

MEETING MINUTES

Name of Foundation: The Downtown Miami Charter School, Inc.
Board Meeting: September 15, 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:
09.15.09	4:15 p.m.	5:30 p.m.	10.20.09	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 Mr. Dennis Dalton, PTO Representative Mr. Larry Harris, Director (after vote for approval) Ms. Sharmaine Luke, Director Mr. Carlos Migoya, Director Ms. Meredith Nation, Director Ms. Tina Van der Ven, Director			Ms. Sherry Hage, VP of Education, CSUSA Dr. Sylvia Hall, Principal, DMCS Mr. Allen Coleman, Accn't Mgr, CSUSA Mr. Paul Hage, Director of Facilities, CSUSA Ms. Tammy Lara, Assistant Principal, DMCS Ms. Mary Vecchione, Governing Board Liaison		
Highlights:					

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 4:15 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 July 21, 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 July 21, 2009 meeting. The motion was approved 6-0 (1 open seat).

Chairman Gorson asked that the Mr. Larry Harris introduce himself to the Board and give us a brief resume on his background. At his conclusion, Chairman Gorson asked the Board for a motion to approve Mr. Harris as a DMCS, Inc. Governing Board member.

Motion made by Mr. Migoya with a second by Ms. Luke to approve Mr. Larry Harris as a Governing Board member of the Downtown Miami Charter School, Inc. The motion was approved 6-0 (1 open seat).

II. SCHOOL REPORT

- Ms. Hage introduced the new principal, Dr. Sylvia Hall. She gave a brief description of her background and highlighted that CSUSA felt it was a right fit for the faculty, staff, students, and parents.

Motion made by Mr. Migoya with a second by Ms. Luke to approve Dr. Sylvia Hall as Principal for Downtown Miami Charter School. Motion was approved 7-0.

- Ms. Lara gave the school report. She indicated that as of today, there are 616 students enrolled, with a budgeted enrollment of 641. She also indicated that they are fully staffed.
- Ms. Lara reported that the School Improvement Plan is complete and uploaded to the state website. In addition, the EESAC committee has completed a rough draft of the School Strategic Plan.
- The school received a new face lift over the summer and looks good. The entire building was painted and many repairs were made. In addition, a new cleaning company was hired.
- The School held the first PTO meeting and elections were held. Mr. Dalton will continue to be the Board representative as President of the PTO.
- The partnership with Marriott Hotels has been successful. Each class room was provided with much needed resources and supplies. Chairman Gorson asked for the address of Officer Wanda Mendez and the Marriott contact for him to send a letter of thanks. Officer Mendez, a former Governing Board member, recommended DMCS to the Marriott Group.
- Ms. Lara read the names for the Out of Field Waivers for DMCS. She asked the Board for their approval.

Motion made by Mr. Migoya with a second by Ms. Luke to approve the Out of Field Waivers for both ESOL and highly qualified for the Downtown Miami Charter School. The motion was approved 7-0.

III. FINANCE

July and August Financials

- Mr. Coleman reported on the Financials and stated that FTE was based on 641 students. Forecasted revenue was based on 648 students by the District. Budgeted average FTE was \$6,396 per student and the actual was \$6,057, representing a favorable variance of \$339 per student.
- A reserve account was created to hold any positive variance between the budgeted FTE revenue per student and the actual amount. If FEFP funding is reduced during the school year, this reserve will help the school absorb the impact of the reduction. If there is no mid-year reduction, the accumulated reserve will be available to the school for other purposes. As of August 31, 2009; the amount in this reserve is \$36,612.
- Capital Outlay revenue for \$30,647 was allocated by the FLDOE for the month of August.
- Instructional expenses were high due to a favorable variance of instruction supplies of \$55,290 and the timing of when this is reported.
- Year to Date Variance is \$131,671.
- Mr. Coleman reviewed the areas of major budget variances.
- The Board asked that the "bad debt" get written off this year as they will be uncollectable. Mr. Coleman stated that all the bad debt has been written off except NSF checks.
- Mr. Migoya asked if there are any tax implications or potential problems with leaving the funds in the equity accounts. They feel there is a potential for the

funds to be taxed if they remain in the equity account. They wanted to move the funds to a liability account if they were to be taxed. The Board asked that Mr. Coleman discuss this with the auditors and Ms. Davidson and report back at the next meeting.

