

**Delaware Design-Lab High School
Minutes of the Board of Directors**

December 8, 2015

6:00 p.m.

179 Stanton Christiana Road
Newark, DE 19702

Members Present:

Matt Urban, Chair; Paul Miller, Vice Chair; Iris Leon, Secretary; Rebecca Girten; Angela Kuchera, Parent Representative; Aileen Murray, Teacher Representative

Members Absent:

Stephen Forbes, Parent Representative
Don France

School Leaders Present:

Dr. Cristina Alvarez, CEO
Dr. Martin Rayala, CAO
Joe Mock, Principal
Stacey Chambers, Guidance Counselor
Steve Talmo, Physical Education & Health Teacher

Invited Guests Present:

Riccardo Stoeckicht, COO, Innovative Schools
Dr. Mary Diamond, Board Prospect
Dick Riggs, DE Charter School Office

The meeting was called to order at 6:25 p.m.

Minute Approval

The Board approved draft minutes from the October 27th Executive Session and the November 16th meeting that were circulated for review in advance of the meeting. Ms. Girten moved to approve the minutes with no changes. Mr. Miller seconded the motion and the motion was unanimously carried.

RESOLVED, that the minutes from the October 27, 2015 Executive Session and November 16, 2015 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

Board & Officer Elections

Dr. Alvarez introduced Dr. Mary Diamond, whose resume was circulated to the Board in advance of the meeting, as a potential candidate for the Board of Directors. Dr. Diamond gave an overview of her experience as a child and adolescent psychologist. She stated that she was excited that the School fosters non-traditional thinking.

Discussion ensued and the Board agreed that Dr. Diamond would be a fitting addition to the Board.

Mr. Urban stated that the first term of the original founding members of the Board were expiring and that he, Mr. Miller, and Mr. Girten intended to continue as members of the Board for a second three-year term.

Ms. Leon made a motion to appoint Dr. Diamond to the Board of Directors and approve the renewal terms for the remaining members. Ms. Murray seconded the motion and it was unanimously carried.

RESOLVED, that the Board of Directors of Delaware Design-Lab High School appoint Dr. Mary Diamond as a voting member of the Board of Directors for a three year term.

FURTHER RESOLVED, that the Board of Directors of Delaware Design-Lab High School approve the second terms of Matt Urban, Paul Miller, and Rebecca Girten to start at the expiration of their first terms on December 19, 2015.

Ms. Leon presided over the discussion regarding officer appointments that were necessary now that the terms of the current officers were expiring. Ms. Girten stated that she would be willing and able to be Secretary but noted that she would be out of the country in the spring, which would require her to take a leave of absence from the Board from February to May 2016. Discussion ensued.

The Board agreed that Mr. Urban would renew as chair, Mr. Miller would renew as Vice Chair, and Ms. Girten would become Secretary. Ms. Murray agreed to act as Secretary during Ms. Girten's absence and the Board agreed to that any vote necessary to enact that transition would take place at a future meeting. The Board discussed the need for a Treasurer and agreed that Mr. France would be a fitting choice. Since Mr. France was absent from the meeting, the discussion about a Treasurer would need to be revisited at a future meeting.

Ms. Murray made a motion to appoint officers as discussed in the meeting. Ms. Girten seconded the motion and the motion was unanimously carried.

RESOLVED, that the Board of Directors of Delaware Design-Lab High School appoint officers of the Board to start with the new year on January 1, 2016 as follows: Matt Urban as Chair, Paul Miller as Vice Chair, and Rebecca Girten as Secretary.

Budget/Financial Report

Mr. Stoeckicht reported on the November budget as prepared by Innovative Schools and discussed at the CBOC meeting earlier. He noted that the School had collected 45% of yearly revenue and advised the Board to monitor the spend rate (currently at 29%), which should always be under the collected revenue. He stated that the budget had so far been managed tightly and that the School should continue to do so through year-end. He stated that the State requires an audit that will be due by September 30, 2016.

Ms. Girtten made a motion to approve the November financials. Ms. Leon seconded the motion and the motion was unanimously carried.

RESOLVED, that the Board of Directors of Delaware Design-Lab High School approve the November 2015 financial reports as presented in the meeting.

Mr. Stoeckicht and Mr. Miller left the meeting at 6:58 p.m.

School Report

Ms. Kuchera joined the meeting at 7:00 p.m.

Dr. Alvarez, Dr. Rayala, and Mr. Mock updated the Board on new school activities since the last meeting. Dr. Rayala reported that six students represented the School at the recent Wilmington Christmas parade.

Enrollment

Dr. Alvarez reported that Loretta Harper-Brown was continuing with recruitment activities and being paid with what remained of the Longwood Foundation grant. She stated that staff did not have the capacity to coordinate recruitment efforts at this time, but that the School would be transitioning that responsibility to staff over the next year.

Dr. Alvarez stated that as of the date of the meeting, 39 applications were complete on the School Choice website. She stated that 150 were needed by April 1st.

Mr. Mock reported that he attended a recruitment expo in Wilmington, which he thought went well.

Faculty & Board Member Recognition

Dr. Alvarez formally thanked and acknowledged Ms. Chambers for her service to the School. She noted that Ms. Chambers has demonstrated an extraordinary level of commitment to the School start up. She congratulated Ms. Chambers on being able to find a balance between building rapport with students while maintaining a disciplinary role.

Dr. Alvarez formally congratulated Dean of Students, Durrell Harris on his recent marriage. She noted that he could not attend the meeting because he was on his honeymoon.

Dr. Alvarez formally thanked the founding members of the Board—Mr. Urban, Mr. Miller, Ms. Leon, and Ms. Girtten—for three years of service. She stated that the School would not exist without their efforts.

