

## MEETING MINUTES

**Name of Foundation:** Downtown Miami Charter School, Inc.  
**Board Meeting:** January 18, 2011

**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:
01.18.11	4:10 p.m.	5:30 p.m.	02.18.11	4:00 p.m.	M. Vecchione
<b>Meeting Location:</b>					
Downtown Miami Charter School, 305 NW 3 <sup>rd</sup> Avenue, Miami, Florida 33128					
<b>Attended by:</b>					
Mr. Matthew Gorson, Chairman Mr. Javier Betancourt, Director Mr. Christopher Mas, Director Mr. Carlos Migoya, Director Ms. Tina Van der Ven, Director  Absent: Ms. Meredith Nation, Director Ms. Sharmaine Tyler-Luke, Director			Ms. Sherry Hage, VP of Education, CSUSA Ms. Lorrie Davidson, VP of Finance, CSUSA Ms. Billie Miller, Sr Director of Education, CSUSA Mr. Paul Hage, Director of Facilities, CSUSA Ms. Hillary Daigle, Controller, CSUSA Mr. Rob Crane, Assistant Director of Facilities, CSUSA Mr. Arty Pione, Assistant Director of Facilities, CSUSA Ms. Mary Vecchione, Governing Board Liaison, CSUSA Dr. Sylvia Hall, Principal, DMCS Mr. Mike Lupton, Assistant Principal, DMCS		
<b>Highlights:</b>					

### CALL TO ORDER

Pursuant to public notice, the meeting commenced at 4:10 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 November 16, 2010 Board of Director's meeting and note any corrections or comments. The minutes stand.

Motion made by Ms. Van der Ven with a second by Mr. Betancourt to approve the Downtown Miami Charter School, Inc. Governing Board minutes from the November 16, 2010 meeting. The motion was approved 4-0 (2 absent, 1 arrived late).

### II. SCHOOL REPORT

- Dr. Hall reported enrollment of 629 students with a budgeted enrollment of 638. There are staffing positions open in the 1<sup>st</sup> and 5<sup>th</sup> grades.
- Dr. Hall informed the Board that the salary increases for the staff have taken effect. Each teacher was given their increase based upon their performance. 5% of the total was set aside for a bonus to be awarded to teachers at the end of the year. The staff was very excited.
- Numerous school, PTO, and community activities were reported.
- Dr. Hall provided a presentation on the Benchmark 2 results and compared them with B1 results. An action plan was implemented as a results of the marks.

### III. FINANCE

- Ms. Daigle reported on the November and December financials.
- The Board asked that she note any highlights from November and continue on to the December financials.
- The budgeted FTE revenue for the year is \$4,012,344 based on 638 students. The average FTE per student represents a favorable variance of \$180/student. This variance will be placed in a reserve account and will be used in the event FEFP funding is reduced during the school year. As of December, 2010, the amount in reserve is \$57,260.
- Title I funds have been received in the amount of \$116,603. Expenditures of \$66,785 have been made through December.
- Capital Outlay revenue in the amount of \$24,574 was allocated to the School by the FLDOE.
- Year to Date change in fund balance is a deficit of (\$43,659). This is unfavorable to budget by (\$84,502). With the reserve it is favorable by \$13,601.
- Ms. Daigle reported on the areas of major budget variances greater than \$10,000.

Motion made by Mr. Migoya with a second by Ms. Van der Ven to approve the November and December, 2010 financials for Downtown Miami Charter School. The motion was approved 4-0 (2 absent, 1 arrived late).

### IV. OLD BUSINESS

#### Big Brothers/Big Sisters

- Dr. Hall met with Mr. Nelson of Big Brothers/Big Sisters. They proposed a program where a community business member would mentor a student. Dr. Hall is working on a list of business partners and will plan a lunch and learn session with each business to provide the information and solicit volunteers.

#### School Marquee

- Mr. Hage introduced Mr. Pione and Mr. Crane. The facilities team spoke with 2 separate contractors for 4 proposals. 2 proposals for a sign that would illuminate and have a direct mount and 2 proposals for a free standing sign. Each with interchangeable letters and each with LED functionality.
- CSUSA recommended that the school go with the direct mount and use interchangeable letters. This would save cost and also would be least likely to incur vandalism.
- The Board discussed the sign being symbolic of the school and a nicer sign would provide more marketability, although repairs would be more expensive.
- The cost of the wall mount sign with interchangeable letters would be approximately \$8,000.

Motion made by Mr. Migoya with a second by Ms. Van der Ven to approve the purchase of a wall mount marquee with interchangeable letters. The motion was approved 5-0 (2 absent).

Pole Removal Update

- Mr. Hage will call the city to get a direct contact for Clear Channel and find out exactly what is going on. Mr. Migoya gave the city contact number to Mr. Hage.

**V. NEW BUSINESS**

District Hiring Discussion

- Ms. Miller discussed a proposal for discussion with the District on hiring practices between the District and Charter Schools. The discussion would revolve around hiring policies after the school year begins. The Board was in favor of discussion but Chairman Gorson felt it important to check with his labor law expert at his firm to secure the legality of the letter. Chairman Gorson will report back at the next meeting.

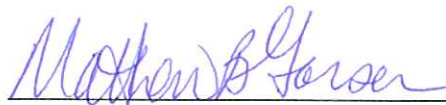
Marketing Plan

- Ms. Bular was introduced and proceeded to outline her proposal for the school marketing plan. She felt it was important to increase the visibility within the community.
- The Board felt the challenge was to overcome the stigma of the school and increase the community presence.
- A portion of the marketing plan is to advertise on MetroMover and hold community information sessions throughout downtown businesses.
- The Board was excited about the 2 ideas and asked that CUSUA leverage more resources like the DDA and other Downtown organizations. Mr. Betancourt offered DDA flip advertising. Ms. Bular will contact the DDA with a banner to be used. The Board agreed that this should be completed by the next meeting.

**VI. OPEN FORUM**

- None

Motion made to adjourn the Downtown Miami Charter School, Inc. Governing Board meeting. The motion was approved unanimously.



Matthew Gorson, Chairman

Date: 3-1-11