

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

October 23, 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; Roxanne Sykes, Treasurer; Iris Leon, Secretary;
Rebecca Girtten

Others Present:

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

The meeting began at 6:50 p.m.

CEO Report

Dr. Alvarez stated that there was a recent event about design-thinking hosted by Next Thing Now featuring Tom Kelley from IDEO and Pam Henderson from New Edge. Mr. Miller stated that he attended the event and asked the event organizer, Mr. Tom Nagle, to email invitations to the Pepper-Hamilton fundraiser to the attendees.

Dr. Alvarez stated that she, Dr. Rayala, and Ms. Leon met with Mr. There DuPont of the Longwood Foundation to discuss the School's recent grant application. Dr. Alvarez asked Ms. Leon to summarize the meeting. Ms. Leon summarized the meeting and stated that Mr. DuPont asked for written updates on November 1st and 15th that: provide the status of securing a building; revise the ask to no more than \$300,000; provide the status of establishing a pass-through account through the Delaware Community Foundation; document any additional funds raised. She stated that the Longwood Foundation requires all applicants to wait two years before applying again and so it was important to apply when the School had the highest likelihood of being granted. She stated that Mr. DuPont would consider the written updates and advise the School on whether to submit the application for consideration by the Longwood Foundation Board in November, or withdraw at this time and submit at a later date.

Dr. Alvarez stated that an agreement was drafted to open a pass-through account with the Delaware Community Foundation (DCF). The account would allow donors to make gifts directly to the DCF, making them tax-deductible, but that the funds would benefit the School, less a standard administrative fee. She stated that this arrangement would be in place until the IRS granted the School its own 501(c)(3) status. The Board agreed that the pass-through account with DCF was a beneficial arrangement and Mr. Urban agreed to sign the agreement as Board Chair.

Facilities

Dr. Alvarez stated that a walk-through of 1000 N. French St. was conducted with the building manager and the investors from Haverford Properties. She stated that the School representatives present were Dr. Alvarez, Dr. Rayala, Mr. Urban, Mr. Miller, and Ms. Leon.

Mr. Miller stated that he was impressed with 1000 N. French St. but was also concerned about the size. He requested that the Board discuss two other buildings: 1300 Market St. and 920 N. French St. He stated that 1300 Market St. is approximately 68,000 square feet and for sale for \$4 million. He stated that 920 N. French St. is approximately 70,000 square feet, owned by the State of Delaware, and is for sale for \$13.5 million. He stated that the School could not afford to purchase and renovate either building outright, but questioned if the State might consider an affordable arrangement with the School for 920 N. French.

Discussion ensued. The Board agreed that 1000 N. French St. remained the best option due to the fact that the investors are contributing \$4,000,000 to the deal, including \$250,000 for renovation costs, a letter of intent was close to being signed, and the other options are not feasible due to cost and time constraints. Mr. Miller stated that the ideal building would be 920 N. French, if finances were not a consideration, because it provides considerable more space than 1000 N. French St. Mr. Miller agreed that under the circumstances 1000 N. French St. was the best option.

Start-Up Plan

Dr. Alvarez stated that she was considering options for Directors and Officers Insurance. She stated that she requested a quote from L&W Insurance Agency, which is the only US company to offer D&O Insurance to pre-opened start-up charter schools.

Pepper-Hamilton Event

Dr. Alvarez stated that approximately 25 people were registered for the October 30th fundraiser. She requested that the Board send Lori Hamilton the names and contact information for their guests so that she could confirm attendance.

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

The meeting adjourned at 8:45 p.m.



Iris Leon
Secretary