

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

September 25, 2013
6:30 p.m.

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

Members Present:

Matt Urban, Chair; Paul Miller; Vice Chair; Iris Leon, Secretary; Dr. Sherry Coleman

Others Present:

Dr. Cristina Alvarez, CEO, Delaware Design-Lab High School

Dr. Martin Rayala, CAO, Delaware Design-Lab High School

Minute Approval

The Board approved draft minutes from the August 28, 2013 meeting that were circulated for review in advance of the meeting. Mr. Miller moved to approve the minutes with no changes. Mr. Urban seconded the motion and the motion was unanimously carried.

RESOLVED, that the minutes from the August 28, 2013 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

CEO Report

Dr. Alvarez welcomed Dr. Sherry Coleman to her first meeting as board member, appointed at the last meeting on August 28, 2013.

Dr. Alvarez stated that a grant application was submitted to the Longwood Foundation and that a meeting was scheduled with program officer, Mr. There DuPont, as part of the application process. She stated that the Longwood Foundation board would make a final determination in November.

Dr. Alvarez stated that the 501(c)(3) application was under legal review. She stated that once the application is submitted to the IRS, it could take up to 14 months to hear a final determination. Dr. Alvarez stated that she was researching alternatives to be able to fundraise and attract donors for tax-deductible giving. She stated that she plans to speak with the Delaware Community Foundation and the Delaware Charter School Network about establishing a pass-through account on behalf of the School until the IRS makes a ruling. Mr. Urban noted that it would be helpful to connect with Delaware politicians, such as Senator Chris Coons or Rep. John Carney, to help accelerate the 501(c)(3) approval process.

Dr. Alvarez stated that she contracted Capaldi Reynolds & Pelosi for financial services and planning. She is working specifically with David Wagstaff and Deanna Carroll. She stated that as

distinct entities, it is important to maintain a clear financial and administrative separation between Delaware Design-Lab High School and Design-Lab Schools, LLC. She stated that Capaldi Reynolds is advising on that effort.

Facilities

519 N. Market St., Landlord: CCAC

Dr. Alvarez stated that 519 N. Market St. is still under consideration at the recommendation of real estate broker, Gregg D'Ascanio. She stated that, as the Board agreed at the last meeting, this was not the first choice for space, but that it was prudent to keep several options open until a space is secured for certain. Dr. Alvarez stated that the space was approximately 25,000 square feet too small and the layout would not adequately accommodate high school aged students.

1000 N. French St., Landlord: Haverford Properties potential future landlords, currently owned by Bank of America

Dr. Alvarez stated that, through Mr. D'Ascanio, investors from Haverford Properties were identified who intend to purchase the building. She stated that the investors would purchase the building with the intention of renting it to the School for a 10 year term. She stated that the investors have gone through the underwriting process and are positioned to make a down payment. She stated that the investors are willing to put \$250,000 toward renovating the space per the School's needs and these costs would be built into the lease terms to be paid off over the life of the lease. She stated that the next step for the School would be to submit a proposal to the investors and that a letter of intent could be expected within the month.

Discussion about 1000 N. French St. ensued. The Board agreed that 1000 N. French St. was the most suitable building and that the arrangement with the investors was the most favorable of all options discussed over the last months. The Board agreed that Dr. Alvarez should continue working with Dr. D'Ascanio to establish terms and execute a letter of intent with the investors.

Start-Up Plan

Dr. Alvarez stated that Lori Hamilton imported the PERT chart to a web-based application named Trello to make it easier to track work and meet deadlines.

Dr. Alvarez stated that the Delaware Department of Education required the submission of a timeline by September 30th indicating when the School would meet with state central service agencies related to understanding of state business practices. She stated that the timeline would be submitted by the deadline.

Marketing & Recruitment

Dr. Alvarez stated that recruitment in partnership with area schools would start after the Pepper-Hamilton fundraiser. She stated that Mr. Maurice Pritchett, as discussed at the last meeting, had not submitted a proposal to help with recruitment.

Pepper-Hamilton Event

Dr. Alvarez stated that the date for the Pepper-Hamilton fundraiser was changed to October 30th. She stated that catering was being donated by a Philadelphia-based independent caterer that was interested in become the School's food vendor.

Discussion ensued about planning and logistics for the fundraising event on October 30th in Wilmington office of Pepper-Hamilton.

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

The meeting adjourned at 8:15 p.m.



Iris Leon
Secretary