

## MEETING MINUTES

**Name of Foundation:** Downtown Miami Charter School, Inc.  
**Board Meeting:** Tuesday, April 17, 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:
04.17.18	4:19 PM	5:25 PM	05.15.18	4:00 PM	K. Robertson
<b>Meeting Location:</b>					
Greenberg Traurig: 333 SE 2 <sup>nd</sup> Ave. Suite 4400, Miami, FL 33131					

<b>Attended by:</b>	
<b>Board Members:</b> Matthew Gorson, Chairman Julio Piti, Director Christina Crespi, Director Elaine Walker, Director	<b>Other Attendees:</b> Amanda Delgado, Principal, DMCS Donte Fulton-Collins, Regional Director of Education Kerrian Robertson, Governing Board Manager, CSUSA Damon Schnurr, Sr. Financial Analyst, CSUSA Jason Gallucci, Regional Facility Manager, CSUSA
<b>Absent:</b> Carlos Migoya, Director	

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 4:19 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 March 20, 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 Elaine Walker and seconded by Julio Piti to approve the meeting minutes of the March 20, 2018 Downtown Miami Charter School, Inc. Board Meeting. Motion was approved unanimously.

#### **III. CSUSA REPORTS**

##### Enrollment Update

- Ms. Delgado shared the enrollment update with the Board explaining that the school is still enrolling kindergarten students as the school tries to fill empty seats.
- 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. She explained that the Board will receive the staff and parent survey results for Spring in the coming months.
- Ms. Delgado explained that she would like to address some the concerns brought up at the last board meeting. She explained that the policy for student drop off/pick up is now the same for after-hours pick up using the placard and proper ID. The tutoring concern shared by a parent was rectified after adding the child to the tutoring program. As an added security, the glass to the front office was tinted, and the back gate to the school is now automated to accommodate PIN or intercom entry.
- Ms. Delgado shared the positive results of the school's compliance visits from the departments of Title I, ESOL, ESE, and Compliance and Curriculum which the school received a perfect rating.
- Ms. Delgado explained that interviews are ongoing to fill the staffing positions next school year.
- The community events included:
  - Father and daughter dance
  - Son and mother dance
  - Career Day
  - Pep Rally
  - Flowers of Hope for St. Jude's
  - Parent information night which are also called Fast-Forward Night
  - Staff Appreciation Week will be held the 2<sup>nd</sup> week in May
  - There won't be a Gala this year for the school, but will resume next year
- Mr. Gorson said he and Carlos Migoya will contribute to the Staff Appreciation Week
- 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**

##### 2018-19 Academic Calendar for DMCS

- The Board reviewed the 2018-19 Academic Calendar presented for DMCS.

**MOTION: Motion was made by Elaine Walker and seconded by Julio Piti to approve the 2018-19 Academic Calendar for DMCS as presented at the Downtown Miami Charter School, Inc. Board Meeting. Motion was approved unanimously.**

##### 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.
- Jason Gallucci explained the side-by-side comparison of all the capital projects as requested by the Board from the previously board meeting. He explained that it is best to replace the fire alarm system during the summer months, and suggested the services of Easy Grass for turf replacement at \$41,118.00, Empire Fire Safety at \$8,900.00, and Playground USA for playground replacement and canopy installation at approximated \$76,524.00.
- The Board agreed to move forward with the suggested capital projects which will be covered using the funds from the 2017-18 and 2018-19 school budgets.

- 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 Elaine Walker and seconded by Julio Piti to approve the capital projects for school year 2017-18 and 2018-19 which includes the replacement of the fire alarm system by Empire Fire Safety, the replacement of the turf by Easy Grass, and the replacement of the playground and canopy installation by Playground USA as presented at the Downtown Miami Charter School, Inc. Board Meeting. Motion was approved unanimously.**

**VI. FINANCIALS**

February 2018 Financial Report

- Damon Schnurr presented the DMCS February 2018 financial report, and all questions were answered by Mr. Schnurr.
- The February 2018 financial report 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 February 2018 financial report for Downtown Miami Charter School. Motion was approved unanimously.**

2018-19 Estimated Tutoring Cost

- Damon Schnurr presented the 2018-19 estimated tutoring cost for DMCS, and explained that based on the estimated per tutor cost the school is likely to see an increase of \$21,000.00 in the school's 2018-19 budget for tutoring. All other questions were answered by Mr. Schnurr.
- The Board did not find it necessary to increase the tutoring budget by \$21,000.00 for the 2018-19 school year.
- The 2018-19 estimated tutoring cost was part of the agenda and was made a part of these minutes.

**VII. ADJOURNMENT**

Chairman Gorson adjourned the Downtown Miami Charter School Inc. Board Meeting at 5:25 p April 17, 2018.

  
Matthew Gorson, Chairman

Date: 5-15-18