



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

**DATE:** 2/25/2016

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

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

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

**Others Present:** Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Jesus Urdiales (Asst HOS)

**Future Meetings Dates:** 3/24/16

**Call to Order**

Jorge Diaz (Executive Committee – Acting Chair for this meeting only), called the public session to order at 6:07PM, noting that a quorum was present.

**Public Comment:** None

**Approval of Agenda and Minutes**

Agenda for February 25, 2016 and January 28, 2016 meeting minutes were presented and reviewed. Coyne presented a motion to accept the agenda and meeting minutes as presented. Patton 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 Jorge Diaz – Chair of FOC*

**Bond Issuance Presentations – Bond Underwriters**

- 1) M&T Bank – Mark Hutton, Marguerite Mugge and John Lisica
- 2) PNC Bank – J.T Hutchinson and Nicholas Tripician
- 3) RW Baird / Buck Financial – John Buck

The ADCO board was given three great presentations by the organizations mentioned above. Experience, cost, pricing effectiveness, knowledge of market, local presence, current debt, preliminary credit ratings, pitfalls and pre-payment penalties (\$290,000) were all discussed. Jorge had also discussed this process with the Chair and Vice-Chair of the board before tonight’s meeting. Who do you want representing ASPIRA to sell the bonds?

A motion by Patton, seconded by Laznik that the ADCO Board select RW Baird/Buck Financial to be the underwriters for the issuance of Bonds for ASPIRA Academy. Final resolution was unanimous.

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.aspiracademy.org](http://www.aspiracademy.org).

A motion by Coyne, seconded by Riera that the ADCO Board accept the January 2016 Monthly Financial Report. Final resolution was unanimous with Jim Coyne abstaining.

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

(attached below)

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

Phase IV – Design/ Build Update

The latest version of Phase IV from the Architect was shared with the Board.

**Adjourn** The meeting adjourned by unanimous consent at 9:45PM.

**Las Américas ASPIRA Academy**  
**Head of School Update**  
**February 25, 2016**

**Enrollment for 2016-2017**

- Application update

**School Choice Applications**  
**2016/2017**

Grade	Active	W/D	Total
KN	<u>281</u>	<u>24</u>	<u>305</u>
01	<u>78</u>	<u>4</u>	<u>82</u>
02	<u>66</u>	<u>6</u>	<u>72</u>
03	<u>59</u>	<u>3</u>	<u>62</u>
04	<u>66</u>	<u>2</u>	<u>68</u>
05	<u>60</u>	<u>3</u>	<u>63</u>
06	<u>106</u>	<u>4</u>	<u>110</u>
07	<u>31</u>	<u>2</u>	<u>33</u>
08	<u>18</u>	<u>1</u>	<u>19</u>
09	<u>0</u>	<u>0</u>	<u>0</u>
10	<u>0</u>	<u>0</u>	<u>0</u>
11	<u>0</u>	<u>0</u>	<u>0</u>
12	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total:</b>	<u><b>765</b></u>	<u><b>49</b></u>	<u><b>814</b></u>

**NOTE:** There were 709 applications received during Choice application window Nov. 2, 2015-Jan. 13, 2016

- Enrollment update
  - Lottery conducted on Saturday, January 30<sup>th</sup>; 90 K students invited to enroll; remaining students placed on wait list
  - Families of the 90 students invited to attend K have until March 18<sup>th</sup> to accept/decline the invitation and complete the registration packet. In addition, they must attend one of the following orientation sessions: March 3<sup>rd</sup> or March 16<sup>th</sup> and have their child complete the assessment in August (prior to start of school year).
  - All invitations and wait list e-mails and letters were sent/mailed February 17<sup>th</sup> by Data Service Center. Includes applications received by January 13<sup>th</sup> and included in the lottery.
  - E-mails and letters for applications received after January 13 (not included in the lottery) were sent/mailed on February 24<sup>th</sup> by LAAA. We will continue monitoring the new applications and will send the e-mail/letter with the wait list number to those families accordingly.

