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ABSTRACT

A Summerbridge program is a comprehensive 2- to 3-year academic program with intensive summer and school-year sessions, year-round counseling, and family advocacy and is followed by continued support through high school. The tuition-free program targets talented students with limited educational opportunities who are taught by a faculty composed entirely of high school students and college undergraduates. The main goal is to prepare younger students to succeed in high school and to provide essential service opportunities and the experience of teaching for high school and college students. Each Summerbridge program reflects the ethnic and economic diversity of the community it serves. With a generally defined pedagogy and substantive support by talented educators, Summerbridge turns over responsibility for teaching, curriculum development, counseling, advising, and administration to its young faculty. Programs are located at independent and public schools and serve children in the middle school years, depending on the site. The history of the Summerbridge program is traced, and steps to building a program are outlined from preplanning through the decision to start. A roster of 28 current Summerbridge programs is attached. (SLD)

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[Steps to Starting a Summerbridge Program.]

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# I. SUMMERBRIDGE NATIONAL

**Mission Statement:** *Summerbridge National fosters excellence in education by supporting Summerbridge programs that promote students as dynamic, successful learners, leaders, and teachers.*

Summerbridge National, established in 1991, seeks to:

- help establish and support Summerbridge programs that promote rigorous academic success for all children, but especially for children with limited educational opportunities.
- build a nationally recognized educational program.
- disseminate written materials about Summerbridge.
- offer both materials and a process which help programs move through all phases of initiating a Summerbridge program.
- offer concrete support to existing programs via newsletters, national and regional meetings, on-site visits, community networking, and technical assistance.
- assess the quality and operations of all programs and provide guidance for improvement.
- promote integration between each Summerbridge program and its host institution(s).
- encourage collaboration among the Summerbridge programs and with Summerbridge National in several operational areas, including staff recruitment, funding, and program development.

## **WHAT IS A SUMMERBRIDGE PROGRAM?**

A Summerbridge program is a comprehensive two to three year academic program with intensive summer and school year sessions, year round counseling, and family advocacy followed by continued support through high school. The tuition-free program targets talented students with limited educational opportunities who are taught by a faculty composed entirely of high school students and college undergraduates. Each Summerbridge program reflects the ethnic and economic diversity inherent within the community it serves. Within a generally defined pedagogy and with substantive support by talented educators, Summerbridge turns over responsibility for teaching, curriculum development, counseling, advising, and administration to its young faculty. The programs are located at independent and public schools and serve children in the middle school years depending on the site.

The main goals of a Summerbridge program are to:

- prepare, support and encourage younger students to enter and be supported in strong academically challenging high school programs.
- encourage and challenge high school and college-aged staff to experience and consider entering the profession of education and its related fields.
- provide high school and college students year-round community service opportunities.
- strengthen the program each year by assessing and evaluating its strengths, weaknesses, and long-term objectives so that it (a) becomes an integral part of its own site and city's communities and (b) evolves to better prepare its student constituencies to more effectively meet the demands of an increasingly global society.

## **HISTORY**

Summerbridge began in 1978 at San Francisco University High School. Because of Summerbridge's success as a comprehensive, evolving program, it has helped other schools develop similar programs. The second Summerbridge program began in New Orleans at the Isidore Newman School in the summer of 1990. The collaboration continues to grow. Each site welcomes visitors.

For more information, contact Summerbridge National at 3101 Washington Street, San Francisco, CA 94115. Phone: 415-749-2037. Fax: 415-749-5282.

## II. MEMO OF UNDERSTANDING FOR SUMMERBRIDGE PROGRAMS

The *Memo of Understanding* is intended to supplement the "Summerbridge National" form number I, which includes the mission statement, major activities, and a definition of what constitutes a Summerbridge Program. The points in the *Memo of Understanding* are intended to promote a strong base for growth of the Summerbridge programs.

### THE BASICS

The programs are run by the host institutions and should be seen as an important part of the schools in which they operate. The Heads of Schools and the Boards of Trustees operating the 501(c)3 oversee the management and fiscal health of the Summerbridge program. The director is hired by the Head of School or the Board of Trustees.

During the first year of the program, the Summerbridge Director must work on the project at least three-quarters time. A co-director is hired before the second summer of the program. Programs often start with co-directors.