Dr. Alvarez noted that this was Ms. Leon's last meeting as a member of the Board and thanked her for her service and leadership. Ms. Leon thanked the staff and Board and noted that it had been a pleasure to serve and was proud that the School successfully opened and was thriving.

Parents

Mr. Mock stated that the last PTO meeting was held on December 3rd and that about five parents were present. He stated that the next meeting was scheduled for January 5, 2016.

Curriculum

Dr. Rayala reported that consultant MaryBeth BonGiovanni had been at the School again last week and will return in January to continue staff development efforts. Ms. Murray noted that she was helpful and provided useful ideas.

Dr. Rayala updated the Board on the School's application to the XQ Super School Project. He stated that there were approximately 40 people signed up on the School's submission team.

Administration

Mr. Mock updated the Board on administrative activities since the last meeting.

Mr. Mock reported that the School calendar was changed to accommodate additional professional development for teachers.

Mr. Mock reported that the School had acquired lockers for all students and that the installation was almost complete. He noted that this was an enormous task as it required moving them from another school, painting, and then installing them. He stated that a purchase order was placed for 240 locks.

Mr. Mock reported that Pritchett Associates had been hired to manage the mentor component for those teachers enrolled in the Alternative Routes to Certification program. He stated that the cost would be reimbursed by the DOE.

Mr. Mock updated the Board on the NWEA MAP Assessment process, which is ongoing.

Mr. Mock reported that selecting a Driver's Education instructor has been challenging but that a potential candidate prepared a proposal for a weekend model that would have students fulfill the requirements by June 2016. He stated that the weekend model would not be ideal, but that administration had been transparent with students that this was a possibility. He stated that the School needed to accommodate 96 sophomores.

Mr. Talmo updated the Board on his efforts to establish a sports program. He stated that he submitted an application to join the DIAA and was in contact with the New Castle Parks & Recreation department to rent facilities at the cost of \$2.50 per hour. He stated that at this time he would like to start with men's baseball and women's softball in the spring and then add other sports in later seasons. He noted that a free space had been found for a school dance that would serve as a fundraiser for the sports program.

Mr. Urban stated that the Kenney Family Foundation is known to give grants to Schools for their sports teams. He stated that he would be willing to donate time to take sports photos and that several students could be involved as an additional learning opportunity.

Dr. Alvarez formally acknowledged Mr. Talmo for his dedication and efforts to develop new programs.

Mr. Talmo left the meeting at 7:40 p.m.

Mr. Mock reported that the 9th & 10th grade computer labs were operational and that students were assigned rotating schedules until the Chrome Books are rolled out. He stated that Chrome Books had been ordered for each student with an anticipated rollout in late January. He stated that teacher Chrome Books arrived today and they will be provided with professional development to learn the new system.

Mr. Mock reported that he signed up for a free text messaging service to supplement email communication with parents in case of urgent and time sensitive information, such as bus schedule changes or School closure due to inclement weather.

Mr. Mock stated that a parent-teacher conference was held on November 24, 2015. He stated that it was designed with the teachers gathered in one room so that parents could easily meet each of their child's teachers. He stated that over 75 families attended and that he received positive feedback from teachers and parents.

Ms. Chamber updated the Board on guidance activities since the last meeting. She stated that she had been doing individual student counseling and that career development sessions would begin in January. She stated that she had attended several conferences and trainings for state assessments and other matters. She reported that there were 10 students named "student of the month" in November; student ambassadors were conducting tours and participating in other events; and that student clubs will change with 3rd and 4th marking periods.

Mr. Mock stated that a winter solstice festival was planned for the end of the year and that students had submitted ideas for the celebration.

CEO Report

Dr. Alvarez presented her CEO report to the Board. She noted that she was building a relationship with the New Castle County Chamber of Commerce and was attending School open houses on Wednesday nights and two Saturdays per month.

Dr. Alvarez reported that she was working with Innovative Schools to submit a major modification due by December 31st to reduce the enrollment targets. Discussion ensued.

The Board agreed to hold a video conference meeting later in December to consider and hold a formal vote on the major modification. Ms. Girten agreed to circulate dates to arrange the meeting.

Dr. Rayala stated that CTE pathways in computer science and manufacturing had been submitted to the State.

Dr. Alvarez stated that she submitted several required educational technology reports, which are highly technical and time consuming. She noted that this would normally be the responsibility of a Technology Education Director but that the School could not afford such a role at this time.

Governance

Dr. Alvarez noted that Mr. Miller had circulated board committee descriptions via email prior to the meeting. Mr. Urban stated that a second portion of the pending video conference could be to assign Board members to Chair specific committees. The Chairs would then be tasked with forming and recruiting new members for their committee.

Discussion ensued about a proposed parent involvement policy that was circulated prior to the meeting. Ms. Kuchera made a motion to approve the policy. Ms. Girten seconded the motion and the motion was unanimously carried.

RESOLVED, that the Board of Directors of Delaware Design-Lab High School approve a parent involvement policy, as presented in the meeting.

Dr. Alvarez stated that she set a fundraising goal of \$25,000 to support service learning projects. She stated that the campaign was being promoted via social media. She encouraged the Board to make their annual gift to the School.

Executive Session

Ms. Girten made a motion to enter Executive Session to discuss the Charter Management Agreement with Design-Lab Schools, LLC. Ms. Leon seconded the motion and the motion was unanimously carried.

Mr. Riggs and School staff, except for Dr. Alvarez, left the meeting and the Board entered Executive Session at 8:33 p.m.

Ms. Girten made a motion to exit Executive Session and adjourn the meeting. Ms. Leon seconded the motion and the motion was unanimously carried.

There being no further business, Executive Session ended and the meeting was adjourned at 8:50 p.m.



Iris Leon
Secretary