



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

DATE: 1/28/2016

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

Directors Present: Lourdes Puig (Chair), John Laznik, Nancy Labanda, Dr. Jose-Luis Riera, Jorge Diaz, Donald Patton, Jim Coyne, Kathleen Chappel, Alex Fajardo

Directors Absent: Jamie “Gus” Rivera (Vice-Chair)

Others Present: Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Beth Anne Gluck (Asst HOS), Jesus Urdiales (Asst HOS), Julie MacRae (PTO-Treasurer)

Future Meetings Dates: 2/25/16

Call to Order

Lourdes Puig (Chair), called the public session to order at 6:10PM, noting that a quorum was present.

Public Comment: None

Approval of Agenda and Minutes

Agenda for December 17, 2015 was presented and reviewed. Laznik presented a motion to accept the agenda as presented. Riera seconded the motion and the motion to approve the agenda and was approved by unanimous vote of the Board. Laznik presented a motion to table the meeting minutes until January for the November 19, 2015 meeting. It was seconded by Riera and approved by unanimous vote of the Board.

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

Enrollment for 2016-2017

- Enrollment update

School Choice Applications 2016/17

KN	271	15	286
01	74	3	77
02	65	2	67
03	61	1	62
04	66	1	67
05	54	3	57
06	101	2	103
07	29	1	30
08	18	1	19
09	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
Tot	739	29	768

NOTE: There were 709 applications received during Choice application window 11/15-1/13/16

Lottery to be held on Saturday, January 30th @ 9AM

Grade	# of Apps	# of Preferences	# Positions to be Filled in Lottery	# of Students to be Placed on Wait List
K	260	39	51	170
1st	73	2	0	70
2nd	62	1	0	60
3rd	58	2	0	55
4th	65	3	0	61
5th	51	3	0	47
6th	98	3	0	94
7th	25	0	0	24
8 th	17	0	0	16
	709	53	51	597

Staffing Update

- Resignation from Brooke Wentz (7th/8th grade ELA teacher); new teacher scheduled to begin February 8th; classes will be covered by substitute and Specials teachers in the interim
- Projected staffing for 2016-2017 is in process. Report will be provided in February board meeting.

Operations Update

- Change in food vendor (update provided by Greg Panchisin)
Food Vendor change occurred before the Winter break due to problems in delivery of food as per the menu of the school. The issue was not health related in any way. The school has since reverted back to the food vendor from previous years.

Student Discipline Update

	Aug	Sep	Oct	Nov	Dec	Jan	15-16Tot	14-15Tot
2015-16YTD								
Incidents/day	11	22	25	*17	17	10	*17	N/A
Detentions	0	2	9	*14	10	11	46	15
Suspensions	4	16	6	2	3	*6	37	28

Trimesters 15-16

T1 = 26 suspensions

T2 = 11 suspensions

*40 incidents/day in Nov 2015 if Dress Code violations are added

* More detentions in Nov 15 because of chronic Dress Code violations

* 21 incidents/day in 15-16 Total if Dress Code Violations (from Nov 15) are added

* All except 1 of these suspensions are for Middle School students

Educator Effectiveness Framework (EEF) Update

- Invited to present to the State Board of Education on alternative evaluation systems
- Beth Anne and Margie attended meeting on January 21st and provided the state board with an overview of the program (see attached).

Academic Excellence Committee Update

- Blended Learning
 - Concept of blended learning was introduced to the committee in January meeting
 - Members were provided recommended book to be read by February meeting
 - Committee will determine if/how blended learning could be effective at LAAA

- Next meeting will be held on February 18th @5pm; John Laznik is on the agenda to present data analysis from SBAC results; update will be provided in February board meeting

