



Delaware Design-Lab High School

Board of Directors Meeting

Monday, 27 June 2016, 6:30 p.m.

179 Stanton Christiana Road, Newark, DE 19702

Meeting Minutes

Members Present

Matt Urban, Chair

Paul Miller, Vice Chair

Rebecca Collins, Mary Diamond, Stephen Forbes, Don France, Rebecca Girten, Angela Kuchera, Aileen Murray

Also present: Cristina Alvarez, Joseph Mock, Martin Rayala, and Casey Guerke from Innovative Schools

The meeting was called to order at 6:38 p.m.

Approval of Minutes

Minutes from the 05/23/16 and 05/26/16 meetings were presented for review prior to the meeting. Mr. Forbes motioned to approve both sets of minutes as written. Mr. France seconded the motion, which was approved with Ms. Diamond in abstention.

Financial Reports

Financial Statements

Mr. Guerke from Innovative Schools presented the May 2016 financial statements. May 31 marked 92% of the fiscal year, and the spend rate currently stands at approximately 73% (including encumbrances), while revenue received is 101%. Items of note:

- The actual summer encumbrances required for this fiscal year are about \$60k lower than the amount we set aside, which accounts for some of the year-end surplus.
- The 2% emergency contingency (approx. \$55k) will not be used this fiscal year and has therefore been removed from the June projections and moved to the surplus line.
- Five months of transportation costs were being held because of a dispute with the bus company, which has added to the surplus. A partial payment was made in June, but we are holding back 2.5% until the dispute is completely resolved.
- There was an additional disbursement to all schools who received federal funds, thus the additional 1% of revenue received.
- Overall, we project a \$260k surplus. Some of those funds (about \$175k in CMO funds) have already been encumbered. Those will appear in the financials for next year.

Ms. Girten motioned to approve the May 2016 financials. Mr. Forbes seconded the motion, which was unanimously approved.

Lease Modification Update

Plans have been certified by the county and received this afternoon, and the lease has been successfully modified. Construction on site will begin in about another month. The units are in production and should be completed and installed in time for the first day of school. The next step is to hire a project manager to bid out a contract for

construction on site. Dr. Alvarez will ask TetraTech (who helped with negotiations on this project before) if they can recommend a project manager.

Board Committees Update

Board charges for each committee were circulated prior to the meeting. Ms. Murray motioned to approve all three sets of board charges. Mr. Miller seconded the motion, which passed unanimously.

A draft of the confidentiality policy was also circulated. If approved, it will be executed by each member and brought to the next meeting. Mr. Miller motioned to approve the confidentiality policy as written. Mr. France seconded the motion, which was unanimously approved.

A prototype of the board orientation binder was passed around for review and edits. A finalized version will be distributed at the next meeting.

Human Resources Update

A revised organizational chart was distributed at the meeting, and Dr. Alvarez reviewed the distinctions amongst the roles. New roles, such as the Data Systems Admin, have been created. The line of supervision has also changed, so the Principal is no longer directly supervising all positions. This is a stepping stone toward departments, which are being created over the next two years. Hiring is going well. Interviews have all been conducted, and all the candidates are strong. Mr. Mock and Dr. Alvarez hope to have all hiring completed within the next month.

Principal's Report

Forty-four freshmen were extended invitations to join the National Honor Society at the beginning of their sophomore year. Test results were presented and reviewed for MAP, DCAS- Science, PSAT, and WIDA, and overall GPAs for both grades were also presented. Ninety percent of students are actively enrolled and participating in the Career Cruising program. The budget for field trips has been increased, and teachers will be encouraged to start taking students on field trips as early as the first quarter. Enrollment currently stands at 305 students, with a goal of 350.

Update on XQ Super School Challenge

We are still in the semi-finals stage. About 50 finalists will be announced on July 20th, and 5 winners will be announced on August 4th. We expect that they'll do a Shark Tank-like elimination next. The XQ Team will meet tomorrow to work on their approach to that. We estimate that, based on the factors we qualify for, that we're in the top 20% of semi-finalists.

There being no other business, the meeting adjourned at 8:30 p.m.

Respectfully submitted,



Rebecca Girten
Secretary