

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

November 16, 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; Rebecca Girten; Angela Kuchera, Parent Representative; Aileen Murray, Teacher Representative

Members Absent:

Don France

School Leaders Present:

Dr. Cristina Alvarez; CEO, Delaware Design-Lab High School
Dr. Martin Rayala; CAO, Delaware Design-Lab High School
Joe Mock, DDLHS Principal
Durrell Harris, DDLHS Dean of Students

Invited Guests Present:

Riccardo Stoeckicht, COO, Innovative Schools
Casey Girk, Innovative Schools

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

Minute Approval

The Board approved draft minutes from the October 13th 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 October 13, 2015 meeting of the Board of Directors of Delaware Design-Lab High School are approved as presented in the meeting.

Financial Report

Mr. Miller updated the Board on the most recent CBOC meeting. Discussion ensued about setting meeting dates and times. The Board agreed to meet at 6:30 p.m. instead of 6:00 p.m. starting in 2016 to accommodate the CBOC meetings and to schedule meetings later in the month.

Mr. Stoeckicht circulated October financial reports to the Board for review. Discussion ensued.

Ms. Leon made a motion to approve the October financial reports. Mr. Forbes seconded the motion and the motion was unanimously carried.

RESOLVED, that the Board of Directors of Delaware Design-Lab High School approve the October 2015 financial reports as presented in the meeting.

Mr. Stoeckicht and Mr. Girk left the meeting.

SCHOOL REPORT

Students

Dr. Alvarez report that several students participated in the JPMorgan Chase Code for Change Design Challenge; that Spirit Week went well; and that a group of student ambassadors was formed to help with new student recruitment.

Teachers

Dr. Alvarez formally acknowledged teacher Ashley Bystrickey who is devoting extra time to student service and leadership activities, including coordinating the Jefferson Awards.

Parents

Ms. Kuchera updated the Board on recent PTO meetings. She noted that the PTO was interested in hosting an event such as a school dance or bowling party and was looking into affordable venue options.

Curriculum and Instruction

Dr. Rayala reported that pedagogical design thinking coach, MaryBeth BonGiovanni, had returned to deliver professional development earlier in the month. He noted that she visited with every teacher for guided observation in the classroom.

Dr. Rayala noted that the Career and Technical Education (CTE) pathway required by the State would need to be selected and submitted by the end of the month. He stated that a CTE advisory board was formed and was meeting on November 23rd for further discussion.

Dr. Rayala stated that the School's leadership team was working on submitting a proposal for the XQ Super School Project founded by Lorraine Powell Jobs. Discussion ensued.

Dr. Rayala stated that he was planning a professional development conference for January 29, 2016 that would be for teacher development but also have tracks for students, parents, and school/business leaders.

Administration

Mr. Mock outlined his vision for the School as the new DDLHS Principal. He stated that he intends to be visible and accessible, to establish rigorous programs for student learning, and to communicate consistently and effectively with students, parents, administrators, and the Board.

Mr. Harris presented student discipline figures to the Board and highlighted that infractions have declined notably since starting in his role as Dean of Students.

Mr. Mock reported that lockers would be installed over the weekend and that he was interviewing instructors for driver's education, which would be starting in January.

CEO Report

Dr. Alvarez stated that moving forward, the Board should expect to see CEO reports documenting outcomes in four key areas: public leadership, organizational leadership, instructional leadership, and evidence-based leadership.

Discussion about metrics for measuring school and leadership outcomes ensued. The Board agreed that a Board subcommittee should be formed to help determine metrics and outcome measurement.

Governance

Mr. Forbes summarized the Board DANA training that recently took place.

Mr. Urban stated that one key takeaway from the training was the need to form Board committees now that the School was open. He noted that the specific committees discussed at the training were: governance, public outreach (including fundraising), education (including metrics, educational performance, and policies such as code of conduct), and finance.

Mr. Urban noted that Board recruitment was still a priority and that the Board needed to be mindful of how to grow and transition from the founding board to a governing and sustaining board.

Dr. Alvarez noted that a Board prospect was scheduled to visit the School who works as a child and adolescent psychologist in Delaware.

Discussion about fundraising ensued.

Dr. Alvarez reminded the Board that the current School lease was for five years but that the building was not large enough to accommodate four full grades. She noted that the School needed to consider options now to account for growth after next year. Mr. Forbes suggested that a building committee be formed.

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 8:15 p.m.



Iris Leon
Secretary