



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

**DATE:** 10/22/2015

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

**Directors Present:** Lourdes Puig (Chair), John Laznik, Jim Coyne, Nancy Labanda, Alex Fajardo, Kathleen Chappel, Jamie “Gus” Rivera (Vice-Chair), Donald Patton

**Directors Absent:** Dr. Jose-Luis Riera, Jorge Diaz

**Others Present:** Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Beth Anne Gluck (Asst HOS), Jesus Urdiales (Asst HOS), Dana Balick (DE Alliance for Nonprofit Advancement), Tim Sawyer and Dan McCoy (Barbacane, Thornton & Company)

**Future Meetings Dates: 11/19/15**

**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 October 22, 2015 and September 17, 2015 meeting minutes were presented and reviewed. Coyne presented a motion to accept the agenda as presented. Fajardo seconded the motion and the motion to approve the agenda was approved by unanimous vote of the Board. Coyne presented a motion to accept the minutes as presented. Fajardo seconded the motion and the motion to approve the minutes was approved by unanimous vote.

**Finance Committee Report (FOC)** as reported by Tim Sawyer (Barbacane, Thornton & Company)

*Independent Auditors Report for Financial Statements June 30, 2015 for Las Americas ASPIRA Academy (LAAA).*

The report was conducted using auditing standards accepted within the US. The opinion of the auditors is that the LAAA financials are clean or unmodified. There are no findings within the audit report. A copy of the report can be obtained by contacting Greg Panchisin at LAAA.

**Old Business**

- Board Survey Results – Dana Balick (Delaware Alliance for Nonprofit Advancement)  
Dana presented the survey results that were filled out by 6 of the 9 board members after some board training in June 2015. She provided survey results about:
  - 1) Mission and Vision
  - 2) Strategic
  - 3) Governance
  - 4) Development and Fundraising
  - 5) Board composition

Conclusion: There are three areas suggested for improvement

- 1) Mission – make sure all board members, administrators and staff work toward a clear and shared vision and mission
- 2) Strategic Planning – should be a continual process, not just every five years or so
- 3) Effective Board Meetings – make sure meetings are effective and well organized. Use time each meeting for strategic work. Utilize committees as best as possible to make meetings efficient.

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

Greg reviewed the September monthly financial report. Actual to budget remains favorable. Several questions were raised and answered. The full report will be available on the FOC portion of [www.aspiraacademy.org](http://www.aspiraacademy.org).

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

**Operations Committee** *as reported by Greg Panchisin*

*Transportation Update* - Currently there are nine bus drivers and all routes are covered. All buses have arrived and been dismissed on time for the entire current school year.

Early Childhood Development Center (ECDC) is up and running. Cost of program is cost neutral.

**Old Business**

Strategic Planning – Childcare and preschool discussion took place as well as initial conversation about Phase IV (full expansion) at current location. High school conversation has been tabled for November.

- Timeline
- 1) ECDC opened Fall 2015
  - 2) Full Pre-school 2018
  - 3) Expansion at current location August 2018

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

- VIVA ASPIRA – Newark Senior Center April 16, 2016

**Academic Committee** *as reported by*

*Margie Lopez-Waite (Head of School), Beth Anne P. Gluck (Assistant Head of School) and Jesus Urdiales (Assistant Head of School)*

Teaching effectiveness reflections are currently taking place.

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

- 9/30 count - 639 students
- Discipline Report provided (KG and MS)
- Website will be getting updated this week

**Adjourn** The meeting adjourned by unanimous consent at 8:07PM.