

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

March 18, 2015

6:00 p.m.

Mobius New Media  
818 N. Market St., Suite 2R  
Wilmington, DE 19801

**Members Present:**

Matt Urban, Chair; Iris Leon, Secretary; Rebecca Girten (by phone)

**Others Present:**

Dr. Cristina Alvarez; CEO, Delaware Design-Lab High School  
Dr. Martin Rayala; CAO, Delaware Design-Lab High School  
Maiza Hixzon; prospective board member

The meeting was called to order at 6:15 p.m.

In the absence of quorum for this meeting, the Board agreed to hold a publicly posted video conference meeting, conforming to Delaware laws regarding open meetings, in the next week to take formal votes on items discussed at the meeting.

**Board Appointments**

Dr. Alvarez welcomed prospective Board member Ms. Maiza Hixson. Ms. Hixson asked for more details on expectations for board service. Discussion ensued.

Ms. Hixson agreed to join the board and the Board agreed to vote and approve of her appointment during a forthcoming video conference. The Board also agreed to vote to formally remove Roxanne Sykes and Sherry Coleman from the Board at a forthcoming video conference.

**Enrollment**

Dr. Alvarez reported that the enrollment team was furnishing daily updates on enrollment numbers. As of the time of this meeting, 217 applications were submitted. Of the 217 applicants, 83 students had formally accepted and 17 students had formally declined. The balance of applicants had not yet made a decision. She stated that March 20<sup>th</sup> is the decision deadline for parents.

Dr. Alvarez stated that the School would need to demonstrate 80% enrollment (240 students) by April 1<sup>st</sup> to avoid being placed on formal review.

Dr. Alvarez stated that the enrollment team was hosting another open house this evening where parents could come with enrollment agreements.

Discussion ensued about social media and other marketing strategies to help promote the School for enrollment purposes.

**Facilities**

Dr. Alvarez stated that a major modification was submitted to the Department of Education for the relocation of the School to Faith City.

Discussion ensued about the process for reviewing the major modification request.

Dr. Alvarez updated the Board on the status of the new lease negotiations with Faith City. Discussion ensued. The Board agreed to vote to approve the new lease during a forthcoming video conference.

Dr. Alvarez reminded the Board that the Longwood Foundation had agreed to release the first grant installment of \$125,000 once the new lease was signed.

Discussion ensued regarding scheduling a video conference to take formal votes on items discussed at this meeting. The Board agreed to meet virtually on March 22<sup>nd</sup>.

There being no further business, the meeting adjourned at 7:55 p.m.



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Iris Leon  
Secretary