



# INVOICE

**Design-Lab Schools LLC**  
 EIN: 46-0682777  
[www.design-labschools.org](http://www.design-labschools.org)

**DATE:** October 3, 2016  
**INVOICE #** 112 10-03-2016

Contact:  
**Cristina C. Alvarez, Ed.D.**  
[calvarez@design-labschools.org](mailto:calvarez@design-labschools.org)  
 215.820.7547

**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christians Rd  
 Newark DE 19702  
 EIN 46-3003036

Services Rendered	AMOUNT
Charter management services for school year 2016-2017. Lump sum calculation of revenue based on pupil enrollment formula - July revenue load.	\$196,779.96
Services Rendered: Executive Functions, Curriculum/Course Planning for 2016-17, Master Schedule Planning, Summer Conference Planning, Faculty Orientation & PD, Parent Activities, Facilities Modulers project, Vendor Mngmnt, Support, School-based Operations Team, Students Recruitment, HR, Faculty & Staff Hiring, Technology Planning	
Finances, Payroll, Independent Financial Audit, Leadership Coaching, Board & CDDC meetings, Marketing & Social Media Management.	\$196,779.96
Make check payable to: Design-Lab Schools LLC State of Delaware Payee Vendor #0000264039	
<b>TOTAL</b>	<b>\$196,779.96</b>



# INVOICE

**Design-Lab Schools LLC**  
 EIN: 46-0682777  
[www.design-labschools.org](http://www.design-labschools.org)

**DATE:** June 16, 2016  
**INVOICE #** 111 6-01-2016

Contact:  
**Cristina C. Alvarez, Ed.D.**  
[calvarez@design-labschools.org](mailto:calvarez@design-labschools.org)  
 215.820.7547

**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiana Rd  
 Newark DE 19702  
 EIN 46-30031336

Services Rendered	AMOUNT
Charter management services for June 2016.	\$27,077.47
Month 12 of 12 for school year 2015-2016.	
Services Rendered: Executive Functions, Curriculum/Course Planning for 2016-17,	
Master Schedule Planning, Student Projects, Summer Conference Planning,	
Communications/Promotional Articles, Facilities Modulers project, Vendor Mngmnt,	
Faculty Recruitment, Student Recruitment, HR, Faculty & Staff Interviews,	
Finances, Payroll, Leadership Coaching, Performance Framework, Schoology MOU,	
Board & COOC meetings, Marketing & Social Media Management.	
<b>SUBTOTAL</b>	<b>\$27,077.47</b>
Make check payable to: Design-Lab Schools LLC	
State of Delaware Payee Vendor #0000264039	
<b>TOTAL</b>	<b>\$27,077.47</b>



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**DATE:** June 16, 2016  
**INVOICE #** 110 5-01-2016

Contact:  
**Cristina C. Alvarez, Ed.D.**  
[calvarez@design-labschools.org](mailto:calvarez@design-labschools.org)  
 215.820.7547

**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiana Rd  
 Newark DE 19702  
 EIN 46 3003038

Services Rendered	AMOUNT
Charter management services for May 2016.	\$27,077.47
Month 11 of 12 for school year 2015-2016.	
Services Rendered: Executive Functions, Curriculum/Advanced Placement courses	
Development, Course Planning for 2016-17, Student Projects, Single Shard Project,	
Communications/LL News Media/Interview re: XO finalist, Facilities Modulars project,	
Student Recruitment, Faculty Recruitment, HR, Faculty & Staff Interviews,	
Finances, Payroll, Leadership Coaching, Master Schedule Planning, Promotional Video,	
Board & CBLU meetings, Marketing & Social Media Management.	
<b>SUBTOTAL</b>	\$27,077.47
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State of Delaware Payee Vendor #0000264039	
<b>TOTAL</b>	\$27,077.47



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**INVOICE #** 109 4 01 2016

Contact:  
**Cristina C. Alvarez, Ed.D.**  
[calvarez@design-labschools.org](mailto:calvarez@design-labschools.org)  
 215.820.7547

**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiana Rd  
 Newark DE 19702  
 EIN 46-3003006

Services Rendered	AMOUNT
Charter management services for April 2016.	\$27,077.47
Month 10 of 12 for school year 2015 2016.	
Services Rendered: Executive Functions, Curriculum/Advanced Placement courses	
Development, Communications/News Journal X11 article, Leadership Coaching.	
Facilities Modularity project, Lambert & Mottis accounting contracts,	
Student Recruitment, Faculty Recruitment, IIR, Train Student Interview Panel	
Faculty & Staff Interviews, Student Focus Group, Fresh Fruit & Vegetable Program,	
Finances, Payroll, Board & CBOC meetings, Marketing & Social Media Management.	
<b>SUBTOTAL</b>	<b>\$27,077.47</b>
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State of Delaware Payee Vendor #0000264039	
<b>TOTAL</b>	<b>\$27,077.47</b>



