

**LEAP Board of Trustees Meeting
December 14
MINUTES**

Meeting called to order by Dr. Bonilla-Santiago at 5:15 pm.

Attendance:

Dr. Gloria Bonilla-Santiago
Margaret Manthe
Cal Maradonna
Dr. Donna Nickitas
Héctor Nieves
Brenda Ortiz
Dr. Michael Palis
Dr. Yosmeriz Roman

Excused:

Dr. Mathew Closter
Dr. Anthony Lowman
Bette Mengesha
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 November 2, 2023: Hector Nieves presented the following resolution:

Item 1: Resolved that the Board of Trustees approve the minutes of the meeting of November 2, 2023, as prepared by Wanda Garcia, Board Liaison.

Seconded by Brenda Ortiz.

Roll Call:

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

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

III. Chairperson’s Report

Dr. Santiago indicated that a new mandate from the NJDOE requires all school Board to have a student representative from the high school serve on a non-voting advisory role in the Board. Working with the Lead person, a student is being recommended.

- **Appointment of Student Representative: Dr. Donna Nickitas presented Item 2 for approval.**

Item 2: Resolved that the Board appoints Bryanna Lester as Student Representative to the Board of Trustees as a non-voting member in accordance with guidelines provided by the NJDOE.

Seconded by Hector Nieves.

Roll Call:

	Item 2
Dr. Gloria Bonilla-Santiago	YES
Margaret Manthe	YES
Cal Maradonna	YES
Dr. Donna Nickitas	YES
Hector Nieves	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yosmeriz Roman	YES

- Gloria and Alfredo Santiago Scholarship Gala – December 8, 2023 (Update) : Dr. Santiago provide an update on the Gala and thanked all members for the cooperation and support. The event was a success, well attended and \$330,000 was raised from the event.

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

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

V. Finance Committee Actions: Margaret Manthe presented items 3 – 18 for Board approval:

A. LEAP Cramer Hill LLC Financials

Item 3: Resolved that the Board approve the Financial Reports for the LEAP Cramer Hill LLC for the month of October 2023 as prepared by the CFO/SBA.

Further resolved that the Board approve a donation of \$15,000 to the LEAP Academy University Charter Schools for purposes of covering the costs for attending the Rutgers Gloria & Alfredo Santiago Scholarship Gala on 12/8/23.

B. 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 month of October 2023 as provided by the Chief Financial Officer/SBA.

C. LEAP Student Transportation

Item 5: Resolved that the Board approve the Financial Reports for the LEAP Transportation LLC for the month of October 2023 as provided by the Chief Financial Officer/SBA.

D. Budget Transfers

Item 6: Resolved that the Board approve budget transfers for the month for October 2023 as provided by the CFO/SBA.

E. 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 month of October 2023;

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

FUND	Oct 2023
10 General Current Expense	\$2,118,290.77
20 Special Revenue	\$409,659.01
30 Capital Projects	\$0
60 Enterprise	\$259,785.41
90 Agency	\$538,739
91 Payroll	\$826,087.48
95 Student	\$424.64
96 Parent Council	\$9832.7
Total Disbursements:	\$4,162,819.01

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.

F. Contracts and Financial Transactions

- Item 8:** Resolved that the Board approve contract with Positive Solutions, LLC, to provide public relations services, in the amount of \$4,500/month for FY24, NJ State contract T3067, #19-PROSV-00706.
- Item 9:** Resolved that the Board accept a donation of \$15,000 from LEAP Cramer Hill, LLC for purposes of covering the costs for Rutgers Scholarship Gala on 12/8/23.
- Item 10:** Resolved that the Board approve contract with Sapphire Education Leadership and Life Coaching, LLC in the amount of \$187,750, per RFP 24-3 to provide coaching to teachers to address learning loss to be paid 100% with ARP ESSER III federal funds. Responses received as follows:

Sapphire Education Leadership and Life Coaching, LLC -\$187,750
TNTP, INC - \$188,438

- Item 11:** Resolved that the Board reject all bids received for Bid24-1 HVAC Replacement, Upgrades at 130 N Broadway and use the NJ State contract, per 18A:18A-22.f. The bids received were as follows:

Bidder Name	total bid
Falasca Mechanical, INC	\$ 1,906,000.00
McCloskey Mechanical Contractors	\$ 1,919,542.00
Gaudelli Bros, INC	\$ 2,311,200.00

