



ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.

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

DATE: 4/28/2016

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, Kathleen Chappel, Dusty Blakey
Directors Absent: Lourdes Puig (Chair), Jamie “Gus” Rivera (Vice-Chair)
Others Present: 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), Julie MacRae (PTO-Treasurer)

Future Meetings Dates: 5/26/16

Call to Order

Jorge Diaz (Executive Committee – Acting Chair for this meeting only), called the public session to order at 6:04PM, noting that a quorum was present.

Public Comment:

Amy McDowell – Ms. McDowell provided feedback on the VIVA ASPIRA event that took place at the University of Delaware on April 16, 2016. Follow up will take place with the development committee to address her concerns.

Mr. and Mrs. Palmer – The Palmers discussed a meeting they had with the HOS regarding re-enrollment. The HOS will follow up with the Palmers to provide them with the information requested.

Approval of Agenda and Minutes

Agenda for April 28, 2016 and March 24, 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.

Old Business

Last month the ADCO Board accepted the nomination of Dr. Dusty Blakey, the Superintendent of Colonial School District. He thanked the board for the nomination and looks forward to helping out ASPIRA, Colonial and all students in the state of Delaware to be successful in school and beyond.

Operations Committee as reported by Greg Panchisin (Business Manager)

Howard Smith presented an updated space plan (very similar to last meeting) and exterior renditions of the building. He also explained the contract that was negotiated with GG+A.

Design/Build Contract – one point responsibility (GG+A), all sub-contractors sign contracts with GG+A.
AIA141 contract– standard contract of industry (agreement between LAAA and GG+A).

Howard Smith went through the Initial Guaranteed Maximum Price (GMP) Summary to get an estimate for financing. The IGMP was thought to be too high and several items were removed to bring down total costs to roughly \$11.5 million. Meetings have been taking place as well to determine a traffic flow for future growth.

The Guaranteed Maximum Price (GMP) should be ready by May 10, 2016.

A motion by Laznik, seconded by Riera that the ADCO Board accept the Design/Build Contract with GG+A as discussed. Final resolution was unanimous.

Transportation Update as reported by Greg Panchisin (Business Manager)

- In 2015-16 LAAA entered into an agreement with Sutton Bus Company.
- 435 out of 639 ride the bus in the morning (68%) and 64% in the afternoon.
- 1271 out of a possible 1278 trips arrived on time in the morning (at or before 8:30AM)
- 1272 out of a possible 1278 trip have departed on time (at or before 4:00PM)

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

March Financial Report 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.aspiracademy.org.

A motion by Coyne, seconded by Patton that the ADCO Board accept the March 2016 Monthly Financial Report. Final resolution was unanimous.

FY16-20 Budget Projections as reported by Greg Panchisin (Business Manager)

Greg reviewed the FY16-20 Budget Projections. Several questions were raised and answered. This document as well as others will be presented on or around May 9th to credit agencies and future investors.

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

(Full HOS Report attached below)

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

Included in HOS Report.

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

Included in HOS Report.

New Business

Nancy Labanda presented the schools where the 8th grade students will be attending in 2016-17. A majority of the students (similar to last year), will be attending charter and vocational schools.

Graduation will take place June 2, 2016 at Kirk Middle School.

Adjourn The meeting adjourned by unanimous consent at 8:10PM

Las Américas ASPIRA Academy
Head of School Update
April 28, 2016

Enrollment for 2016-2017

- Application update

School Choice Applications 2016/2017

Grade	Active	W/D	Total
KN	242	81	323
01	80	10	90
02	65	10	75
03	64	5	69
04	66	7	73
05	67	4	71
06	91	23	114
07	33	4	37
08	20	1	21
09	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
Total:	728	145	873

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

- Enrollment update
 - Goals = 665 (100%); 698 (105%)
 - Re-enrollment letters sent home the week of April 11th with due date of April 22nd
 - 18 withdrawals-to-date (2 for 1st; 3 for 2nd; 5 for 3rd; 1 for 5th; 6 for 6th; 1 for 8th)
 - Mandatory HOS conferences are underway
 - May 1st Count
 - Currently have 674 students enrolled with 13 in process from wait list, so our May 1st count will be either 674 (101%) or up to 687 (103%) depending on outcome of registration process.

