



Delaware Design-Lab High School

Board of Directors Meeting

Wednesday, 30 December 2015, 6:00 p.m.

Meeting Conducted by Google Hangout

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

Meeting Minutes

Members Present

Matt Urban, Chair

Paul Miller, Vice Chair

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

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

The meeting was called to order at 6:11 p.m.

Discussion and Vote: Application for Major Modification Regarding Enrollment

A copy of the modification application, including a narrative and budget, was circulated in advance of the meeting. We are proposing to modify the approved charter to reduce enrollment by more than 15%. The current budget was updated to reflect the September 30th enrollment count, and budgets were reforecasted through to the next 5 years to ensure that services would be delivered with fidelity to the charter. Additional adjustments were made to line items for the current budget so the baseline for projections was as accurate as possible.

The narrative describes addition of teachers to accommodate the student population while maintaining class size, as well as addition of resources (i.e. paras, teachers, counselors) for special needs and at-risk students.

Dr. Alvarez explained the process by which the modification will be evaluated by CSAC and the DOE. Mr. Guerke walked through the budgets and explained the reasoning behind the development of each line item.

Mr. Urban asked if there were any areas that Mr. Guerke felt we should pay particular attention to going forward. Mr. Guerke said that there should be no concern with moving forward at the lowered enrollment.

Ms. Murray motioned to approve the proposed application form, budget, and budget narrative. Ms. Girten seconded the motion, which passed unanimously.

Discussion of Creation of Board Committees

Mr. Urban explained that the list of proposed committees was included in the agenda for the last meeting-- Outreach (fundraising and development, community communication and PR), Education (policy, metrics), and Governance. He asked for three members to take on chairing those committees and be responsible for reviewing and revising the drafted committee statements of purpose and recruit members, and for all other members to participate on a committee.

After discussion, it was agreed that:

- Dr. Diamond and Ms. Kuchera co-chair the Outreach committee.
- Mr. Miller and Mr. Forbes co-chair the Governance committee, with Mr. Miller as lead.
- Ms. Murrery chair the Education committee.

Memorandum

The next board meeting was scheduled for 1/25/16 at 6:30 p.m. It was agreed that board meetings would generally be scheduled for fourth Mondays unless otherwise noted.

There being no other business, Mr. Miller motioned to adjourn the meeting. Mr. Forbes seconded the motion, which was unanimously approved. The meeting adjourned at 6:58 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rebecca A. Girten".

Rebecca Girten
Secretary