### THE PROGRAM

The chief focus of each program is academic empowerment of its younger student to succeed in college preparatory high school programs. Study skills must be an essential part of the curriculum for both the school year and summer components.

The younger students must indicate strong academic potential by completing an application process which is both challenging and competitive.

The families of students are important to the program. Their involvement and their understanding of the two year middle school program and continued high school mentoring portion needs to be explicit and defined.

The young teaching staff must be trained and supported by experienced educators, and extensive educational materials must be available to the staffs of both the summer and school year sessions.

### THE COLLABORATION OF SUMMERBRIDGE PROGRAMS

- All programs must be willing to work in close collegial relationships with Summerbridge National and each other to share expertise and to learn from each other's experience.
- Each program must include travel in their budget.
- Programs share a small number of returning staff with one another.

- At least four visits by Summerbridge National are scheduled during the planning and execution of the first two years.
- During the first year of the program, departure from the essential model for a Summerbridge program implementing major changes in procedures and/or pedagogy needs prior approval from the Board of Trustees of Summerbridge National.
- Each program welcomes visitors and shares materials with others. A staff member must function at least half-time as a public relations coordinator/Summerbridge National liaison during the summer.
- Evaluation and assessment comprise an inherent part of each program. In addition each program makes a commitment to internal evaluations on a data base and yearly self assessments by students, staff, directors, and Summerbridge National.
- "Summerbridge" must be included in the name of each program.
- Printed materials are subject to review.

### III. STEPS TO START A SUMMERBRIDGE PROGRAM

#### STEP 1: PRE-PLANNING

Materials, program visits, and meetings with Summerbridge directors and Heads of Schools are available to schools looking at the model. These services are available at no cost. Part of the vision of Summerbridge National is to share what it is learning with other educators.

After a school (or collaboration of schools) has read material about the program, studied the model, and seen both summer and school year components in action, the Head of School or a member of the Board of Trustees should discuss how to start a Summerbridge with the Program Coordinator of Summerbridge National. While each start is unique and has its own timetable and agenda, it usually takes between twelve and twenty-four months to start a Summerbridge program.

#### STEP 2: ACTIVELY EXPLORING A START-UP

A. The Head of School or Board Member spearheading the initiative to start a Summerbridge program invites the Executive Director or Associate Director of Summerbridge National to visit at the proposed school site to meet with the important constituents: Board of Trustees, chief administrators, faculty committee, students and community leaders.

B. The Board of the Host Institution forms an ad-hoc Advisory Committee to explore starting a program. The Chair of the Advisory Committee is usually the Head of School, a key member of a Board of Trustees, or a key school administrator.

1. Working with Summerbridge National, the Advisory Committee meets and carefully reviews the Summerbridge National's key materials, gathers community input, and examines the mission of the Host Institution and how a Summerbridge would enhance its mission.

2. The committee drafts a budget for the first full year of operation and a projected three-year budget to include in potential grant proposals. Summerbridge National will share sample budgets with the committee. The committee should consider that-

- \* during the first year of the program, the Director must work at least three-quarter time, e.g. teach two classes in fall, one in spring, with no coaching duties.

Creative variations for Director(s) and site(s) may be considered:

- e.g. Co-directors, alternate summer sites, multiple school-year tutoring sites, et al.

- \* the school must provide the facilities during the summer and school year programs as well as office space year round as in-kind services. These and other in-kind services donated by sites are usually noted in the budget to illustrate depth and breadth of commitment.

3. The committee must assess support for Summerbridge in the local community. Network in the community as all programs are truly public/private/parochial ventures.

4. The committee needs to assess the feasibility of long term funding. Look at the expertise in existing programs. Understand that support from the school's Development Office is key.

5. The committee must communicate actively with schools and support organizations already in the Summerbridge collaboration. Counsel, support, materials, budgets are shared.

C. The Head of School or designate should recruit local high school and college students to apply for a staff position in an existing Summerbridge program in order that they may return with experience and knowledge to aid in establishing the program. Starting programs benefit having experienced local personnel. Keep in mind that December, January and February are staff recruitment months. All staff positions in all Summerbridges are competitive; this should be carefully conveyed to all applicants.

### STEP 3: THE DECISION TO START

A. The Board(s) of Trustees must pass a resolution approving the start of a Summerbridge Program. The Board(s) needs to meet with a representative from Summerbridge National before voting on the resolution in order to openly address all the pros and cons of starting a program.

