

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

October 13, 2015

6:00 p.m.

179 Stanton Christiana Road
Newark, DE 19702

Members Present:

Matt Urban, Chair; Paul Miller, Vice Chair; Iris Leon, Secretary; Stephen Forbes, Parent Representative; Don France; Rebecca Girten; Angela Kuchera, Parent Representative; Aileen Murray, Teacher Representative

School Leaders Present:

Dr. Cristina Alvarez; CEO, Delaware Design-Lab High School
Dr. Martin Rayala; CAO, Delaware Design-Lab High School
Bill Bennett, DDLHS Principal
Joe Mock, DDLHS Assistant Principal
Stacey Chambers, DDLHS Guidance Counselor

Invited Guests Present:

Riccardo Stoeckicht, COO, Innovative Schools
Richard Riggs, DE Charter School Office

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

Minute Approval

The Board approved draft minutes from the September 22nd 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 September 22, 2015 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

Acknowledgements

Dr. Alvarez congratulated Dr. Rayala on being a featured speaker at the upcoming TEDxWilmington on October 28th, where he will deliver a talk entitled “Blowing the Roof Off Education.”

Enrollment

Dr. Alvarez stated that the enrollment figure as of September 30th was 233. Dr. Alvarez reminded the Board that the required minimum was 80% of enrollment (240 students). She stated that as a result of the dropped enrollment number, the School is required to revise the budget.

She stated that the consequence for not maintaining 80% enrollment could be to be placed back on formal review and/or other DOE sanctions.

Mr. Miller asked what contributed to the drop in students.

Mr. Bennett stated that it was a combination of factors, with some parents expressing frustration over continued unreliability of the bus service and that there were not computers and other resources that they had expected.

Mr. Bennet noted that the computers arrived earlier that day.

Discussion about student enrollment ensued.

Mr. Stoeckicht noted that if the School wanted to revise its enrollment targets moving forward, the School would have to submit a major modification.

Dr. Alvarez stated that Loretta Harper-Brown and the enrollment team would be coordinating recruitment events and tours soon for the 2016-2017 classes.

Ms. Chambers noted that a Peer Ambassador Club had been formed and the students plan to create a video and participate in outreach to 8th graders.

Discussion ensued about strategies for student recruitment for 2016-2017 classes.

School Report

Mr. Bennett reported that there had been approximately 50 disciplinary referrals and that a detention period had been implemented. He stated that there had been 9 suspensions and that the School administration would be recommending the expulsion of one student.

Mr. Bennett stated that uniform compliance was 92% and that there was an option to purchase uniforms online.

Mr. Bennett noted that the busing situation had improved with over half the buses arriving before 7:30 a.m. and departing at 3:30 p.m. He noted that there was a rotating class schedule so that students on buses that arrive late were not missing portions of the same class each morning.

Mr. Bennett stated that some buses were arriving to the School late because the drivers were making other runs first.

Mr. Stoeckicht stated that the shortage of bus drivers and overall busing issues was consistent across the state and not unique to the School.

Finances

Mr. France reported on the CBOC meeting that was held on September 30th. He stated that introductions were made and that roles and responsibilities were discussed with Mr. Richard Riggs, DOE liaison to all CBOCs. Mr. France stated that he was Chairing the CBOC.

Mr. Stoeckicht stated that the DOE opened monthly financial data between the 6th and 13th each month and recommended that the Board consider holding its full Board meetings later in the month to allow time for reports to be completed and the CBOC to meet. He noted that under the current meeting schedule, reporting and discussions would be on a one month lag.

Discussion about Board and CBOC meeting dates ensued. The Board agreed to keep its current schedule through December and then schedule 2016 meeting dates so that financial reporting would not occur on a one month lag.

Dr. Alvarez reported that the Federal Non-SEA start-up grant was submitted on October 6th. She noted that the School had applied twice before and used feedback from previous years to revise the proposal. Dr. Alvarez formally acknowledged Dr. Rayala and Loretta Harper-Brown for their work in writing and submitted the grant.

Mr. Stoeckicht updated the Board on the work Innovative Schools had been doing for the School, in particular financial reporting. He stated that Innovative Schools was recasting the budget to reflect 233 students enrolled. He stated that they consider the same things that the DOE does, namely: is the School financially viable with its current enrollment; is the program being implemented with fidelity; and is the School serving special education students appropriately? He stated that with a higher than budgeted number of students with IEPs, the total budget is higher than the previous budget with 240 student, despite the loss of 7 students.

Discussion ensued.

Curriculum

Dr. Rayala reported that the School was participating in the JPMorgan Chase Design Challenge.

Board Expansion

Mr. Urban stated that the first term of the founding Board members was expiring in December and that he would be speaking with members individually to assess their interest and ability to serve a second term. He noted that the Board needed to continue recruiting new members. He stated that Officer positions would also need to be voted on in December or January.

Other Business

Mr. Forbes presented estimates on securing the School's own bus fleet. He stated that the annual estimated cost if 5 buses were purchased and financed would be approximately \$92,600 per year, including salaries and operating costs.

Dr. Alvarez stated that the first PTA meeting was scheduled for October 15th at 6:30 p.m.

Ms. Kuchera asked for an update on the technology teacher, as discussed at the last meeting. Dr. Alvarez stated that he had formally resigned.

Dr. Alvarez stated that the School posted the position and had interview and hired a new teacher. She stated that the new teacher was starting on Monday, October 19th, had a B.S. from Drexel with a minor in architecture, and had AST Certification in technology.

Executive Session

Ms. Girten moved to enter Executive Session to discuss a proposed restructured staffing plan. Mr. Miller seconded the motion and the motion was unanimously carried.

School leadership and guests left the meeting and the Board entered Executive Session at 7:30 p.m.

Ms. Girten moved to exit Executive Session. Mr. Forbes seconded the motion and the motion was unanimously carried.

The Board exited Executive Session at 9:50 p.m.

Ms. Girten moved to reject a proposed restructured staffing plan. Mr. Urban seconded the motion. Ms. Murray abstained. The motion was carried.

RESOLVED, that the Board of Directors of Delaware Design-Lab High School reject a restructured staffing plan that was presented for consideration.

There being no further business, Ms. Kuchera motioned to adjourn the meeting. Ms. Murray seconded the motion and the motion was unanimously carried.

The meeting adjourned at 9:55 p.m.



Iris Leon
Secretary