



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

**DATE:** 11/20/2014

**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, Jamie “Gus” Rivera (Vice-Chair), Jorge Diaz, Dr. Jose-Luis Riera, Alex Fajardo

**Directors Absent:** None

**Others Present:** Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Kristen Cioeta (Educational Enrichment Coordinator-LAAA), Jennifer French (Development Manager-LAAA) Nancy Labanda (Board Candidate), Kathleen Chappel (Board Candidate)

**Future Meetings Dates: 12/18**

**Call to Order**

Lourdes Puig (Chair), called the public session to order at 6:05PM

**Public Comment:** None

**Approval of Agenda and Minutes**

Agenda for November 20, 2014 and October 23, 2014 meeting minutes were presented and reviewed. Diaz presented a motion to accept the agenda and minutes as presented. Coyne seconded the motion and the motion to approve the agenda and minutes were approved by unanimous vote of the Board.

Recognition - Jessica Lewis has been selected to be featured in “School Band & Orchestra” magazine’s annual “50 Directors who Make a Difference” report. This report recognizes one outstanding director from each state in the United States each year and Mrs. Lewis has been selected to represent the state of Delaware. The article will be featured in December’s issue of SBO. Jessica joined LAAA in the 2012-13 school year. CONGRATULATIONS!

**School Enrichment** *as reported by Kristen Cioeta (Educational Enrichment Coordinator)*

Kristen presented an overview of the Education Enrichment Team.

- Team (Special Ed Teachers, Special Ed Para’s, Math Interventionist, ELL Teacher, QUEST Teacher)
- Function of the Team (Spec Ed Services, Response to Intervention (RTI), ELL Support, Math Intervention and QUEST Program (Gifted and talented))

These numerous programs allow LAAA to provide assistance to those students who need some extra help as well as challenge those students that might be ahead of their grade level.

**Development Committee** *as reported by Jennifer French (Development Manager)*

Jennifer provided an update of her progress.

- Brick Campaign update
- VIVA ASPIRA update (venue discussion)
- Proposed Board Involvement

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

Greg reviewed the October 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 Diaz, seconded by Fajardo that the ADCO Board accept the October 2014 Monthly Financial Report. Final resolution was unanimous.

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

**Charter Renewal Update**

- Final Charter School Accountability Committee (CSAC) meeting held on November 12<sup>th</sup>
- 3 people attended (Margie, Greg and Beth Anne)
- Official final report due today
- Recommendation was made to renew our charter *(see press release excerpt below)*

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**Charter School Accountability Committee issues recommendations on Reach Academy, Gateway Lab's futures**

**FOR IMMEDIATE RELEASE**

**CHARTER SCHOOL ACCOUNTABILITY COMMITTEE ISSUES RECOMMENDATIONS ON REACH ACADEMY, GATEWAY LAB'S FUTURES**

*Secretary Murphy to make decision at December 18 State Board of Education meeting following public comment period*  
The Delaware Department of Education's Charter School Accountability Committee today recommended not to renew Reach Academy and Gateway Lab School's charters at the end of this academic year because of poor academic performance at both schools.

In other recommendations, the committee supported renewal of the following charter schools: [Delaware Academy of Public Safety and Security](#), [EastSide Charter School](#), [Family Foundations Academy](#), [Las Américas ASPIRA Academy](#) and [Odyssey Charter School](#).

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- Next Steps
  - Public Hearing #2 on December 9<sup>th</sup>
  - State Board of Education meeting on December 18<sup>th</sup> @1pm

**Enrollment**

- 428 applications received-to-date for Open Application Period
- Recruitment events
- 2<sup>nd</sup> Annual Delaware Charter Schools Network Expo – held on Nov. 8<sup>th</sup>
- New Castle County Head Start – parent meeting held on Nov. 13<sup>th</sup>
- Open House – held on Nov. 19<sup>th</sup> *(over 180 people attended)*
- Wilmington Head Start – parent meeting held on Nov. 20<sup>th</sup>
- Open House – to be held on Dec. 17<sup>th</sup>
- Marketing materials *(see bag with samples)*

## **Academic Excellence Committee Update**

The following initiatives have been implemented to address teacher effectiveness:

- Effective 7/1/14, Beth Anne Gluck was hired as Dean of Instruction to focus on curricular and teacher development.
- Themes for the year are Sheltered Instruction, Common Core implementation, Teaching for Biliteracy, use of technological tools to increase effectiveness and data-driven instruction.
- LAAA adopted Edviation (formerly PD360) to use for both instructional coaching and DPAS II evaluation.
- ECO (Educator Collaboration Opportunity) meetings are held monthly with grade-level teams. Topics include, but are not limited to, using data to inform instruction and enhancing team collaboration.
- PD (professional development) Days are held monthly (8 hour day). An agenda is established by the Dean of Instruction and Head of School to ensure training is targeted based on individual needs.
- Grant has been secured through the University of Delaware for teacher development in the Responsive Classroom method. PD Days in January and February will be dedicated to this training.

## **LAAA Brand Building Campaign Update**

- Graphic designer was provided feedback from initial mock-ups. Revisions were expected by November 3<sup>rd</sup> but were delayed for two weeks.
- Received approval and feedback from ASPIRA, Inc.
- Brand Building Committee is currently working on additional revisions.
- The goal is to have the following images completed by Dec. 31<sup>st</sup>:
  - LAAA School Uniform
  - Shield for shirts and sweaters
  - LAAA text for gym sweatshirt
  - LAAA Athletics Program
  - Uniform images for tops and bottoms
  - Image for all communication
  - LAAA Performing Arts
  - Images for apparel and merchandising items
  - Image for all communication
  - LAAA Spirit Wear
  - Images for apparel and merchandising items
  - Decals for vehicles

## **Committee Updates**

### Operations Committee *as reported by Gus Rivera*

- Phase 3 is moving forward on time
- Mandatory pre-bid meeting took place with 12 individuals attending from 10 companies.
- Opening of bids will take place on December 2, 2014 at 2:30PM.

### Academic Committee

- Please see above **School Enrichment**
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### Financial Committee

- Appraisal report was delivered. Assessment value of building was low and is being appealed.

## **New Business**

**Board Nominations** A motion by Laznik, seconded by Rivera that the ADCO Board accept the nomination of Nancy Labanda as Parent Representative (director elected) for a term of one year (11/20/14 – 10/22/15) and Kathleen Chappel as Teacher Representative (director elected) for a term of one year (11/20/14-10/22/15) as presented by the Head of School.

**Adjourn** The meeting adjourned by unanimous consent at 8:00PM.