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**DATE:** June 16, 2016  
**INVOICE #** 108 3-01-2016

Contact:  
**Cristina C. Alvarez, Ed.D.**  
[calvarez@design-labschools.org](mailto:c.alvarez@design-labschools.org)  
 215.820.7547

**FOR:** Charter Management Services

**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiana Rd  
 Newark DE 19702

EIN 463003036

Services Rendered	AMOUNT
Charter management services for March 2016.	\$27,077.47
Month 9 of 12 for school year 2015-2016.	
Services Rendered: Executive Functions, UDE Art & Design Dept partnership, AP	
Courses, Parents/PTO, Facilities Modulars project, Tenant Broker contract, Operations	
Payroll Policies & Payroll Questionnaire, Policy meetings, Leadership Coaching, HR	
Student Recruitment & Enrollment, Marketing & Social Media/New School Website,	
501c3 app, OCR data compliance, Student Discipline case, SearchSoft PD,	
Finances, Payroll, Board & CBOC meetings, Educator Recruitment Fair, T Interviews	
<b>SUBTOTAL</b>	\$27,077.47
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<b>TOTAL</b>	\$27,077.47



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Contact:  
**Cristina C. Alvarez, Ed.D.**  
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 215.820.7547

**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiana Rd  
 Newark DE 19702

EIN 46-3003036

Services Rendered	AMOUNT
Charter management services for February 2016.	\$27,077.47
Month 8 of 12 for school year 2015-2016.	
Services Rendered: Executive Functions, Curriculum/Visual Communication	
development w UDE Partnership, External Relations Rotary meetings, Parents/PTO,	
Leadership Coaching, DPAS II Evaluation System, Facilities Modulars project, IIR,	
Minor & Major Modification final report, Policies development, UCH Compliance,	
Vendor Management, Marketing & Social Media Management, Donor Development,	
Finances, Payroll, Internal Controls, Board & CBTC meetings, News Journal dtpmt.	
<b>SUBTOTAL</b>	<b>\$27,077.47</b>
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State of Delaware Payee Vendor #0000264039	
<b>TOTAL</b>	<b>\$27,077.47</b>



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**DATE:** June 16, 2016  
**INVOICE #** 106 1-01-2016

Contact:  
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 215.820.7547

**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiana Rd  
 Newark DE 19702

TIN 46 3003036

Services Rendered	AMOUNT
Charter management services for January 2016.	\$27,077.47
Month 7 of 12 for school year 2015-2016.	
Services Rendered: Executive Functions, Resource/Philanthropy Development,	
PD, Program Development, DelMarva Partnership Development, Behavior Mangmt	
Volunteer Grant, 501 c 3 app, Board Development, Student Recruitment, Operations,	
Design Aware Delaware Conference, Facilities Modulers, Leadership Coaching,	
Major & Minor Modification app & meetings, Performance Framework, Data Survey,	
Finances, Payroll Internal Controls, Board & CBCC meetings, Compliance Monitoring.	
<b>SUBTOTAL</b>	\$27,077.47
Make check payable to: Design-Lab Schools LLC	
State of Delaware Payee Vendor #0000264039	
<b>TOTAL</b>	\$27,077.47



# INVOICE

**Design-Lab Schools LLC**  
 EIN: 46-0882777  
[www.design-labschools.org](http://www.design-labschools.org)

**DATE:** June 16, 2016  
**INVOICE #** 105 12-01-2015

Contact:  
**Cristina C. Alvarez, Ed.D.**  
[calvarez@design-labschools.org](mailto:c.alvarez@design-labschools.org)  
 215.820.7547

**FOR:** Charter Management Services

**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christians Rd  
 Newark DE 19702

EIN 46-3003036

Services Rendered	AMOUNT
Charter management services for December 2015.	\$27,077.47
Month 6 of 12 for school year 2015-2016.	
Services Rendered: Executive Functions, Curriculum, PD, CTE Committee, Program	
Development, Teacher/ Parent/DSCN Meetings, PTO Meeting, Real Estate Project,	
Finances, Payroll, Facilities, Climate & Culture, Driver's Ed, Policy Development,	
Resource Development-XD Super School application, Board development, HR, NCCDC,	
Leadership Coaching, Major Modification application, External Relations, Federal Grant,	
Vendor Management, Board & CBUC Meeting prep & attendance, Schoology contract.	
<b>SUBTOTAL</b>	\$27,077.47
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<b>TOTAL</b>	\$27,077.47





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**DATE:** February 4, 2016  
**INVOICE #** 104 11-01-2015