Development Committee Update *(update provided by Lyn Henshaw)*

▪ **VIVA ASPIRA**

- Lyn met with Ryan from Caffe Gelato and finalized the menu and pricing.
- The menu will include the following: Champagne reception, passed and displayed Hor d'oeuvres, Salad Station, Dinner Station, Coffee & Tea station. Price also includes all tableware and linens.
- Quote of \$69 pp less - in kind donation = **\$39 p.p.** (this price is a \$1.50 increase from last year but includes a wider variety of food)
- **Suggested ticket price for the event is set at \$60 per person**
- Parent volunteer, Audrey Rodriguez, is creating the invitation
- Discussed student art projects for the auction with Art Teacher DeYanna Yancey Harris
- Approached Anthropologie store manager and completed a request for the window displays as a donation to VIVA ASPIRA
- Their current window display includes several large paper sunflowers which could be used for decorating the event and then raffled off and the end
- Coordinated tour of the UD STAR Campus Atrium
- On January 15, Lyn, Margie, Jennifer R. and parent volunteers Nicole G. & Audrey R. met with Asst. to the Dean Regina Porter and toured the facility and review our rental privileges
- Attended meeting on Outdoor Classroom / Pond Restoration Project. Received overview of project and budgetary needs. VIVA ASPIRA goal of \$15,000 will more than meet the project needs.
- Met with Homeroom Parent Basket Coordinators before Holiday break. Several parents, Katie Riera, Serah Jo Pesce, Anne DeCaire and Amy Mc. have already identified the theme for their basket and started to collect donations.

▪ **GIVING**

- Attached is a snapshot of over a dozen DE Charter schools to compare their methods of on line /web page based fundraising. It appears LAAA is one of only a few schools that offers both the option to donate through United Way and via the website.
- Future Action Item will be to improve the visibility of our Support Us/ Donate option
- Attended a meeting with the General Manager and Marketing Director for Newark ToyotaWorld. They expressed interest in creating a stronger relationship with the Newark community. We discussed the possibility of creating a partnership with area schools. We plan to meet again to develop this idea. In the meantime I have asked them for a silent auction donation.

▪ **PTO Collaboration**

- Invitation to attend a meeting with the PTO. I have been working to establish a collaborative relationship with the PTO so we are working together towards common goals.

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

Greg reviewed the December 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 Laznik, seconded by Diaz that the ADCO Board accept the December 2015 Monthly Financial Report. Final resolution was unanimous.

Since the December FOC Meeting occurred after the December Board Meeting, the November 2015 Monthly Financial Report had to be approved as well.

A motion by Laznik, seconded by Diaz that the ADCO Board accept the November 2015 Monthly Financial Report. Final resolution was unanimous with Jim Coyne abstaining.

Greg reviewed the FY16 Final Operating Budget.

Key Assumptions and Notes:

- 1) Enrollment is 639 (102%)
- 2) Revenue projections include a carryover from FY15 of \$1,391,257
- 3) Revenue projections assume minimal donations for FY15
- 4) Salaries are based on the Christina School District's salary schedule; 5th Yr. staff @ 98%, 4th Yr. staff @ 96%, 3rd Yr. staff @ 94%, 2nd Yr. staff @ 92%, 1st Yr. staff @ 90%
- 5) FY15 C/O will be used to fund \$500,000 Phase IV Construction expenditures (Professional Services
- 6) \$200,000 (+) Increase in Transportation Expenses / New Company / Dedicated Bus Service / will not be paired up with other schools

FY16 Percent of Total Revenues

Salaries & OEC's 65%
Transportation 7%
Mortgage/Rent 6%
Remainder 22%

Budget remains favorable. Several questions were raised and answered. The full report will be available on the FOC portion of www.aspiraacademy.org.

A motion by Diaz, seconded by Riera that the ADCO Board accept the FY16 Final Operating Budget. Final resolution was unanimous.

Operations Committee *as reported by Greg Panchisin (Business Manager)*

Greg shared the background for the Design Build Services contractor selection. 8 invitations were sent out Dec 18, 2015 and 7 bids were submitted on January 15, 2016. After reviewing the bids, 5 contractors were chosen for interviews. Interviews took place at the school on the 27th and 28th of January. The committee recommended GG+A as the Design Build Contractor for Phase IV construction to the board.

Diaz presented a motion to accept GG+A as the Design Build contractor for the Phase 4. Laznik seconded the motion and the motion to approve GG+A was approved by unanimous vote of the Board.

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