

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

Doctors Charter School Art Room
Called Board Meeting December 21, 2006 5:00PM

Present: Chair B. Heffernan, R. Bernstein, J. Bolton, A. Burch, G. Daviglius, M. Faldas, S. Johnson, D. Kleinman, J. Lutton, J. Obermeyer, L. Reid, M. Stallions,

Apologies for absence: J. Bolton, J. Kathe.

Also present: Executive Director Dr. Marge Wessel, Curriculum Coordinator Priva Fischweicher

The meeting was called to order by Chair Heffernan at 5:09 PM.

Public comment on agenda items: No public comment was offered

Approval of minutes: The minutes of the November 16th Board meeting were approved as amended.

Executive session policy: Discussion lead to the following Board position on executive sessions:

Executive sessions are not public, and are held when there is an individual student's disciplinary, academic, or legal issue under discussion, for the purpose of protecting the individual student. If a court reporter attends the session and the record made may be required by the judge in a legal case. The brief summary kept of the session is not public. The Board can decide who is permitted in the Executive session. Action on Executive session items may be taken at the public meeting immediately following the Executive session, or at the next Board meeting.

Executive session held 11-16-06: The Board has not received any documents that the parents alluded to in this session.

Finance committee: S. Johnson called for a resolution by the Board endorsing the candidacy of Evelyn D'An. All were in favor of the resolution. S. Johnson reported that the Finance Committee passed a unanimous resolution recommending that the DCS Board elect E. D'An as the Board Treasurer assuming the MS Village Council appoints her to the DCS Board. He requested that the check-signing policy be tabled pending full review by the Finance committee. Thanks were expressed to S. Johnson for his three years of service to the Board.

Board retreat/training: Members will be contacted for their date preference after eligible dates are obtained from Mark Cannon of Greater Capacity Consortium.

Correspondence policy: The following statement was proposed as a *policy* for correspondence: "The school administration will promptly notify all Board members when the school receives any correspondence addressed to the Board from any entity that has regulatory authority over the school. The notice shall include a brief description of the nature of the correspondence, and any deadlines for required responses." A *motion* was made, seconded and passed to adopt this policy. At the next Board meeting, a policy for responses to signed letters will be considered.

Fundraising Committee: D. Kleinman reported this event date:

First Annual DCS Golf Tournament: April 19th, 2007, and for this event we have a raffle of a Miami Lakes Inn stay, as well as a need for sponsorships. The Board meeting will be changed to April 26th, 2007 at 5PM.

Personnel Committee: The committee proposes a resolution that all parents will receive a letter during the holiday break emphasizing the importance of on-time drop off and pick up of students. A *motion* was made that the Finance Committee allocate funding for two hours per day of an off-duty Miami Shores police officer to enhance our security efforts. This motion was seconded and passed. A related motion was seconded and passed that a security budget be allocated for the 2007-08 school year. The parent letter that gave rise to these considerations will be responded to by the administration.

PTSA: J. Obermeyer reported that it is possible that the PTSA will help with the security funding. PTSA has noticed that many parents do not read the online version of the Doctor's Note. Parents wonder what the accident insurance covers, and reminders about fees should be included in the letter

EESAC: M. Stallions reported on the funding allocations made at the most recent meeting. Junior class members will be able to park on campus according to a policy developed by the administration, and according to the student handbook.

Strategic Plan: P. Fischweicher made a presentation to the Board on the curriculum planning done so far, from meetings with academic department chairs. A strong need for enrollment planning was identified after this presentation.

Search Committee: R. Bernstein reported that four candidates will be interviewed and requested an allocation of up to \$1,000 to provide for distant candidates' expenses. A *motion* was made, seconded, and passed to provide this allocation. Interviews will be held either 1/6/07 or 1/13/07.

Executive Director's Report: Dr. Wessel reported on the success of Evening in the Courtyard, Poetry Night, the Middle School Dance, mid-terms, the Winter Concert, obtaining another piano, PTSA's toy drive and ink cartridge efforts, junior parking, and holiday office hours. She replied to queries about a timetable for the strategic planning, and to a question about the number of available parking spaces: 44.

Legal matter: L. Reid reported the matter close to settlement.

Board comment: J. Obermeyer commented that Board members should have easier access to their DCS email, and that Board correspondence could be tracked through the DCS computer system. School enrollment and the readiness level of students will be addressed by the Curriculum Committee and they will bring their recommendations to the Board at the next meeting.

Meeting adjourned at 7:15 PM.

Respectfully submitted,

William J. Heffernan, Chairman

Alice Burch, Secretary