B. In a public school, the program needs to operate under a 501(C)3 which may receive and disburse funds and act as a fiscal agent. The site Principal and Superintendent must write letters supporting the program. In addition, the site Principal and a representative of the Superintendent's office must meet with a representative of Summerbridge National. During 1993/94, the fiscal and programmatic health of our public school sites will be closely followed before further public school starts are financially supported.

C. Submit the Application of Intent to Summerbridge National for program approval.

The following items need to be included:

- \* Application of Intent
- \* Budget for year one
- \* Three year projected budget
- \* Revenue plan for three year funding
- \* Roster of Board of Trustees
- \* Roster of Advisory Committee
- \* Paragraph discussing why a Summerbridge Program will enhance the host school's mission and be supported by the school community

D. After the Application of Intent has been approved by Summerbridge National's Board of Trustees, local fund-raising efforts may move forward using the "Summerbridge" name. Grant proposals to national foundations and national corporations must be approved by the Associate Director of Summerbridge National in order to coordinate fund raising efforts among national funders. Summerbridge National may now begin to include your proposed program in their funding efforts.

# Current Summerbridge Programs

(Starting summer in parentheses)

## Summerbridge Cambridge (1993)

**Directors:** Angela Lee, Sarah Feldman

**Intern:** James Kim

Cambridge Rindge and Latin School

459 Broadway Rm. 225, Cambridge, MA 02139

(617) 349-6647

Associate Superintendent: Sandra Spooner

## Summerbridge Cincinnati (1993)

**Directors:** Ted Preston, Mona Morrow\*

**Co-presidents:** William Hopple, Jr.

(513) 321-3685

Odessa Hooker

(513) 751-6039

Cincinnati Country Day School

6905 Given Rd., Cincinnati, OH 45243

(513) 561-7298

Head of School: John Raushenbush

\*The Seven Hills School

5400 Red Bank Rd.,

Cincinnati, OH 45227

(513) 271-9027

Head of School: Peter Briggs

## Day School Summerbridge (1991)

**Director:** Al Gonzales

**Administrative Assistant:** Xanthi Scrimgeour

San Francisco Day School

350 Masonic Avenue, San Francisco, CA 94118

(415) 931-2422

Head of School: Jim Telander

## Summerbridge Fort Worth (1994)

**Director:** Jessica Slade

Fort Worth Country Day School

4200 Country Day Lane, Fort Worth, TX 76109

(817) 731-0852

Head of School: Geoffrey Butler

## Summerbridge Hawaii (1994)

**Directors:** David Turner, Kanoe Dowd

2445 Kaala Street, Honolulu, HI 96822

(808) 973-5130

Head of School: Lester Cingcade

## Summerbridge Hong Kong (1992)

**Director:** Monica Ingvavet

Island School

20 Borrett Rd., Hong Kong

011-(852) 524-7135

Head of School: David James

## Summerbridge Kansas City (1993)

**Director:** Gene Lee

The Pembroke Hill School

5121 State Line Rd., Kansas City, MO 64112

(816) 753-1300

Head of School: Thomas Harvey

## Learning Bridge (1993)

**Director:** Patti Wainger

Norfolk Academy

1585 Wesleyan Drive, Norfolk, VA 23502

(804) 461-6236

Head of School: John Tucker, Jr.

## Summerbridge Lehigh Valley (1993)

**Directors:** Kevin Chapman, Myna Jayne Joseph

Moravian Academy

4813 Green Pond Rd., Bethlehem, PA 18017

(215) 691-1600

Head of School: Rev. Peter Sipple

## Summerbridge Los Angeles (1994)

**Director:** Tim Corcoran

**Administrative Assistant:** Tamyra Fuller

The Brentwood School

100 So. Barrington Place, Los Angeles, CA 90049

(310) 476-9633

Head of School: Hunter M. Temple

## Summerbridge Louisville (1992)

**Directors:** Mare Kalin, Evan Rudall

**Intern:** Mollie Young

Kentucky Country Day School

4100 Springdale Rd., Louisville, KY 40241

(502) 429-9752

Head of School: Robert Blair

## Making Waves, A Summerbridge Program (1991)

**Directors:** Sonya Choe, Alton Nelson

The Branson School

39 Fernhill Rd., Box 887, Ross, CA 94957

(415) 454-3612 (ext.225)

