



## Delaware Design-Lab High School

### Board of Directors Meeting

Monday, 25 January 2016, 6:30 p.m.

Meeting Conducted by Google Hangout due to Blizzard

Public Participation at 179 Stanton Christiana Road, Newark, DE 19702

**Meeting Minutes [Draft]**

#### **Members Present**

Matt Urban, Chair

Paul Miller, Vice Chair

Stephen Forbes, Don France (by phone, non-voting), Rebecca Girten, Aileen Murray

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

The meeting was called to order at 6:39 p.m.

#### **Approval of Minutes**

Minutes from the 12/08/15 and 12/30/15 meetings were presented for review prior to the meeting. Mr. Miller noted a minor typo on page 3 of the 12/08 minutes, under Enrollment. Ms. Murray motioned to approve the 12/08 minutes with the noted correction. Ms. Girten seconded the motion, which was approved with Mr. Forbes in abstention.

Mr. Forbes motioned to approve the 12/30 minutes as written. Ms. Murray seconded the motion, which was unanimously approved.

#### **Financial Reports**

Mr. Guerke and Mr. Stoeckicht from Innovative Schools presented the December 2015 financial statements, as well as a draft final budget which aligns with the budget proposed to the Department of Education in December as part of the application for major modification for enrollment. December 31 marked the halfway point of the fiscal year, and the spend rate currently stands at approximately 38%, while revenue received is approximately 53%. Mr. Guerke clarified that we expect the remaining district funding to be distributed in January, and the remaining state funding to be distributed in February. Mr. Stoeckicht noted that the proposed final budget's year-end net cash balance shows an increase from approximately \$11k to approximately \$53k, and suggested the school keep the extra \$40k available as cash reserve for the upcoming school year.

Mr. Miller motioned to approve the December 2015 financials. Ms. Girten seconded the motion, which was unanimously approved.

#### **Update on Creation of Board Committees**

Mr. Miller sent committee frameworks to the committee chairs, but without sufficient time prior to this meeting for action. Mr. Urban asked that each committee present a draft charge to the board for approval at the February meeting.

#### **Discussion and Vote: Leasing Modular Units**

Odyssey Charter School needs to remove their portable classrooms by the end of January, per their landlords. Vanguard, the owner of the portable classrooms, has agreed to stage them at Design-Lab, and Faith City

is committed to facilitating that. They would need to be stored until the other elements of construction are completed. If they are stored at Design-Lab, the transport would be free, but if they need to be stored at Vanguard's facility in Malvern before moving to Design-Lab, we would need to pay an additional \$7k fee. We have budgeted for this project and the proposed expense will come in at or under budget. However, if the utilities present at the site are not sufficient, that could put us over budget. A civil engineer will need to evaluate the site in conjunction with lease negotiations. Mr. France will tap his network to search for a real estate broker who might negotiate for us without charging a brokerage fee.

Mr. Forbes motioned to approve moving forward to negotiate the lease on the modular units and to, in the interim, site the units at the school. Mr. Miller seconded the motion, which was unanimously approved.

### **CEO's and Principal's Reports**

The enrollment lottery deadline was 01/13, and we're prepared to send students a letter of invitation and acceptance. We're continuing to enroll, and will likely need to put students on a waiting list.

We've focused on fostering a positive and dynamic climate and culture. The student leadership and excellence program (PBIS system) is being tracked through Classroom Dojo, and maintains data on student positive and negative behavior goals. Additionally measures to improve school climate include:

- The installation of 12 HD security cameras throughout the building
- Lockers and locks were rolled out as part of the end of semester celebration
- We identified a school mascot, the dragonfly, with significant student input and buy-in

Mr. Mock and Dr. Alvarez noted statistics for fights, bullying, suspensions, etc. since the beginning of the school year. All have significantly trended down to between 0-2 instances each.

### **Memorandum**

The CSAC meeting was postponed until 01/26 at 11am due to the blizzard. Drs. Rayala and Alvarez and Mr. Mock worked with Innovative Schools to prepare for the meeting. No board members were available on the new meeting date, but Mr. Urban, Mr. Miller, and Mr. Forbes said they were available to attend the next meeting on 02/22.

Further, Mr. Urban, Dr. Alvarez, and Mr. Mock met with John Carwell and Jen Nagourney of the Department of Education on 01/22 at the school to solidify communication between DOE and the school. Both sides felt it was a fruitful meeting.

There being no other business, Mr. Forbes motioned to adjourn the meeting. Ms. Murray seconded the motion, which was unanimously approved. The meeting adjourned at 7:58 p.m.

Respectfully submitted,



Rebecca Girten

Secretary