- Item 12:** Resolved that the Board award a contract to Multi-Temp Mechanical, INC in the amount of \$1,515,000 for the 130 N Broadway HVAC Replacement, Upgrades, per *N.J.S. § 18A:18A-10, NJ State Contract#T1372*.
- Item 13:** Resolved that the Board approve a contract with Tristate HVAC Equipment, LLC, in the amount of \$293,475, for 130 N Broadway HVAC equipment, based on Omnia Partners COOP contract #R200401, to be paid 100% with ARP ESSER III funds.
- Item 14:** Resolved that the Board award a contract to Multi-Temp Mechanical, INC in the amount of \$19,682.40 for the installation and fabrication of galvanized ladders and roof platforms for 532 Cooper, NJ State #T1372.
- Item 15:** Resolved that the Board award a contract to Madina Restoration Inc, based on the time and material Bid#23-5 Masonry, water proofing, general construction, repairs time and material, in the amount not to exceed \$245,000 to repair the 3 corners of 130 N Broadway.

Item 16: Resolved that the Board accept the NJ High Impact Tutoring grant in the amount of \$97,000 and approve the budget as: 100-300 -\$97,000.

Item 17: Resolved that the Board approve change order #1, dated 11/15/2023, to increase the contract with Multi-Temp Mechanical, INC, bid23-4 549 Cooper HVAC, as follows:

- Original contract sum was: \$996,000
- The contract sum will be increased by this change order by: \$ 92,364.10
- The new contract sum including this change order will be: **\$1,088,364.10**

Item 18: Resolved that the Board approve change order #2, dated 11/15/2023, to increase the contract with Gaudelli Bros, INC, bid23-7 639 Cooper HVAC, as follows:

- o Original contract sum was: \$2,430,000
- o The contract sum will be increased by this change order by: \$ 36,729
- o The new contract sum including this change order will be: **\$2,466,729.00**

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	Item 15	Item 16	Item 17	Item 18
Dr. Gloria Bonilla-Santiago	YES	YES	YES	YES	YES ABS on payments to Rutgers and Metz	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 ABS on payments to Rutgers and Metz	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Donna Nickitas	YES	YES	YES	YES	YES ABS on payments to Rutgers and Metz	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	YES	YES	YES
Brenda Ortiz	YES	YES	YES	YES	YES ABS on payments to Rutgers and Metz	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Dr. Michael Palis	YES	YES	YES	YES	YES ABS on payments	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

	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	Item 17	Item 18
					to Rutgers and Metz											
Dr. Yozmeris Roman	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

VI. Personnel Committee: Hector Nieves presented items 19-27.

a. New Appointments:

Item 19: Resolved that the Board approves the following new appointments:

<u>Name</u>	<u>Position/Building Location</u>	<u>Contract/Start Date</u>	<u>Salary</u>	Account Number
Nancy Torres (J.Pineda)	Vice Principal K-5	12/11/23	\$110,000.00	11-000-240-103-03-052
Agustin Bruno	ESL - Early College	1/8/23	\$79,000.00	11-000-218-110-00-066
Amanda Hudson (FT Position Replacing S. Santiago)	FT Ed Safety Monitor (12M)	11/16/23	\$29,250.00	11-000-266-110-00-066
Lori Seminara (N. Tomasini)	Part-Time CST LDTC (3 days/week&5 hours/day)	11/27/23	\$50.00/hour	20-251-200-104-00
Xavier Rivera (A.B. Maternity Leave)	College K-5	12/4/23	\$30.00 /hour	11-000-218-110-00-066
Xiomara Ruiz (E. Peralta DeBatista)	PT Bus Driver	12/15/23	\$28.00/hour	11-000-270-160-00-066
Valerie Samuel (PT Position S.Santiago)	PT Ed Safety Monitor	12/15/23	\$15.00/hour	11-000-266-110-PT-066

b. Position Upgrades and Adjustments

Item 20: Resolved that the Board approves the following position and salary modifications:

