

 <b>ASPIRA</b> ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.	<b>BOARD MEETING MINUTES: ASPIRA OF DELAWARE CHARTER OPERATIONS INC. (ADCO)</b>
	<b>DATE:</b> 3/24/2016  <b>LOCATION:</b> Conference Room Las Americas ASPIRA Academy (LAAA) Charter School 326 Ruthar Drive, Newark DE 19711-8017
<b>Directors Present:</b> , Lourdes Puig (Chair), John Laznik, Nancy Labanda, Dr. Jose-Luis Riera, Jorge Diaz, Donald Patton, Jim Coyne, Alex Fajardo, Kathleen Chappel <b>Directors Absent:</b> Jamie “Gus” Rivera (Vice-Chair) <b>Others Present:</b> Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Jesus Urdiales (Asst HOS), Beth Anne Gluck (Asst HOS), Howard Smith (The AXIS Group, Inc.-Phase IV Project Manager), Silvia Shin (Saul Ewing/Special Counsel), Duke Wilford (Fearn Clendaniel Architects)	
<b>Future Meetings Dates: 4/28/16</b>	

**Call to Order**

Lourdes Puig (Chair), called the public session to order at 6:05PM, noting that a quorum was present.

**Public Comment:** None

**Approval of Agenda and Minutes**

Agenda for March 24, 2016 and February 25, 2016 meeting minutes were presented and reviewed. Riera 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.

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

Duke Wilford from Fearn Clendaniel Architects went through a presentation of the latest interior and exterior drawings for Phase IV construction. Board members made comments and asked questions regarding the space plan presented.

Guaranteed Maximum Price (GMP) should be ready by May 6, 2016.

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

**Reimbursement Resolution** - *as reported by Jorge Diaz – Chair of FOC*

This resolution authorizes the reimbursement of a prior expenditure of funds from the proceeds of tax-exempt bonds to be issued for the financing of certain capital projects. The resolution will be signed by the secretary at settlement.

A motion by Diaz, seconded by Riera that the ADCO Board approve the REIMBURSEMENT RESOLUTION as presented. Final resolution was approved by unanimous vote of the Board.

**Bond Resolution** - *as reported by Silvia Shin (Saul Ewing)*

This document is put in place prior to going to the bond market. The resolution of Board of Directors approves the undertaking of a capital project and a refunding project; approves the terms and issuance of the bonds; authorizes the execution and delivery of a bond purchase agreement, a loan agreement and a mortgage; approves a trust indenture; approves an official statement in connection with the offer and sale of the bonds; authorizes the execution and delivery of other documents; authorizes other necessary actions; and repeal inconsistent resolutions.

A motion by Patton, seconded by Coyne that the ADCO Board approve the BOND RESOLUTION for \$25million as presented. Final resolution was approved by unanimous vote of the Board.

The \$25million is set as an upper limit for the bond issuance. The board is confident that we will not need the entire amount when the GMP for the Phase IV construction and current debt are rolled up together before approaching the market.

February Financial Report as reported by Greg Panchisin (Business Manager)

Greg reviewed the February 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 Fajardo that the ADCO Board accept the February 2016 Monthly Financial Report. Final resolution was unanimous.

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

Policy Title: Homeless/Foster Care Students      Policy#: 3005      Adopted 8/1/11 Revised 3/24/16

A motion by Patton, seconded by Riera that the ADCO Board accept the revised Homeless/Foster Care Policy as presented by the HOS. Final resolution was unanimous.

2016-17 School Calendar

A motion by Patton, seconded by Riera that the ADCO Board accept the 2016-17 School Calendar as presented by the HOS. Final resolution was unanimous.

(Full HOS Report attached below)

Academic Committee as reported by Margie Lopez-Waite (Head of School)

Included in HOS Report.

Old Business as reported by Lourdes Puig (Board Chair)

Lourdes presented the board nomination of Dr. Dusty Blakey the Superintendent of Colonial School District.

A motion by Patton, seconded by Diaz that the ADCO Board accept the nomination of Dr. Dusty Blakey. Final resolution was unanimous.

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



**Las Américas ASPIRA Academy**  
**Head of School Update**  
**March 24, 2016**

**Homeless/Foster Care Policy**

- Review for approval (revisions highlighted in **Yellow**)

**2016-2017 School Calendar**

- Review for approval

**Enrollment for 2016-2017**

- Application update

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

<b>Grade</b>	<b>Active</b>	<b>W/D</b>	<b>Total</b>
KN	240	78	318
01	75	8	83
02	64	10	74
03	60	5	65
04	63	6	69
05	64	4	68
06	90	21	111
07	29	4	33
08	20	1	21
09	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
<b>Total:</b>	<b>705</b>	<b>137</b>	<b>842</b>

**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).
    - 59 of these students were enrolled; 31 students declined or revoked invitation
    - Offers are being sent to Wait List students this week to fill remaining spots
  - Re-enrollment letters to be sent home for current students in May

