



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

**DATE:** 2/27/2014

**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, Lilia Meredith

**Directors Absent:** Maribeth Welch, EJ Bliey

**Others Present:** Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Julie MacRae (Finance Treasurer-PTO), Alex Fajardo (Board Candidate)

**Future Meetings Dates:** 3/27, 4/24, 5/22, 6/24, 7/24

**Call to Order**

Lourdes Puig called the public session to order at 6:08PM. She noted that there were six voting-eligible Directors present and that a quorum was established. References hereunder to “unanimous” actions of the board refer to the actions of the six present voting-eligible Directors.

**Public Comment (topics)**

Audrey Rodriguez/Nicole Green (co-chairs VIVA ASPIRA!) Dinner & Silent Auction

- Saturday April 12<sup>th</sup> at 6:00PM at Las Americas ASPIRA Academy (326 Ruthar Dr 19711)
- Event is raising money to assist in the purchase of a playground for the school

Doralis Olivera-Baez

1. Student privacy (2<sup>nd</sup> instance).

**Approval of Minutes**

Minutes of the January 23, 2014 Board Meeting were presented and reviewed. Segui presented a motion to accept the January Meeting Minutes as presented which was seconded by Rivera. The motion to approve the minutes was approved by unanimous vote of the Board.

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

Greg reviewed the January 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 Segui, seconded by Rivera that the ADCO Board accept the January 2014 Monthly Financial Report as presented. Final resolution was unanimous.

**Fund Balance Policy-** Greg presented the Fund Balance Policy. Several questions were raised and answered. A motion by Diaz, seconded by Rivera that the ADCO Board accept the Fund Balance Policy as presented. Final resolution was unanimous.

Future Debt- Greg presented background information on the loan payment that was given to Las Americas ASPIRA Academy from the ASPIRA of Delaware (AOD) organization when the school initially began. It was recommended to the board by the administration that with the current financial situation of the school, the school felt comfortable in paying back the remainder of the debt to AOD in the amount of \$22,890.15. A motion by Segui, seconded by Diaz that the ADCO Board recommend repayment for the remainder of the loan to AOD as presented on or before July 31, 2014. Final resolution was unanimous.

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

**Enrollment/Lottery**

- Enrollment Goals = 514 (100%) / 540 (105%)
- All open positions for K have been offered to siblings and lottery “winners”. Parents/Guardians must complete all steps of the registration process in order to secure their child’s spot. Those failing to do so will forfeit their child’s spot, which will result in pulling the next child on the waiting list. The steps include the following:
  - Complete/Submit all required forms and documents by February 28<sup>th</sup>.
  - Attend the New Parent/Student Orientation (2 choices)
  - Bring child to scheduled appt. for assessment (Aug.)
- Re-enrollment letters will be sent to current families in March to confirm # of returning students. Available spots will be filled from the waiting list immediately. Parents/Guardians will be required to complete the same steps noted above (with adjusted dates) for enrollment.

**Staffing for 2014-2015 School Year**

- New/additional positions
- 7 Teachers (6 Regular Ed.; 0.5 Special Ed.; 0.5 Spanish)
- 2 Admin. Positions (Dean of Instruction and Human Resources)
- 2 Support Positions (IT and Development Manager)
- Converting one PT position to FT (PE/Health)
- Total = 61 (58 FT and 3 PT)

**Academic Update – Winter Benchmarks**

- AIMS-Web Report - 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.

**MATH**

**Concepts and Applications**

	Above Proficiency	
	Fall %	Winter %
<b>3rd Grade</b>	84	<b>68</b>
<b>4th Grade</b>	36	<b>56</b>
<b>5th Grade</b>	58	<b>76</b>
<b>6th Grade</b>	49	<b>49</b>
<b>7th Grade</b>	40	<b>56</b>

**Computation**

	Above Proficiency	
	Fall %	Winter %
	64	<b>66</b>
	60	<b>67</b>
	66	<b>46</b>
	68	<b>68</b>
	68	<b>72</b>

Math – Concepts and Applications: Solve open-ended problems and multiple choice on paper.

Math – Computation: Solve open-ended problems on paper.

## READING

### Curriculum Based Measurement

*Above Proficiency*

*Fall %*

*Winter %*

<b>3rd Grade</b>	73	<b>64</b>
<b>4th Grade</b>	69	<b>73</b>
<b>5th Grade</b>	64	<b>66</b>
<b>6th Grade</b>	51	<b>58</b>
<b>7th Grade</b>	76	<b>82</b>

### Comprehension

*Above Proficiency*

*Fall %*

*Winter %*

43	<b>50</b>
67	<b>76</b>
74	<b>66</b>
51	<b>46</b>
88	<b>76</b>

Reading – Curriculum Based Measurement: Oral reading of narrative passage, scored by words read correctly per minute.

Reading – Comprehension: Silent reading of a narrative passage with missing words; selecting 1 of 3 options to fill each gap.

## Attendance/Security Update

- System changes (eSchool) to allow attendance to be entered and updated by homeroom teachers (including A/B rotation)
- Procedural changes in Main Office to ensure accurate and timely update of attendance (i.e., late arrivals, early dismissals)
- Daily Attendance Log follows students from class to class as part of Emergency Procedures
- Self-audits are being conducted weekly to ensure full compliance

## Health Curriculum Update

- Health Education Requirements:
  - K-4<sup>th</sup> grades = 30 hours (20 hours of comprehensive health and family life education; 10 hours of drug and alcohol education)
  - 5<sup>th</sup>- 6<sup>th</sup> grades = 35 hours (20 hours of comprehensive health and family life education; 15 hours of drug and alcohol education)
  - 7<sup>th</sup> – 8<sup>th</sup> grades = 60 hours (45 hours of comprehensive health and family life education; 15 hours of drug and alcohol education)
- A full review of the current health curriculum was completed to ensure all requirements will be met by the end of the school year (see Health Map handout).

## Highlights/Announcements

- 1<sup>st</sup> Induction of the LAAA National Junior Honor Society being held on February 27, 2014 @6pm. 14 students will be inducted based on their academic, character and service achievements.
- At this point, we won't need to extend the school year to make-up for inclement weather days due to our extended school day (6.5 hours). We currently exceed the required hours of 1,060.
- Talent Show has been moved to April 11<sup>th</sup> (from March 21). It will be held at the School for the Deaf at 7pm.
- Spring Dance will be held on Friday, March 28<sup>th</sup> from 6-8pm for 4<sup>th</sup>-7<sup>th</sup> grades.

## Committee Updates

### Academic Committee:

- Continuing to working to define framework of committee

### Operations Committee as reported by Gus Rivera

- Addressed audit recommendations
- Reviewing options for other 50,000sq/ft of current building
- Continuing to work on future plan document (staff, enrollment, building leases)

Financial Committee –

Barbara Teter (Development Manager Consultant) discussed the deliverables from her contract with Las Americas ASPIRA Academy.

- Policy and procedures manual
- Development Program document
- Donor documents
- Organizational case statement
- Sample budgets (annual appeal, capital campaign, special events)
- Organization Plan (goals, objectives, timelines)
- Donor prospect list

**New Business**

Board Training – reviewing dates for Board

Board Nomination - A motion by Rivera, seconded by Diaz that the ADCO Board accept the nomination of Alex Fajardo onto the ASPIRA of Delaware Charter Operations Board until the annual meeting of AOD in the spring of 2014. Final resolution was unanimous.

Board recognitions – discussion continued about a possible annual volunteer award as presented by the ADCO Board

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