



## Delaware Design-Lab High School

### Board of Directors Meeting

Monday, 25 April 2016, 6:30 p.m.

179 Stanton Christiana Road, Newark, DE 19702

### Meeting Minutes

#### **Members Present**

Matt Urban, Chair

Paul Miller, Vice Chair

Don France, Aileen Murray, Rebecca Collins, Angela Kuchera, Dr. Mary Diamond, Joe LoPorto

Also present: Dr. Cristina Alvarez, Joseph Mock, Principal; Richard Riggs; Casey Guerke from Innovative Schools; Richard Riggs, DOE Charter School Office Representative.

Absent: Stephen Forbes

The meeting was called to order at 6:41 p.m.

#### **Review of Agenda**

Approval of school calendar was added to the agenda. The school calendar is needed by the state by April 30, 2016.

#### **Discussion and Vote: Approval of Minutes**

Minutes from the March 28, 2016 meeting were presented for review prior to the meeting.

Ms. Kuchera motioned to approve the March minutes. Dr. Diamond seconded the motion. The motion passed with Mr. Miller and Mr. France abstaining.

#### **Financial Report**

During March, the remaining state funds were received and were above previous estimates based on finalized numbers.

The budget narrative had typos in revenue and expenditures and was corrected to match.

This narrative is for the period of July 1 2015-July 30, 2016. We will break even and then bank teacher's salaries to continue to pay them during the summer.

Ms. Collins motioned to approve the web report as modified. Mr. Miller seconded the motions, which was unanimously approved.

#### **Discussion: Independent Audit Firms:**

Independent single audits need to happen after the school year, required by state.

Currently, there are two vendors/firms with good reputations that will be sending quotes.

Two firms are needed for compilation services and auditing. Innovative schools works on a cash basis and needs to be compiled by someone, but that company cannot also do the audit. Money will be set aside to pay auditors.

The plan is to hire one firm for compilation basis and another firm will take those documents and do the audit.

#### **Facility Update: Modulares**

Mobile Modular has given a good bid and will be contracted. This is an alternative to used ones.

The company is very responsive and keeps in contact. They will be leased for 36 months.

Mobile Modular will want money up front, because the school is new and are concerned about being paid.

Ms. Collins questioned about if we should pay in escrow, instead of handing over all the money at once.

Tetro Tech, a professional engineering firm, has been working on permits and surveys. They will pull in as many previous surveys as possible which will save money. A different level of surveys would be needed if the modulars are over 5000 sq ft.

Trying to work with entities to get started, but also trying and push into next fiscal year so can be budgeted for. There will be more students and revenue next year to balance.

The brokers in contact with landlord. The landlord is okay with the units, but the brokers are negotiating the price charged for getting units.

### **CEO and Principal Report**

There was an article in the Sunday News Journal about Design Lab High School making into the semi-finals of the XQ Super School Project. This has been very useful and positive for the school. All Board members are encouraged to join the XQ team online. This will communicate that the board is behind the project.

Mr. Mock discussed National Honor Society starting. AP courses will start next year. MAP testing just finished. Data will be sent home now that there are 2 sets to compare. The plan is to have new students take testing during the summer, to create a benchmark for their phases. PSAT results will arrive mid-May. DCAS and WIDA tests will be in May. Career Cruising has started to help support career paths.

One school, one book for *A Single Shard*. The entire school will go on a field trip to see the play and whole school will have cross curriculum lesson plans related to book.

All year teacher evaluations will be done by May to close out DPAS. Mr. Mock explained how new teachers will go through a phone interview, a group interview, and come in to teach for students. Looking for teachers with uniqueness, go through training and orientation.

Enrollment is at 78% of target, with 94 students in 11th, 141 students in 10th, and 39 students in 9th.

### **Governance - Update on Committees**

Governance documents should be ready by the May 23 meeting.

Ms. Collins is collecting all policies that are being followed. An inventory will be taken of what exists and what's missing. Ones that the state uses are not needed, but ones used internally.

Education hasn't been worked on. Draft Charges done by May 23 meeting. Education Committee will be needed as develop curriculum and what will be offered, helping to develop which courses in curriculum will get there.

Board committees are intended to give staff and school input from volunteer entity.

Will need a facilities committee sooner, rather than later.

### **Discussion and Vote: School Calendar**

The school calendar needs to be approved to send to DOE by April 30, 2016. These far exceed the minutes required by state for the academic year.

Ms. Murray motioned to approve school calendar for the 2016-2017 school year, with a correction to the dates in the heading. Mr. France seconded the motion, which passed unanimously.

**Memorandum**

Ms. Collins brought up the idea of an annual fund and will work on a loose framework for one.

There being no other business, Ms. Kuchera motioned to adjourn the meeting. Mr. LoPorto seconded the motion, which was unanimously approved. The meeting adjourned at 8:27 p.m.

Respectfully submitted,

Secretary