

**LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC.**  
**Leadership, Education, and Partnership**

639 Cooper Street, Camden, NJ 08102 / Telephone: 856-614-5600 / Fax: 856-614-5601

---

To: LEAP Academy Teachers, Staff and Parents  
From: Dr. Gloria Bonilla-Santiago, Board Chair  
Re: Action Items approved at the meeting of January 29, 2009  
Date: February 2, 2009

The following provides a summary of the various items approved at the January 29, 2009 Board meeting and key discussion topics.

- Item 1:** Minutes for the November 13, 2009 meeting were approved.
- Item 2:** The Board appointed Jill Friedman, Esq. as a Public Member for a term of 3 years through January 2012.
- Item 3:** The Board gave conditional approval to Carmen Rivera for implementing a pilot project—Helping Project with LEAP families. This project is part of her studies at Lincoln University. The approval is conditional IRB approval from Lincoln University.
- Item 4:** The Board approved the Financial Corrective Action Plan as prepared by the SBA and reviewed by the Finance Committee. This plan addresses findings of the Annual Audit.
- Item 5:** The Board approved the Board Secretary’s and Treasurer’s Monthly Financial Reports for July, August, September, October, November and December 2008.
- Item 6:** The Board authorized payments of (i) vouchers under \$10,000.00; (ii) prior authorized debt service payments; (iii) vouchers on approved contracts; (iv) pension obligations; and (v) various other necessary pre-approved expenditures for November 2008, December 2008 and January 2009 as presented by the SBA.
- Item 7:** The Board authorized various transfers in the amount of \$154,872.01 for July 2008, \$47,249.98 for August 2008, \$9,585.14 for September 2008, \$61,945.28 for October 2008, \$78,189.75 for November and \$11,577.90 for December as provided in the monthly Financial Statements.
- Item 8:** The Board approved service contracts as follows: Scott Boddie for Business Services and Josephine Johansen for Mathematics instruction.
- Item 9:** The Board amended the 08-09 school budgets, as follows:
- | <b>Acct #</b>                                 | <b>Adopted Budget</b> | <b>Amended Budget</b> |
|---|-----------------------|-----------------------|
| 11-000-262-420-04<br>Other Purch Lower        | \$31,827.00           | \$128,190.00          |
| 11-190-100-106-00<br>Instructional Assistants | \$0.00                | \$61,846.00           |
- These amendments represent increased revenues in state aid.
- Item 10:** The Board amended existing contracts with the Rutgers/CSUCL to cover expanded scope of services in the areas of counseling and school enrollment.

- Item 11:** The Board authorized various contracts under the E-Rate Program. Savings to LEAP amount to \$311,769.11.
- Item 12:** The Board approved the Spanish for Spanish Speakers Curriculum.
- Item 13:** The Board approved adopting the following instructional programs:
- 1) America's Choice Replacement and Supplementary Curriculum for Math and Literacy for grades 8-11 (part of AT&T' grant) and for grades K-7
  - 2) Study Island for Supplementary Curriculum
- Item 14:** The Board authorized the following field trips:
1. Gordon Theater for Junie B. Jones (December 17, 2008) – 1<sup>st</sup> – 4<sup>th</sup> Grade
  2. Gordon Theater for The Velveteen Rabbit (January 12, 2009) – K-2
  3. Gordon Theater for Universal African American Drum and Dance Ensemble (February 4, 2009) – K-4
  4. Gordon theater for Alexander is not going to move (March 3, 2009) – K-4
  5. Battleship NJ for US History/Navy/WWII (April 9, 2009) – 5-6
  6. Camden Riversharks for Educational Day/Math Batting Average activity (May 7, 2009) – 5-6
  7. Gordon Theater for If you give a pig a pancake (June 2, 2009) – K-3
  8. Walnut Street Theater for Tennessee Williams', "A Street Car Named Desire" (February 18, 2009) – AP English Students
- Item 15:** The Board approved implementation of the Dare to be Rare Projects with girls enrolled in 7<sup>th</sup> and 8<sup>th</sup> grades.
- Item 16:** The Board adopted Special Education Policies required for compliance with Part B of the IDEA and NJAC 6A:14-1.1.
- Items 17/18:** The Board entered into a closed executive session and following the closed portion of the meeting, re-opened to the public. During its closed executive session, the Board revised various personnel issues. Following their executive sessions, the Board took appropriate action as reflected on the Personnel items of the agenda.
- Item 19:** The Board approved various modifications of existing positions and approved new positions as follows: Superintendent (re-authorized); Coordinator of Parental Involvement (modified); Program Assistant, Pre-College and Student Support Services (new); and Teacher of Performing Arts (new).
- Item 20:** The Board appointed Dr. Deanna Burney as School Superintendent effective January 1, 2009.
- Item 21:** The Board appointed the following individuals: Joshua Neumann (Teacher of Music) and Kenneth Foran (Teacher of Mathematics).
- Item 22:** The Board appointed the following individuals as substitute teachers: Ted Allen; Edwin Porrata, Jr.; Gerald Simons; Peter Boggs; Bruce Aristeo; Maria Kasparian and George Nilas.

