



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

DATE: 11/19/2015

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

Directors Present: John Laznik, Jim Coyne, Nancy Labanda, Alex Fajardo, Dr. Jose-Luis Riera, Jorge Diaz, Donald Patton

Directors Absent: Kathleen Chappel , Jamie “Gus” Rivera (Vice-Chair), Lourdes Puig (Chair)

Others Present: Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School)

Future Meetings Dates: 12/17/15

Call to Order

Jorge Diaz (Executive Committee – Acting Chair for this meeting only), called the public session to order at 6:05PM, noting that a quorum was present.

Public Comment: None

Approval of Agenda and Minutes

Agenda for November 19, 2015 and October 22, 2015 meeting minutes were presented and reviewed. Riera presented a motion to accept the agenda and meeting minutes as presented. Coyne seconded the motion and the motion to approve the agenda and minutes was approved by unanimous vote of the Board.

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.aspiracademy.org. A motion by Patton, seconded by Fajardo that the ADCO Board accept the October 2015 Monthly Financial Report. Final resolution was unanimous.

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

Parental Involvement Policy and School-Parent Compact (needs board approval)

- Review and approve Parental Involvement Policy (changes highlighted)
 - Date Revised
 - Providing additional parent information on the **Parents Page** of the school
- Review and approve School-Parent Compact (changes highlighted)
 - ***This school-parent compact is in effect during school year 2015-2016.***
 - Parents will also have Home Access to eSchool, which is the online gradebook for teachers. This allows parents to monitor their child’s progress on a more frequent basis. **For the 2015-2016 school year, this applies to middle school only (grades 6-8).**
 - Notify the school by **12:00pm** in case of illness, tardiness, or need for early dismissal.

- Attend the Student Success Workshop or student/parent/teacher conference for 1st trimester of each school year.

Parental Involvement Policy - Margie reviewed the minor changes to the parental involvement policy. A motion by Laznik, seconded by Coyne. Final resolution was unanimous.

Annual Report for 2014-2015 (needs board approval)

- Revised template (see attached)
- Review and approve

2014-15 DDOE Charter School Annual Report Template

Last Updated: August 18, 2015

Requirements:

- Cover page identifying charter school name & contact information
- Narrative addressing the questions below
- 20 pages maximum, double-spaced
- 11 or 12 point font
- Saved as a single pdf document (initials_1415annualreport.pdf)
- Submitted to infocso@doe.k12.de.us

I. Charter School Program

Narrative:

Provide a Synopsis of the School's Mission and Educational Program, Including Key Components of the Education Model and Any Unique or Innovative Features of the School
Discuss Key Accomplishments of the Charter School Program Over the 2014-15 School Year

II. Performance Reflection

Please Complete the Questions that Match the Charter School's Performance Tier.

Tier 1	Tier 2	Tier 3
"Meets Standard" overall ratings on all of the following: - 2013-14 and 2014-15 Org Frameworks - 2013-14 and 2014-15 Financial Frameworks - 2013-14 Academic Frameworks	"Meets Standard" overall Ratings on one or more Performance Framework reports during 2013-14 and 2014-15 school years OR Opened in 2014-15 School Year, Never on Formal Review	At any point during 2014-15 school year: - Renewed with Conditions - Placed on Formal Review - Earned "Falls Far Below Standard" on any Framework Report

Tier 1 Narrative:

- *What Are the Successful Academic Practices At Your Charter School that Other Schools Can Replicate?*
- *What Are the Successful Organizational Practices at Your Charter School that Other Schools Can Replicate?*
- *What Are the Successful Financial Management & Stewardship Practices At Your Charter School that Other Schools Can Replicate?*

Tier 2 Narrative:

- *What are the school's academic performance outcomes that will demonstrate student growth, proficiency, and college and career readiness levels as measured by the Performance Framework? Provide an analysis of strengths, challenges, and opportunities for growth in these areas.*
- *What are the school's performance expectations in meeting its organizational responsibilities including, but not limited to, administrative operations, reporting, and legal responsibilities as measured by the Performance Framework? Provide an analysis of strengths, challenges, and opportunities for growth in these areas.*
- *What are the school's financial performance expectations that will demonstrate viability and sustainability as measured by the Performance Framework? Provide an analysis of strengths, challenges, and opportunities for growth in these areas.*

Tier 3 Narrative:

- *What are the school's academic performance outcomes that will demonstrate student growth, proficiency, and college and career readiness levels as measured by the Performance Framework? Provide an analysis of strengths, challenges, and opportunities for growth in these areas.*
- *List Any Academic Performance Conditions That Were Placed Upon the Charter School During the 2014-15 School Year and Discuss the Changes that the Charter School Made In Response*
- *Discuss the Charter School's Organizational Compliance and Soundness During the 2014-15 School Year*
- *Discuss the Charter School's Actions to Continue Improving Organizational Soundness and Compliance Each Year*
- *What are the school's performance expectations in meeting its organizational responsibilities including, but not limited to, administrative operations, reporting, and legal responsibilities as measured by the Performance Framework? Provide an analysis of strengths, challenges, and opportunities for growth in these areas.*
- *List Any Organizational Health Conditions That Were Placed Upon the Charter School During the 2014-15 School Year and Discuss the Changes that the Charter School Made In Response*
- *What are the school's financial performance expectations that will demonstrate viability and sustainability as measured by the Performance Framework? Provide an analysis of strengths, challenges, and opportunities for growth in these areas.*
- *List Any Financial Health Conditions That Were Placed Upon the Charter School During the 2014-15 School Year and Discuss the Changes that the Charter School Made In Response*

Annual Report - Margie reviewed the annual report changes. A motion by Laznik, seconded by Coyne. Final resolution was unanimous to approve the revised annual report template.

Operations Committee *as reported by Greg Panchisin*

Greg commented that the beginning of Phase IV is continuing as scheduled and a timeline will be presented in December. Different funding sources for Phase IV are being investigated.

Old Business

Strategic Planning – High school conversation postponed until December

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