**Welfare Foundation Grant**

- To be submitted by April 1<sup>st</sup>

### **Academic Excellence Committee Update**

- Met on March 17<sup>th</sup> from 4-6pm to discuss the following:
  - SBAC data analysis by John Laznik
  - Personalized learning by Virgel Hammonds (consultant with Rodel)

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

#### ▪ **VIVA ASPIRA**

- Over 100 items secured/in process for auction; current value of secured donations \$10,200
- Met with Discover Card HOLA
  - The group graciously offered to create a promotional video for us to show at VIVA ASPIRA. Taping occurred last week. A portion of the video includes highlights about the development of the Outdoor Classroom. I invited parent Serah Jo Pesce, teachers Nicole Sturgill and Missy Hinspeter to join us. All three have been instrumental in the implementation of the project.
- Bank of America HOLA committed to help the day of the event.
- Life Touch will be set up at the event to take photos of attendees. Photo Packages will range from \$25 - \$35. A portion of the sales will go toward the 8<sup>th</sup> grade class to fund their class trip.
- LAAA NJHS will assist with writing Thank You notes to our donors. They will also prep the Thank You bags for our event volunteers
- Submitted request to Anthropologie for donation of current window displays to be used for decoration. Made follow up phone call. Display is still in window. Still pending
- Contacted MELUDEE's (a cappella group to perform at VIVA ASPIRA). They have agreed to perform; however, I need to kindly decline. I will use their timeslot for the viewing of the promotional video.
- Reached out to UD Ballroom Dance Team to request they perform at VIVA ASPIRA; awaiting reply. No reply.
- Emailed Latin guitarist Paul Sedacca and asked if he would be available to play during VIVA ASPIRA cocktail hour – No reply so I have secured Jessica Lewis to play the flute
- Confirmation email submitted to DJ
- Invitations mailed
- Tickets are now on sale online via our website - We have sold 20 tickets (current sales include 4 teachers, a vendor and friend of ASPIRA )
- Developing layout for event program
- Sponsorship/Advertisement letters sent - Following up with calls and visits to place of business
- Application for one day liquor license has been submitted to STAR Campus for signatures ; secured and copy forwarded to Nicole Green who will arrange for wine & beer
- Additional donations needed -
  - 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. - Teacher Jocelyn Cane has agreed to be our Live Auctioneer!



**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.**





## Las Américas ASPIRA Academy SCHOOL POLICIES

<b>Policy Title: Homeless/<b>Foster Care</b> Students</b>	<b>Date Adopted: 8/1/11</b>
<b>Policy #: 3005</b>	<b>Date Revised: 3/24/16</b>
<b>Purpose: To provide help to students in a homeless or <b>foster care</b> situation.</b>	
<b>Scope: This policy applies to all students enrolled in the Las Américas ASPIRA Academy and to all school employees.</b>	

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (Title X, Part C of the No Child Left Behind Act) provides educational rights and services for children and youth experiencing homelessness. The Act requires every school to designate a homeless liaison. The liaison's duties include implementing the McKinney-Vento Act in the school, starting with identifying the children and youth experiencing homelessness.

### **Definition of Homelessness**

Once a school employee is made aware that one of our students is homeless, he/she must notify the Homeless Liaison immediately. Please note that homelessness is defined as a family living in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because they cannot find or afford housing

### **Identifying Potential Homeless/**Foster Care** Students**

Our school procedures provide us with several opportunities to identify potential homeless/**foster care** students during the application/acceptance process.

- The first opportunity is that the school's application form will be used to identify any child with missing address information. Such parents/guardians will be contacted by the school within two weeks in order to ascertain the circumstances associated with the missing information.
- The second opportunity is during the registration process which takes place for students who are accepted during the lottery. All families are required to provide proof of residency; therefore, any instance where this information is not provided will prompt a follow-up conversation with the family to determine the specific situation. **These families will be required to complete the attached affidavit.**
- The third opportunity is when a parent/guardian informs us of a home/mailling address or student transportation change. Such parents/guardians will be contacted by the school within two weeks in order to ascertain the circumstances associated with the change.
- An additional opportunity exists during the Extended Care Program enrollment, where parents/guardians are required to complete a registration form. This form includes a living situation section to capture instances of homeless students.

- Posters and fliers, both in English and Spanish, describing the students' and parents' rights regarding homelessness will be displayed in the school's Main Office. This information informs parents/guardians and students of their rights, as well as the contact information to report homeless student situations.

### **Help for Families Becoming Homeless**

When/If an LAAA student family becomes homeless, and a school employee is made aware of the situation, the following steps will be taken:

1. The school employee will complete and submit the LAAA Homeless/Foster Care Student Referral Form (see attached) to the LAAA Homeless Liaison.
2. The LAAA Homeless Liaison will contact the family.
3. Parents will determine if they wish to continue their child's enrollment at LAAA, or to enroll their child in the district school in the attendance area of their residence.
4. If the parents choose to enroll elsewhere, LAAA will make all contacts and records transfer necessary to the new school, to facilitate the student's move.
5. If the parents choose to remain at LAAA, the school will utilize Title I funds to assist the basic family needs. LAAA will report the situation to the Homeless Contact Associate at DDOE, and will follow any required protocols as advised by that office, including connections with related services.
6. The LAAA Homeless Liaison will track each referral in an Excel database in a confidential folder on the school server to ensure each one is handled in an appropriate and timely manner.





