

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

July 20, 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

The meeting was called to order at 6:03 p.m.

**Minute Approval**

The Board approved draft minutes from the June 30<sup>th</sup> meeting that were circulated for review in advance of the meeting. Mr. Miller moved to approve the minutes with no changes. Ms. Girten seconded the motion and the motion was unanimously carried.

**RESOLVED**, that the minutes from the June 30, 2015 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

**Human Resources**

Dr. Alvarez stated that all teacher and staff positions had been filled. She presented a staffing chart, indicating staff roles and certifications. Discussion ensued.

**Student Recruitment**

Dr. Alvarez updated the Board on student recruitment. She stated that as of June 30<sup>th</sup>, the students enrolled in eSchool was 252. She stated that she was discussing the possibility of using Innovative Schools for data entry until the School opens.

Dr. Alvarez stated that the enrollment team continues to host open houses, tours, and promote on social media and that the School had ads running on Reach Radio. She stated that the team continues to attend local festivals and events.

**Facilities**

Dr. Alvarez updated the Board on the status of building renovations. She stated that much of the work would be completed in the next two weeks, which included painting, upgrading security

systems, and installing IT. She stated that the School had insurance coverage through L&W Insurance for the building and Directors and Officers Insurance.

Dr. Alvarez stated that she was able to secure a limited amount of furniture from Reach Academy, a recently closed school, but that the School would need to order more from a vendor. She stated that a high priority was to secure more storage, such as filing cabinets, and standard office furniture such as teacher desks and chairs.

Ms. Girten recommended approaching the local Girl Scouts as they were moving and having a large sale in the coming days. Dr. Alvarez stated that she would look into it.

Dr. Alvarez stated that the School also needed about 25 computers for classrooms. She stated that she was prepared to order them at the state education prices, but that it would be helpful to procure free or reduced priced computers. Mr. Urban stated that he had a contact who worked for a technology firm and would approach her for support.

### **Financial**

Dr. Alvarez stated that per state regulation, the School would need to form a Citizen's Budget Oversight Committee (CBOC) by August 30<sup>th</sup>. She stated that CBOC serves as an independent accountability group to monitor the School's use of funds and that members would need to represent a cross section of the community. She stated that members could not be staff or board of the School and that at least one parent would need to serve. Mr. Urban suggested asking an involved and connected parent to coordinate committee recruitment.

Dr. Alvarez reminded the Board that the DOE required the Board to participate in Delaware Alliance for Nonprofit Advancement (DANA) training. Ms. Girten stated that she contacted Jennifer Nagourney, ED of the state Charter School Office, to clarify the requirements. She stated that State's expectations were still not clear, but that Ms. Nagourney stated in an email that the School is free to participate in whatever trainings would fit into the budget.

Ms. Leon stated that she found several low-cost online trainings on DANA's website and would circulate the link to the Board.

Mr. Urban asked Ms. Girten to follow-up with Ms. Nagourney to ask what the School would need to provide to the DOE to demonstrate that the Board participated in the trainings to the DOE's satisfaction.

### **Curriculum**

Dr. Rayala stated that, even though the School year had not yet started, teachers were already starting to collaborate. He stated that the physical education, social studies, and science teachers were collaborating on a freshman topography project.

Dr. Rayala stated that he was filling seats for the Career and Technical Education (CTE) advisory committee that was required by the state. He stated that one Board Member was needed. Ms. Girten agreed to join the committee.

**Board Expansion**

Mr. Urban stated that he reached out to his network for a list of people with a finance background. Ms. Hixson stated that she knew a CPA who might be interested.

Dr. Rayala reminded the Board that the state required the School to have one parent and one teacher serve as voting members of the Board of Directors. He stated that he would be ready to propose parent and teacher candidates at the next Board meeting.

**Board Meeting Dates**

The Board determined dates for Board of Director meetings for the remainder of the calendar year as follows:

August 25<sup>th</sup>  
September 22<sup>nd</sup>  
October 13<sup>th</sup>  
November 16<sup>th</sup>  
December 8<sup>th</sup>

**Executive Session**

Ms. Girten made a motion to enter Executive Session to discuss Human Resources. Mr. Miller seconded the motion and it was unanimously carried.

The Board entered Executive Session at 7:55 p.m.

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

The meeting adjourned at 8:10 p.m.



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Iris Leon  
Secretary