

 <p>ASPIRA</p> <p>ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.</p>	<p>BOARD MEETING MINUTES: ASPIRA OF DELAWARE CHARTER OPERATIONS INC. (ADCO)</p>
	<p>DATE: 8/27/2015</p> <p>LOCATION: Conference Room Las Americas ASPIRA Academy (LAAA) Charter School 326 Ruthar Drive, Newark DE 19711-8017</p>
<p>Directors Present: Lourdes Puig (Chair), John Laznik, Jim Coyne, Dr. Jose-Luis Riera, Nancy Labanda, , Alex Fajardo, Kathleen Chappel, Jorge Diaz</p> <p>Directors Absent: Jamie “Gus” Rivera (Vice-Chair)</p> <p>Others Present: Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Beth Anne Gluck (Asst HOS), Jesus Urdiales (Asst HOS), Marla Sturgill-Parent</p>	
<p>Future Meetings Dates: 9/17/15</p>	

Executive Session

Riera presented a motion to move into executive session at 5:30PM for personnel matters. Laznik seconded the motion and the motion to move into executive session was approved by unanimous vote of the Board.

Riera presented a motion to move out of executive session at 6:00PM. Laznik seconded the motion and the motion to move out of executive session was approved by unanimous vote of the Board.

Call to Order

Lourdes Puig (Chair), called the public session to order at 6:00PM, noting that a quorum was present.

Public Comment: None

Approval of Agenda and Minutes

Agenda for August 27, 2015 and June 25, 2015 meeting minutes were presented and reviewed. Riera presented a motion to accept the agenda as presented. Coyne seconded the motion and the motion to approve the agenda was approved by unanimous vote of the Board. Riera presented a motion to accept the minutes as presented. Coyne seconded the motion and the motion to approve the minutes was approved by unanimous vote.

Development Committee as reported by Margie Lopez-Waite (Head of School)

- Introduction of Lyn Hensaw as part-time (20hr/wk) Development Manager
- Lyn provided a hand-out with her Professional Affiliations and ASPIRA Goals

Finance Committee Report (FOC) as reported by Greg Panchisin (Business Manager)

Greg reviewed the June monthly financial report, the July monthly financial report and the FY16 Preliminary Budget. Actual to budget remains favorable for all reports. Several questions were raised and answered. The full reports will be available on the FOC portion of www.aspiraacademy.org.

A motion by Diaz, seconded by Riera that the ADCO Board accept the June 2015 Monthly Financial Report. Final resolution was unanimous.

A motion by Diaz, seconded by Chappel that the ADCO Board accept the July 2015 Monthly Financial Report. Final resolution was unanimous.

A motion by Diaz, seconded by Coyne that the ADCO Board accept the FY16 Preliminary Budget. Final resolution was unanimous.

Operations Committee as reported by Greg Panchisin

Greg commented that the construction of Phase III is coming to an end. He reviewed the overall costs of the project to date. Actual to budget remains favorable. Several questions were raised and answered. Change orders have been kept to a minimum (3.2% over budget). The final sq/ft cost will likely come in slightly over \$100 with about \$25 less per/sqft when furniture and equipment is taken out.

Currently there are three bus drivers. Afternoon dismissal will have to be altered until more bus drivers are secured.

Head of School Report as reported by Margie Lopez-Waite (Head of School)

Enrollment

- Goal for 2015-2016 = 639 (102% of goal)

Grade	Number of students	KN	229	77	306
		01	91	12	103
KN	100	02	70	6	76
1st	101	03	76	2	78
2nd	100	04	81	7	88
3rd	50	05	56	9	65
4th	100	06	73	17	90
5th	48	07	37	12	49
6th	50	08	20	5	25
7th	50	09	0	0	0
8th	40	10	0	0	0
		11	0	0	0
TOTAL = 639		12	0	0	0
		Tot	733	147	880

Team Update

- Attrition from 2014-2015 to 2015-2016 = 12 (20%)

REASON	Total	%
Terminated	5	8%
Higher Ed	1	1%
Family	2	3%
Career Change	2	3%
Secondary Level Teaching Opportunity	2	3%
12	20%	

- Exit interviews revealed the following:
 - Of those who resigned, they reported having a positive experience at LAAA and would consider returning without exception.
- Team Recruitment
- All positions have been filled for the 2015-2016 school year (see attached organizational chart)

2015-2016 School Year Kick-Off

- Strategic Plan
 - Responsive Classroom (see handout)
 - Early Childhood Development Center (ECDC)
- Team Kick-Off (see handout)
 - 5th Year Milestone
 - LAAA Mission Review
 - Team Expectations
- Team Handbook (see handout)
- Changes include:
 - School Motto (transition from PBS to RC)
 - Professional Attributes
 - Guiding Principles
 - Absence Process (Kelly's Services)
 - Behavior Interventions
 - Child Care for Team Members
 - Dress Code
 - Lunch Logistics
 - Meetings
 - Parent Communication
 - Promotion/Retention
 - LAAA Code of Conduct (see handout)
- Practically every section was revised to reflect changes as a result of our transition from PBS to RC
 - Bus transportation update

Academic Committee as reported by *Beth Anne P. Gluck (Assistant Head of School)*

- "LAAA Educator Effectiveness Framework"
- This new framework will be replacing DPAS II

Old Business

- Board Nomination (Donald Patton)
 - A motion by Diaz, seconded by Coyne that the ADCO Board accept the nomination of Donald Patton onto the board. Final resolution was unanimous.
- Strategic Plan discussion held until September

Adjourn The meeting adjourned by unanimous consent at 8:55PM.