



ASPIRA OF DELAWARE CHARTER  
OPERATIONS, INC.

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

**DATE:** 4/25/2013

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

**Directors Present:** John Laznik, Lilia Meredith, Maribeth Welch, Jamie “Gus” Rivera (Chair), Lourdes Puig (Future Chair), EJ Blied

**Directors Absent:** Aaron Goldstein, Daniel Segui, Lois Heesters

**Others Present:** Greg Panchisin (Business Manager); Margie Lopez-Waite (Head of School)

**Future Meetings Dates:** 5/23, 6/27, 8/22, 9/26, 10/24 (Annual Meeting), 11/21

**Call to Order**

Gus Rivera called the public session to order at 6:10PM. He 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.

**Approval of Minutes:** Minutes of the March 28, 2013 Board Meeting were presented and reviewed. Blied presented a motion to accept the March Meeting Minutes as presented which was seconded by Laznik. The motion to approve the minutes was approved by unanimous vote of the Board.

**Construction Update** *as reported by Howard Smith (Project Manager for Phase 2)*

The Phase 2 construction bid from the contractor came in over the original budget that was created for Phase 2 in the fall of 2012. Howard reviewed the original plans for Phase 2 and discussion took place about a possible Plan B to try and save costs. However, funding for Phase 2 is partially dependent upon a grant submission from the Longwood Foundation.

Notification of the Longwood grant is due in May 2013. This notification will determine the extent at which Phase 2 can take place. Completion of Phase 2 is currently on schedule.

**School Financial Audit** *as reported by Frank DeFroda, CPA (Barbacane, Thornton & Company LLP)*

Frank presented the June 30, 2012 audit. It was stated that the financial statements are the responsibility of the management and the auditor’s responsibility is to express opinions based on the audit. The report was considered to be a qualified opinion. Several questions were raised and answered. Full report will be made available on [www.aspiracademy.org](http://www.aspiracademy.org). or a copy can be obtained by contacting Greg Panchisin at [Greg.panchisin@laaa.k12.de.us](mailto:Greg.panchisin@laaa.k12.de.us) or by calling the school at (302) 292-1463.

Rivera presented a motion to accept the audit prepared by Barbacane, Thorton & Company for Fiscal Year ending June 30, 2012 with a proviso that two board members will work with Greg Panchisin to put in place corrective actions, specifically sections 12-5 and 12-6 to review the by-laws and put a bid policy in place as presented by the auditor, which was seconded by Laznik. The motion to approve the audit 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 March monthly financial report as approved by the FOC and provided an update on the FOC. 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). A motion by Rivera, seconded by Laznik that the ADCO Board accept the March 2013 Monthly Financial Report as presented. Final resolution was unanimous.

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

The school calendar for 2013-14 was presented and reviewed. Laznik presented a motion to accept the 2013-14 school year calendar as presented with the addition of the Financial Oversight Committee meetings, the ASPIRA OF DELAWARE CHARTER OPERATIONS INC. (ADCO) meetings, the open enrollment dates for applications and the 2014-15 lottery date, which was seconded by Bliey. The motion to approve the calendar with additions was approved by unanimous vote of the Board.

Margie also presented information regarding:

- 1) Staff Recruitment Update
- 2) Salary schedule approval (delayed until May)
- 3) Academic Highlights (DCAS Update)
- 4) Upcoming Events

**Development Committee Report** *as reported by John Laznik for Lois Heesters-Chair*

- Board participation for Annual Fund is 100% now. Thank You.
- May 10<sup>th</sup> will be interviews for P/T Development Manager
- Dev Cmte is maintaining current list of grant applications.
- Dev Cmte has compiled the history of previously funded grants.
- Boiler plate information for future grants is currently being collected

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

Building Hope approved the loan for LAAA to be used for Phase 2 construction (\$910,000). A \$200,000 line of credit was also established in the event of any future need.

Notification for the Longwood Foundation grant should take place in mid-May.

*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.
- FOC is seeking another board member on their committee.

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

**School Name** *as reported by EJ Bliely*

Topic of the school name “Las Americas ASPIRA Academy” discussion continued. ASPIRA of Delaware Charter Operations Inc. (ADCO) will be discussing this issue more extensively at a future meeting to determine the pros and cons of any type of change.

**Wellness Policy** *as reported by Lilia Meredith*

Lilia presented the school “Wellness Policy”. Laznik presented a motion to accept the Wellness Policy as presented which was seconded by Rivera. The motion to approve the policy was approved by unanimous vote of the Board.

**Delaware Charter Schools Network** *as reported by John Laznik*

Laznik has reached out to the Delaware Charter School Network to present at a future meeting.

**Adjourn**

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