run	3/29/2023 - 6/21/2023	\$45/hour	11-401-100-110-00-066

d. Resignations/Terminations/Retirements

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

<u>Resignations</u>	<u>Position</u>	<u>Effective Date</u>
Jessica Kikland	Assistant to BA	5/15/23

e. Family Leave

Item 21: Resolved that the Board approves the following request for Family/Medical Leave:

<u>Name</u>	<u>Position</u>	<u>Effective Days</u>
Alicia Crump (Family - Intermittent)	HS Gym Teacher	4/18/2023 - 8/15/2023

f. Tenure Recommendations

Item 22: Whereas, in accordance with the Board Tenure Policy and Standards, the Chief Academic Officer and Chief Operations Officer have followed the established tenure review process; and,

Whereas, the recommendations were presented and discussed with the Board’s Personnel Committee.

Be it resolved that the Board grants tenure promotion for the following teachers:

- Summer Coles
- Ryan Koch
- Jennifer Irizarry
- Susan Stoneback

Further resolved that the board extends its congratulations for the exemplary work of these teachers.

Seconded by Dr. Donna Nickitas

Roll Call:

	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES	YES

	Item 17	Item 18	Item 19	Item 20	Item 21	Item 22
Dr. Matthew Closter	YES	YES	YES	YES	YES	YES
Margaret Manthe	YES	YES	YES	YES	YES	YES
Cal Maradonna	YES	YES	YES	YES	YES	YES
Bette Mengesha	YES	YES	YES	YES	YES	YES
Hector Nieves	ABS	YES	YES	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES	YES
Lisa Wright	YES	YES	YES	YES	YES	YES

VIII. Curriculum Committee

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

- a. Q3 Grades Data Report
- b. College Access Update
- c. Early College Update

B. Action Items: Dr. Matt Closter presented items 23-25 for Board approval:

Item 23: Resolved that the Board approves the school Calendars for 2023-2024 as presented by the school administration.

Item 24: 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	NJSLS Standard Alignment	Number of Students attending
Philadelphia Zoo Amy Schultice 3400 West Girard Ave Philadelphia PA_	6th	05/24/2023	\$1650	Expand the students' knowledge about the environment and living things. The students have not had science this year and we want to give them the opportunity to learn through a unique experience.	The 6 th grade standards that fit with the trip: Life sciences: MS-LS1-5 Construct a scientific explanation based on evidence for how environmental and genetic factors influence the growth of organisms. MS-LS2-1 Analyze and interpret data to provide evidence for the effects of resource availability on organisms and populations of organisms in an	110

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	NJSL Standard Alignment	Number of Students attending
					<p>ecosystem</p> <p>MS-LS1-4 Use argument based on empirical evidence and scientific reasoning to support an explanation for how characteristic animal behaviors and specialized plant structures affect the probability of successful reproduction of animals and plants respectively.</p> <p>MS-LS2-2 Construct an explanation that predicts patterns of interactions among organisms across multiple ecosystems.</p> <p>The trip itself is definitely a cross-curricular experience. There will be opportunities to discuss the animals and environments but also include the history of certain animals. The students will have to identify and describe the relationships with animals, their environments, as well as the animals around them or that they interact with.</p>	
Camden Community Park Donna Robertson and Shameka Shoultz 401 Delaware Ave Camden NJ	6-8th	5/31/2023	0	Middle School Track and field day	It is in alignment with gross motor skill development	330
Comcast Spectator (Wells Fargo Center) John Durney 3601 S Broad St Philadelphia, PA 19148	7th	5/17/2023	\$1310	Students will get the opportunity to see how the geometric concepts learned in math class are used in the construction of real-life structures. The	7.G.A.1 Solve problems involving scale drawings of geometric figures, including computing actual lengths and areas from a scale drawing and	122

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	NJSLs Standard Alignment	Number of Students attending
				Wells-Fargo Center is an indoor stadium where plenty of geometric shapes are present in plain view. Students will have the opportunity to view how the principles of geometry and engineering learned in class are used in real-life. Students' understanding of mathematics will not be relegated to simply academic knowledge of the concepts but will also allow them to make connections between what is learned in the classroom and the real world. Students will take note of the circular/oval shape of the stadium, and will observe the beams in the ceiling, the angular set-up of the seating among other architectural aspects of the stadium. Students will ultimately incorporate these observations into a project where they have to use these shapes and concepts to design their own stadium.	reproduction a scale drawing at a different scale. 7.G.A.2 Draw (freehand, with ruler and protractors, and with technology). 7.G.B.5 Use facts about supplementary, complementary, vertical, and adjacent angles is a multi-step problem to write and solve simple equations for an unknown angle in a figure.	
Camden City College Signing Day KROC center 1865 Harrison Ave Camden NJ	12th	5/5/2023	0	Leap seniors will join other Camden City seniors in confirming their college placements	College Signing Day would fall under the 9.4 Career Readiness, Life Literacies & Key Skills standard. These events help students to converse with admissions counselors and promote college commitments.	116
2023 OWLympiad Math Competition Temple University, 1755 N. 13th St, Philadelphia, PA 19122	11th	5/15/2023	3.75 per axle	To compete in a math competition	The math covered in the competition (Algebra, Statistics, Calculus) will address several of the NJ Learning curriculum content standards.	8

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Purpose of the Trip	NJSLS Standard Alignment	Number of Students attending
					A.CED.A.1 F. IF.B.4A.SSE.A.2	

Item 25: Resolved that the Board authorizes participation the following PD opportunities:

NAME	NAME OF WORKSHOP/SEMINAR	ACADEMIC/ OPERATIONAL RATIONALE	LOCATION	DATE (S) & TIME	COST
Yesenia Ortiz	NJASBO Accounts Payable	Training for School Business office employees regarding what auditors are reviewing during a district's annual audit as it relates to Accounts Payable.	555 Fellowship Road Mt. Laurel, New Jersey 08054 United States	5/18/2023	\$125.00
Sylvia Hunt	NJASBO Accounts Payable	Training for School Business office employees regarding what auditors are reviewing during a district's annual audit as it relates to Accounts Payable.	555 Fellowship Road Mt. Laurel, New Jersey 08054 United States	5/18/2023	\$125.00

Seconded by Hector Nieves.

Roll Call:

	Item 23	Item 24	Item 25
Dr. Gloria Bonilla-Santiago	YES	YES	YES
Dr. Matthew Closter	YES	YES	YES
Margaret Manthe	YES	YES	YES
Cal Maradonna	YES	YES	YES
Bette Mengesha	YES	YES	YES
Hector Nieves	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES
Brenda Ortiz	YES	YES	YES

	Item 23	Item 24	Item 25
Dr. Michael Palis	YES	YES	YES
Lisa Wright	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: Dr. Michael Palis presented Item 26 for approval.
Seconded by Lisa Wright.**

Roll Call:

	Item 26
Dr. Gloria Bonilla-Santiago	YES
Dr. Matthew Closter	YES
Margaret Manthe	YES
Cal Maradonna	YES
Bette Mengesha	YES
Hector Nieves	YES
Dr. Donna Nickitas	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Lisa Wright	YES

Meeting adjourned at 5:40 pm

Respectfully Submitted,

Wanda Garcia, Board Liaison