



Delaware Design-Lab High School

Board of Directors Meeting

Monday, 26 September 2016, 6:30 p.m.

179 Stanton Christiana Road, Newark, DE 19702

Meeting Minutes- External Version

Members Present

Matt Urban, Chair

Paul Miller, Vice Chair

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

Also present: Cristina Alvarez, Joseph Mock, Martin Rayala, Christina Hembree, Mark Talmo, accountant Michelle Lambert (by phone)

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

Approval of Minutes

Minutes from the August meeting were presented for review prior to the meeting. Ms. Murray motioned to approve the minutes as written. Ms. Collins seconded the motion, which was approved with Mr. Urban and Mr. LoPorto in abstention.

Financial Reports

Financial Statements

Michelle Lambert from Michelle J. Lambert, CPA LLC presented the June 2016 and August 2016 financial statements. August 31 marked 17% of the fiscal year, and the spend rate stands at 17.4%, so we are operating at budget. Local school district funds started to load this month. Many items are at or below budget, but that can largely be attributed to timing differences encountered at the beginning of the year. A few items to note:

- Lease Payments Land, Landscape Fees, Educational Assistance, Tuition, and Energy will be reclassified in the September report.
- Insurance is paid in a lump sum, thus the 70% spend.
- Custodial Supplies is under budget but will be amended.

Mr. France motioned to approve both the June and August financial reports. Ms. Murray seconded the motion, which was unanimously approved.

FY17 Budget Amendment

A revised budget is planned for presentation at the October meeting. Two versions will be presented: one with, and one without the inclusion of the XQ grant funds.

Facilities Update

Mr. Talmo spoke about the construction of the modular units, which have been completed. Per DelDOT's requirement, sidewalks were constructed, costing an additional \$30k. This was completely unforeseen, and we would not have been able to get a certificate of occupancy without adding the sidewalks. Additionally, the Fire Marshall has recalculated the occupancy for the modular and has suggested that we get a voice evacuation system, which would cost \$4600. The estimated open time is 3-4 weeks.

Board Committee Updates

The board orientation binder is still not complete. An insert on the history of the school will be constructed by Drs. Alvarez and Rayala. Mr. Mock and Ms. Murray will construct an insert about design-thinking. A final version will be distributed both in hard copy and electronically.

A suicide prevention policy was drafted to be in compliance with DOE. The policy, circulated prior to the meeting, was presented by Ms. Collins. This creates a committee to create a policy and procedures that fit the regulation. There was a discussion about how to create a reasonable timetable for implementation. Monthly status updates were requested, with a goal of implementation by the March meeting.

Ms. Girten motioned to both approve the policy and require the requested status updates. Mr. Miller seconded the motion, which was approved unanimously.

There was a discussion about the need to create both a capitalization threshold and an expenditure threshold policy, and what such policies would look like. The board determined that the policy committee should use the feedback gathered to create a single policy to be presented at a future meeting.

After discussion, the board determined there was a need to create a finance committee, which would include the chair, treasurer, and two other members as approved by the board. Mr. Urban motioned to establish the committee as stated, and was seconded by Mr. Miller. The motion carried. Mr. Urban then nominated Mr. France to be a member of the finance committee. Ms. Collins seconded the motion, which was unanimously approved.

Confidentiality/COI policies were distributed electronically to all board members who were not in attendance at the August meeting, and signed hard copies were collected.

Board Recruitment

The board discussed recruiting for future open board seats and the procedure that would need to be followed. Mr. Urban requested that each member think of one potential member, specifically people who have fundraising experience. Ms. Girten also reminded everyone that board elections for officer positions would be held in December, and they should think about what they might be willing to take on.

CEO & Principal's Reports

Dr. Alvarez spoke about the need to initiate a capital campaign leveraging the XQ funds.

Mr. Mock reported that many start-of-school items are progressing smoothly. Faculty received six days of professional development prior to the start of school. Bus arrivals and departures have significantly improved since last year. The revised handbook/code of conduct was distributed on both student orientation days, as well as at Back to School Night. Students also attended "Student Leadership and Excellence Program" assemblies during orientation. We've switched to a new uniform vendor, and while some students are still waiting for their uniforms to arrive, we've asked for them to arrive in school colors. Uniform compliance has been above 90%. We are continuing to regularly utilize multiple methods of communication with families, fall sports are in full swing and schedules are posted, spirit week is being planned, and 44 sophomores are on track for induction into National Honor Society later this fall.

Executive Session

At 8:31 p.m., Mr. Miller motioned for the board to enter executive session. Ms. Collins seconded the motion, which was unanimously approved. Drs. Alvarez and Rayala attended by invitation.

During the executive session, the board discussed secure building records.

Mr. LoPorto motioned to exit executive session. He was seconded by Ms. Murray, and the motion was unanimously approved. The board exited executive session at 9:09 p.m.

There being no other business, Ms. Girten motioned to adjourn. Mr. Miller seconded, and the meeting adjourned at 9:11 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rebecca A. Girten". The signature is written in black ink and is positioned above the printed name and title.

Rebecca Girten
Secretary