Contact:  
**Cristina C. Alvarez, Ed.D.**  
[c.alvarez@design-labschools.org](mailto:c.alvarez@design-labschools.org)  
 215.820.7547

**FOR:** Charter Management Services

**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiana Rd  
 Newark DE 19702

DN 46 3003036

Services Rendered	AMOUNT
Charter management services for November 2015.	\$27,077.47
Month 5 of 12 for school year 2015-2016.	
Services Rendered: Executive Functions, Curriculum, PD, Teacher & Parent Meetings,	
Board development, PTO Meeting, Facilities, Human Resources, DANA Training contract	
External Relations, Drivers Ed program, DTI, IT Contract, Insurance Claim, 501c3 app,	
Finances, Payroll, Resource Development, Student Recruitment, NITL program planning	
Marketing & Social Media/New School website planning, Leadership Coaching,	
Vendor Management, Board & CBOG Meeting prep & attendance, Computers contract	
<b>SUBTOTAL</b>	\$27,077.47
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<b>TOTAL</b>	\$27,077.47



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 215.820.7547

**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christianse Rd  
 Newark DE 19702

LIN 463003036

Services Rendered	AMOUNT
Charter management services for October 2015.	\$27,077.47
Month 4 of 12 for school year 2015-2016.	
Services Rendered: Executive Functions, Curriculum, PD, Teacher Induction Plan,	
CTE Advisory Committee, Parent Meetings, IFTU Meeting, Facilities, Human Resources,	
NOC Chamber of Commerce membership, External Relations, Non-SEA Grant, DTI, IT,	
JPM Chase Code for Good Design Challenge, 501 c 3 Application, Finances, Payroll,	
Student enrollment, Ongoing & Daily Coaching of Principal, Consolidated Grant,	
Vendor Management, Board & CBDC Meeting prep & attendance, Marketing.	
<b>SUBTOTAL</b>	\$27,077.47
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<b>TOTAL</b>	\$27,077.47

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 179 Stanton Christians Rd  
 Newark DE 19702  
 EIN 46-3003036

Services Rendered	AMOUNT
Charter management services for September 2015.	\$27,077.47
Month 3 of 12 for school year 2015-2016.	
Services rendered: Executive Functions, Curriculum, PD, Assessment Plan,	
CTE Advisory Committee, Parent Meetings, Fire & Safety Plan, Facilities,	
Human Resources, Jefferson Awards contract, Computer financing,	
Dun & Bradstreet contract, Payroll, DTL II, Unit Count, Non-SEA Grant,	
Ongoing, daily Leadership Coaching of Principal & SPED Coordinator,	
Board & CBDC Meeting prep & attendance, Marketing Management.	
<b>SUBTOTAL</b>	\$27,077.47
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 215.820.7547

**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiana Rd  
 Newark DE 19702  
 DIN 46 3003036

Services Rendered	AMOUNT
Charter management services for August 2015.	\$27,077.47
Month 2 of 12 for school year 2015-2016.	
Services Rendered: Set Up Systems & Infrastructure for Facilities, Nutrition,	
Transportation, Furniture, Human Resources, Student Schedules, Curriculum, PD,	
Student Recruitment & Registration, PTA Meetings, IT, E-Rate, Technology, Insurance,	
Negotiate Contracts, Ongoing & daily Leadership Coaching of Principal & SPED	
Coordinator, Budget, Consolidated Grant, Vendor Meetings, School Uniforms,	
Board Meeting prep & attendance, Marketing & Social Media Management.	
<b>SUBTOTAL</b>	\$27,077.47
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<b>TOTAL</b>	\$27,077.47



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**FOR:** Charter Management Services  
**BILL TO:** Delaware Design-Lab High School  
 179 Stanton Christiansa Rd  
 Newark DE 19702  
 EIN 46-3003036

Services Rendered	AMOUNT
Charter management services for July 2015.	\$27,077.47
Month 1 of 12 for school year 2015-2016.	
Services Rendered: Set Up Systems & Infrastructure for Facilities, Nutrition,	
Transportation, Furniture, Human Resources, Student Schedules, Curriculum,	
Student Recruitment & Registration, OTI meetings, IT, E-Rate, Technology, Insurance,	
Negotiate Contracts, Ongoing, job embedded & daily Leadership Coaching of Principal	
& SPED Coordinator, SPED Coordination, Budget, Consolidated Grant, Vendor Liaison,	
Board Meeting prep & attendance, Non-SEA Grant planning and writing.	
<b>SUBTOTAL</b>	<b>\$27,077.47</b>
Make check payable to: Design-Lab Schools LLC	
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<b>TOTAL</b>	<b>\$27,077.47</b>