<u>Name</u>	<u>From - To</u>	<u>Effective Date</u>	<u>Salary</u>	
Keisha Mota	Part-Time to Full Time	9/1/23	\$15/hour - 29,250.00	
Patrick Gartland	Core 2: 21 to Core 2: 22	9/1/34	\$65,827.37 - \$65,851.55	
Alexandra Keefe	Core 2: 0 to Core 2: 2.4	9/1/23	\$64,421.42 - \$64,635.57	
Tanishia Baynard	PT Hall Monitor - STEM Office Manger	11/16/23	\$35,000.00	11-000-240-105-03-053

c. Adjustments on 1.167% increment

Item 21: Resolved that the Board approve the following adjustments:

Name	Adjustment	Salary
Rakeisha Weir	\$55,000*1.167% = \$641.85	\$55,641.85
Cherese Evans	\$60,000*1.167% = \$700.20	\$60,700.20
Bin Liu	\$70,000*1.167% = \$816.90	\$70,816.90
Harrison Kampf	\$55,000*1.167% = \$641.85	\$55,641.85

d. Teacher Leaders

Item 22: Resolved that the Board approve the following teacher leader appointments:

Name	Grade Level	SY 2023-2024	Account Code
Helen Uttarotai Bartal	High School	\$5,000.00	11-190-100-106-XD-043
Gregg Goss	High School	\$5,000.00	11-190-100-106-XD-043

E Adjustment for Graduate Credit Completion

Item 23: Resolved that the Board approve the following salary adjustment based on completion of college graduate credits:

Name	Documentation BA Certification + 15 Graduate Credit	Amount of salary increment
David Richardson	Official Transcript - Summer Semester 2023	\$2,000.00

F. Extended Day Co-curricular appointments

Item 24: Resolved that the Board approves the following co-curricular appointments for 23-24:

Name	Position	Effective Date	Not To Exceed \$5,000	Account
Jasmin Rivera	Classroom Coordinators	SY 2023-2024	\$20/hour	20-235-100-110-24
Jalissa Febo	Classroom Coordinators	SY 2023-2024	\$20/hour	20-235-100-110-24
Bartola Rivera-Zapata	Classroom Coordinators	SY 2023-2024	\$20/hour	20-235-100-110-24
Ambar Bravo	Student Intern	SY 2023-2024	\$15/hour	20-235-100-110-24
Jose Exposito	Student Intern	SY 2023-2024	\$15/hour	20-235-100-110-24
Angelica Rondon	Student Intern	SY 2023-2024	\$15/hour	20-235-100-110-24
Maria Felix Perez	Student Intern	SY 2023-2024	\$15/hour	20-235-100-110-24
Diamond Bansie	Student Intern	SY 2023-2024	\$15/hour	20-235-100-110-24

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Not To Exceed \$5,000</u>	<u>Account</u>
Dalbeth Mercado	Student Intern	SY 2023-2024	\$15/hour	20-235-100-110-24
Makayla Baynard	Student Intern	SY 2023-2024	\$15/hour	20-235-100-110-24
<u>Home Instruction (As Needed)</u>		<u>Effective Date</u>	<u>Not To Exceed \$5,000</u>	
Scott Davis - Special Ed		9/1/23	\$45.00	11-150-100-101-00-044
<u>Intermural Sports</u>		<u>Effective Date</u>	<u>Not To Exceed \$5,000</u>	
Darren Hagerman	Flag Football	SY 2023-2024	\$45/hour	11-219-100-101-00-043
Ryan Koch	Intermural Coach	SY 2023-2024	\$45/hour	11-402-100-100-12-066

G. Approval of Mentoring Assignments

Item 25: Resolved that the Board approves the following Mentoring assignments for 23-24:

<u>2023-2024 Mentor/Mentee Assignments</u>	<u>Mentor</u>
<i>(State mandate: Mentor assigned within 60-day of hire)</i>	
Seclinda Murray, 4 -8 Grade ELA	Patricia Harkins
Rakeisha Weir, HS ELA	Ryan Koch
Johanna Pereira Abrego, 5th Grade	Courtney Lavin

H. FMLA Requests Approval

Item 26: Resolved that the Board approves the following FMLA actions:

<u>FMLA</u>	<u>Position</u>	<u>Effective Date</u>
9033	Teacher	10/12/23
8712	Medical Office Manager	11/1/23
8776	Military Leave	12/12/2023 - 01/09/2024
8749	Maternity Leave	01/02/2024 - 5/20/2024

