

## MEETING MINUTES

Name of Foundation: Downtown Miami Charter School, Inc.  
Board Meeting: March 1, 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:
03.01.11	4:15 p.m.	5:00 p.m.	04.19.11	4:00 p.m.	M. Vecchione
Meeting Location:					
Downtown Miami Charter School, 305 NW 3 <sup>rd</sup> Avenue, Miami, Florida					

Attended by:	
Mr. Matthew Gorson, Chairman Mr. Javier Betancourt, Director Mr. Chris Mas, Director Mr. Carlos Migoya, Director Ms. Tina Van Der Ven, Director  Absent: Ms. Meredith Nation, Director Ms. Sharmaine Tyler-Luke, Director	Ms. Lorrie Davidson, VP of Finance, CSUSA Ms. Hillary Daigle, Controller, CSUSA Mr. Rob Vilardi, Financial Analyst, CSUSA Mr. Paul Hage, Director of Facilities, CSUSA Mr. Rob Crane, Assistant Director of Facilities, CSUSA Ms. Mary Vecchione, Governing Board Liaison, CSUSA Dr. Sylvia Hall, Principal, DMCS Mr. Mike Lupton, Assistant Principal, DMCS
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 January 18, 2011 Board of Director's meeting and note any corrections or comments. The minutes stand.

Motion made by Mr. Migoya with a second by Ms. Van der Ven to approve the Downtown Miami Charter School, Inc. Governing Board minutes from the January 18, 2011 meeting. The motion was approved 5-0 (2 absent).

### II. SCHOOL REPORT

- Dr. Hall reported enrollment of 639 students with a budgeted enrollment of 638. Currently all staffing positions are filled.
- Dr. Hall updated the Board on the Strategic Plan, the last SAC committee minutes and the professional development topics delivered to the staff.
- She also reported on numerous school, community and PTO activities.
- Enrollment and the recommit process for the next school year were discussed. The recommit process is on SIS but the majority of the parents do not use SIS. Therefore, Dr. Hall sent home a paper form to recommit the student enrollment for next year. These will be returned to the school in the next week or so. Open enrollment will begin mid-March and run through April. Mr. Betancourt spoke to the Board on the activities of the DDA and expressed a

desire for the School to have a booth or representative to discuss enrollment at some of these events. Dr. Hall stated that they would have someone attend.

- FCAT writing for the 4<sup>th</sup> grade was held today. Dr. Hall is optimistic on strong FCAT scores for the school.

#### Out of Field Waivers

- Out of Field Waivers were announced and the Board approved.

Motion made by Mr. Migoya with a second by Ms. Van der Ven to approve the Out of Field Waivers for Downtown Miami Charter School. The motion was approved 5-0 (2 absent).

### III. FINANCE

#### January Financials

- Ms. Daigle reported on the January Financials for the School. The budget was calculated using an average FTE of \$6,289 based on 638 students. The actual average FTE per student, based on January FTE statement is \$6,468 representing a favorable variance of \$180 per student. This difference is being held in a reserve account in the event the state reduces the funding during the year. The amount in reserve as of January 31, 2011 is \$66,803.
- The school received \$233,206 in Title I funds. Expenditures of \$78,381 have been made through January.
- Capital Outlay revenue of \$23,135 was allocated to the School by the FLDOE.
- Ms. Daigle reported year to date change in fund balance is (\$48,092) which is unfavorable to the budget by (\$91,816).
- Ms. Daigle reviewed the areas of major budget variances greater than \$10,000.

#### FY11 Quarter 2 Financial Summary & Forecast

- FTE revenue in excess of \$6,289 per student is being reserved. The reserve is projected to be \$115K by June with the assumption of consistent enrollment & FTE revenue. The difference in net deficit of (\$198,215) includes the lower enrollment projected (below plan by 8 students), Cambium instructional supplies and overage of capital projects which included the basketball court and playground.
- Mr. Vilardi reported on the summary of significant budget variances. The Board felt that this was a little confusing, since the budget had not been amended due to the capital projects, tutoring, and staff salary increases and asked that an amended budget be brought back to the next meeting. The difference in the budget is currently forecasting a net change of a deficit of (\$41,000). CSUSA will provide the amended budget at the April meeting of the Board.

Motion made by Mr. Migoya with a second by Mr. Betancourt to approve the January, 2011 and the FY11 Q2 Financial Summary & Forecast for the Downtown Miami Charter School. The motion was approved 5-0 (2 absent).

### IV. OLD BUSINESS

#### Marketing Update

- In addition to Mr. Betancourt's comments on DDA events, Ms. Vecchione reported on what has been accomplished since the last meeting with marketing efforts. The metro mover ad is in the process of being approved by the County; community open houses will begin in the Fall; a new school banner for the side fence has been printed to advertise enrollment for K-6<sup>th</sup> and community business partnerships; new brochures have been ordered and will

arrive at the end of March; Ms. Bular and Dr. Hall will discuss email blasts with Officer Wanda Mendez, she has helped in the past; and lastly Ms. Vecchione reminded the Board of the current business partnerships with Marriott Hotels, Papa John's, and the US Attorneys Office. The US Attorney's Office provides a boys to men program, internet safety, etc.

- The Board asked that the ads and brochures be brought to the next meeting.

#### School Marquee

- Mr. Hage shared the cost of the project, with their recommendations to the Board. The Board would like to see this project completed immediately.

#### Pole Removal

- The City is holding a special meeting with the Commission and depending on the outcome of the meeting, will decide how quickly the pole can be removed. Mr. Hage will follow up with the City to determine exactly when this might be.

#### Board Web Site Discussion

- The Board decided that an additional website was not necessary and would like to see the current Governance page on the School website provide more information.

### V. NEW BUSINESS

#### Parent Survey Results

- Dr. Hall shared the mid year parent survey results with the Board. Overall, the results were very positive. The Board asked about the low score in Transportation and Dr. Hall noted that the School really does not provide transportation to the Students and this is mainly a result of the after school buses that pick up the students to take them to different programs and are not managed by DMCS. The Board suggested that this category be removed for the next survey.

### VI. OPEN FORUM

#### Education Funds Program

- Ms. Vecchione addressed the Education Funds Program the District has opened to Charter Schools. This document is assuring that the funds requested will be used for instructional staffing.

Motion made by Mr. Migoya with a second by Mr. Betancourt to recommend that DMCS apply for the Education Funds Program and assures the District this money will not be misused and will be spent under the guidelines of the program. The motion was approved 5-0 (2 absent).

  
Matthew Gorson, Chairman

Date: 4-18-11