



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

DATE: 10/27/2016

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

Directors Present: Lourdes Puig (Chair), Dr. Jose-Luis Riera, Nancy Labanda, Alex Fajardo, Kathleen Chappel, Donald Patton (left at 6:46 pm), Luis Santiago

Directors Absent: Milton Delgado, Dusty Blakey, Jim Coyne

Others Present: Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Lyn Henshaw, Pam Baker (Auditor), Julia MacRae

Future Meeting Date: 11/17/2016

Call to Order

Puig (Chair) called the regular meeting to order at 6:03PM, noting that there was quorum.

Public Comment

No public comments were made.

Approval of Agenda and Minutes

The October 27, 2016 agenda was amended to include Homeless Student Policy Approval and September 22, 2016, meeting minutes for the regular and executive session were presented and reviewed. Fajardo moved to accept the September as amended and the agenda and September meeting minutes as presented. Riera seconded the motion and the October agenda and September meeting minutes were approved by unanimous vote of the Board.

Annual Audit Report Results *as reported by Pam Baker (Auditor)*

Baker presented the results from the annual audit. Informed that we received a clean report. Report can be viewed at:

http://www.aspiracademy.org/ourpages/financial_oversight/Financial%20Audit/Financial%20Audit%20FY%2016.pdf

Finance Committee Reports (FOC) *as reported by Greg Panchisin*

Panchisin presented and led discussion regarding the September 2016 financial report. The full report will be available on the FOC portion of www.aspiracademy.org. Patton moved to approve the August financial report. Riera seconded the motion and the September 2016 financial report was approved by unanimous vote of the Board.

Operations Committee *as reported by Greg Panchisin*

Panchisin provided update on construction. Construction is proceeding as planned and on schedule. Contractor to provide update every Monday.

Patton left meeting at 6:46PM

Development Committee Update *as reported by Lyn Hensaw*

Lyn Henshaw informed of development committee plan forward.

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

Lopez-Waite presented Freedom of Information Act (FOIA) Policy. Fajardo moved to approve FIOA Policy. Riera seconded and FOIA Policy was approved by unanimous consent.

Lopez-Waite presented Family Educational Rights and Privacy Act (FERPA) Policy. Chappell moved to approve FERPA Policy. Santiago seconded and FERPA Policy was approved by unanimous consent.

Lopez-Waite presented Homeless/Foster Care Student Policy. Riera moved to approve Homeless/Foster Care Student Policy. Santiago seconded and Homeless/Foster Care Student Policy was approved by unanimous consent.

Lopez-Waite provided update on enrollment and staffing. November 7 will begin open enrollment.

Academic Excellence Committee (AEC) *as reported by Margie Lopez-Waite*

Lopez-Waite informed of implementation of academic strategic plan. School aligned code of conduct with responsive classroom. New tools used to track discipline. Appointed director of instruction (new position). Each grade level has a team leader teacher, who will serve as liaisons between teachers and administration. High School collaboration is still being explored.

New Business

Puig informed that Blakey resigned from Board.

Old Business

Puig informed of efforts to fill vacancies, which are currently underway.

Adjourn

The meeting adjourned by unanimous consent at 7:42PM.