



ASPIRA OF DELAWARE CHARTER  
OPERATIONS, INC.

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

**DATE:** 2/28/2013

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

**Directors Present:** John Laznik, Aaron Goldstein, Lois Heesters, Daniel Segui, EJ Bley, Maribeth Welch,  
**Attended by teleconference:** Jamie “Gus” Rivera (Chair)  
**Directors Absent:**, Monica Gonzalez Gillespie (Vice Chair), Lilia Meredith  
**Others Present:** Greg Panchisin (Business Manager); Margie Lopez-Waite (Head of School), Lourdes Puig (Future Chair)

**Call to Order**

Gus Rivera called the public session to order at 6:03PM. He noted that there were seven voting-eligible Directors present and that a quorum was established. References hereunder to “unanimous” actions of the board refer to the actions of the seven present voting-eligible Directors.

**Approval of Minutes:** Minutes of the December 6, 2012 Regular Board Meeting and the January 24, 2013 Annual Board Meeting were presented and reviewed. Heesters presented a motion to accept the December Meeting Minutes as presented which was seconded by Segui. The motion to approve the minutes was approved by unanimous vote of the Board. Segui presented a motion to accept the January Meeting Minutes as presented which was seconded by Heesters. The motion to approve the minutes was approved by unanimous vote of the Board.

**Finance Committee Report (FOC)** *as reported by Greg Panchisin (Board Treasurer/Chair of the Financial Oversight Committee position is vacant – until filled, G Panchisin will present finance reports)*

Greg reviewed the January monthly financial report as approved by the FOC and provided an update on the FOC. The school’s financial audit has been delivered in draft format for the 2011-12 school year. Actual to budget remains favorable. Several questions were raised and answered. Full report is available on the FOC portion of [www.aspiraacademy.org](http://www.aspiraacademy.org)

Greg acknowledged an error on the final FY13 budget that has been posted to the LAAA website that was previously approved by the ADCO board.

Goldstein made a motion to have the previously approved FY 13 budget on the website corrected and reposted. Segui seconded the motion and was approved by unanimous vote.

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

Margie presented information regarding:

- 1) School Administration
- 2) Enrollment
- 3) Proposed Timeline for HOS Future Updates

**Development Committee Report** *as reported by Lois Heesters-Chair*

- Investigating grants for future funding
- Gathering information for Strategic Plan on Fund Development
- There was a discussion about hiring a P/T Development Manager. Job description and job postings have been created and we hope to move forward with hiring.

**Facility Report** *as reported by Gus Rivera (Chairperson of the Board of Directors)*

Funding for Phase 2 is in the underwriting phase as of January 24, 2013 and on schedule to be completed for the 2013-14 school year.

Architectural drawings for Phase 2 are almost complete and ready to go to bid.

*Old Business*

**Board Recruitment** *as reported by Gus Rivera*

- We are seeking a person with finance experience for Treasurer.
- We are seeking a person in education K-16 with charter experience.

Outreach has been taking place and several candidates are being considered.

**School Name**

Topic of the school name “Las Americas ASPIRA Academy” discussion continued.

An initial suggestion was made by EJ Bliely to change the school name to "ASPIRA International Academy".

*New Business*

**Board Governance** *as reported by John Laznik*

John attended a webinar regarding Board Governance. Highlights of the webinar were presented.

- Board meetings should be strategic, not reactive
- Most of work for board should be done between monthly meetings
- Sample prep cycles were presented
- Meeting minutes should be record of what was done, not what was said by members
- Board should improve over time

**Yearly timeline** *as reported by Margie Lopez-Waite*

Margie presented initial yearly timeline of items to be included in Head of School reports in the future.

**Grant – Longwood Foundation** *as reported by Margie Lopez-Waite*

Margie and others have been working on gathering information for submitting the Longwood Foundation Grant that is due on March 15, 2013.

**Adjourn**

The meeting adjourned by unanimous consent at 8:02PM.