

**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 September 11, 2008  
Date: September 15, 2008

The following provides a summary of the various items approved at the September 11, 2008 Board meeting and key discussion topics.

- Item 1:** Minutes for the July 17, 2008 meeting were approved.
- Item 2:** In light of the Rutgers' efforts in developing the school's playground, the Board accepted a transfer of title to all the playground equipment from Rutgers University upon completion of the project. It authorized for LEAP to enter into an agreement to execute such transfer.
- Item 3:** The Board appointed Dr. Deanna Burney as Director of Teaching Learning for the LEAP Academy with responsibility for the following strategic areas: Curriculum and Instruction; Principal Coaching; Supervision of Teacher Evaluation, mentoring and coaching; Professional Development and Capacity Building; School Improvement; School Climate; Alignment of School Support Programs and Instruction; and to serve as lead person for the school.
- Item 4:** In accordance with the school's bylaws and in compliance with 18A: 36A-15, the board appointed the following individuals to serve in the Advisory Grievance Committee for the 08-09 school year: Teacher Representatives (Scott Lunn and Ana Garcia) and Parent Representatives: Omayra Borrero and Richard Jones.
- Item 5:** The Board re-appointed the following individuals to another 3-year term: Vanessa Marquez, Hector Nieves and Adam Szpreingel.
- Item 6:** The Board appointed the following officers for 08-09: Chairperson - Dr. Gloria Bonilla-Santiago; Vice-Chair - Mary Sheil; Secretary - Odessa Edmond; Treasurer - Peter Burke (Non-voting).
- Item 7:** The Board approved the partnership with the Rutgers' CSUCL to continue to serve 90 children ages 3 and 4 through the Camden Abbott Early Childhood Initiative. Further, the Board approved leasing of space at the 639 Cooper Street facility to house 4 pre-school classrooms at the rate of \$6 per square feet (inclusive of common activity areas). It further authorized reimbursements from Rutgers for services related to operating the pre-school programs in the total amount of \$113,058.77
- Item 8:** The Board authorized the Chair and Treasurer to continue to negotiate with CCIA in obtaining financing for the ELRA facility.
- Item 9:** The Board approved the Board Secretary's and Treasurer's Monthly Financial Reports for the period ending May 31, 2008.
- Item 10:** 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 June, July and August 2008 as presented by the SBA.
- Item 11:** The Board authorized various transfers in the amount of \$60,317.69 for March 2008.

- Item 12:** The Board approved three service contracts as follows: Rutgers University-Camden for security services (\$218,704); Berg Consulting for Business services (\$3,000) and Charter Therapy Educational Resources for speech/language therapy (\$60/hour).
- Item 13:** The Board authorized submittal of an application to receive FY09 IDEIA allocation in the amount of \$192,810.
- Item 14:** The Board accepted grant funds in the amount of \$500,000 to operate the 21<sup>st</sup> Century Community Learning Program.
- Item 15:** The Board authorized solicitation of bids for architectural services related to the design and development of construction documents for the ELRA facility. It further acknowledged and re-affirmed that funds prorated for the K-12 program will not be used to cover these services. Project cost to be covered through existing grants earmarked for this.
- Item 16:** The Board approved the Mathematics Curriculum for grades 6<sup>th</sup> and 7<sup>th</sup>.
- Item 17:** The Board approved purchase of various textbooks. It requested for the administration to provide such request by the May meeting each year so that there is sufficient time for ordering.
- Item 18:** The Board approved the instructional plans for the first Saturday of Learning scheduled for September 27<sup>th</sup>.
- Item 19:** The Board authorized submittal of the NCLB application.
- Item 20:** The Board approved various field trips.
- Item 21:** The Board approved placement of Rutgers University Fellows and Inters.
- Item 22/23:** The Board entered into a close executive session and following the closed portion of the meeting, re-opened to the public.
- Item 24:** The Board appointed the following individuals: Michael Kelly (Teacher of English) Yvette Hernandez (Teacher of English); Gloria Duany (Teacher of Spanish); Anisha Chaudhari (Teacher of Mathematics); Melissa Sparacino (Teacher of Biology); Christina Fredericksdorf (Elementary School Teacher); Gina Castano (Elementary School Teacher); Gina Palo (Teacher of Mathematics); and Irene Boucher (Jr. Accountant).
- Item 25:** The Board approved the following individuals as Substitute Teachers: Robert Ransom, William Price and Joanne Bark.
- Item 26:** The Board approved various individuals for temporary per-time positions.
- Item 27:** The Board approved other pay for Mr. Cruz for various duties beyond hid contracted time and responsibility.
- Item 28:** The Board approved the following changes in position titles as part of the re-organization of the school's administrative functions and to provide for consistency:

<u>Name</u>	<u>New Title</u>
Margaret Martinez	Principal, Elementary School
Barbara Dunlap	Coordinator of Administration and High School Vice Principal
Elayne Sama	Manager, Curriculum, Testing and Professional Development
Letitia Logan	Manager, District Accountability and Administration
Anthony DePetris	Manager, Personnel and Human Resources
Colleen Cary	Manager, Technology Services
Massimo DeSiano	Technology Specialist
John Lavell	Manager, Special Educational Services
Mark Paoli	Coordinator of Facilities

**Item 29:** The Board approved payment of summer stipend for teacher who participated in the Summer Orientations/Professional Development Program in the Summer 2008.

**Item 30:** The Board approved co-curricular appointments as follows: Sara Bowman (Coach, Field Hockey); Helen Redmond (Assistant Coach, Field Hockey); Gail Horakh (Homebound Instruction); Carole Pearson (Homebound Instruction); Randy Smith (Summer Instruction).

**Item 31:** The Board approved maternity leave for Tonya James effective October 30, 2008.

**Item 32:** The Board accepted the resignation of the following individuals: K. Scott Myers (Teacher of English); Nancy Cattell (Teacher of Biology); Daniel Kaufman (Teacher of English); Michael Walsh (Teacher of Mathematics); April Simeone (Elementary School Teacher); George Byrd (Teacher of Music); and Dr. Gloria Hancock (Chief School Administrator).

**Item 33:** The salary authorized a salary adjustment for Ms. Sama in the amount of \$315.

**Item 34:** The Board authorized tuition reimbursement for Ms. Sama in the amount of \$1,000.

**Board Chair Report:** Dr. Santiago provided an update on the playground. Tree Planting event will be on September 27<sup>th</sup> and a grand opening is slated for early October. She also introduced Dr. Deanna Burney, who became the school's Director of Teaching and Learning. Dr. Burney had an opportunity to address the Board and shared her vision for the school, as well as her short and long term plans. Attached please find a document highlighting the scope of her work over the next few months.

Adam Greenman also had an opportunity to address the Board and shared priorities for the pre-college office. He indicated that on September 17<sup>th</sup>, the bookstore will reopen with a grand opening celebration. He also shared information about LEAP graduates. His staff has been tracking LEAP graduates to assess their college enrollment status. The good news is that 87% of the Class of 2005, 78% of the Class of 2006, and 87% of the class of 2007 are still enrolled in college.

During its closed executive session, the Board revised various re-organization issues. Following their executive sessions, the Board took appropriate action as reflected on the Personnel items of the agenda.

c: Board of Trustees