



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

## BOARD MEETING MINUTES

**SBMCS Board Meeting via Zoom, Thursday, February 29 & Wednesday March 13, 2024 at 3:30pm**

**0.0 Call to Order:** 4:28 pm Feb. 29<sup>th</sup> and 3:50pm March 13<sup>th</sup>

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

**Invited & attended by:** Ms. Livia Moreno, Ms. Jennifer Gomez, and Mr. Robby Kahle, Accountant (only on Feb. 29<sup>th</sup>).

**2.0 Moment of Reflection.**

**3.0 Former Minutes for Approval.**

A. Board Meeting Minutes from January 18, 2024 were reviewed and approved.

**4.0 Reports**

A. **Financial Reports:**

The Board reviewed with Robby and Jennifer, then approved the January P&L and Balance Sheets, including General Ledger and GASB-87 for leases. The Board and Ms. Jennifer agreed to review the future monthly unadjusted financials before reviewing and approving the adjusted financials with Robby and Craig Kahle, CPA. This will allow the Board to have a better understanding of the accounting.

B. **New or revised contracts:** No new or revised contracts were reported.

**5.0 Board Member Business.**


- A. Board discussed status of the bank fraud that occurred at PNC Bank. PNC Bank is still doing the investigation of two fake checks created outside of the school on 11/8/23. Ms. Livia received the last update from PNC on Feb. 13<sup>th</sup>. The investigation can take up to 180 days and 120 days have already passed. Ms. Livia will call PNC Bank again today, 3/13. She will also call PNC Bank and TD Bank about the costs of accounts, wire transfers, and ACH payments. SBMCS has one more year of its lease with PNC for the "Clover" system to receive parents' payments and has not yet opened an account with the "Pinnacle" system.
- B. Board discussed improving accounting of fundraisers. Ms. Jennifer and Ms. Livia will further consult with Craig Kahle and they will create a report of the income and expenses from the 10-year Anniversary Celebration at Dave & Buster's fundraiser. They will also prepare accounting procedures for future fundraisers.
- C. Board discussed status of the new lease and will further review the lease in the next board meeting.
- D. Ms. Livia gave update about the school's upcoming events and activities, mainly the annual fundraiser, which will be "Family Fun-filled Day" on Saturday, April 27. Ms. Livia announced that she will be inviting 3 potential new board members to the next board meeting. She will also be looking for possible summer interns.
- E. Board discussed status of documents due to upload in Charter Tools. Compliance score is currently 92.
- F. Board discussed enrollment and classroom space. Enrollment is currently 171 students. Scott Mire obtained the CO for the new modular and Ms. Livia has been trying to contact him to get copy of it.
- G. Ms. Livia update about Classroom Outfitters playground equipment. The 1<sup>st</sup> deposit is still pending approval when the funding from grants is received. Classroom Outfitters will send a new quote with a 5% increase.
- H. Community outreach, PTA & events: PTA is still doing the chocolate bar fundraiser. Field Trip to Frost Museum was 2/29. Easter Egg Hunt 3/13. Family Fun-Filled Day 4/27. Kindergarten and 5<sup>th</sup> Grade Graduation Ceremony at Hallandale Community Center 5/30. Achievement Day 5/31 for 1<sup>st</sup> & 2<sup>nd</sup> Graders in A.M. and 3<sup>rd</sup> & 4<sup>th</sup> Graders in P.M. 5<sup>th</sup> Graders Field Trip to Universal Studios 5/23.


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, 6:00pm 2/29 and 6:35pm 3/13.

The Board of South Broward Montessori Charter School

  
Vanessa Havel, Pres./Secretary

  
Sandra Sketnevskaya, V.P.

  
Margot Luque, Treasurer