



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

BOARD MEETING MINUTES

Meeting at SBMCS Campus & via Zoom video conference, Monday, November 28, 2022

0.0 Call to Order: 3:45 pm

1.0 Roll Call: Ms. Vanessa Havel and Ms. Margot Luque.

Invitation extended to & attended by: Ms. Livia Moreno, Ms. Jennifer Gomez.

2.0 Moment of Reflection.

3.0 Former Minutes for Approval.

- A. Board Meeting Minutes from October 13, 2022 were reviewed and approved.

4.0 Reports

- A. Board reviewed and approved the P&L and Balance Sheets for September 2022.
- B. New or revised contracts:
- 1) Board reviewed new addendum to the lease and approved it pending consulting with Craig Kahle, CPA.
 - 2) Board discussed invoices from Vesta Modular in accordance to commencement of the lease of the new modular classroom. Ms. Livia and Ms. Jennifer will review the invoices and consult with Craig and Robby Kahle, to be sure that all rent payments and fees are accounted for correctly.
 - 3) Board discussed Ms. Livia's new Principal job title & salary which she and Ms. Jennifer will confirm with CPA.
 - 4) Board discussed new or renewable insurance policies. Ms. Livia will follow up with insurance agent, Ruth Caravasi, and update the Board and CPA.

5.0 Board Member Business.

- A. Ms. Livia gave update about action plan sent for the Programmatic Review and the next meeting for SIP scheduled for Dec. 13. Application for Charter Contract Renewal was completed and submitted on Oct. 28th.
- B. Board discussed the action plan regarding findings in the annual audit and agreed that each board meeting agenda "Reports" section will include financial reports and now any new or revised contracts to be reported, particularly to the CPA. Board also discussed the new engagement letter with Craig Kahle, CPA, which is pending review of changes made from the previous engagement letter.
- C. Board discussed repairs that are being completed at the school in collaboration with the landlord. Door handles/openers and the permits for roof repairs are pending.
- D. Board discussed status of school's insurance policies. Ms. Livia and Ms. Margot are following up with insurance agent, Ruth Caravasi, to be sure the school has necessary coverage.
- E. Board discussed Charter Contract Renewal. Ms. Vanessa will attend the Charter Contract Renewal meeting, along with Ms. Livia and her team, via Team Meeting with the District on Nov. 30th.
- F. Board discussed items due in Charter Tools. One item pending due to need of additional BTA team member.
- G. Board discussed the new modular classroom and inspections, etc. towards a Certificate of Occupancy.
- H. Board discussed proposals for new playground equipment and will further review proposals at next meeting.
- I. Board discussed website & community outreach. Ms. Livia & Ms. Nancy found the FCSC very productive.
- J. Ms. Livia gave update about the PTA's very active role in the fall events and upcoming winter events.

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, 6:16 pm.

The Board of South Broward Montessori Charter School

Vanessa Havel

Margot Luque

Sandra Sketnevskaya