

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

February 2, 2015
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; Rebecca Girten

Others Present:

Dr. Cristina Alvarez; CEO, Delaware Design-Lab High School
Loretta Harper-Brown; Recruitment Lead, Delaware Design-Lab High School
Dr. Martin Rayala; CAO, Delaware Design-Lab High School
Ronetia Bacon; prospective board member
Maiza Hixson; prospective board member
Delores Lee; prospective board member

The meeting was called to order at 6:09 pm.

Approval of Minutes

Draft minutes for the 10/01/14, 10/28/14, and 12/09/14 minutes were circulated for review prior to the meeting. Mr. Miller noted some minor spelling errors, to be sent to Ms. Leon for correction. Mr. Miller motioned to approve all three sets of minutes with the noted spelling corrections. Miss Girten seconded the motion, which was approved unanimously.

Board Expansion

Three prospective new board members—Ronetia Bacon, Delores Lee, and Maiza Hixson—were introduced to the board. Dr. Alvarez gave an overview of the history of the school opening process, and the board fielded more specific questions from the prospective members. The guests were encouraged to reach out to their point of contact with any additional questions, and to submit a resume if they wished to be considered for appointment. The board agreed to vote on membership at the next meeting.

Recruitment

Ms. Harper-Brown gave a recruitment update. We have received 70 applications, a significant proportion of which has come in within the last eight weeks. Ms. Harper-Brown expressed a need for us to jump back into full-force recruiting, and noted the relationship between enrollment and having a building secured for touring purposes. She stated a full confidence in the recruitment team's ability to meet the target enrollment numbers. Additionally, the design for a new postcard was presented to the board.

Facilities

The board discussed their 01/30/15 tour of a potential building. Dr. Alvarez noted that a financial analysis showed that the building was a financially viable option. The potential landlord appears to be exceedingly flexible on all fronts. A letter of intent has been written and, pending board

review, will be sent by COB Wednesday with an expected response from the landlord by COB Friday.

Mr. Miller motioned to move forward with the Letter of Intent, pending board review prior to sending it. Miss Girten seconded the motion, which was approved unanimously.

Longwood Foundation Grant

Dr. Alvarez reported that she had received a response from Longwood Foundation chairman Thère duPont regarding the validity of our challenge grant at a new location. Mr. duPont confirmed that the initial \$125k distribution from the Longwood Foundation will be made as soon as the new lease is signed. All other terms for the grant stand as previously communicated.

Executive Compensation Package

Dr. Alvarez proposed that Design-Lab LLC participate as the broker for the lease deal, without charging a separate brokerage fee. Instead, brokerage services would be added to the list of services covered under Dr. Alvarez's contract. The board agreed to this proposal, and asked that Dr. Alvarez forward any new language for review. Mr. Urban, Mr. Miller, and Miss Girten agreed to set a time to meet and finish reviewing the compensation proposal before finalizing the plan with Dr. Alvarez.

No further business was reported. Mr. Miller made a motion to adjourn the meeting, which was seconded by Mr. Urban and carried. The meeting adjourned at 7:57 pm.

Respectfully submitted,



Rebecca A. Girten