Motion made by Ms. Nation with a second by Ms. Van der Ven to approve the July and August 2009 financials for the Downtown Miami Charter School, Inc. The motion was approve 7-0.

Motion made by Mr. Migoya with a second by Mr. Dalton to approve that they designated the reserve fund balance and put those funds in equity, or remain in the capital account, based on the advice of the auditors. The motion was approved 7-0.

- The amount set aside is equal to 33% of the Fund Balance surplus prior to repaying 50% to CSUSA. The June 30, 2009 fund balance is \$769,188 with 33% of this reserved designated fund balance in the amount of \$253,832. The auditors are asking for a Board resolution to approve this amount.

Motion made by Mr. Migoya with a second by Ms. Van der Ven to approve that 33% of the total Fund Balance be moved to a reserve account. The motion was approved 7-0.

Audit FY 2008-09

- Mr. Coleman reviewed the audit and directed the board to the comments which address the Findings. It was noted that all corrective actions had been taken from the last audit and there are no recommendations to improve the school's financial management, accounting procedures. The audit was CLEAN.

Motion made by Ms. Nation with a second by Mr. Migoya to approve the audit for the Downtown Miami Charter School, Inc. FY2008-09. The motion was approved 7-0.

Change of Investment Company

- Discussion was brought up regarding the DMCS funds and where they are held. Mr. Coleman replied that they were still with Fifth Third Bank. It was noted that the Board's opinion was that Fifth Third is not financially sound and upon the recommendation from the Board, they asked that the money be transferred to another institution. They suggest JP Morgan, Chase, or Wells Fargo.

Motion made by Ms. Luke with a second by Ms. Van der Ven to move the Downtown Miami Charter School funds from Fifth Third Bank to a more viable institution. The motion was approved 7-0.

IV. OLD BUSINESS

Overtown Youth Center

- It was noted that a certified teacher/aide for Overtown Youth Center was hired and has been placed at DMCS. She has been an asset to the school and currently assists 17 students. We anticipate a total of 25 students in the program and they are working on strategically filling those open spots.

Billboard Sign

- Chairman Gorson addressed his meeting with Clear Channel and their attorneys. They have joined efforts with another company and are asking for a

smaller sign on the side of the school. They would provide \$80,000 to use the School site.

- Chairman Gorson indicated that this agreement has not been put in writing to date but if it works out, suggested that the funds be used to pay for the Overtown Youth Center Program. He asked the Board for permission to negotiate the contract on their behalf.

Motion made by Mr. Migoya with a second by Ms. Van der Ven to approve that Chairman Gorson has the right to negotiate a contract, in the best interest of Downtown Miami Charter School, for the Billboard rights at the School. The motion was approved 7-0.

Other Sources of Funding

- The Board discussed a possible tutoring program for the students of the city employment sector (those parents who work in the City). Ms. Hage commented that this would require a funding of \$15-\$20,000. Ms. Nation suggested that they contact the DDA for this, as it is exactly what they are looking to fund.
- In addition, it was mentioned that security devices for the School would be a good program to fund. Again, this could be a possibility from the DDA. The School will get with Ms. Nation next week to go through the application process and complete it.

Motion made by Mr. Migoya with a second by Ms. Luke to proceed with the playground pavers and the resurfacing of the basketball courts, for a total funding of \$17,500. The motion was approved 7-0.

- Other technology upgrades have been approved previously. The total for the suggested appropriations for FY10 of \$160,000, included technology upgrades, playground pavers and resurface the basketball court.


V. NEW BUSINESS

- None

VI. OPEN FORUM

- None

Motion to adjourn. All in favor.



Matthew Gorson, Chairman

Date: 11/17/09