



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

**DATE:** 1/23/2014

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

**Directors Present:** John Laznik, Jamie “Gus” Rivera (Vice-Chair), Lourdes Puig (Chair), Daniel Segui; Jorge Diaz

**Directors Absent:** Lilia Meredith , Maribeth Welch, EJ Bliely

**Others Present:** Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Julie MacRae (Finance Treasurer-PTO), Shiree Tomlinson (Parent), Yanira Ramirez (Parent), Doralis Olivera-Baez (Parent)

**Future Meetings Dates:** 2/27, 3/27, 4/24, 5/29, 6/24, 7/24

**Call to Order**

Lourdes Puig called the public session to order at 6:08PM. She 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.

**Public Comment (topics)**

Doralis Olivera-Baez

1. Student privacy.
2. Daily attendance entry policy.
3. Honor roll ceremony inclusion possibility.

Yanira Ramirez – Health curriculum standards.

**Approval of Minutes** (No December Meeting)

Minutes of the November 21, 2013 Board Meeting were presented and reviewed. Diaz presented a motion to accept the November Meeting Minutes as presented which was seconded by Segui. The motion to approve the minutes was approved by unanimous vote of the Board.

**Policies/Procedures**

By-law changes and a procurement policy were presented and reviewed. Segui presented a motion to accept the by-law changes and the procurement policy as presented which was seconded by Laznik. The motion to approve the two documents was approved by unanimous vote of the Board.

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

**Academic Update:**

AIMS-Web Winter Benchmarks Report was presented for grades 3<sup>rd</sup>-7<sup>th</sup>. AIMSWeb assessment is a data management and reporting system for students in K-12<sup>th</sup> grade. It supports tiered assessment and instruction (e.g. Response to Intervention RTI)). It provides brief, nationally normed assessment instruments to universal screening and progress monitoring in reading, language arts, mathematics and behavior.

Enrollment/Lottery:

Lottery will take place on Saturday, January 25<sup>th</sup> at 9AM

Application received by January 8<sup>th</sup> will be included in lottery

Grade	Total Apps by 1/8	Preference Apps	#Apps in Lottery	# of Openings
KG	206	28	178	52/88
1 <sup>st</sup>	70	1	69	0
2 <sup>nd</sup>	47	0	47	0
3 <sup>rd</sup>	48	1	47	0
4 <sup>th</sup>	48	1	47	0
5 <sup>th</sup>	35	0	35	0
6 <sup>th</sup>	61	1	60	0
7 <sup>th</sup>	19	0	19	0
8 <sup>th</sup>	7	0	7	0
Total	541	32	509	52

Notes: There will be 4 KG classes in 2014-15 school year for a total of 88 students (22 per classroom).

We are estimating a retention rate of 9%: therefore, 8 openings are being reserved for those students.

The remaining 80 openings has been reduced to 52 due to 28 preference applications (i.e. sibling and staff).

Openings in grades 1-8 will be determined in May once the re-enrollment process is complete for existing students.

Discipline Update:

	Sep 2013	Oct 2013	Nov 2013	Dec 2013	YTD Total
Demerits	4	24	8	7	43
Bus demerits	14	10	9	3	36
Detentions	0	2	0	0	2
Suspensions(Bus/ISS)	3/0	1/0	5/0	1/2	9/2

Cameras exist inside and outside of the school building as well as on the bus currently.

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

Greg reviewed the November and December monthly financial reports as well as the FY14 Final Budget.

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](http://www.aspiracademy.org). A motion by Diaz, seconded by Segui that the ADCO Board accept the November and December 2013 Monthly Financial Reports as presented. Final resolution was unanimous. A motion by Segui, seconded by Laznik that the ADCO Board accept the FY14 Final Budget as presented. Final resolution was unanimous.

**Committee Updates**

Academic Committee:

- Working to define framework of committee

Actively recruiting membership

Operations Committee *as reported by Gus Rivera*

- Addressing audit recommendations
- Documents in progress for HOS and Business Manager job descriptions
- Reviewing options for other 50,000sq/ft of current building
- Working on future plan document (staff, enrollment, building leases)

Financial Committee –

Debt Management policy was presented and reviewed. Rivera presented a motion to accept the Debt Management Policy as presented which was seconded by Segui. The motion to approve the document was approved by unanimous vote of the Board

Adjourn The meeting adjourned by unanimous consent at 8:40PM.