

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

June 30, 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, Maiza Hixson

Others Present:

Dr. Cristina Alvarez; CEO, Delaware Design-Lab High School
Dr. Martin Rayala; CAO, Delaware Design-Lab High School
William Bennett, prospective DDLHS Principal

The meeting was called to order at 6:15 p.m.

Minute Approval

The Board approved draft minutes from the May 27th 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 May 27, 2015 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

Human Resources

Dr. Alvarez introduced Mr. William Bennett, a candidate for School Principal being presented to the board for consideration. Mr. Bennett gave an overview of his qualifications and interest in the position. Discussion with the board ensued.

Dr. Alvarez reported that an educator recruitment fair was held earlier in the month and was productive. She stated that there was a strong candidate pool for teachers with a wide and diverse range of qualities and qualifications.

Student Recruitment

Dr. Alvarez reminded the Board that the results of the formal review was to place the School on probation with six conditions. She stated that as part of the probation terms, a report was due on July 1st updating the DOE on student enrollment and the School leader hiring process.

Dr. Alvarez stated that as of June 30th the student application and enrollment figures were as follows: 436 applications received, 135 declined, 301 active applications, 268 students accepted their positions, 31 were still undecided, 260 enrollment agreements were submitted.

Dr. Alvarez stated that the budget at this time is based on 202 students, which was the enrollment number as of the May 1st enrollment deadline. She stated that the School would receive 50% of that budget in July and the next lump sum in January. She stated that the January payment would be based on September 30th enrollment numbers.

Dr. Alvarez stated that the enrollment team was still doing events and open houses in anticipation of students withdrawing over the summer.

Dr. Rayala stated that he is the editor of the Journal of Media Literacy. He stated that the Journal just published a new edition and that he is hosting an informal launch event at Faith City on Saturday, July 18th from 5 p.m. – 8 p.m. He stated that it is a scholarly, academic journal but that he is considering using the School as a live lab, involving the students in its publication, moving forward.

Facilities

Dr. Alvarez stated that she is working with a parent, Jason Pinder, and an independent contractor, Joe Urban, on facilities renovations. She stated that the building assessment was complete and that the School was ready to start renovations, pending agreement with the School's landlord.

Dr. Alvarez stated that one of the biggest needs at this time is to secure furniture that the School can afford. She stated that she is seeing if there is any furniture left available through Reach Academy, since they are closing. She stated that there may also be some free furniture available through the State.

Dr. Alvarez stated that routers and switches were ordered and are scheduled for installation. She stated that the School needs someone to coordinate the installation and other work related to technology infrastructure.

Ms. Hixson stated that she has a contact who could potentially help for free or low cost. She agreed to connect him with Dr. Alvarez.

Longwood Foundation Grant

Dr. Alvarez stated that the second and final \$125,000 payment was received and is being used for start-up expenses.

Board Expansion

Dr. Alvarez stated that the School has been paying Innovative Schools on an ad hoc basis to review finances, which could be accomplished for free if the School had a Treasurer or Board member with finance expertise. She stated that over the coming months, the School would need to form a Finance Committee.

Mr. Miller stated that he had reached out to several people to recruit new members with finance experience, but had not heard back.

Dr. Rayala reminded the Board that the School would need to appoint a parent and teacher member to the board.

Mr. Urban stated that the School should establish a formal but simple process where parents are informed of the opportunity, can apply, and School staff would vet applicants before putting a small group of candidates before the Board for consideration. The Board and Dr. Alvarez and Dr. Rayala agreed.

Mr. Bennett exited the meeting at 8:03 p.m. and the Board took a short break.

The meeting resumed at 8:08 p.m.

Executive Session

Ms. Girten moved to enter Executive Session to discuss HR matters. Mr. Miller seconded the motion and it was unanimously carried. The Executive Session began at 8:08 p.m.

During Executive Session, the Board voted to appoint Mr. William Bennett to School Principal and Mr. Joseph Mock to Special Education Coordinator.

RESOLVED, that the Board of Directors of Delaware Design-Lab High School approve the appointment of Mr. William Bennett to School Principal and Mr. Joseph Mock to Special Education Coordinator.

Mr. Miller motion to end Executive Session and adjourn the meeting. Ms. Hixson seconded the motion and it was unanimously carried.

The meeting adjourned at 8:15 p.m.



Iris Leon
Secretary