



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

BOARD MEETING MINUTES

Meeting at SBMCS Campus & via Zoom video conference, Thursday, December 8, 2022

0.0 Call to Order: 4:25 pm

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

Invitation extended to & attended by: Ms. Livia Moreno and Mr. Robby Kahle.

2.0 Moment of Reflection.

3.0 Former Minutes for Approval.

- A. Board Meeting Minutes from November 28, 2022 were reviewed and approved.

4.0 Reports

- A. Board will review current financial reports with Jennifer Gomez, Bookkeeper in the next board meeting.
- B. New or revised contracts:
 - 1) Board reviewed new addendum to the lease with Robby Kahle and approved it.
 - 2) Board discussed the lease/rental contract and invoices from Vesta Modular and reviewed them with Robby Kahle, who will contact John Ackerman at Vesta Modular to set up a payment schedule.
 - 3) Board confirmed with Robby, Ms. Livia's new salary as of October, so it's recorded correctly in accounting.
 - 4) Board discussed new or renewable insurance policies. Ms. Livia is filling in applications from insurance agent, Ruth Caravasi, for a new, full insurance policy, including Errors & Omissions and will update the Board and CPA.

5.0 Board Member Business.

- A. Board discussed the action plan regarding findings in the annual audit and each board meeting agenda section "4.0 - Reports" now includes "4.0 – B. New or revised contracts", particularly those reported to the CPA. Robby and Craig Kahle will work with Livia to use the correct revenue worksheet and make corrections needed in the projected budgets. Board will review SBMCS Financial Policies & Procedures and make amendments if needed. Board also discussed Craig Kahle, CPA engagement letter, which is pending review.
- B. Ms. Livia gave update about the Programmatic Review and is waiting for the next visit to be scheduled. Also, next meeting for SIP will be Dec. 13th in Ft. Lauderdale.
- C. Board discussed repairs being done at the school in collaboration with the landlord. Door handles/openers and roof repairs will be done during winter break. Board approved new addendum to lease.
- D. Board discussed school's insurance policies. Ms. Livia is filling in application for a new policy, including E&O.
- E. Board discussed follow-up being done since the Nov. 30th Charter Contract Renewal meeting with the District. Ms. Vanessa attended the meeting via "Team Meeting", along with Ms. Livia and her team.
- F. Board discussed items due in Charter Tools. Two items are pending. A new benchmark has been added to send the SBMCS monthly board meeting minutes.
- G. Board discussed new modular inspections. Tom Donnelly, contractor, will attend electrical inspection 12/13.
- H. Board discussed proposal for new playground equipment with Jason of Pro Playgrounds via phone and discussed a possible line of credit for financing.
- I. Board discussed community outreach and events. Winter Bash will be 12/10 on campus.
- J. Ms. Livia gave update about the PTA and their help with social media and fundraising.


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 Margot Luque. All yes, 7:00 pm.

The Board of South Broward Montessori Charter School


Vanessa Havel


Margot Luque


Sandra Sketnevskaya