



Delaware Design-Lab High School

Board of Directors Meeting

Monday, 28 October 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, Joe LoPorto, Aileen Murray

Also present: Cristina Alvarez, Joseph Mock, Martin Rayala, Kimy Timberlake, accountant Michelle Lambert (by phone)

Mr. Urban called the meeting to order at 6:44 p.m.

### **Approval of Minutes**

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

### **Financial Reports**

#### *Financial Statements*

Michelle Lambert from Michelle J. Lambert, CPA LLC presented the October 2016 financial statement. October 31 marked 33% of the fiscal year, and the spend rate stands at 23%. Overall, expenses are running slightly above budget, but we have a \$473.5k surplus in addition to the \$498.7k carryover. We have received approximately 49% of our budgeted revenue to date. Reclassification of various line items was completed; most differences continued to be due to timing.

Ms. Girten motioned to approve both the October financial report. Ms. Collins seconded the motion, which was unanimously approved.

#### *FY17 Budget Amendment*

This item was tabled to next month.

### **Annual Report**

A draft of the annual report was circulated prior to the meeting and the board took time during the meeting to more critically review the document and submit feedback to Dr. Alvarez.

Ms. Murray motioned to approve the draft pending revision with the edits submitted by the board. Mr. France seconded the motion, which was unanimously approved.

### **Policy Committee Updates**

#### *Suicide Prevention Policy Update*

The committee—Principal Mock, Dean Harris, counselor Stacey Chambers, Nurse Poole, and teachers Steve Talmo and Nancy Marvel—met and is searching for an appropriate curriculum. A follow-up meeting will be held prior to winter break. Students will be participating in a play to raise awareness about bullying and suicide prevention. Show dates will be in mid-January.

### *FOIA, FERPA, and Capitalization/Expenditures Threshold Policies*

FOIA and FERPA policies were distributed prior to the meeting, and a finalized version of the Cap/Ex policy, which had been thoroughly discussed during the September meeting, was distributed at the meeting.

Ms. Girten motioned to approve all three policies as written. The motion was seconded by Mr. Miller and unanimously approved.

### **CEO & Principal's Reports**

Dr. Alvarez reported that Jim Taylor of Saul Ewing has been retained as counsel for the school. A legal and financial call with XQ is scheduled for December 2nd. Additionally, we are studying options to accommodate the increased enrollment next year in terms of building capacity.

Mr. Mock reported that a service hour requirement was implemented after the Thanksgiving break. Teacher evaluations have begun, with a goal of finishing the first cycle of evaluations prior to winter break. The 10th grade biology and school nutrition manager positions remain vacant. A building assessment tool was created. MAP testing was completed in October, and board members received copies of the results for each grade. Climate and culture data was presented with a note that detentions spiked for uniform compliance, mostly because of the changing weather patterns. We currently have 51 applications in for the next school year, with 46 of those for the incoming freshman class. We are 74% of the way toward being 1:1 with student Chromebooks, which is a 10% increase from last month. Winter sports have started. Over 30 families attended the town hall event, and over 90 families attended parent/teacher conferences.

### **Board Elections**

Board members were reminded that officer elections will be held in December. Anyone who has interest in holding a particular position should indicate such to Mr. Urban. Board members were again requested to work to bring prospective members aboard.

### **Executive Session**

At 8:11 p.m., Ms. Girten motioned for the board to enter executive session. Mr. Miller seconded the motion, which was unanimously approved.

During the executive session, the board discussed items excluded from public record.

Ms. Girten motioned to exit executive session. She was seconded by Mr. LoPorto, and the motion was unanimously approved. The board exited executive session at 8:42 p.m.

There being no other business, the meeting adjourned at 8:43 p.m.

Respectfully submitted,



Rebecca Girten  
Secretary