

MEETING MINUTES

Name of Foundation: Downtown Miami Charter School, Inc.
Board Meeting: July 21, 2009

School(s): Downtown Miami Charter School

The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
07.21.09	4:05 p.m.	5:50 p.m.	09.15.09	4:00 p.m.	Mary Vecchione
Meeting Location:					
Downtown Miami Charter School, 305 NW 3 rd Avenue, Miami, Florida					

Attended by:	
Mr. Matthew Gorson, Chairman Ms. Sharmaine Tyler-Luke, Director Ms. Meredith Nation, Director Ms. Tina Van der Ven, Director	Ms. Debbie Von Behren, COO, CSUSA Mr. Allen Coleman, Accounting Mgr, CSUSA Ms. Mary Vecchione, Governing Board Liaison Ms. Rebecca Dinda, Education, CSUSA Ms. Tammy Lara, Assistant VP, CSUSA
Absent: Mr. Dennis Dalton, Director Mr. Carlos Migoya, Director	
Highlights:	

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 4:05 p.m. with a Call to Order by Chairman Gorson. Roll call was taken and quorum was established.

I. APPROVAL OF MINUTES

Chairman Gorson asked the Board to review the minutes from the June 16, 2009 Governing Board meeting and note any corrections or comments. The minutes stand.

Motion made by Ms. Nation with a second by Ms. Van der Ven to approve the Downtown Miami Charter School, Inc. Governing Board minutes from the June 16, 2009 meeting. The motion was approved 4-0 (2 absent; 1 open seat).

II. SCHOOL REPORT

- Ms. Lara commented that enrollment for year end was 622 students, with a budgeted enrollment of 640 students. The recommits for the new year stands at 509 students, with 112 new enrollees, 121 applications and a wait list in grades 2nd -3rd - 5th.
- Ms. Lara noted that the number of withdrawals was incorrect on the report. The total number should be 50 students. This is mainly due to people moving out of the area and end of year withdrawals.
- Staffing is almost complete for the new year. Eleven new teachers have been hired and currently there are two openings in Kindergarten. There were 9 teachers who were asked not to return to DMCS and 4 teachers who resigned.
- Ms. Lara commented that they are showing potential with the number of new students enrolling in Kindergarten. If these classes look like they will not be full, they will open another 2nd grade.

- Ms. Lara went through her presentation on FCAT scores. The graphs showed the students as they progressed from one year to the next. Overall, math improved in almost every grade level. Those areas that dropped will be reviewed and intervention procedures will be developed. They have increased the number of reading minutes from 180 to 200 minutes for the new year. In addition, the entire school will have reading intervention for the first 40 minutes of the day.
- FCAT scores showed that AYP was not met. AYP criteria are based on three categories: proficiency, learning gains, and the progress of the lowest 25% of the students.
- Science scores have been reviewed and the school will focus on power points and snapshots. Each week every grade level will be working on a science project, using a hands-on learning environment.
- An enrichment plan has been developed to ensure annual growth and catch up growth. The school will identify the students in K-3rd who are not on grade level and will receive more enrichment focus to help them catch up. Learning Teams will be separated into categories according to how much extra time each student will need.
- The search for a new Principal is almost complete. The list has been narrowed down to 5 individuals who will be assessed by a team at CSUSA using skills designed to capture knowledge. This has been a nationwide search.

III. FINANCE

June Financials

- Mr. Coleman briefly reviewed the June 2009 financials for the Downtown Miami Charter School. There were no significant changes.
- FTE Revenue was based on 619 students with Miami-Dade FTE at 645 students. This resulted in a difference of an unfavorable variance of \$15/student.
- Title One revenue was disbursed by the District in the amount of \$245,176.
- Capital Outlay revenue of \$27,328 was allocated by the FLCOE in June.
- The Year to Date variance is a favorable \$457,818.

Motion made by Ms. Van der Ven with a second by Ms. Tyler-Luke to approve the Downtown Miami Charter School June 2009 Financials. The motion was approved 4-0 (2 absent; 1 open seat).

Capital Outlay Plan

- Mr. Coleman asked the Board to review the Capital Outlay plan for the Downtown Miami Charter School. He commented that the funds would be used to pay for the lease of the School.

Motion made by Ms. Tyler-Luke with a second by Ms. Van der Ven to approve the Capital Outlay Plan for 2009-2010. The motion was approved 4-0 (2 absent; 1 open seat).

Allocation of Funds

- The Board reviewed the list of prioritized items which were submitted by the School at the last board meeting. They agreed to spend their funds up to \$100,000 for the IT (technology) items listed. Also, they will include an additional \$21,000 for tutoring (bringing the tutoring total to \$40,000), the

same amount as last year. Ms. Dinda and Ms. Lara will requisition these projects.

- Ms. Von Behren suggested that they spend some of the additional funds for Teacher Bonus'. This will be discussed at the next meeting.

IV. OLD BUSINESS

Overtown Youth Center

- Ms. Lara, Ms. Dinda, and Ms. Van der Ven met with the people from Overtown Youth Center to discuss options for integrating DMCS students into the program. It was suggested that a satellite program be formed at DMCS where the students would spend time at the school for additional studies and then move to Overtown Youth Center to interact for the physical activities. Programs would be led by Overtown counselor's staff.
- DMCS would choose about 30 students to ask to participate. One of the main requirements is that they must live in the Overtown area.
- The cost appeared to be high. Ms. Nation and Ms. Van der Ven will discuss with the Overtown Center and negotiate the costs per student. Chairman Gorson will be apart of the call, if needed. He suggested that the they should try to negotiate ½ of the cost that has been provided to us in the Board Book.
- Ms. Nation commented that Clarence Woods, with the CRA might be interested in underwriting the funds. Ms. Nation will find out the details and report back at the next meeting.

Governance Training Update

- Ms. Vecchione mentioned to the Board that the Governance Training Refresher Course has been modified and they will have 3 years to complete.

Billboard Pole

- Chairman Gorson will write a letter to Clear Channel to notify that they must remove the pole prior to the start of the new school year. If this is not completed, we will do so and bill them for the charges incurred.

V. NEW BUSINESS

Parent Survey

- Ms. Vecchione reviewed the results of the Parent Satisfaction Survey. Data was analyzed by Buckets, based on a 4 point Likert Scale. Overall, DMCS scored comparable with the average of all CSUSA schools.

Staff Survey

- Ms. Von Behren reviewed the results of the Staff Survey. Overall, the scores were slightly lower than the average CSUSA school. This issue was noted during the year and steps were taken to rectify those opportunities.
- Again, Ms. Von Behren suggested the Incentive Bonus. This could be implemented for both mid year and year end, based on benchmark scores, FCAT scores, and other variables to be identified. She will report on this at the next Board meeting.

VI. OPEN FORUM

- It was decided by the Board that the August meeting will be cancelled and the September meeting will be held on September 15, 2009.

The meeting adjourned at 5:50 p.m.



Matthew Gorson, Chairman

Date: 09/15/09