### Staffing Update

- Projected staffing changes/needs for 2016-2017
  - Enrollment “bubble” will move from 2<sup>nd</sup> to 3<sup>rd</sup> and 4<sup>th</sup> to 5<sup>th</sup>; therefore, we anticipate the following changes:
    - 2 teachers (English and Spanish Immersion) will move from 4<sup>th</sup> to 5<sup>th</sup> to fill the staffing need due to the bubble
    - 2 teachers (English and Spanish Immersion) will need to be hired to fill new positions in 3<sup>rd</sup> grade due to the bubble
  - Immersion program moves into 6<sup>th</sup> grade; therefore, we anticipate the following changes in instruction to support the biliteracy model with existing staff:
    - English Language Arts & Humanities
    - Spanish Language Arts & Humanities
    - Math (taught in English)
    - Science (taught in English)
  - Creation of Literacy Coach position (Emily Edmonds-Eveland) to support instructional goals, which will result in an **open position in 2<sup>nd</sup> grade (English Immersion)**.
  - Addition of another **school nurse (PT)** to support Debbie Holstein based on increased enrollment.
- Job posting is currently active for English and Spanish Immersion Teacher (grades K-5) to generate resumes for **anticipated new/open positions (noted in RED)**.
- Additional changes to staffing will be needed based on finalized budget and confirmed resignations/terminations.

### Student Discipline Update

	August	September	October	November	December	January	February	2015-2016 TOTAL	2014-2015 TOTAL
<b>Current year: 2015-2016</b>									
Incidents per day	11	22	25	17	17	10	11	16	N/A
Detentions	0	2	9	14	10	11	6	52	15
Suspensions	4	16	6	2	3	6	11	48	28
<b>Trimesters 2015-2016</b>									
T1 = 26 suspensions									
T2 = 22 suspensions									

### Academic Excellence Committee Update

- Met on February 18<sup>th</sup> to discuss blended/personalized learning book
- Next meeting will be held on March 17<sup>th</sup> @4pm; John Laznik will be present data analysis from SBAC results and Virgel Hammonds (consultant with Rodel) will present on personalized learning.

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

- **VIVA ASPIRA**
  - Over 50 items secured/in process for auction
  - Met with HOLA from Discover Card - committee toured school and discussed opportunities to support the event including sponsorship
  - Both Discover Card HOLA and Bank of America HOLA have committed to help with preparations for our event including day of activities

- Submitted request to Anthropologie for donation of current window displays to be used for decoration
- Contacted MELUDEE's (a cappella group to perform at VIVA ASPIRA); waiting to hear from president on availability of group
- Reached out to UD Ballroom Dance Team to request they perform at VIVA ASPIRA; awaiting reply
- Emailed Latin guitarist Paul Sedacca and asked if he would be available to play during VIVA ASPIRA cocktail hour
- Confirmation email submitted to DJ
- SAVE THE DATE was posted on website and Facebook earlier in the month
- Tickets are now on sale online via our website
- Invitation is designed and being prepared for print
- Invitation scheduled to be mailed March 4<sup>th</sup> (six weeks prior to event)
- Developing layout for event program
- Sponsorship/Advertisement letters sent
- Application for one day liquor license has been submitted to STAR Campus for signatures
- Outstanding Items
  - Additional donations needs
    - Bottles of cheer (wine, beer, liquor) for Basket of Cheer
    - Lottery tickets for Lottery Tree
    - Donation of Experiences - tickets to a game, show, amusement park, rental place, etc.
  - Auctioneer for Live Auction; parent Nicole Green is pursuing a contact but still not confirmed
  - Sponsorships and/or Ads for Program



**As a board member, you can help us achieve our goals in the following ways:**

- **Buy a ticket (or two) for the event**
- **Secure an auction item (i.e., gift card, sports memorabilia, tickets to an event, other valuable donated item)**
- **Donate bottles of cheer and/or lottery tickets**
- **Buy or solicit ads for the event program**
- **Spread the word!! We will provide you with an electronic flyer by March 4<sup>th</sup> so you can forward it to your contacts.**