

**Delaware Design-Lab High School  
Minutes of the Board of Directors**

February 26, 2013  
6:00 p.m.

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

**Members Present:**

Matt Urban, Chair; Paul Miller; Vice Chair; Roxanne Sykes, Treasurer; Iris Leon, Secretary; Rebecca Girten

**Others Present:**

Dr. Cristina Alvarez, member of Founder Group, Delaware Design-Lab High School  
Dr. Martin Rayala, member of Founder Group, Delaware Design-Lab High School

**Minute Approval**

The Board approved draft minutes from the December 19, 2012 meeting that were circulated for review in advance of the meeting. Mr. Miller moved to approve the minutes with no changes. Ms. Girten seconded the motion and the motion was unanimously carried.

**RESOLVED**, that the minutes from the December 19, 2012 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

**CEO Report**

Dr. Alvarez updated the Board on the status of the charter school application process. Dr. Alvarez reported that the Preliminary Meeting with the Charter School Accountability Committee (“Committee”) was held on February 6, 2013. At that meeting, the Committee outlined the remaining dates for the application process, which included a written preliminary report and recommendations by the Committee within two weeks of the Preliminary Meeting. This report would outline each portion of the application that did or did not meet the criteria for charter school approval, as discussed in the Preliminary Meeting. The school would then have 15 days from the receipt of the Committee’s report to submit a written response addressing any and all deficiencies.

Dr. Alvarez noted that at the time of this Board Meeting, the Committee had not contacted her with their written response, even though it was past the anticipated date of receipt. Dr. Alvarez stated that despite that, she had been working on revisions to the application based upon the Committee’s discussion at the Preliminary Meeting.

### **By Law Amendment & Adoption**

Dr. Alvarez stated that the By Laws adopted by the Board on December 19, 2012 did not comply with Delaware State Charter School Law. The specific deficiencies were identified and discussed by the Charter School Accountability Committee at the Preliminary Meeting on February 6, 2013. By Laws were circulated to the Board for review, with proposed amendments as identified by the Committee.

The proposed amendments were:

- The insertion of “**Section 2.2** The Corporation’s business is restricted to the opening and operation of: Charter Schools, before school programs, after school programs and educationally related programs offered outside the traditional school year” in order to conform to the requirements of 14 DE Admin Code 275.4.1.3.
- The revision of **Section 4.2 Membership** to clarify that the teacher Board Member be “a Delaware certified teacher currently employed by” the school and that the parent/guardian and teacher Board Members are voting members of the Board.
- The revision of **Section 4.11 Quorum** to remove the option of meeting by speaker phone, in order to comply with Delaware open meeting laws.
- The insertion of **Article VIII: Conflict of Interest** to conform to the State Code of Conduct (29 Del. C., Chapter 58).

Ms. Girten moved to adopt the By Laws with the amendments discussed in the meeting. Ms. Sykes seconded the motion and the motion was unanimously carried.

**RESOLVED**, that the By Laws of Delaware Design-Lab High School, originally adopted December 19, 2012, are amended and adopted with changes as discussed in the meeting and documented in the minutes.

### **Pepper-Hamilton Networking/Cultivation Event**

Dr. Alvarez stated that the law firm Pepper-Hamilton has offered to host a networking/cultivation event in their Wilmington office on behalf of the school. The event would serve as an opportunity to spread the word about the school within the business community in Wilmington, attract potential donors, and identify potential Board and sub-committee members. The Board discussed dates for hosting the event and agreed that the week of May 6-10, 2013 was ideal, with May 8<sup>th</sup> as the preferred date. Dr. Alvarez agreed to ask Pepper-Hamilton about their availability during this timeframe.

There being no further business, Mr. Miller motioned to adjourn the meeting. Mr. Urban seconded the motion and the motion was unanimously carried.

The meeting adjourned at 7:30 p.m.



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Iris Leon  
Secretary