**Item 23:** The Board approved contracting the following individuals as hourly/part-time personnel for various duties/projects: Samantha Vadell; Marjorie Moran; Tiffany Johnson; Daisy Garcia; Olga Luna; Gerdyn Mojica; Margarita David; Norma Agron; Noemi Hernandez; Ivonne Vargas; and Guillermo Cruz.

**Item 24:** The Board approved various co-curricular appointments, as follows:

<u>Name</u>	<u>Position</u>
Sara Bowman	21st Century/Instructor (Princeton Model Congress)
Richard Marino	21st Century/Instructor
Anisha Chaudhari	21st Century/Instructor
Sanoussi Traore	21st Century/Instructor
Gail Horakh	21st Century/Instructor (Substitute)
Scott Lunn	21st Century/Instructor (Substitute)
Maritza Lopez	21st Century/Instructor
Brett MacMinn	21st Century/Instructor
Amanda Cherico	21st Century/Instructor (Family Literacy)
Nina Speart	21st Century/Instructor
Angela Mollett	21st Century/Instructor (Substitute)
Sanoussi Traore	HSPA Boot Camp
Joseph Cumberland	HSPA Boot Camp
Helen Redmond	HSPA Boot Camp
Angela Mollett	HSPA Boot Camp
Lawrence Cellucci	HSPA Boot Camp
Joseph O'Donnell	HSPA Boot Camp
Kenneth Foran	HSPA Boot Camp
Marie Green	Saturday School
Kate McGuigan	Saturday School
Siomara Perez	Saturday School
Shannon Corke	Saturday School
Brett MacMinn	Saturday School
Carole Pearson	Saturday School
Scott Lunn	Saturday School

**Item 25:** The Board approved personal leaves requests for Yvette Hernandez and Sanoussi Traore.

**Items 26:** The Board accepted the resignation of Michael Kelly (Teacher of English).

**Item 27:** The Board approved the following Teacher/Mentor Agreements:

<u>Teacher</u>	<u>Mentor</u>
Joseph O' Donnell	Randy Smith
Joanne Bark	Katurah Godard
Kenneth Foran	Randy Smith

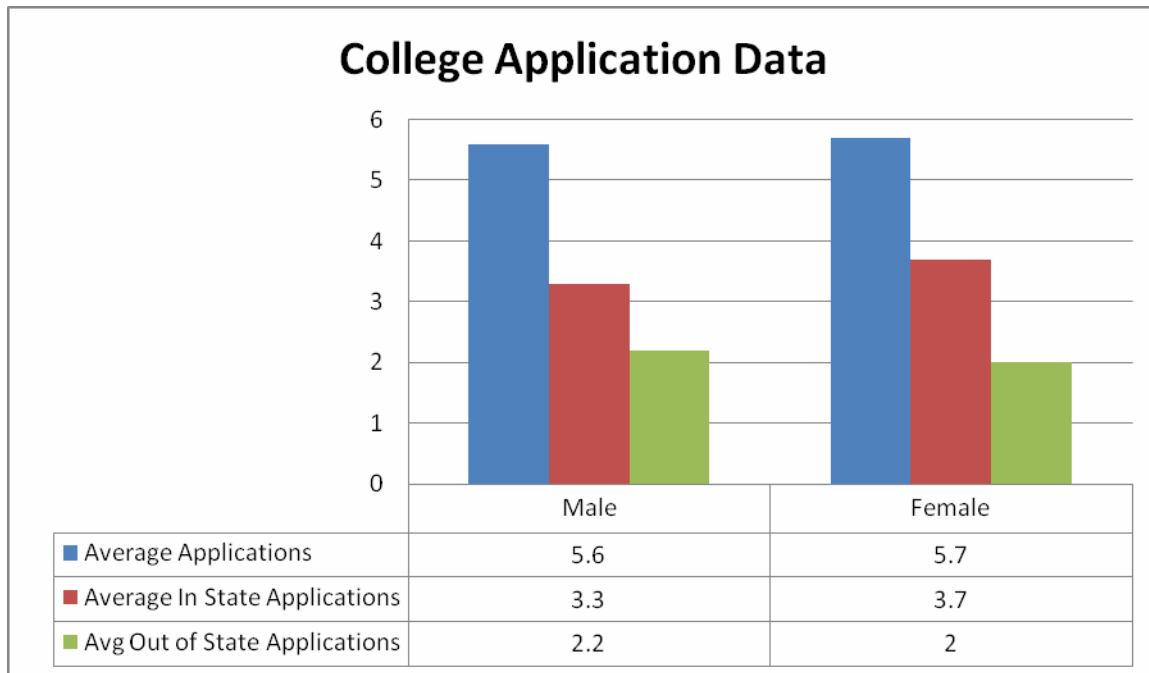
**Item 28:** The Board approved return from maternity leave for Kristen Santee.

