



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

## BOARD MEETING MINUTES

PLACE AND DATE: Office of Saenz & Anderson PLLC, Aventura, Friday, May 10, 2019

**0.0 Call to Order:** 11:50am

**1.0 Roll Call:** Mr. Martin Saenz, Ms. Margot Luque and Ms. Vanessa Havel.

**Invitation extended to:** Ms. Amanda Adair, Ms. Elizabeth Kpenkaan, and parents. Ms. Adair and Ms. Kpenkaan attended.

**2.0 Moment of Reflection.**

**3.0 Former Minutes for Approval.**

A. Former Board Meeting Minutes are pending approval before the next board meeting.

**4.0 Reports**

A. There were no financial reports for review.

**5.0 Board Member Business.**

- A. Board discussed proposals from different security companies, offering the service of a security officer on campus. The board will speak via speakerphone with CCPS2 representative, Walter Oliver, during the next board meeting and discuss a contract.
- B. Status of additional classroom space: On May 6<sup>th</sup>, Ms. Luque and Ms. Havel joined Ms. Kpenkaan, Ms. Livia (SBMCS teacher) and parents in a meeting with Mayor Joy Adams and Assistant City Manager, Jeremy Earle, to discuss how the City may help the school to fulfill the need for more classroom space. It was learned that Gulfstream Early Learning Center has portables available to donate. Another meeting was scheduled for May 14<sup>th</sup> with City building officials.
- C. Staff job descriptions & responsibilities: Ms. Kpenkaan became Assistant Principal & Curriculum Director as of May 6, 2019. On July 1, 2019, her position will be that of School Principal. A new bookkeeper was hired to start on May 13<sup>th</sup>.
- D. Charter school contract compliance and Charter Tools: Ms. Adair will communicate with Craig Kahle CPA, about what is needed to get the information on a timely basis to upload in Charter Tools.
- E. Budget & accounting: Board scheduled a workshop meeting with Craig Kahle, CPA for May 17<sup>th</sup>.
- F. Status of PTO and fundraising: Ms. Adair sent the board an e-mail with information to create the PTO, as well as an e-mail with a list of parents interested in participating in the PTO. She will send additional information that Mr. Saenz may need. Ms. Adair and Ms. Kpenkaan will check the calendar for the best date to schedule the fundraiser at Dave & Buster's.

**6.0 Other Business.**

No other business was discussed.

**7.0 Public Comments.**

No public was present in this meeting.

**8.0 Adjournment**

Motion to Adjourn by: Martin Saenz. Second by board members. All yes, 3:15pm

The Board of South Broward Montessori Charter School

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R. Martin Saenz

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Margot Luque

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Vanessa Havel