Staffing for 2016-2017

- Projected staffing changes/needs for 2016-2017
 - Enrollment “bubble” will move from 2nd to 3rd and 4th to 5th; therefore, we anticipate the following changes:
 - 2 teachers (English and Spanish Immersion) will move from 4th to 5th 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 3rd grade due to the bubble

- Creation of Instructional Coach position (Emily Edmonds-Eveland) to support instructional goals, which will result in an open position in **2nd grade (English Immersion)**.
- Addition of another **Special Education teacher** to support 2nd grade Inclusion Team due to internal move.
- Addition of another **school nurse (PT)** to support Debbie Holstein based on increased enrollment.
- **Middle School ELA teacher** due to resignation (permanent replacement for Ms. Wentz).
- **PE/Health teacher** due to resignation.
- Additional changes to staffing will be needed based on finalized budget and confirmed resignations/terminations.
- Recruitment efforts
 - Job postings is currently active for all **anticipated new/open positions (noted in RED)**.
 - Attended UD Project Search event on April 20th
 - 101 resumes received-to-date
 - 62% from JoinDESchools; 26% from UD Project Search; 7% from LAAA website; 5% from other
 - 1st round interviews are underway; 2nd and final rounds to be completed in May

Legislative Update (Update from DCSN)

The following Legislation affecting Title 14 - Education was acted upon by the General Assembly on 4/20 & 21, 2016:

- **[HB 34 w/HA 2 + SA 1](#)**
 AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE RELATING TO DEPARTMENT OF EDUCATION.
 This bill will allow a local school district board to delay new or changed rules, regulations, or administrative procedures from becoming effective during a school year once the school year has started. This will allow the rules, regulations, and procedures to be consistent for the whole school year....**more**
 History: Apr 20, 2016 - Signed by Governor
 URL: <http://legis.delaware.gov/LIS/LIS148.NSF/vwLegislation/HB+34>
- **[SB 202 w/SA 1](#)**
 AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE RELATING TO TRANSPORTATION OF PUPILS.
 This Act excludes buses operated by the Department of Education, any public school district, or any charter school from the requirements for minimum insurance coverage contained in § 2904, Title 14 of the Delaware Code. This Act is a follow-up to Senate Bill No. 62, which was passed by the General Assembly during the first session of the 148th General Assembly....**more**
 History: Apr 20, 2016 - Signed by Governor
 URL: <http://legis.delaware.gov/LIS/LIS148.NSF/vwLegislation/SB+202>
- **[HB 236](#)**
 AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE RELATING TO TAX EXEMPTION.
 This bill will allow for a school property tax exemption for a person of any age who has been designated as a disabled veteran by the U. S. Department of Veterans Affairs....**more**
 History: Apr 20, 2016 - Reported Out of Committee (EDUCATION) in House with 11 On Its Merits
 Mar 03, 2016 - Amendment HA 2 - Introduced and Placed With Bill
 Jan 27, 2016 - Amendment HA 1 - Introduced and Placed With Bill

URL: <http://legis.delaware.gov/LIS/LIS148.NSF/vwLegislation/HB+236>

▪ **HB 307**

AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE RELATING TO FEES FOR EDUCATOR LICENSURE.

In 2015, the Legislature enacted the one-time fee of no more than \$100 for an educator's first license in Delaware. This Bill provides a waiver for graduates of Delaware high schools and graduates of teacher preparatory programs located in Delaware...[more](#)

History: Apr 20, 2016 - Reported Out of Committee (EDUCATION) in House with 11 On Its Merits

URL: <http://legis.delaware.gov/LIS/LIS148.NSF/vwLegislation/HB+307>

The following Legislation affecting Title 14 - Education was acted upon by the General Assembly on 4/13 & 14, 2016:

▪ **SB 92 w/SA 1**

AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE RELATING TO EDUCATION AND AUTISM SPECTRUM DISORDER.

Delaware Code Title 14§1332 addresses the Program for Children with Autism and its "Special Staff." ...[more](#)

History: Apr 14, 2016 - Passed by Senate. Votes: Passed 21 YES 0 NO 0 NOT VOTING 0 ABSENT 0 VACANT

URL: <http://legis.delaware.gov/LIS/LIS148.NSF/vwLegislation/SB+92>

▪ **SB 180**

AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE AUTHORIZING THE DEPARTMENT OF EDUCATION TO ESTABLISH AND MAINTAIN PROCEDURES FOR THE APPOINTMENT OF INDIVIDUALS TO REPRESENT THE EDUCATIONAL INTERESTS OF A CHILD WITH A DISABILITY.

