

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

April 29, 2015

7:15 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, Maiza Hixson (by phone)

Others Present:

Dr. Cristina Alvarez; CEO, Delaware Design-Lab High School (by phone)
Dr. Martin Rayala; CAO, Delaware Design-Lab High School

The meeting was called to order at 7:23 p.m.

Minute Approval

The Board approved draft minutes from the February 2nd, March 18th, and March 22nd meetings 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 February 2nd, March 18th, and March 22nd 2015 meetings of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

Recruitment

Dr. Alvarez reported that as of the day of the meeting, 188 students had accepted their positions and were enrolled in eSchool. She stated that May 1st at 5 p.m. was the enrollment deadline and that the number of students enrolled at that time would determine the School's initial funding allocation for 2015-2016.

Dr. Alvarez reported that the enrollment team was contacting the 38 students who had not made a final decision to encourage them to submit their enrollment agreements by the deadline.

Dr. Alvarez stated that the School would have to reach 240 students (80% enrollment) to be taken off formal review, but that it seemed likely that the DOE would allow the School to move forward with 210 students (70% enrollment).

Dr. Alvarez reported that a second postcard was mailed to thousands of families, which seemed to be an effective strategy. She stated that the School has a 6 month engagement for a poster at the Christiana Mall. She stated that the School was heavily promoting on Facebook.

Dr. Alvarez reported that the School was hosting open houses at Faith City on Sunday and Wednesday nights and that the Faith City Pastor was promoting the School on their radio program.

Dr. Alvarez reported that the School hosted or has planned several events: a skating party on April 18th; a bowling party on April 24th; and an upcoming picnic at Faith City on May 8th.

Discussion about recruitment strategies ensued.

Formal Review Discussion

Dr. Alvarez presented the timeline for the formal review process. She stated that the Charter School Accountability Committee's initial meeting was May 13th. She stated that the CSAC would ask programmatic and financial questions, particularly regarding the School's ability to educate students as it promised and its financial viability with less students. Discussion ensued.

Dr. Alvarez stated that the School's accountant was revising the budget for 190 students, which would be submitted to the State by 5 p.m. on May 1st. She stated that the School can continue to enroll students after May 1st but that the funding for the additional students would not be granted until the fall. The initial budget would be based on May 1st enrollment.

Dr. Alvarez reported that she had been speaking with Innovative Schools and was contracting them on an hourly basis to provide administrative and recruitment support. She stated that they helped the DE Met close a 120 student enrollment gap in three weeks. She stated that they will also review and verify the viability of the revised budget.

Dr. Alvarez stated that June 18th was the State Board of Education meeting where the final decision would be made to either keep or take the School off of formal review.

Discussion ensued.

Longwood Foundation Update

Dr. Alvarez reported that the School received the first \$125,000 installment from the Longwood Foundation and that the funds were being used to pay vendors.

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

The meeting adjourned at 8:30 p.m.



Iris Leon
Secretary