

**DOCTORS CHARTER SCHOOL OF MIAMI SHORES  
CHARTER SCHOOL AUTHORITY  
BOARD MEETING MINUTES**

Doctors Charter School Art Room 5:00PM  
November 17, 2005

Present: Chair B. Heffernan, J. Bolton, A. Burch, J. Garcia, M. Faldas, S. Johnson J. Kathe D. Kleinman, L. Reid, M. Stallions, F. Thompson

Also present: Executive Director Maggie Manrara

Absent:, R. Bernstein, J. Lutton

The meeting was called to order by Chair Heffernan at 5:10PM.

Presentations: DCS had students who did very well in the Miami Herald's Hurricane Wilma Essay Contest. In addition, the Art Room was filled with students and coaches from the very successful basketball program, the first team sport at DCS. The Board learned that Strategic Marketing Communications had donated \$2000 to DCS for the use of the office area for a commercial.

Approval of minutes: J. Kathe moved that the minutes of the October 20, 2005 Board meeting be approved as presented. All in favor.

Executive Director Report: Maggie explained that the Board packet comprised her written report. Chair Heffernan then gave a summary of the financial situation as presented to the MS Village Council on 11-15-05. Council approved an amendment to our Charter to more accurately reflect actual enrollment, as the monies received for the past two months were only for 375 students, leaving out 41 students. Chair Heffernan requested that the Finance Committee work on a financial report that is more comprehensive, including monies from MS/BU, the building fund, and our own operating budget. This would show monthly budget vs. actual, and sources and uses of cash. After these reports are completed, a budget workshop with Council will be held. Additionally, the ad hoc committee to work on the lease with the Village (B. Heffernan, J. Kathe, D. Kleinman, L. Reid, A. Burch) will meet, coordinating with Mr. Benton and Mr. Sarafan, to craft a lease acceptable to both the DCS Board and the Village.

Student Activities Committee: The committee met to go over the admissions policy, process and the enrollment projections ("Summary by Grades- class sizes"-attached). Applications will be available 11-28-05, as well as on the website. The committee decided that in the event of a faculty member leaving the school mid-year, the decision about a student enrolled as a result of that employment will built into the faculty member contract. The School Board will need to pass our 2<sup>nd</sup> contract amendment in order for projections to be used. Motion: by J. Kathe, second by S. Johnson, to ratify the actions of the Student Act. Committee. Motion passed. Motion: by J. Garcia, second by J. Kathe, to approve the enrollment projections. Motion passed.

Personnel Committee: M. Stallions reported that the Committee met, minutes attached, and that they reviewed the present faculty status. The committee recommends that it prepare a tool for evaluating the ED, to present at the

December Board meeting. A motion to allow the personnel committee to present a format for this process, was seconded and passed.

Special items:

Students withdrawal from school: The minutes of the Discipline Committee were distributed, as well as an 11-17-05 memo from the ED, a 10-18-05 Incident report and other supporting documents. (attached, names redacted). Motion by M. Faldas, seconded by S. Johnson, that we follow the discipline policy as written. Much discussion followed about the time frame from which the discipline decision was made, until the time the conflict resolution process must be started. Possible future policy discussion on this time frame may be needed.

New Board Members: J. Bolton was introduced as the Middle School PTSA Board Delegate, and F. Thompson as the High School PTSA Board Delegate. Resolution number 5 was passed unanimously accepting these new members, who were welcomed. Resolution number 6 was also passed, accepting the resignation of K. Montuori from the Board, and her contribution to the School was recognized and appreciated.

School Improvement Plan: The Board was given the report that this plan, which should be driving the School academically, has been submitted. M. Stallions recommended that the Curriculum Committee, comprised of M. Stallions, R. Bernstein, J. Lutton, and F. Thompson shall meet and go over the SIP, as well as the plan for its implementation.

EESAC List: Chair Heffernan requested that the EESAC Committee list be distributed to the Board.

Public comment:

JC Rodriguez: Concerned about school finances. Distributed an anonymous letter listing faculty concerns. Recommended that Board set up a committee to address these concerns.

Alina Gonzalez: How soon shall we have the school speed zone outside the school? Code of Conduct: written documentation is needed and appropriate forms given to the parents officially notifying them.

Y. Barry: Friend of student involved in discipline procedure, wishes to obtain all documentation on the case, and stated that the student committed a group 2 infraction, not a group 5 as alleged.

D. Halliday: Wants to know if we are increasing enrollment at midyear, and if so, will that effect student/teacher ratio.

L. Nisset: The discipline process did not have written documentation, and the whole thing seemed improvised. It was confusing. Subtle peer pressure was involved in the case.

M. Mosher, teacher: Concerned that teachers still do not have a retirement plan, finds this unacceptable. Has requested frequently, but school's tax code status has not been determined, why wasn't it determined earlier?

John McCann: Wants to know how many teachers have left the school.

Alina Diaz: Can we do a staff satisfaction survey? We do not want the faculty dissatisfied.

Abir Jadallah, teacher, Chair, Social Studies Dept: Would we, the Board, have waited for 5 months for a retirement package? States that they stay and wait

for the students, but they need benefits. Wants to assure the school's success.

J. Obermeyer: PTSA can be advocates for the teachers.

Board comment: J. Bolton requested that letters be signed, and commended teachers that spoke today. M. Stallions also reiterated this request. It is desired that teachers come forward with concerns. Ms. Manrara stated that for the SACS accreditation, we will be doing a climate survey, learning the concerns for the faculty, as well as parents.

Motion made to adjourn at 7:30PM. The next Board meeting will be held December 15, 2005 at 5PM.

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William J. Heffernan, Chairman

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Alice Burch, Secretary  
Attachments