

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

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To: LEAP Academy Teachers, Staff and Parents
From: Dr. Gloria Bonilla-Santiago, Board Chair
Re: Action Items approved at the meeting of March 24, 2009
Date: March 30, 2009

The following provides a summary of the various items approved at the March 24, 2009 Board meeting and key discussion topics.

- Item 1:** Minutes for the January 29, 2009 meeting were approved.
- Item 2:** The Board approved becoming a member of the Greater Camden Partnership and authorized payment of membership dues.
- Item 3:** The Board approved approves the following Strategic Instructional Goals:

Goal 1: Reading by the End of Grade 2: All matriculated elementary students will meet or surpass grade-level benchmarks for foundation reading skills by the end of Grade 2; all new elementary students will meet or surpass these benchmarks within three years of enrollment.

Goal 2: Reading to Learn by Grade 3: All Grade 3 students will score at or above the state average of 81% Proficient or above in Language Arts Literacy as measured by the New Jersey Assessment of Skills and Knowledge.

Goal 3: Skillful, Analytical Writing: All students will be assigned challenging writing assignments enabling them to write skillfully and analytically in three academic disciplines beginning in the 2009-10 school year.

Goal 4: Mastery of Algebra in Grade 8: An increased number of matriculating elementary students each year will be appropriately prepared to master rigorous coursework in Algebra when they enter Grade 8; 75% of all Grade 8 students will enroll in and receive a grade of B or higher within 5 years.

Goal 5: Career Awareness and Exploration: Existing career awareness and career exploration programs at LEAP will be strengthened to ensure all students are provided with a foundation for the acquisition of skills, attitudes and knowledge that enable them to make a successful transition from school to the world of work, and from job to job across the life span.

Goal 6: Enhanced Socio-emotional Health: Existing social, emotional and health programs at LEAP will be strengthened to ensure all students will have a strong foundation for personal and social growth as they progress through LEAP and into adulthood.

- Item 4:** The Board adopted the budget for FY 09-10 as follows:

Enrollments	
District of Residence	665
Non-Resident District	100
Total Enrollments	765
Revenues	

General Fund	
Budgeted Fund Balance	
Equalization Aid - Local Share	823,173
Equalization Aid - State Share	8,600,000
Total Equalization/Local Levy Aid (Lines 11,12)	9,423,173
Categorical Aid	
Categorical Special Education Aid	209,510
Categorical Security Aid	268,255
Total Categorical Aid (Lines 15 and 16)	477,765
Other Revenue: Rutgers Preschool and Interest	130,000
Total General Fund (Lines 10, 13, 22)	10,030,938
Revenue from Federal Sources:	
Source:	708,297
Other:	
Total Federal Projects (Lines 31, 32):	708,297
Total Other Sources (Lines 35, 36, 37):	
Total Special Revenue Fund (Lines 29, 33, 38)	708,297
Total Revenues (Lines 24,39)	10,739,235
Expenditures-General Fund	
Instructional Expense	4,326,392
Administrative Expense	3,177,119
Support Services Expense	2,045,427
Capital Outlay	457,000
Total General Fund (Lines 50, 64, 76, 85)	10,004,938
Expenditures-Special Revenue Fund	
Restricted /Special Revenues Programs	
Federal Projects:	
Source:	708,297
Other:	
Total Federal Projects:	708,297
Total Special Revenue Fund (Lines 93, 98, 103)	708,297
Total Expenditures (Lines 86, 104)	10,714,235
Ending Fund Balance (Lines 6 + 40 - 10 - 106)	25,000

- Item 5:** The Board approved the Board Secretary's and Treasurer's Monthly Financial Report the period ending January 31, 2009.
- 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 February and March 2009 as presented by the SBA.
- Item 7:** The Board authorized various transfers in the amount of \$38,820.75 for January 2009.
- Item 8:** The Board approved service contracts as follows: Stewart Business Systems for a Color Copier and Verizon for local/regional toll and long distance telephone services.
- Item 9:** The Board authorized various salary charges to the Title I budget.

- Item 10:** The Board approved Nutri-Serve as the food service provider for 9/1/09 – 6/30/10.
- Item 11:** The Board approved submittal of NCLB Annual Report and carry-Over Application for 07-08.
- Item 12:** The Board approved submittal of the 21st Century renewal grant application.
- Item 13:** The Board authorized Allan Ginsburg to attend the NJ Association of School Business Officials Annual Workshop.
- Item 14:** The Board authorized submittal of grant application to the NJSBA Insurance Groups under the Safety Grant Program.
- Item 15:** The Board approved the 2009-2010 school calendar.
- Item 16:** The Board approve April 10 and May 2 as make up days due to weather related closings.
- Item 17:** The Board approved various field trips.
- Item 18:** The Board approved the following courses:

World Language Department

- El Cine Hispanoablante
- Spanish Literature

Summer/Pre-College Office

- Study Skills
- Research
- Life Skills: Organization, Time Management and Budgeting
- Writing a College Essay

Item 19: The Board approved the senior Class Trip to Florida to participate in Disney’s Educational Adventure.

