



Delaware Design-Lab High School

Board of Directors Meeting

Monday, 22 August 2016, 6:30 p.m.

179 Stanton Christiana Road, Newark, DE 19702

Meeting Minutes

Members Present

Paul Miller, Vice Chair

Rebecca Collins, Mary Diamond, Don France, Rebecca Girten, Angela Kuchera, Aileen Murray

Also present: Cristina Alvarez, Joseph Mock, Martin Rayala, accountant Michelle Lambert, and new staff members Christina Hembree, Kimi Timberlake, and Mark Talmo

Mr. Miller called the meeting to order at 6:45 p.m.

Approval of Minutes

Minutes from the June meeting were presented for review prior to the meeting. Mr. Miller noted a spelling error under Board Committee Updates. Ms. Collins motioned to approve the minutes with the noted correction. Ms. Kuchera seconded the motion, which was unanimously approved.

Financial Reports

Financial Statements

Michelle Lambert from Michelle J. Lambert, CPA LLC presented the July 2016 financial statements. Ms. Girten noted that the June 2016 financials had not yet been presented to the board or CBOC, and must be reviewed at the September meetings. July 31 marked 8% of the fiscal year, and the spend rate currently stands at approximately 6% (including encumbrances), so we are operating slightly under budget. We have budgeted \$4.2M for FY17, and have received \$1.6M of that as of July. That number includes 75% of the projected state funding, based on the May 01 enrollment count. The remaining 25% will be reloaded in December, based on the September 30 count. Similarly, the remaining 65% of local funding comes in December. One item was noted for recoding: 55405-Facilities & Maintenance/Lease Payments Land, i.e., the purchase of the modular units, will be recoded to 58300-Capital Outlay/Building Improvements. There was also a discussion of best practices regarding capital expenditures.

FY17 Budget Proposal

Ms. Lambert then presented a draft version of the FY17 budget for consideration, based on 350 students. This current budget shows us operating at a \$422k deficit, however, with carryover from FY16, we'd have a \$76k surplus, which still meets the 2% contingency. The budget will be revised again based on the September 30 enrollment count.

Ms. Collins motioned to approve both the July 2016 financials and proposed FY17 budget. Mr. Miller seconded the motion, which was unanimously approved.

Introduction of New Staff Members

Three new staff members were introduced to the board. Christina Hembree is now Chief of Staff, functioning as an executive assistant to Dr. Alvarez. Mark Talmo has taken the role of Facilities Manager, and Kimi Timberlake is our Data Systems Administrator. All three are new positions, created as part of the school's strategic expansion.

Facilities Update

Mr. Talmo spoke about the construction of the modular units, which arrived 3 weeks ago. All contractors are on board. We have already looked at furniture, fixtures, and equipment for the units, and have located the sewer line. Electrical work and a fire alarm design are already under way. Things will be moving very quickly for the next three weeks. He noted that we are about 1.5-2 weeks behind because DeIDOT has required that we construct sidewalks up at the highway, at our expense.

Board Committee Updates

The board orientation binder is still not complete. Ms. Collins will circulate a list of the missing pieces to the board. Board members should forward any items they have from that list to Mr. Miller as soon as possible.

Mr. Forbes and Ms. Kuchera, two of our parent representatives, have reached the end of their one-year terms and were thanked for their invaluable service. Mr. Miller noted that a search for new parent representatives should be immediately underway.

Signed confidentiality polices were collected from those members present at the meeting. Ms. Girten will also circulate an electronic copy for absent members.

CEO's Report

Dr. Alvarez reported that 100% of the teacher positions have been filled. We held educator recruitment fairs and posted all open positions in a variety of venues, specifically wording the postings to try to get in front of well-qualified candidates that otherwise would not see them.

Executive Session

At 7:45 p.m., Ms. Kuchera motioned for the board to enter executive session. Mr. Miller seconded the motion, which was unanimously approved.

During the executive session, the school's selection as a winner of the XQ Super Schools Challenge was announced to the board. Board members were informed of the extremely strict confidentiality clause in the winners' agreement, and agreed not to disclose the good news ahead of the public announcement on 9/14. A discussion ensued regarding the logistics of the announcement itself, as well as the XQ bus stop on Back to School Night, held from 5-8 p.m. on 9/20.

Mr. Miller motioned to exit executive session. He was seconded by Ms. Murray, and the motion was unanimously approved. The board exited executive session at 8:15 p.m.

Ms. Girten informed the board that the December meeting would be moved to 12/19 to account for the holidays. The next meeting will be held on 9/26. There being no other business, the meeting adjourned at 8:17 p.m.

Respectfully submitted,



Rebecca Girten
Secretary