# Las Américas ASPIRA Academy

## 2016-2017 School Calendar

### AUGUST 2016

- 15-25 Team Professional Development (TPD)
- 22 Financial Oversight Committee(FOC) Mtg. @6pm
- 24 Welcome to Kindergarten Night @6pm
- 25 Welcome to LAAA Night @6pm (grades 1-8)
- 25 LAAA Board Mtg. @6pm
- 29 First Day of School

### SEPTEMBER 2016

- 2 School/Offices Closed
- 5 School/Offices Closed - Labor Day
- 6 School Reopens
- 9 Dollar Dress Down Day (\$DDD)
- 12 Eid Ul Adha
- 19 FOC Mtg. @6pm
- 22 LAAA Board Mtg. @6pm
- 23 School Closed for Students; TPD
- 23 Hispanic Heritage Celebration @6pm

### OCTOBER 2016

- 2-4 Rosh Hashana
- 3 School Closed for Students; TPD
- 5 Student Success Event @6pm (grades K-2)
- 6 Student Success Event @6pm (grades 3-5)
- 7 Student Success Event @6pm (grades 6-8)
- 7 Dollar Dress Down Day (\$DDD)
- 12 Yom Kippur
- 17 FOC Mtg. @6pm
- 27 LAAA Board Mtg. @6pm
- 30-31 Diwali (through Nov. 3)
- 31 Fall Festival Celebration (Parade @2pm)

### NOVEMBER 2016

- 3 School Picture Day
- 7 School Closed for Students; TPD
- 7 Open Application Period Begins
- 8 School/Offices Closed - Election Day
- 11 School/Offices Closed - Veteran's Day
- 17 LAAA Board Mtg. @6pm
- 18 Dollar Dress Down Day (\$DDD)
- 18 End of 1<sup>st</sup> Trimester
- 21 School Closed for Students – Conferences
- 21 FOC Mtg. @6pm
- 22 School Closed for Students - Conferences
- 25 School/Offices Closed
- 26 School/Offices Closed – Thanksgiving
- 27 School/Offices Closed
- 30 School Reopens

### DECEMBER 2016

- 9 Dollar Dress Down Day (\$DDD)
- 16 Winter Concert @7pm (Newark High)
- 19 FOC Mtg. @6pm
- 22 Holidays Around the World (grades K-2)
- 23-30 School/Offices Closed- Winter Break
- 24-31 Chanukah (through Jan. 1)
- 25 Christmas Day
- 26 Kwanzaa (through Jan. 1)

### JANUARY 2017

- 2 School/Offices Closed-Winter Break (New Year's Day Observed)
- 3 School Closed for Students; TPD
- 4 School reopens
- 6 Three Kings Day
- 11 FOC Mtg. @6pm
- 13 Dollar Dress Down Day (\$DDD)
- 16 School/Offices Closed-MLK Day
- 26 LAAA Board Mtg. @6pm
- 28 Enrollment Lottery @9am
- 28 Chinese New Year

### FEBRUARY 2017

- 6 School Closed for Students; TPD
- 10 Dollar Dress Down Day (\$DDD)
- 14 Friendship Day (Valentine's Day)
- 15 FOC Mtg. @6pm
- 20 School/Offices Closed-Presidents Day
- 23 LAAA Board Mtg. @6pm

### MARCH 2017

- 2 End of 2<sup>nd</sup> Trimester
- 3 School Closed for Students; TPD
- 10 Dollar Dress Down Day (\$DDD)
- 10 School Picture Day
- 20 FOC Mtg. @6pm
- 23 LAAA Board Mtg. @6pm
- 31 School/Offices Closed

### APRIL 2017

- 3 School Closed for Students; TPD
- 7 Dollar Dress Down Day (\$DDD)
- 14 School/Offices Closed-Good Friday
- 16 Easter
- 17-21 School/Offices Closed-Spring Break
- 24 School Reopens
- 24 FOC Mtg. @6pm
- 27 LAAA Board Mtg. @6pm



**MAY 2017**

- 12 Dollar Dress Down Day (\$DDD)
- 14 **Mother's Day**
- 15 FOC Mtg. @6pm
- 17 Spring Concert @7pm (Newark High)
- 25 LAAA Carnival
- 25 LAAA Board Mtg. @6pm
- 26 **School Closed for Students; TPD**
- 27-31 **Ramadan (through June 24)**
- 29 **School/Offices Closed-Memorial Day**

**JUNE 2017**

- 1 End of 3<sup>rd</sup> Trimester
- 2 Dollar Dress Down Day (\$DDD)
- 6 **Last Day of School for Students – Early Dismissal @12:30pm; Dollar Dress Down Day (\$DDD); 8<sup>th</sup> Grade Graduation @6pm**
- 8 Last Day of School for Team
- 18 **Father's Day**
- 19 FOC Mtg. @6pm
- 22 LAAA Board Mtg. @6pm