

MEETING MINUTES

Name of Foundation: Downtown Miami Charter School, Inc.
Board Meeting: Tuesday, March 20, 2018
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:
03.20.18	4:09 PM	5:07 PM	04.17.18	4:00 PM	K. Robertson
Meeting Location:					
Downtown Miami Charter School: 305 NW 3rd Ave., Miami, FL 33128					

Attended by:	
Board Members: Matthew Gorson, Chairman Julio Piti, Director Christina Crespi, Director Carlos Migoya, Director	Other Attendees: Amanda Delgado, Principal, DMCS Gary Springer, Lead Principal Kerrian Robertson, Governing Board Manager, CSUSA Damon Schnurr, Sr. Financial Analyst, CSUSA Members of the Public
Absent: Elaine Walker, Director	

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 4:09 pm with a Call to Order by Chairman, Matthew Gorson. Roll call was taken and quorum established.

I. PUBLIC COMMENTS

- The members of the public consisted of parents and grandparent of DMCS. There were concerns raised about additional tutoring during aftercare for K-2 grades, communication process using Dojo App., uniform policy since a child was asked to remove leggings which were not in line with the school's uniform policy, award ceremony selection, and after hours' pick-up for students.
- The Board asked Ms. Delgado to respond to the concerns of the parents.
- Principal Delgado explained that there were about 60 students on a waitlist for evening tutoring, but not enough tutors to accommodate all the students. She explained that she had spoken to the parent about the child being out of uniform, and also that Dojo is not the best form of communication for parents and teachers; Ms. Delgado encouraged the parents to utilize email communication. She further explained that it is not a best practice for teachers to interrupt lessons being taught to respond to text messages through the Dojo App. Ms. Delgado explained that the award ceremony selection and after hours' pick-up were previously addressed with parents, and she reminded the parents that she is more than willing to have one-on-one discussions with parents to provide further clarification of school policies.

II. ADMINISTRATIVE

Approval of Board Meeting Minutes

- The Board reviewed the meeting minutes from the January 16, 2018 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 Carlos Migoya and seconded by Christina Crespi to approve the meeting minutes of the January 16, 2018 Downtown Miami Charter School, Inc. Board Meeting. Motion was approved unanimously.

III. CSUSA REPORTS

NWEA Winter Results

- Principal Delgado shared the NWEA Winter results for DMCS, and explained that the Fall to Winter results were positive; however, the focus is to improve math performance for 5th graders and ELA for 6th graders. She explained that tutoring does help across all grade levels.
- The Board requested a cost analysis and budgetary impact associated with hiring more tutors to accommodate the evening tutoring sessions.
- Ms. Delgado shared the PSA which is the Pre-State Assessment for FSA which she explained had showed improvement across all grade levels.
- The Board wanted to know how predictive the PSA is to the FSA; a follow up will be provided to the Board at a later date.
- The NWEA Winter results were a part of the agenda and were made a part of these minutes.

Enrollment Update

- Ms. Delgado shared the enrollment update with the Board explaining that as of March 14, 2018 there were 664 students enrolled of a budgeted 650. She also informed the Board that a KIPP, K-2 school will be opening in Miami, but that she doesn't anticipate any enrollment concerns for DMCS. She also explained that the school has a 100% recommit rate.
- The enrollment update was a part of the agenda and was made a part of these minutes.

School Dashboard

- Ms. Delgado also shared the school dashboard which gave a snapshot summary of the school's performance inclusive of NWEA winter results, staff and parent survey responses, and enrollment. All questions were answered by Ms. Delgado.
- The school dashboard was a part of the agenda and was made a part of these minutes.

IV. OLD BUSINESS

- There was no old business

V. NEW BUSINESS

Quotes for Capital Projects

- The Board reviewed the quotes presented for the capital projects for the fire alarm system, playground canopy, playground, and turf replacement.
- The Board defer the discussion of these capital projects until the April 17th meeting, and requested a plan showing a side-by-side comparison of three quotes for each capital improvement item. The Board also explained that though they are deferring the discussion, they are concerned about the fire alarm system and entertained a motion.
- The quotes for the capital projects were a part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Christina Crespi and seconded by Carlos Migoya to approve the replacement of the fire alarm-sprinkler system at \$9,749.46 if there is an immediate safety concern; however, three quotes will also be necessary for this project if the project can be delayed for the Downtown Miami Charter School, Inc. Board Meeting. Motion was approved unanimously.

VI. FINANCIALS

Approval of the Title I Amended Budget

- Ms. Delgado explained the changes to the Title I budget, and all questions were answered by Ms. Delgado.
- The Title I Amended Budget was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Christina Crespi and seconded by Carlos Migoya to approve the Title I Amended Budget for Downtown Miami Charter School. Motion was approved unanimously.

DMCS January 2018 Financial Report

- Damon Schnurr presented the DMCS January 2018 financial report, and all questions were answered by Mr. Schnurr.
- The DMCS January 2018 financial report was part of the agenda and was made a part of these minutes.

MOTION: Motion was made by Carlos Migoya and seconded by Julio Piti to approve the DMCS January 2018 financial report for Downtown Miami Charter School. Motion was approved unanimously.

VII. ADJOURNMENT

Chairman Gorson adjourned the Downtown Miami Charter School Inc. Board Meeting at 5:07p March 20, 2018.


Matthew Gorson, Chairman

Date: 4-17-18