



**Delaware Design-Lab High School
Board of Directors Meeting**

Thursday, July 25, 2013, 6:00 p.m.

Mobius New Media
818 N. Market Street, Suite 2R, Wilmington, DE 19801

AGENDA

1. Review and Approve Minutes

2. CEO report

- Charter approved for 5-year term on June 20, 2013 by Delaware State Board of Education, Dover DE.
- Charter Performance Framework “contract” due December 2013.
- Start-Up year begins June 2013 through July 2014.

3. Academic

- Curriculum Development – DE Mathematics Coalition & UD Mathematics and Science Education Resource Center; High School Mathematics Instruction Working Group, Lewes, DE, July 22-26, 2013.

4. Legal

- Legal counsel considerations - Jim Taylor, Saul Ewing, Wilmington office.

5. Financial

- Tax exemption- Filing for 501(c)(3) status.
- Financial Expertise - Need accountant, financial analyst with non-profit experience.
- Fundraising Pepper-Hamilton, Wilmington Office networking/fundraising event.
- Federal Non-SEA Grant for start-up and implementation – Submitted July 11, 2013

6. Facilities

- Update on 627 Market St building and meeting with building owners, Buccini/Pollin.

7. **Board expansion** – Consideration of Dr. Sherry Coleman and other candidates.
8. **Record Keeping** - Recommended modes, electronic, cloud, paper files, physical location.
9. **Start-Up Plan** - See Design-Lab Start-up PERT Chart.

10. Board Committees for Start-Up

- Information Technology (IT) Committee – In charge of budgeting for and executing Technology Plan.
- Human Resources (HR) Committee – In charge of staff recruitment, training, and orientation.
- Grant Committee – In charge of applying for grants.
- Finance Committee – In charge of managing school budgets and funds.
- Student Recruitment Committee - In charge of recruiting students.
- Real Estate Committee – In charge of obtaining the school building.
- Fundraising Committee – In charge of achieving full fund raising potential.
- Curriculum Committee – In charge of development and implementation of school curriculum.
- Contract Review Committee – In charge of evaluating contract bids.

11. Marketing Opportunity

- STEM Council Website Launch, July 31, 2013 (Mobius design & Design-Lab HS)

12. Other Business

12. Adjourn