Head of School: Richard P. Fitzgerald

## Summerbridge Manchester (1991)

**Director:** Joel Vargas

**Intern:** Colin Hamilton

The Derryfield School

2108 North River Rd., Manchester, NH 03104

(603) 669-4524

Interim Head of School (6/94):

Charles Sandborn

Head of School (7/94):

Nancy Boettiger



# Current Summerbridge Programs (continued)

## Miami Summerbridge (1992)

**Directors:** John Flickinger, Aleka Novitski  
Ransom Everglades School  
3575 Main Highway, Miami, FL 33133  
(305) 460-8869  
**Head of School:** John Cotton  
**Summer Address:**  
Ransom Everglades School  
2045 South Bayshore Drive, Miami, FL 33133  
(305) 460-8869

## New England Citybridge (1994)

**Directors:** Sarah Sze, Adam Tucker  
Concord Academy  
166 Main Street, Concord, MA 01742  
(508) 369-6080  
**Head of School:** Thomas Wilcox

## Summerbridge New Haven (1993)

**Directors:** Michele Pierce  
Marjorie Dambreville  
Hopkins School  
986 Forest Rd., New Haven, CT 06515  
(203) 397-1001  
**Head of School:** Tim Rodd

## Summerbridge New Orleans

**Program Coordinator:** Nettie Carson  
(504) 896-8597

## Newman Summerbridge (1990)

**Director:** Suzanne Carey  
Isidore Newman School  
1903 Jefferson Ave., New Orleans, LA 70115  
(504) 896-8596  
**Head of School:** Scott McCleod

## Franklin Summerbridge (1992)

**Director:** Debbie Woeckner  
**Intern:** Stephanie Sheldon  
Ben Franklin High School  
2001 Leon Simon Dr., New Orleans, LA 70122  
(504) 286-2641  
**Principal:** Thomas Tews

## Summerbridge Pittsburgh (1994)

**Director:** Jen Huret  
Sewickley Academy  
315 Academy Avenue, Sewickley, PA 15143  
(412) 741-2230  
**Head of School:** Hamilton Clark

## Summerbridge Portland (1993)

**Directors:** Oye Carr, Ed Liu  
Oregon Episcopal School  
6300 SW Nicol Rd., Portland, OR 97223  
(503) 246-7771  
**Head of School:** Peter Stevens  
**Summer Address:**  
Catlin Gabel School  
8825 SW Barnes Rd., Portland, OR 97225  
(503) 297-1894  
**Head of School:** James Scott

## Providence Summerbridge (1992)

**Directors:** Jenn David, Esan Looper  
**Intern:** Stephanie Davis  
The Wheeler School  
216 Hope St., Providence, RI 02906  
(401) 521-6744  
**Head of School:** William Prescott, Jr.

## Summerbridge Riverdale (1992)

**Directors:** Ria Grosvenor, Lorenzo Krakowsky  
**Interns:** Jabez Alexander, Michele Celestine  
Riverdale Country Day School  
5250 Fieldston Rd., Bronx, NY 10463  
(718) 519-2767 & -2768  
**Head of Upper School:** John Gulla  
**Head of School:** Roger Boocock

## Summerbridge Sacramento (1994)

**Director:** Heather Hughes  
2636 Latham Drive, Sacramento, CA 95864  
(312) 573-4500  
**Head of School:** Daniel E. White

## Summerbridge San Diego (1993)

**Directors:** Rafael Hernandez, Shelly Ruel  
The Bishop's School and U.C. San Diego  
7607 La Jolla Blvd., La Jolla, CA 92037  
(619) 534-1685  
**Head of School:** Michael Teitelman

## Summerbridge San Francisco (1978)

**Directors:** Maria Peters, Tara Phillips  
San Francisco University High School  
3065 Jackson St., San Francisco, CA 94115  
(415) 346-8400  
**Head of School:** Peter Esty

## Wake County Summerbridge (1994)

**Director:** Dave Monaco  
**Intern:** Johanna Barmore  
Ravenscroft School  
7409 Falls of the Neuse Road  
Raleigh, NC 27615  
(919) 847-0900, ex. 252  
Fax (919) 847-0900, ext. 214  
**Head of School:** James Ledyard

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