

# MEETING MINUTES

**Name of Foundation:** Downtown Miami Charter School, Inc.  
**Board Meeting:** Wednesday, October 18, 2017  
**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:
10.18.17	4:07 PM	5:09 PM	11.21.17	4:00 PM	K. Robertson
<b>Meeting Location:</b>					
Greenberg Traurig: 333 SE 2 <sup>nd</sup> Ave, 44 <sup>th</sup> Floor, Miami, FL 33131					

<b>Attended by:</b>	
<b>Board Members:</b> Matthew Gorson, Chairman Julio Piti, Director Elaine Walker, Director Christina Crespi, Director Carlos Migoya, Director	<b>Other Attendees:</b> Amanda Delgado, Principal, DMCS Gary Springer, Lead Principal Donte' Fulton-Collins, Regional Director of Education Kerrian Robertson, Governing Board Manager, CSUSA Damon Schnurr, Sr. Financial Analyst, CSUSA Hillary Daigle, VP of Accounting, CSUSA Kristina Pace, Sr. Operations Manager, CSUSA Jason Gallucci, Regional Facilities Manager, CSUSA

## **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 4:07 pm with a Call to Order by Chairman, Matthew Gorson. Roll call was taken and quorum established.

### **I. PUBLIC COMMENTS**

- There were no Public Comments.

### **II. ADMINISTRATIVE**

#### Approval of Board Meeting Minutes

- The Board reviewed the meeting minutes from the September 19, 2017 Downtown Miami Charter School, Inc. Governing Board Meeting. The board meeting minutes was part of the agenda and was made a part of these minutes.

**MOTION:** Motion was made by Elaine Walker and seconded by Julio Piti to approve the meeting minutes of the September 19, 2017 Downtown Miami Charter School, Inc. Board Meeting. Motion was approved unanimously.

### **III. CSUSA REPORTS**

#### School Strategic Initiatives

- Principal Delgado shared the year school's strategic initiatives for DMCS, and the goal of improving the school's letter grade to an A for the academic year 2017-18. She highlighted the

use of Reading Plus, and Lexia in the classrooms. The school strategic initiatives were a part of the agenda and was made a part of these minutes.

#### Revised Dashboard

- Kerrian Robertson presented the overview of the revised dashboard which will track the school's initiatives towards targeted goals for 2017-18. The revised dashboard was part of the agenda and was made a part of these minutes.
- Ms. Delgado also shared the school's current dashboard and enrollment reports with the Board, and explained the waitlist in relation to the enrollment numbers.

#### **IV. OLD BUSINESS**

##### Community Partners Update

- Principal Delgado gave an update of the community partners involved in the development of the students of DMCS; these partners include Touching Miami with Love, Reading to a Child, Bench Buddies, Big Brothers and Sisters, and Overtown Youth Center. She expressed her appreciation of the presence of the community partners. The community partners update was part of the agenda and was made a part of these minutes.

#### **V. NEW BUSINESS**

##### Approval of the Best and Brightest

- The Board reviewed and discussed the best and brightest teacher's scholarship program with Principal Delgado, and all questions were answered by Ms. Delgado. The best and brightest was part of the agenda and was made a part of these minutes.

**MOTION: Motion was made by Elaine Walker and seconded by Christina Crespi to approve the list of best and brightest teachers subject to change due to qualification as presented to Downtown Miami Charter School. Motion was approved unanimously.**

#### **VI. FINANCIALS**

##### FY2016-17 Audit Report

- Ms. Hillary Daigle presented the FY2016-17 audit report for DMCS, and explained that it was a clean unmodified audit, all questions were answered by Ms. Daigle. The FY2016-17 audit report was part of the agenda and was made a part of these minutes.
- Kristina Pace explained to the Board that there is ongoing training at the school to eliminate any data entry for food services at the school level since there were two errors found on the FY2016-17 audit.

**MOTION: Motion was made by Carlos Migoya and seconded by Christina Crespi to approve the FY2016-17 audit report for Downtown Miami Charter School. Motion was approved unanimously.**

##### August 2017 DMCS Financial Report

- The Board reviewed and discussed the August 2017 DMCS financial report, and all questions were answered by Damon Schnurr. The August 2017 DMCS financial report was part of the agenda and was made a part of these minutes.
- Carlos Migoya expressed his concern of the negative impact the enrollment numbers will have on school's budget, and hopes for an increase in enrollment.

**MOTION: Motion was made by Carlos Migoya and seconded by Julio Piti to approve the August 2017 DMCS financial report for Downtown Miami Charter School. Motion was approved unanimously.**

- Jason Gallucci gave an update of the outstanding capital expenditure projects which included the school's bathroom, installation a flagpole for the school, and fixing the gate at the entrance of the school.

**MOTION: Motion was made by Julio Piti and seconded by Elaine Walker to approve 120k for the capital expenditure projects which included the bathroom, flagpole, and gate for Downtown Miami Charter School. Motion was approved unanimously.**

**VII. ADJOURNMENT**

**Chairman Gorson adjourned the Downtown Miami Charter School Inc. Board Meeting at 5:09p October 18, 2017.**



Matthew Gorson, Chairman

Date: 11-21-17