Item 20: The Board approved the proposal for Summer School presented by the Superintendent based on the following:

- Teachers will teach for 4 hours in language arts and mathematics. The teachers will use the RAMP UP replacement curriculum for grades 9 and 10, and will use Navigator for grade 6.
- The Summer Session will give us an opportunity to ensure the use of aligned curriculum and instructional materials along with powerful assessment tools.
- The PD will build teaching and leadership capacity, and serve to create accountability for results.
- In addition to attending the summer session, each transitioning student will be assigned a peer mentor, to help them become acclimated to their school. We will also have (grade 6)

students visit Upper School classrooms in May, and have parents of transitioning students tour the Upper School in May and in June.

- We will have an individual achievement plan for each student who participates in summer school sessions that will be used to guide students throughout their remaining years at LEAP. This practice will be extended in September to include every LEAP student.
- The Board made attendance to summer school for students who are either failing in core academic courses and to students in grades 5, 6, 9 and 10.
- The Board directed the school staff and parent support personnel to communicate this requirement/expectation to all parents to ensure 100% participation.

Item 21: The Board appointed the following individuals: Peter Boggs (Teacher of English); Bruce Aristeo (Elementary School Teacher - MS Math); Megan Melone (Substitute Teacher); Matthew Brenner (Substitute Teacher); Leon Palo (Substitute Teacher); Bettan Paterson (Substitute Teacher); Ilia Napoleon (Part-Time Clerical/Student Worker).

Item 22: The Board appointed Gina DiMedio as Performing Arts Consultant.

Item 23: The Board approved an Attendance Incentive Program for Teachers as an incentive to reduce absences, as follows:

Cash Awards

\$250.00 if no personal days used

\$100.00 if 1 personal day used

\$50.00 if 2 personal days used

Conversion

3 days converted to sick days and added to those accumulated

2 days converted to sick days and added to those accumulated

1 days converted to sick day and added to those accumulated

Sick day awards are as follows:

\$500.00 if no sick days are used.

\$300.00 if one sick day is used.

Item 24: The Board approved the following Teacher/Mentor Agreements:

<u>Teacher</u>	<u>Mentor</u>
Peter Boggs	Ana Garcia
Joshua Neumann	Helen Redmond
Bruce Aristeo	Joseph Cumberland

Item 25: The Board approved return from leave for Nicole Maenner and Sanoussi Traore.

Item 26: The Board approved the creation of the Director of Operations and Administration position with reporting to the School’s Superintendent. The Director of Operations and Administration will serve as the lead administrator coordinating and supervising district-wide functions related to business services, facilities, personnel, grants management, compliance, supervision of support personnel, school operations and other administrative areas as necessary.

Item 27: The Board appointed Susan Graham as Director of Operations and Administration effective April 20, 2009.

Updates/Reports:

Board Chair: Dr. Gloria Bonilla-Santiago:

- 1) Dr. Santiago shared that the Board will be having a Working Retreat on May 2nd to begin working its charter renewal process.
- 2) Adam Greenman, presented the following status report on college enrollment for the 12th grade:
 - College Acceptances to Date: 26 students have been accepted to various universities.
 - FAFSA Completions Update: 100% of 12th grade students have completed their Free Application for Federal Student Aid.
 - 11th Grade College Application Seminars: Beginning in April, the Pre College Office will be conducting biweekly seminars for 11th grade students to help them complete many portions of their college application process before they complete the school year in June.
 - 9th and 10th Grade Academic Advising: Since joining the Pre College Office, Elsica Gonzalez has been working with the 9th and 10th grades to help determine their academic interests and ambitions, as well as to discuss their current grades and challenges.
 - Rutgers Future Scholars Program: 10 students have been accepted to the program and two are on Wait List.
 - Summer Programming: The Pre College Office will be offering 4 2.5 credit classes during the LEAP Summer Session.
 - Online Learning: Pre College Office is working with Dr. Burney and Johns Hopkins Center for Talented Youth to provide LEAP Academy students with the opportunity to take AP classes not currently offered by the school during the 2009 – 2010 school year. This online class will be part of a pilot program to expand Advanced Placement Offerings at LEAP Academy.

Superintendent's Report:

Dr. Burney discussed issues surrounding the need to build teacher quality and improve student performance. In the area of enhancing and nurturing teaching quality, she indicated the following efforts are taking place and/or will take place during the summer: Children's Literacy Initiative: 5 model classrooms; Penn Literacy Network: Literacy and Mathematics; Study Island; Ramp-Up [mathematics and literacy]; Navigator; Acuity; Observation Days to other schools; Attending professional development sessions (i.e. Lucy Calkins); Co-teaching; Classroom visits; 4-Week Summer Sessions; New Teachers Lab.

In terms of instructional strategies, she mentioned the following efforts: HSPA Boot Camp; SAT Prep; ASK Saturday Sessions; NJ ASK 8 Boot Camp; Rutgers Yes Institute; Summer Sessions; Summer Course Offerings; John Hopkins AP Distance Learning Courses; Individual Attention; Monitoring achievement data by grade, by content and by teacher; Case conferences; Pre-college office guidance and counseling; Rutgers Family Support Center (Social, Emotional and Health/Behavioral Health Services).

As she prepares for next school year, the followings strategies will also be put in place: Individual Achievement Plans; Placement tests for every new student; Flexible student grouping; After school program alignment with our overall instructional program; Vet achievement goals with staff for input and final Board approval.

C: Board of Trustees