

MEETING MINUTES

Name of Foundation: Downtown Miami Charter School, Inc.
Board Meeting: September 21, 2010

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:
09.21.10	4:20 p.m.	5:45 p.m.	10.19.10	4:00 p.m.	M. Vecchione
Meeting Location:					
Downtown Miami Charter School, 305 NW 3 rd Ave, Miami, Florida					
Attended by:					
Mr. Matthew Gorson, Chairman Mr. Javier Betancourt, Director Ms. Sharmaine Tyler-Luke, Director Mr. Christopher Maas, Director Ms. Meredith Nation, Director Ms. Tina Van der Ven, Director			Ms. Lorrie Davidson, VP of Finance, CSUSA Ms. Billie Miller, Senior Director of Education, CSUSA Ms. Hillary Daigle, Controller, CSUSA Dr. Sylvia Hall, Principal, DMCS Ms. Mary Vecchione, Governing Board Liaison, CSUSA		
Absent: Mr. Carlos Migoya, Director					
Highlights:					

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 4:20 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 August 18, 2010 Board of Director's meeting and note any corrections or comments. The minutes stand.

Motion made by Mr. Betancourt with a second by Ms. Nation to approve the Downtown Miami Charter School, Inc. Governing Board minutes from the August 18, 2010 meeting. The motion was approved 6-0 (1 absent).

II. SCHOOL REPORT

- Dr. Hall reported enrollment of 634 students with a 97.9% attendance average for the month. They are interviewing for an open staff position in 5th/6th Reading and Language Arts.
- Dr. Hall reported on the SAC meeting, professional development topics and PTO updates.
- At the last meeting the Board asked how many students were at level 1 & 2 on their FCAT results. Dr. Hall reviewed those numbers and indicated an action plan that has been implemented to focus on these students. The action plan includes monitoring with leadership team walk throughs; improved intervention with learning teams, specials pull out, math centers, number worlds lunch

bunch, and technology time; and tutoring program. Dr. Hall also indicated that Benchmark assessments will be given September 27th thru September 30th.

- Dr. Hall commented that the school had a parent information meeting to speak with them on the School Grade and how they as parents can help their students.
- School Improvement Plan - Dr. Hall addressed the School Improvement Plan and walked the Board through their goals. She asked for Board approval.

Motion made by Ms. Nation with a second by Ms. Van der Ven to approve the School Improvement Plan for the Downtown Miami Charter School for the school year 2010-2011. The motion was approved 6-0 (1 absent).

- Out of Field Waivers - Dr. Hall asked the Board to approve those teachers who were out of field in their subject area or ESOL out of field.

Motion made by Ms. Nation with a second by Ms. Van der Ven to approve the Out of Field Waivers for the Downtown Miami Charter School for the School Year 2010-2011. The motion was approved 6-0 (1 absent).

III. FINANCE

August Financials

- Ms. Daigle reported on the August financials. Budgeted FTE revenue is \$4,012,344 based on 638 students. Forecasted annual revenue is \$4,126,902 based on the same number of students. The difference between the FTE average per student and the actual FTE average per student is a positive variance of \$179/student. A reserve account has been created to hold the overage in the event there is a mid-year budget reduction.
- Title I compensation was \$5,330.
- Capital Outlay revenue was \$26,024.
- Year to Date change in fund balance is \$3,756 which is favorable to the budget by \$141,200.
- Ms. Daigle reviewed the areas of major budget variances greater than \$10,000.

Motion made by Ms. Nation with a second by Mr. Betancourt to approve the August, 2010 Financials for the Downtown Miami Charter School. The motion was approved 6-0 (1 absent).

Audited Financials

- Ms. Daigle reported that there were no audit entries.
- The School was required to have a single audit which is a compliance audit due to state programs over \$500,000. All went well with this audit also.
- Ms. Daigle did negotiate a better price for the audit but since the School was required to have the additional compliance audit there was an extra charge for that.

Motion made by Ms. Nation with a second by Ms. Van der Ven to approve the Audited Financials for Downtown Miami Charter School for the School Years ending June 30, 2010 and 2009. The motion was approved 6-0 (1 absent).

IV. OLD BUSINESS

Tutoring Update

- Mr. Lupkin assisted Dr. Hall and Ms. Davidson with the explanation of the After School and Tutoring Program. They outlined in detail the program goals and how they were different from the original plan.
- The budget was designed to have a profit from aftercare of \$72,561, cost of tutoring of (\$63,761), leaving a net surplus for the program to the School of \$8,800.
- The cost of the program is very reasonable for the students and parents and the School felt it was important to charge a small fee to the parents for this program to place value on the program and the commitment involved.
- The Board was concerned about transportation for the program. Mr. Lupkin will run the numbers to see where the students live that are in the program and discuss possible options.
- In addition, further discussion will take place with parental counseling programs for involvement with students.
- Further discussion will also be held on possibly teaming with Big Brothers/Big Sisters and mentoring students.

V. NEW BUSINESS

Merit Award Plan

- The Board reviewed the Merit Award Plan for the School Year 2011-2012.

Motion made by Ms. Nation with a second by Ms. Van der Ven to approve the Merit Award Plan for Downtown Miami Charter School for the School Year 2011-2012. The motion was approved 6-0 (1 absent).

VI. OPEN FORUM

- School Marquee - The Board is interested in purchasing a marquee for the school grounds and asked that Paul Hage research this and report back to the Board.
- Nomination of Christopher Mas - The Board asked for the nomination of Christopher Mas, PTO President, to sit on the Board.
- Mr. Betancourt asked the Board and CSUSA if anyone knew more about the Charter School that is to be built in the Brickell neighborhood of Miami. No one was aware of the School.

Motion made by Mr. Betancourt with a second by Ms. Van der Ven to approve the nomination of Mr. Christopher Mas to the Downtown Miami Charter School, Inc. Governing Board. The motion was approved 6-0 (1 absent).

Motion made to adjourn the meeting. The motion was approved.


Matthew Gorson, Chairman

Date: _____