This Act provides procedures to ensure that each child with a disability who has reached age 18 has...[more](#)

History: Apr 14, 2016 - Passed by House of Representatives. Votes: Passed 38 YES 0 NO 0 NOT VOTING 3 ABSENT 0 VACANT

URL: <http://legis.delaware.gov/LIS/LIS148.NSF/vwLegislation/SB+180>

▪ **SB 207**

AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE RELATING TO BULLYING AND CRIMES IN SCHOOLS.

This Act would improve the state's response to incidents of school bullying by better informing par...[more](#)

History: Apr 14, 2016 - Introduced and Assigned to Education Committee in House

URL: <http://legis.delaware.gov/LIS/LIS148.NSF/vwLegislation/SB+207>

▪ **HB 232**

AN ACT TO AMEND TITLE 14 OF THE DELAWARE CODE RELATING TO THE STATE BOARD OF EDUCATION.

This Act will require the State Board of Education to accept public comment on all agenda items at its meetings, including charter school applications and changes to regulations. The Board is not required to accept public comment concerning student disciplinary appeals. The Board retains discretion to limit the manner, length, and timing of public comment at its meetings...[more](#)

History: Apr 13, 2016 - Reported Out of Committee (EDUCATION) in House with 8 On Its Merits

URL: <http://legis.delaware.gov/LIS/LIS148.NSF/vwLegislation/HB+232>

Academic Excellence Committee Update

- DEDOE Mid-Year Site Visit (Educator Effectiveness Framework)
 - Evaluation of 5 System Components – DEDOE feedback listed below.
 - **Vision** - Based upon the documentation provided within the application and mid-year report, Las Américas Aspira Academy has **sufficiently** outlined a vision that promotes an evaluation system that fosters collaboration, continuous improvement, quality control, and ultimately student achievement.
 - **Collective Bargaining Requirements** - Not applicable.
 - **Implementation Fidelity** - Las Américas Aspira Academy is to be **commended** for: 1) Creating a positive school environment where a student-centered culture is evident; 2) Developing and implementing an evaluation system where teachers feel respected and valued; and 3) Evaluating the opportunities for improvement and creating an action plan to address and ensure that fidelity of implementation is maintained. It is **recommended** that Las Américas Aspira Academy continue transitioning to a state-approved online platform for documentation of the evaluation system. Full use of a state approved online platform will be expected from all LEAs utilizing alternative evaluation systems in the 2016-17 school year. It is **recommended** that school leaders give more consideration to the type of feedback/follow-up provided to educators to ensure that it is actionable feedback. Actionable feedback provides concrete recommendations for improvement. It provides some ideas and strategies that are the most important for an educator to improve/continue to grow in their practice.
 - **Educator Support** - Through information provided in the mid-year report and discussions with school leaders/teachers, it is evident that training on the Educator Effectiveness Framework evaluation system was completed and teachers have an extremely positive view about the Framework. They like the idea of coaching sessions, video recording, Professional Learning Leaders, and the frequency of observations. Las Américas Aspira Academy is to be **commended** for providing differentiated supports to educators who are rated “approaching standards” in the form of additional observations. To date, Las Américas Aspira Academy has provided **sufficient** evidence as it relates to Educator Support.
 - **Observer Training and Certification** - Substantial effort appears to have been made to train observers in the Educator Effectiveness Framework. It is **recommended** that these efforts continue to provide on-going professional development to those implementing the system. It is **recommended** that Las Américas Aspira Academy consider formalizing the calibration process they conducted and create an assessment to ensure that all observers are properly credentialed. In the 2016-17 school year, a detailed observer certification process is required to be implemented (training and successful completion of an assessment).
- Blended Learning Conference Report
 - Information was shared about Midway Elementary’s (WA) station rotation blended learning model and how its approach could be a seamless transition since it parallels our Workshop instructional model.
- RODEL Spotlight
 - Emily Edmonds-Eveland, Megan Zant and Jeannie Negrón it will be the third video released this school year highlighting Las Américas ASPIRA Academy’s biliteracy approach, utilizing a technique called “The Bridge”.
- Tableau Follow-up

- Initial meeting with John Laznik and Tibor Toth was held. Additional information is being provided to Mr. Toth in order to generate a quote for services. Focus will be on a dashboard for teachers to use to analyze student data.

Development Committee Update

- **VIVA ASPIRA**
 - Event held on April 16th
 - # of tickets sold = 108
 - Approx. revenue from event = \$10,500

