

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

August 25, 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

**School Leaders:**

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

**Invited Guests:**

Bill Bennett, DDLHS Principal  
Joe Mock, DDLHS Assistant Principal  
Stacy Chamber, DDLHS Guidance Counselor  
Mary Beth Bongiovanni, Pedagogical Coach & Staff Developer  
Kendall Massett, Executive Director of Delaware Charter School Network

The meeting was called to order at 6:13 p.m.

**Minute Approval**

The Board approved draft minutes from the July 20<sup>th</sup> 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 July 20, 2015 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

**DE Charter Network**

Dr. Alvarez introduced Kendall Massett, the Executive Director of the Delaware Charter School Network. Ms. Massett provided an overview of the Charter Network's history and services. Discussion ensued.

Ms. Massett left the meeting at 7:08 p.m.

**Teacher Training**

Ms. Bongiovanni introduced herself to the Board. She stated that she is working with the School for two weeks as a coach and trainer for teachers during the summer institute.

Ms. Bongiovanni left the meeting at 7:11 p.m.

### **Student Enrollment**

Dr. Alvarez stated the 269 students were enrolled in eSchool, and specifically 161 9<sup>th</sup> graders and 108 10<sup>th</sup> graders. She stated that 185 students had purchased uniforms. She stated that for the official record, the Board needed to approve the currently enrolled students. She stated that several students had signed the enrollment contract but have requested being released from the contract to attend other schools. She stated that the Board would need to discuss the release of these students and vote to approve or deny the requests.

Mr. Miller made a motion to approve the current student enrollment of 262 students enrolled in eSchool. Ms. Leon seconded the motion and the motion was unanimously carried.

**RESOLVED**, that the students enrolled for the 2015-2016 academic year, as reflected in eSchool, are approved by the Board of Directors of Delaware Design-Lab High School.

Mr. Urban acknowledged Loretta Harper-Brown and the enrollment team for their diligent efforts in recruiting and enrolling the inaugural classes of the School.

Stacy Chamber, School Guidance Counselor, introduced herself to the Board. Joe Mock, School Vice Principal and Special Education Coordinator, introduced himself to the Board.

Ms. Chamber and Mr. Mock left the meeting at 7:28 p.m.

### **Start-Up Report**

Dr. Alvarez stated that the building was under renovation including painting, shampooing the carpets, assembling furniture, and installation of wiring for IT infrastructure.

Mr. Bennett stated that he was working with a busing company on the bus routes and schedule. He stated that it would be a hub system with stops within two miles of students' homes.

Dr. Alvarez stated that the School secretary had experience in federal food reporting systems and that they were working together to ensure the food program was operational by the first day the School would need to offer lunch.

Dr. Alvarez stated that teachers needed specialty equipment, such as for science labs. Ms. Girten asked for a teacher wish list.

### **Financial**

Dr. Alvarez stated that the list of members for the Charter Budget Oversight Committee (CBOC) was due by August 30<sup>th</sup>. She put forth for the Board's consideration Sindy Rodriguez, 9<sup>th</sup> grade parent and Executive Assistant to the President & CEO of the Latin American Community Center.

Ms. Girten made a motion to appoint Sindy Rodriguez to the CBOC. Mr. Miller seconded the motion and the motion was unanimously carried.

**RESOLVED**, that the Board of Directors of Delaware Design-Lab High School appoints Sindy Rodriguez to the Charter Budget Oversight Committee.

Ms. Girten stated that she would ask others in her network if they would like to also join the CBOC.

Dr. Alvarez stated that a letter of credit from a bank would be needed to execute a lease with Dell for computers. She stated that the lease would be for 35 computers totaling \$70,000. Dr. Alvarez stated that she would first approach Citizen's Bank, since the School already uses them. Mr. Urban stated that he had a contact at Citizen's Bank and would connect her with Dr. Alvarez.

### **Curriculum**

Dr. Rayala updated the Board on professional development activities to prepare teachers for School opening. He stated that Mary Beth Bongiovanni was very helpful as a coach, particularly in training teachers on Design Thinking.

### **Board Expansion**

Dr. Alvarez stated that the School needed another board member with finance expertise. Ms. Leon suggested posting a volunteer opportunity on industry websites, such as the CFA Society of Philadelphia, or similar networks in Delaware. Mr. Urban stated that he had a contact who might be interested and would contact him.

Dr. Alvarez stated that she and Dr. Rayala had selected the required teacher and parent representatives for the Board's consideration. Dr. Rayala stated that Aileen Murray was the Media Teacher and formerly worked in special effects for TV. Dr. Alvarez stated that Stephen Forbes was a 9<sup>th</sup> grade parent who works in liability compliance at the corporate level and had volunteered to help assemble furniture for the School.

Ms. Girten made a motion to appoint the proposed candidates for the teacher and parent board positions. Mr. Miller seconded the motion and the motion was unanimously carried.

**RESOLVED**, that the Board of Directors of Delaware Design-Lab High School appoint Aileen Murray as the teacher representative and Stephen Forbes as the parent representative on the Board of Directors of Delaware Design-Lab High School for one year terms.

### **Executive Session**

The Board entered executive session to discuss the release of several students, the school leader service agreement, and a proposed contract for a new website.

Ms. Leon made a motion to enter executive session to discuss the release of several students. Mr. Miller seconded the motion and the motion was unanimously carried.

The Board entered executive session at 8:15 p.m.

Mr. Miller made a motion to exit executive session. Ms. Girten seconded the motion and the motion was unanimously carried.

The Board exited executive session at 8:25 p.m.

Mr. Miller made a motion to release seven students from their enrollment agreements, as discussed individually during executive session. Ms. Girten seconded the motion and the motion was unanimously carried.

**RESOLVED**, that the Board of Directors of Delaware Design-Lab High School agrees to release seven students from their enrollment agreements.

Mr. Bennett left the meeting at 8:26 p.m.

Mr. Girten made a motion to enter executive session to discuss the school leader service agreement. Mr. Miller seconded the motion and the motion was unanimously carried.

The Board entered executive session at 8:27 p.m.

Mr. Miller made a motion to exit executive session. Ms. Girten seconded the motion and the motion was unanimously carried.

The Board exited executive session at 8:30 p.m.

Ms. Girten made a motion to approve the service agreement between the School and Dr. Alvarez, pending the submission and approval of Exhibit B. Mr. Miller seconded the motion. Ms. Leon abstained. The motion was carried.

**RESOLVED**, that the Board of Directors of Delaware Design-Lab High School approve the service agreement with Dr. Cristina Alvarez, CEO, pending the submission and approval of Exhibit B.

Mr. Miller made a motion to enter executive session to discuss a proposed contract for website redesign. Ms. Girten seconded the motion and the motion was unanimously carried.

The Board entered executive session at 8:32 p.m.

Mr. Urban left the meeting at 8:35 p.m.

Ms. Girten made a motion to exit executive session. Mr. Miller seconded the motion and the motion was unanimously carried.

The Board exited executive session at 8:45 p.m.

Ms. Girten made a motion to approve the contract with Mobius New Media to redesign the School website. Mr. Miller seconded the motion and the motion was unanimously carried.

**RESOLVED**, that the Board of Directors of the Delaware Design-Lab High School approve a contract with Mobius New Media to redesign the School's website.

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

The meeting adjourned at 8:48 p.m.



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Iris Leon  
Secretary