

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

February 26, 2014
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; Rebecca Girten

Others Present:

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

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

The meeting was called to order at 6:45 p.m.

Minute Approval

The Board approved draft minutes from the January 14, 2014 meeting that were circulated for review in advance of the meeting. Mr. Miller moved to approve the minutes from the January 14th meeting with no changes. Ms. Girten seconded the motion and the motion was unanimously carried.

RESOLVED, that the minutes from the January 14, 2014 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

Fundraising

Mr. Miller stated that he mailed the direct appeal letters to his portion of the list that Ms. Girten had recently circulated to the Board. Ms. Leon stated that she had also sent her letters. Ms. Girten encouraged the rest of the Board to mail their letters as soon as possible.

Dr. Alvarez stated that her new administrative assistant, Amoscita Rodriguez, will formally start on March 10th, but that she could help coordinate mailing the appeal letters on behalf of any Board Member who needs support.

Mr. Miller asked if there were any updates from the Delaware Community Foundation (DCF) on the funds raised to-date. Mr. Urban stated that DCF had not provided a report recently. Mr. Miller stated that he would speak with their Executive Director, whom he knows through Leadership Delaware, to see if it was possible to receive more routine updates from DCF, including more timely lists of donors so that Board members can follow up with personalized stewardship in a timely manner.

Mr. Urban stated that the February 26th cultivation event was canceled because the Board had not invited guests in time. He stated that he was working on planning for another cultivation event on March 26th. He stated that the Grand offered the School use of the Baby Grand Lobby. He stated that the only costs would be \$50 for set-up, \$125 for clean-up, and \$120 for security and house management, for a total of \$195 to use the Baby Grand Lobby. He stated that the Grand's Executive Director offered to promote the event to their donors.

Discussion about the March 26th cultivation event ensued. The Board agreed that each member would bring an appetizer so that the School did not have to pay for catering.

Facilities

Dr. Alvarez stated that she contracted Rhodunda and Williams to secure the required parking variance that would finalize the lease for 519 N. Market Street. She stated that the School would be on the agenda for the next zoning meeting in April.

Dr. Alvarez stated that a contract needed to be drawn up with a local parking lot in advance of the zoning meeting. She stated that the School needed to demonstrate it will provide at least 30 parking spots. Mr. Urban stated that he would speak with Jim Hatfield at Colonial Parking.

Recruitment

Dr. Alvarez stated that she was sending the first round of acceptance letters to students. She stated that there were approximately 75 applications submitted and that she had processed about 50 of them. She stated that she believed a larger wave of applications would be submitted around March-April as families receive acceptance or rejection letters from other schools.

Dr. Alvarez stated that she presented to the Education, Youth, and Family Committee of the City Council on February 12th. She stated that she was booked to present on the Congo Hour on Sunday, March 16th, which would be broadcast on Comcast Channel 28 and has a dedicated following of minority residents.

Other Business

Ms. Leon asked if it was permissible to occasionally join Board meetings via video conference call, while the remainder of the Board still met in the publicly posted location. Ms. Girten stated that state regulations permitted this only if the video conference location was also publicly posted in advance. She stated that she would forward the state guidelines for the Board's review.

Ms. Leon stated that it was in the best interest of the School to recruit additional Board members. Mr. Urban agreed and stated that the Board should consider the expertise already present, and what other areas of expertise would be beneficial to add.

Mr. Miller asked what the process would be if any Board member had a person to recommend. Dr. Alvarez stated that there was no formal process in place currently, but that she could share the protocol recently developed for another school she works with. She stated that at minimum, a candidate's resume would be circulated for the Board's consideration and that they should be invited to attend a Board meeting before a formal vote would take place.

Discussion ensued. Ms. Girten agreed to forward a board skills diagnostic so that the Board could more easily determine its recruitment needs. The Board agreed to send Dr. Alvarez any recommendations, ideally to invite a few candidates to the next board meeting.

Ms. Leon asked if Board meetings could start earlier moving forward. The Board agreed to start its Board meetings at 6 p.m. on the dates already scheduled.

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

The meeting adjourned at 8:20 p.m.



Iris Leon
Secretary