I. Resignations

Item 27: Resolved that the Board accepts the following resignations:

<u>Resignations</u>	<u>Position</u>	<u>Effective Date</u>
Doanny Caraballo	STEM Office Manager	10/18/23

<u>Resignations</u>	<u>Position</u>	<u>Effective Date</u>
Shalees Santiago	PT Ed. Safety Monitor	11/8/23
Lisa Jones	Second Grade	12/13/23
Emiliana Peralta DeBastia	PT Bus Driver	6/30/23
Summer McFerren	Kindergarten Teacher	1/19/24
Cloyette Edwards	Kindergarten Teacher	1/20/24
Robin Vicino	7th Grade ELA	1/26/24

**Seconded by Dr. Palis.
Roll Call:**

	Item 19	Item 20	Item 21	Item 22	Item 23	Item 24	Item 25	Item 26	Item 27
Dr. Gloria Bonilla-Santiago	YES								
Margaret Manthe	YES								
Cal Maradonna	YES								
Hector Nieves	YES								
Dr. Donna Nickitas	YES								
Brenda Ortiz	YES								
Dr. Michael Palis	YES								
Dr. Yozmeris Roman	YES								

VIII. Curriculum Committee

A. Academic Progress Report – Jozian Molina and Nicole Kessler

B. Action Items: Dr. Donna Nickitas presented items 28 and 29.

Item 28: Resolved that the Board approves the following staff for participation in external PD opportunities:

NAME	NAME OF WORKSHOP/S EMINAR	ACADEMIC/ OPERATIONAL RATIONALE	LOCATION	DATE (S) & TIME	COST
Katie Odille	New Jersey TESOL Conference	This conference will give me the opportunity to participate in a variety of workshops and learn best practices for teaching multilingual learners. I will leave with concrete ideas, tools and resources to bring back to my classroom and share with colleagues.	Hyatt Regency Hotel in New Brunswick, NJ	05/29/2024 – 05/30-2024	\$450

NAME	NAME OF WORKSHOP/S EMINAR	ACADEMIC/ OPERATIONAL RATIONALE	LOCATION	DATE (S) & TIME	COST
Stevenson Pierre-Jacques	TechSpo 24	This will have a positive impact on our teachers skill set with ed tech offerings and help the students' performance by having the leading admins for both instructions and technology not only to be introduced to new Ed Tech offerings and platforms but also to be trained.	Online-zoom virtual link	01/24/2024 – 01/26/2024	\$540.00

Item 29: Resolved that the Board approve the following field trips:

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Student Learning Standard Aligned	Purpose of the Trip
The University of Pennsylvania	12th	12/08/2023	\$0.00	College and Career Readiness	Help Students make informed decisions in choosing a college or university to attend after they graduate
National Constitutional Center	8th	01/04/2024	\$0	6.1.8 History UP.3.b: Examine the roles and perspectives of various socioeconomic groups. 6.1.8. Civics HR.4.a: Examine sources from a variety of perspectives to describe efforts to reform education, women's rights, slavery and other issues during the	

Field Trips Requestor Departure & Return Time	Grade Level	Date of Trip	Cost	Student Learning Standard Aligned	Purpose of the Trip
				Antebellum period.	

Seconded by Hector Nieves.

Roll Call:

	Item 28	Item 29
Dr. Gloria Bonilla-Santiago	YES	YES
Margaret Manthe	YES	YES
Cal Maradonna	YES	YES
Hector Nieves	YES	YES
Dr. Donna Nickitas	YES	YES
Brenda Ortiz	YES	YES
Dr. Michael Palis	YES	YES
Dr. Yozmeris Roman	YES	YES

IX. Public Comment

Dr. Santiago indicated that any Public Comment can be submitted via email to wandag@camden.rutgers.edu.

No comments were received.

X. Meeting Adjourn: Brenda Ortiz presented a resolution to adjourn. Seconded by Hector Nieves.

Roll Call:

	Item 30
Dr. Gloria Bonilla-Santiago	YES
Margaret Manthe	YES
Cal Maradonna	YES
Hector Nieves	YES
Dr. Donna Nickitas	YES
Brenda Ortiz	YES
Dr. Michael Palis	YES
Dr. Yozmeris Roman	YES

Meeting adjourned at 6:05 pm.