

 <p>ASPIRA OF DELAWARE CHARTER OPERATIONS, INC.</p>	<p>BOARD MEETING MINUTES: ASPIRA OF DELAWARE CHARTER OPERATIONS INC. (ADCO)</p>
	<p>DATE: 5/28/2015</p> <p>LOCATION: Conference Room Las Americas ASPIRA Academy (LAAA) Charter School 326 Ruthar Drive, Newark DE 19711-8017</p>
<p>Directors Present: Lourdes Puig (Chair), John Laznik, Jim Coyne, Dr. Jose-Luis Riera, Nancy Labanda, Kathleen Chappel, Alex Fajardo, Jamie “Gus” Rivera (Vice-Chair), Jorge Diaz</p> <p>Directors Absent: None</p> <p>Others Present: Greg Panchisin (Business Manager), Margie Lopez-Waite (Head of School), (Sara-Beth Miller, Pam Evans-Parents)</p>	
<p>Future Meetings Dates: 6/25/15</p>	

Call to Order

Lourdes Puig (Chair), called the public session to order at 6:00PM, noting that a quorum was present.

Public Comment: None

Approval of Agenda and Minutes

Agenda for May 28, 2015 and April 23, 2015 meeting minutes were presented and reviewed. Chapel presented a motion to accept the agenda as presented. Coyne seconded the motion and the motion to approve the agenda was approved by unanimous vote of the Board. Rivera presented a motion to accept the minutes as presented. Coyne seconded the motion and the motion to approve the minutes was approved by unanimous vote.

New Business

- Memorandum for Finalizing ADCO By-Laws– Alex Fajardo reviewed the memorandum and discussion was had regarding particular suggested provisions and questions. Five questions were presented along with a legal analysis, discussion and a recommendation. Also four suggestions were made along with a legal analysis and discussion as well as a recommendation. Finally, Alex pointed out that whether or not we want to adopt any of the policies suggested is entirely up to the board. However, the only suggestion recommended for inclusion in the bylaws are adding “or gender identity and expression” in Art. II & 3, and including term limits for directors if we chose to impose them.

Discussion was had to include term limits into the final ADCO bylaws.

Riera presented a motion to accept the memorandum as presented. Diaz seconded the motion and the motion to approve the memorandum was approved by unanimous vote of the Board.

Jim Coyne made a suggestion that moving forward, the board would discuss potentially developing communications practices or standard operating procedures (definitely not policies to avoid causing unintended negative consequences), around the following:

- 1) HOS communicating appropriate details to the board about hiring, termination and/or resignation decisions.
- 2) Communications aimed at increasing board knowledge and understanding of how the school's performance management system is structured and implemented
- 3) Communications aimed at increasing board knowledge and understanding of the exit interview process in place and sharing learning's from those interviews, as appropriate, with board members.

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

Enrollment

- Goal for 2015-2016 = 628 (100% of goal)
- As of 5/28/15, we have 601 (96% of goal) enrolled (includes 3 students from new team members).
- Goal is 633 (101%) to allow for committed spots at alternative school (up to 5).
- We are in the process of filling remaining spots from wait list.

Team Update

- Organizational Structure for 2015-2016 (see attached for more details)
- Key Shifts
 - 2 Assistant Heads of School
 - Instructional and Discipline
 - Replaces need for Dean of Students
 - Instructional Coaches
 - Co-Teaching Inclusion Model
- Strategic Plan
- Closing the Achievement Gap
- Increasing Teacher Effectiveness
- Mastery Learning
- Data-Driven Instruction
- Culture & Climate

Academic Excellence Committee Update

- Educator Excellence Framework
- Professional Development Plan
- Co-Teaching Inclusion Model (*discussed above*)
- State Assessment Update (*see attached update from Lilia*)

Upcoming Events & Announcements

- Strong, Smart & Bold Awards – Lourdes Puig, recipient
- Delaware Hispano Magazine
- Spring Concert - May 29th @7pm
- 8th Grade Class Trip to Great Wolf Lodge in Poconos – June 1-3
- Last Day of School – June 5th
- 8th Grade Graduation – June 5th @6pm

Committee Updates

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

Grant Updates

- Longwood Foundation - \$750,000 approved
- Arsht Cannon - \$15,000 approved (classes to start Fall 2015-16)
- Welfare Foundation - \$600,000 submitted
- Wells Fargo - \$95,000 submitted

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

- Included in HOS report

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

Greg reviewed the April monthly financial report. Actual to budget remains favorable. Several questions were raised and answered. Greg pointed out that as the owner of the building now, we had some unexpected maintenance issues that were corrected, but noted in the financial report. The full report will be available on the FOC portion of www.aspiraacademy.org. A motion by Coyne, seconded by Riera that the ADCO Board accept the April 2015 Monthly Financial Report. Final resolution was unanimous.

Operations Committee *as reported by Greg Panchisin*

Greg commented that the construction of Phase III is continuing as scheduled. He presented a spreadsheet of overall costs of the project to date. Actual to budget remains favorable. Several questions were raised and answered. Change orders have been kept to a minimum.

Cost/Sq Ft (entire project) = \$102.46 and Cost/Sq Ft (less furniture and equipment) = \$78.83

School nutrition program is currently out for bid. Public opening bid will be June 9, 15 and bid will be awarded on or before June 25, 15. Bid will be awarded for a one year commitment

Christina School District lack of referendum passage will have an impact in FY17 for local reimbursement of students.

Old Business

- A future strategic planning session is scheduled for 6/26/15 from 9AM-1PM

Adjourn The meeting adjourned by unanimous consent at 8:40PM.