

**Delaware Design-Lab
High School
Board of Directors Meeting
Monday, 22 May 2017, 6:30 p.m.**
179 Stanton Christiana Road, Newark, DE 19702
Meeting Minutes [External Version]

Members Present

Paul Miller, Chair

Rebecca Collins, Vice Chair

Mary Diamond, Rebecca Girten, Aileen Murray, Michael Rogers, Matt Urban. Joe LoPorto entered at 7:00pm.

Others Present: Joseph Mock, Christina Hembree, Dr. Martin Rayala, Dr. Cristina Alvarez, Dr. Jim Furrato

The meeting was called to order at 6:34pm.

Minutes

Vote to approve minutes from the February 27, 2017 meeting- Mr. Urban, Ms. Girten seconded, approved with Ms. Murray in abstention

Vote to approve minutes from the March 27, 2017 meeting- Mr. Miller, Ms. Collins seconded, approved with Mr. Urban in abstention

Ms. Collins motioned to add approval of minutes from the April 6 and April 10 meetings to the agenda. Ms. Murray seconded the motion, which was unanimously approved.

Vote to approve minutes from the April 6, 2017 meeting- Ms. Collins, Ms. Murray seconded, approved with Mr. Urban in abstention

Vote to approve minutes from the April 10, 2017 meeting- Mr. Miller, Ms. Murray seconded, Mr. Urban and Ms. Girten in abstention

Public Comment

Dr. Rayala: Design-Lab Schools, LLC proposes to continue promoting the school and manage the XQ super school at no cost to the school.

Dr. Alvarez: Dr. Alvarez believes the letter terminating Design-Lab Schools, LLC was included in the minor modification application, and that the school did not include the LLC's response to the termination. Dr. Alvarez presented the response letter in hard copy to the board.

Financials

Monthly- We're 83% of the way through the fiscal year, revenue is at 87% and all state and local funds are in. The remainder of the money expected is spend-down of the federal grant, miscellaneous funds, and cafeteria funds. Food service expenses are expected to be significantly lower than the budgeted amount. Fleet rental was also significantly over budgeted. Seventy-five percent of expenses have been realized. Surplus is \$180k, plus carryover equals \$679k in cash. We do expect a deficit in the next month, but we have a cash flow plan to carry us through year end and covering summer salaries.

Web Report- Ms. Collins, Ms. Girten seconded, unanimously approved

Revised FY17 Budget- This revised budget puts a freeze on unnecessary expenses between now and year end, revised line items based on actual received receipts (e.g. Fleet rental and food service), and includes the carryover balance. The budget will operate at a deficit that will be absorbed by previous year carryover and end with a fund balance of \$3.6k.

Mr. LoPorto entered the meeting.

A plan has been implemented to make sure that actual expenditures match up with the cash flow plan and we don't overspend.

Mr. Miller motioned to approve the revised FY17 budget. Ms. Girten seconded, and the vote was unanimously approved.

Principal's Report

We've created a silent bully box that allows students to come forward if they've been bullied, and connect to resources and to the dean for more help. Enrollment stands at 71.4%, and we need 41 students to make our 80% target. There are 34 outstanding invitations and 6 accepted that are waiting on first year agreements. Junior prom was held last weekend and went very smoothly. The school now has its own Facebook and Twitter, and will shortly launch Instagram. The Re-Design Day was held, as was a driver safety day. Mr. Sekcienski won a \$5k grant to start a makerspace.

Policy Committee

The committee will be meeting and reviewing policies to make sure they are streamlined. Documents will be circulated for a vote at the next meeting.

Facilities Committee

No updates to report.

Governance Committee

Ms. Collins clarified that the letter notifying Design-Lab Schools, LLC of their termination was not included with the minor modification.

Mr. Miller reported that we met with CSAC about the minor modification and it went well. We expect their response by 5/26. Final recommendation will come in early August. Ms. Collins clarified what changes were made in the modification.

Charges for Facilities, Finance, and Board Oversight Accountability were circulated at the meeting and board members should be prepared to vote on them at the next meeting. The XQ Committee should develop their set of committee charges.

Board retreat scheduled for 8/27 from 8am to 1pm.

A proposed fiscal year board calendar was circulated at the meeting and board members should be prepared to vote on it at the next meeting.

Academic Excellence Committee

Ms. Murray recruited another teacher, Ms. Sirajee, to join the committee, which will likely meet every other month during the school year and once over the summer.

Finance Committee

Working on draft FY18 budget which will be presented at the next meeting. A small business loan for \$50k (line of credit) was applied for to create a buffer with the budget. We don't expect to draw on it, but have it to create wiggle room.

At 7:34 pm, the board agreed to a 10 minute recess before executive session.

At 7:46 pm, Mr. Miller recalled the meeting to order and motioned to move into executive session. Mr. Urban seconded the motion, which was approved unanimously. While in executive session, the board discussed contract negotiations.

The board exited executive session at 9:53 pm.

Ms. Girten made the following motion:

MOTION: The school looks forward to moving forward with implementation of the XQ project in conjunction with the XQ team, as currently led by Drs. Rayala and Alvarez. As part of that implementation, the board requires that an independent third party be identified to manage school-level implementation of all XQ programming and such other matters as the Board may require, and that such person be hired by the school (with the advice of the XQ Team) as a full-time school employee, and that the position be funded with XQ funds. The Board requests that, if possible, XQ assist the Board in identifying potential candidates for this position, because the Board believes that this person must be unknown to the School and to the XQ Team.

The motion was seconded by Ms. Collins, and approved unanimously.

Ms. Girten made the following motion:

MOTION: The Board requires that the XQ award funds flow through a segregated bank account owned by the School and with separate accounting, unless otherwise required by XQ: The Superschool Project.

Ms. Collins seconded the motion, which was unanimously approved.

Ms. Girten proposed that the board adopt the following resolution:

RESOLUTION: Be it resolved that the board of directors wishes to formally acknowledge the contributions of Drs. Alvarez and Rayala in founding and opening Delaware Design-Lab High School. We look forward to building upon the foundation that has been established.

The proposed resolution was seconded by Mr. Urban, and the board unanimously agreed to adopt it.

There being no further business, Mr. Urban motioned to adjourn the meeting. Dr. Diamond seconded the motion, which was unanimously approved. The meeting adjourned at 9:56 pm.