**Item 29:** The Board approved extending paid suspension for a teacher pending investigation.

**Updates/Reports:**

**Board Chair: Dr. Gloria Bonilla-Santiago:**

- 1) Dr. Santiago provided an update on the ELRA project. She indicated that after many discussions, Rutgers will continue to lead this effort under its umbrella. Therefore, the option of completing this capital project through LEAP is on hold. There are many benefits to this, including a concentrated effort in doing the project without having to borrow.
- 2) Adam Greenman, presented the following status report on college enrollment for the 12<sup>th</sup> grade:



Total Number of Applications – 243

Ivy League – 7 (From 4 Students)

In-state Applications – 148

Rutgers University – 20

Out of State Applications – 95

- 3) Norma Agron presented materials related to programs that are being sponsored under the Family Support Center, as follows:
  - “Less TV + Rest = A Better Me”, a school-wide campaign to reduce the amounts of TV our students are exposed to and to educate parents about the importance of children going to bed early.
  - 10 Pounds in 10 Weeks, is a weight loss program led by Margarita David (School Nurse) geared at working with a group of parents who are overweight. Weekly seminars are provided.

- Dare to Be Rare is a program that was developed by our Social Work Interns, Septehnaie Dauphin and Danielle Jackson and focuses on working with a group of high school girls in issues of self-esteem, motivation and positive attitude.

**Superintendent: Dr. Deanna Burney:**

1) Dr. Burney provided a presentation to the Board that addresses her strategy for instructional improvement. She indicated that her strategy focuses on five levers: accountability, resources, curriculum, assessment and capacity building. The following provides some of the strategies/approaches that she is instituting for each lever:

- **Accountability** focusing on the alignment/reciprocity that exists between performance expectations and a commitment for building capacity. Accountability measures include: Intervisitations [in and out of LEAP]; Videotapes of teaching and learning; Observations: formal and informal; Walk-throughs; Collecting student work + teacher assignments and Data.
- **Resources** are people, time and dollars and include: teacher recruitment, retention and support; organization and management [extended teaching and learning opportunities]; curriculum [materials - professional development aligned to student needs]; fiscal [smart money decisions]. She shared that at LEAP we have 59 teachers serving 762 students and when non-instructional personnel is added to this equation, we count 94 adults. Therefore, the adult/student ratio is 1:7. While there are many resources at LEAP, they are not all aligned in a way that is efficient and reaches every child. She is working hard on this front so that the services reach children that need them.
- **Curriculum** should provide clarity about the “agreed-upon learning continuum for what students should know and be able to do at specified times”. Teachers are responsible for teaching the curricula and ensuring that learning is occurring. The district needs to provide the resources necessary for this occur. Strategies on this front include: instruction at instructional level; professional development with a focus on standards, rich content and best practices in teaching; use of technology; timely interventions; and accelerations.
- **Assessment** looks at student performance based on performance on high stake tests; benchmark assessment; teacher assignments and student work; and, student work portfolios. Assessment at LEAP will be monitored using the following approaches: student performance in HSPA and NJASK; student work anchored with rubrics; curriculum embedded benchmark assessments; teacher assessment notebook (anecdotal assessments).
- **Capacity-building** on Dr. Burney’s plan refers to how the school responds to failures in student performance and how it adopts practices that document successes and inform new members. Strategies on this front include: targeted professional development (Ramp-up (acceleration), Navigator and Study Island; coaching; new teacher lab; model classrooms; and shared knowledge base.

2) Dr. Burney added that as the school aligns capacity building with accountability, lots of effort has been placed on “catch-up”, but gradually the organization will shift to performance. In responding to the question of what can the Board provide to support her, she answered: good teachers, measures to retain good teachers and more engagement from Rutgers University. She stressed that the university support is

critical in terms of getting faculty to collaborate with LEAP teachers, graduates to come to LEAP for jobs and getting our LEAP students to take courses at the university.

- 3) Dr. Burney also indicated that teacher's attendance has improved by 22% since she arrived.
- 4) The Board requested quarterly reports on student performance as a way to monitor and exercise their role in terms of accountability and resource development.

C: Board of Trustees