



520 NW 5th St., Hallandale Beach, Florida 33009.

BOARD MEETING MINUTES

Meeting at SBMCS via Zoom, Thursday, November 30, 2023 at 3:30pm

0.0 Call to Order: 3:50 pm

1.0 Roll Call: Ms. Vanessa Havel, Ms. Margot Luque, Ms. Sandra Sketnevskaya-Khoffner

Invited & attended by: Ms. Livia Moreno, Ms. Jennifer Gomez, Mr. Gabriel Navarro and Mr. Robby Kahle.

2.0 Moment of Reflection.

3.0 Former Minutes for Approval.

- A. Board Meeting Minutes from October 13, 2023 were reviewed and approved.

4.0 Reports

A. **Financial Reports:**

- 1) Board confirmed the Sept. & Oct. P&L and Balance Sheets were previously reviewed via e-mail and the Board approved of the Sept. & Oct. financials, including General Ledger and GASB-87 for leases.
- 2) Board reviewed and approved new Schedule of Financial Reporting and Board Meetings for 2023-24.

B. **New or revised contracts:**

- 1) Ms. Livia reported that two employees' contracts were terminated. She contracted another ESE Specialist from Stepping Stones company. The lunch program employee contract was terminated and the lunch program has been added to the maintenance employee's contract. Ms. Livia discussed with the Board the possibility of a holiday bonus for particular employee(s).

5.0 Board Member Business.

- A. Board discussed the 2022-23 Financial Audit response action plan. All the board members, bookkeeper and CPA attended the virtual meeting with the Broward School Board on Oct. 25th and confirmed that the action plan was put in place.
- B. Board discussed recent bank fraud in PNC Bank. It may be 180 days for PNC to complete its investigation.
- C. Board discussed accounting of fundraisers. Ms. Jennifer and Ms. Livia will further consult with Ms. Nancy (Office Manager) and Craig Kahle, CPA to improve accounting to report results of fundraisers.
- D. Board discussed status of the new lease and will follow up with the landlord's attorney to further negotiate the price & terms.
- E. Ms. Livia gave an update and Board approved of the SIP (School Improvement Plan). The SIP was already approved by the Broward School Board and Ms. Livia will e-mail a final copy to the SBMCS Board.
- F. Board discussed status of documents due to upload in Charter Tools. Compliance score is currently 90.
- G. Board discussed enrollment, currently 169 students. Ms. Livia will focus on publicity and better property maintenance to attract more students and increase the waiting list. The CO for the new modular classroom has been expedited by the City and Ms. Livia will get a copy from Scott Mire, Consilium Atlantic, for the school's records. Ms. Livia is looking for ways to better utilize classroom space.
- H. Ms. Livia gave update about Classroom Outfitters playground equipment. The 1st deposit is pending approval when the funding from grants is received. After 1st deposit, equipment will be delivered within 2 months.
- I. Community outreach, PTA & events: Ms. Livia, staff & PTA attended Gulfstream Expo on 10/17. Ms. Livia & Ms. Nancy attended FL Charter School Conference Oct. 18-20. Trunk-or-Treat 10/31 was a success. PTA is now doing the chocolate bar fundraiser. Winter Party for the staff will be 12/8 and Winter Bash will be 12/16.

6.0 Other Business.

No other business was discussed.

7.0 Public Comments. No public comments.

8.0 Adjournment. Motion to Adjourn by: Vanessa Havel. Second by Sandra Sketnevskaya. All yes, 6:25 pm.

The Board of South Broward Montessori Charter School

Vanessa Havel, Pres./Secretary

Sandra Sketnevskaya, V.P.

Margot Luque, Treasurer