

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

May 27, 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; 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
Blase Maitland, prospective DDLHS Principal
Carmen Word, prospective DDLHS Secretary

The meeting was called to order at 6:05 p.m.

Minute Approval

The Board approved draft minutes from the April 29th meeting that were circulated for review in advance of the meeting. Ms. Girten moved to approve the minutes with no changes. Mr. Miller seconded the motion and the motion was unanimously carried.

RESOLVED, that the minutes from the April 29, 2015 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

Human Resources

Dr. Alvarez outlined the recruitment process for key personnel. She stated that job descriptions were written and posted that outlined required clearances; candidates were required to submit an application that included opened ended essay questions; top candidates were then invited for an in-person preliminary interview; candidates were then asked to complete an in-basket test to simulate real-time decision making; and references were checked. Dr. Alvarez stated that the School was seeking dual certified teachers, with preference for special ed certification. She stated that, in addition to administrative roles, the School was seeking 10 teachers, one special education coordinator, and one guidance counselor.

Invited guests left the meeting at 6:30 p.m.

Executive Session

The Board entered Executive Session.

The Board exited Executive Session at 7:00 p.m.

Formal Review

Dr. Alvarez summarized the formal review process and encouraged the Board to read the DOE's report with their conclusions, which was circulated to the Board with the meeting agenda and materials. She stated that by June 1st, the School was required to submit a written update addressing items outlined in the report.

Enrollment/Recruitment

Dr. Alvarez reported that as of the day of the meeting, 231 students had accepted their positions and 223 were enrolled in eSchool. She stated that the enrollment team was confident that the School would have 240 students enrolled in eSchool by the June 3rd CSAC meeting.

Dr. Alvarez stated that the enrollment team was still hosting open houses and recruitment events, including an upcoming movie night at Faith City and participating in the Ice Cream Festival.

Facilities

Dr. Alvarez stated that a building assessment, including an environmental assessment, needed to be complete followed by renovations. Mr. Urban stated that he would connect Dr. Alvarez to contacts who could potentially complete the assessments.

Longwood Grant

Dr. Alvarez reminded the Board that the Longwood Foundation would cut the final \$125,000 grant check once enrollment reached 240.

Board Expansion

Dr. Alvarez stated that a needed area of expertise was someone with accounting expertise. Mr. Urban suggested sending letters to top accounting firms in the area with a position description. Mr. Urban and Mr. Miller agreed to work on this.

Other Business

Mr. Urban stated that he and Mr. Miller and Ms. Girten had completed their review of the proposed services agreement for Dr. Alvarez and that they were ready to have a follow-up meeting with her. He stated that a poll would be circulated to schedule a meeting before the next board meeting.

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

The meeting adjourned at 7:30 p.m.



Iris Leon
Secretary