



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

**REGULAR MEETING  
BOARD MEETING MINUTES: ASPIRA OF DELAWARE  
CHARTER OPERATIONS INC. (ADCO)**

**DATE:** 9/26/2013

**LOCATION:** Conference Room  
Las Americas ASPIRA Academy (LAAA) Charter School  
326 Ruthar Drive, Newark DE 19711-8017

**Directors Present:** John Laznik, Jamie “Gus” Rivera (Chair), Lilia Meredith, Lourdes Puig (Future Chair), Jorge Diaz

**Directors Absent:** EJ Blied, Daniel Segui, Maribeth Welch

**Others Present:** Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Margie Rivera (Chair – ASPIRA of Delaware (AOD))

**Future Meetings Dates: 10/24 (Annual Meeting), 11/21**

**Call to Order**

Gus Rivera called the public session to order at 6:05PM. He noted that there were five voting-eligible Directors present and that a quorum was established. References hereunder to “unanimous” actions of the board refer to the actions of the five present voting-eligible Directors.

**Approval of Minutes:** Minutes of the August 22, 2013 Board Meeting were presented and reviewed. Rivera presented a motion to accept the August Meeting Minutes as presented which was seconded by Diaz. The motion to approve the minutes was approved by unanimous vote of the Board.

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

Greg reviewed the July and August monthly financial reports as well as the FY14 preliminary budget. Actual to budget remains favorable. Several questions were raised and answered. The full reports will be available on the FOC portion of [www.aspiraacademy.org](http://www.aspiraacademy.org). A motion by Rivera, seconded by Laznik that the ADCO Board accept the July and August 2013 Monthly Financial Reports as presented. Final resolution was unanimous. A motion by Rivera, seconded by Meredith that the ADCO Board accept the FY14 preliminary budget as presented. Final resolution was unanimous.

Final FY14 Budget will be presented in January 2014.

**ASPIRA of Delaware (AOD) Report** as reported by Margie Rivera (Chair-AOD)

Margie Rivera presented the interim appointments of:

- 1) Lourdes Puig as Chair of ADCO (May 2014)
- 2) Jamie “Gus” Rivera as Vice-Chair of ADCO (May 2014)
- 3) Daniel Segui – ADCO Director (May 2014)
- 4) Maribeth Welch – ADCO Director (May 2014)

These 4 appointments were approved by ASPIRA of Delaware on September 9, 2013.

A motion by Puig, seconded by Laznik that the ADCO Board accept the appointments as presented. Final resolution was unanimous.

**Facility Report** as reported by Greg Panchisin (Business Manager)

LAAA received Certificate of Occupancy for the entire school and final touches are being made to have the school ready for the first day of school.

**Head of School Report** as reported by Margie Lopez-Waite

**Policy Review/Approval**

Margie presented 8 school policies to the board.

- 1) Policy 2001: Drug Free Workplace
- 2) Policy 2002: Harassment Policy
- 3) Policy 2003: Employee Discipline
- 4) Policy 2004: Conflict of Interest
- 5) Policy 2005: Employee Supervision
- 6) Policy 2006: Holidays, Leaves and Absences
- 7) Policy 2007: Salary and Benefits
- 8) Policy 2008: Retirement and Resignation

A motion by Rivera, seconded by Puig that the ADCO Board accept seven policies as presented (2001, 2002, 2003, 2004, 2006, 2007 and 2008). Final resolution was unanimous.

Policy 2005: Employee Supervision will be revised and presented at a future meeting.

**Performance Agreement**

ASPIRA Academy is one of only two charter schools in the state with a mission specific goal.

Three measurements (Academic, Financial and Organizational) are included in the Performance Agreement.

- 1) Academic measurement
- 2) Financial measurement
- 3) Organization measurement

A motion by Laznik, seconded by Diaz that the ADCO Board accept the Las Americas ASPIRA Academy Performance Agreement as presented. Final resolution was unanimous.

**Old Business**

**School Financial Audit**

Financial audit draft for FY13 is complete.

**ADCO Fall Retreat** as reported by Lourdes Puig

Fall ADCO retreat will take place September 27<sup>th</sup> and 28<sup>th</sup>, 2013.

**Adjourn**

The meeting adjourned by unanimous consent at 7:10PM.