

 ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.	BOARD MEETING MINUTES: ASPIRA OF DELAWARE CHARTER OPERATIONS INC. (ADCO)
	DATE: 4/24/2014 LOCATION: Conference Room Las Americas ASPIRA Academy (LAAA) Charter School 326 Ruthar Drive, Newark DE 19711-8017
Directors Present: John Laznik, , Lourdes Puig (Chair), Jorge Diaz, Alex Fajardo, Lilia Meredith Directors Absent: EJ Bliely, Daniel Segui, Jamie “Gus” Rivera (Vice-Chair) Others Present: Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), Academia Antonia Alonso Board Members (Maria Matos and Kathleen Laskowski)	
Future Meetings Dates: 5/22 (* 8PM start time), 6/24, 7/24	

Call to Order

Lourdes Puig called the public session to order at 6:12PM. She noted that there were five voting-eligible Directors present and that a quorum was established. References hereunder to “unanimous” actions of the board refer to the actions of the five present voting-eligible Directors.

Public Comment

Academia Antonia Alonso Charter School represented by Maria Matos and Kathleen Laskowki provided an update on the enrollment and opening of their charter school for the 2014-15 school year. They will be opening in the Community Education Building (CEB). They wanted to thank ASPIRA Academy for their assistance as they continue the process of opening a new school.

Approval of Agenda and Minutes

Agenda for April 24, 2014 and March 27, 2014 meeting minutes were presented and reviewed. Diaz presented a motion to accept the agenda and minutes as presented. Fajardo seconded the motion and the motion to approve the agenda and minutes were approved by unanimous vote of the Board.

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

Greg reviewed the March 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. A motion by Diaz, seconded by Laznik that the ADCO Board accept the March 2014 Monthly Financial Report as presented. Final resolution was unanimous.

Committee Updates

Operations Committee *as reported by Greg Panchisan*

- None

Academic Committee *as reported by Margie Lopez-Waite*

- Outline of Academic Excellence Committee document was presented

Financial Committee *as reported by Jorge Diaz*

- None

Head of School Report as reported by Margie Lopez-Waite

Staffing Update for 2014-2015 School Year

- The following positions will be filled for next year:
- Teaching Positions
 1. Elementary Education Teachers for English Immersion (1st grade)
 2. Elementary Education Teachers for English Immersion (4th grade)
 3. Elementary Education Teachers for Spanish Immersion (1st grade)
 4. Elementary Education Teachers for Spanish Immersion (4th grade)
 5. Spanish Teacher (grades 5th-8th)
 6. Computer/Business Education/Technology Teacher (grades K-8th)
 7. Middle School Science Teacher (grades 6th-8th)
 8. Middle School ELA Teacher (grades 6th-8th)
- Administrative/Support Positions
 1. Development Manager
 2. Guidance Counselor (grades K-8th)
 3. IT Support (part-time or full-time position)
 4. Human Resources/Payroll/FSF Manager
- Update on recruitment efforts
- Posted positions with job descriptions on school website
- Attended UD Project Search Event on April 9th
- Emailed list of positions to ASPIRA Team and contacts at local universities for referrals
- Received over 100 resumes to-date in total
- Interviews will begin May 1st with offers finalized by June 1st

Salary Proposal for 2014-2015 School Year

- Current Salary Structure
- Salaries are based on Christina School District salary schedule (effective 7/1/13-6/30/14) at the following rates:
 - Year 1 @90%
 - Year 2 @92%
 - Year 3 @94%
- EPER is limited to Instructional Team Leaders for their extra responsibilities with curriculum development
- Proposed Salary Structure for 2014-2015
- Salaries would be based on the same rates using the most current salary schedule (effective 7/1/14-6/30/15) and with the addition of Year 4 @96%
- Expand EPER opportunities to include additional roles and responsibilities (i.e., Athletic Director, Sports Coaches, Club Advisors, etc.)
- The proposed budget with this salary structure will be presented to the board in the May meeting for final approval.

Enrollment

- Enrollment Goals for 2014-2015 = 514 (100%) / 540 (105%)
- April 1st Count – charter schools must be at 80% of enrollment goal by this date
- As of 3/27/14, we have 467 students registered for the SY2014-2015 which represents 91% of our enrollment goal.
- May 1st Count – charter schools should be at 95% of enrollment goal by this date
- As of 4/24/14, 516 students registered for the SY2014-2015 which represents over 100% of our enrollment goal.

Highlights/Announcements

- Our 1st Annual VIVA ASPIRA Event was held on April 12th. The event net a profit of **\$10,262.99!!**
- Thanks to the successful fundraising of our PTO and ASPIRA Family, we were able to begin the installation of the playground this week.
- May 3rd – Playground Dedication Event from 12-2pm

Old Business

By-laws – Alex Fajardo provided an update on the ADCO by-laws.

Board Training – Board training will take place on May 22nd from 4-8PM.

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

New Business

Board recruitment status – executive committee continues to outreach in order to prepare for ASPIRA of Delaware (AOD) annual board meeting in June 2014. AOD has the ability to appoint six members to ADCO.

Academia Antonia Alonso Charter School – see **Public Comment**

Adjourn The meeting adjourned by unanimous consent at 8:20PM.