



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

BOARD MEETING MINUTES

PLACE AND DATE: Office of Saenz & Anderson PLLC, Aventura. Thurs. Sept. 5, 2019, 12:00pm

0.0 Call to Order: 12:20 pm

1.0 Roll Call: Mr. Martin Saenz, Ms. Margot Luque, and Ms. Vanessa Havel (via speakerphone).

Invitation extended to: Ms. Elizabeth Kpenkaan, Ms. Elizabeth Behrentz, and Ms. Caridad Ramos attended. Two parents attended: Ms. Jennifer Maver and Ms. Iraima Rodriguez.

2.0 Moment of Reflection.

3.0 Former Minutes for Approval.

A. Former Board Meeting Minutes were approved.

4.0 Reports

A. Ms. Behrentz gave an update on financial reports for July and August and the Board approved them.

5.0 Board Member Business.

- A. School Safety & Security: Board discussed negotiations with another security company, since CCPS2 cancelled their contract. Ms. Kpenkaan signed a month-to-month contract with the Hallandale Beach Police Dept. for a police officer, starting the first day of school until another security company can provide an officer.
- B. Fraud incident: The Board discussed the status of remedying the loss caused by the July fraud incident and further discussed the SBMCS Financial Management, Policies & Procedures to prevent incidents of fraud. Ms. Kpenkaan prepared a letter with all the information required for the insurance claim.
- C. Budget and accounting update: The Board discussed the rent, debt, and issues that need to be visited with Ms. Behrentz and Craig Kahle, CPA in tie to complete the annual audit by Sept. 30th.
- D. Status of additional portable: Board discussed need for specifications or NOA of the portable, to make a new site plan for the City's approval to transport it from Gulfstream ELC to SBMCS. Since the City has no records, Ms. Havel has sent a request to the Broward School real estate and facilities department to search for specifications and/or an NOA of a similar portable that may be used to create an "as-built" site plan.
- E. Need for cafeteria or lunchroom space: Board discussed options for temporary improvements to the lunch facilities until a permanent lunchroom can be built.
- F. Update on staff job descriptions: Ms. Kpenkaan is in the process of updating job descriptions. All positions have been filled, including a new Curriculum Coordinator (Ronald Latronica).
- G. Charter school contract compliance and Charter Tools: Ms. Kpenkaan and Ms. Ramos are keeping track of the Charter Tools deadlines and all requirements are currently up to date.
- H. Status of PTO and fundraising: Ms. Kpenkaan informed the Board about parents who are interested in participating in the PTO and possibly being new board members, including Ms. Maver and Ms. Rodriguez, who were present at the board meeting.

6.0 Other Business.

No other business was discussed.

7.0 Public Comments.

Ms. Maver and Ms. Rodriguez commented that many parents do not agree with having the school lunches outdoors and that it does not seem healthy. They suggested that lunches be served inside the classrooms.

8.0 Adjournment. Motion to Adjourn by: Martin Saenz. Second by board members. All yes, 2:20 pm.

The Board of South Broward Montessori Charter School

R. Martin Saenz

Margot Luque

Vanessa Havel



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

BOARD MEETING MINUTES

PLACE AND DATE: Office of Saenz & Anderson PLLC, Aventura. Friday, August 14, 2019

0.0 Call to Order: 12:15 pm

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

Invitation extended to: Ms. Elizabeth Kpenkaan, Ms. Elizabeth Behrentz and parents.
Ms. Behrentz attended.

2.0 Moment of Reflection.

3.0 Former Minutes for Approval.

A. Former Board Meeting Minutes were approved.

4.0 Reports

A. Ms. Behrentz presented and the Board reviewed financial reports for the month of July 2019 and the year of July 2018 through June 2019.

5.0 Board Member Business.

- A. School Safety & Security: Board discussed the contract with CCPS2 and the requirement for the safe-school officer to satisfy the guardian officer training course with the Broward Sheriff's Department.
- B. Fraud incident: Board discussed a fraud incident that occurred in July, how it occurred, what is being done to remedy the loss, and how to prevent any future occurrences. The Board will further discuss the SBMCS Financial Management, Policies & Procedures in the next board meeting, as well as supplementary procedures to prevent incidents of fraud.
- C. Budget & accounting: Board discussed the accounting and how the loss from the fraud incident will need to be recorded and recouped through an insurance claim.
- D. Status of additional classroom space/portables: Board discussed the need for specifications and/or an NOA of the portable in order to make a new site plan for the City's approval to transport the portable from Gulfstream ELC to the SBMCS campus. The City has no records about the portable, so it was suggested that specifications and/or an NOA of a similar portable be used to create an "as-built" site plan.
- E. Staff job descriptions & responsibilities: To be discussed at the next board meeting.
- F. Charter school contract compliance and Charter Tools: To be discussed at the next board meeting.
- G. Status of PTO and fundraising: To be discussed at the next board meeting.

6.0 Other Business.

No other business was discussed.

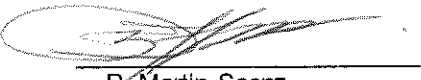
7.0 Public Comments.

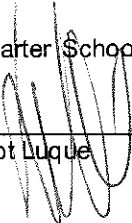
No public was present in this meeting.

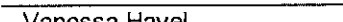
8.0 Adjournment

Motion to Adjourn by: Vanessa Havel. Second by board members. All yes, 2:45 pm.

The Board of South Broward Montessori Charter School


R. Martin Saenz


Margot Luque


Vanessa Havel



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

BOARD MEETING MINUTES

PLACE AND DATE: SBMCS Campus, Wednesday, June 12, 2019

0.0 Call to Order: 9:20 am

1.0 Roll Call: Ms. Margot Luque, Ms. Vanessa Havel, and Mr. Martin Saenz (via speakerphone).

Invitation extended to: Ms. Elizabeth Kpenkaan, Ms. Amanda Adair, Ms. Caridad Ramos and parents. Also, Mr. Walter Oliver of Capital City Protective Services II (CCPS2). Ms. Kpenkaan, Ms. Adair, & Ms. Ramos attended. Walter Oliver and Norman Schrier, CCPS2 attended.

2.0 Moment of Reflection.

3.0 Former Minutes for Approval.

A. Former Board Meeting Minutes were approved.

4.0 Reports

A. There were no financial reports for review.

5.0 Board Member Business.

- A. School Safety & Security: Board discussed Mr. Oliver's proposed CCPS2 contract.
- B. Status of additional classroom space/portables: Board discussed results of meetings with City building officials and the requirements to be fulfilled in order to acquire a portable from Gulfstream ELC. A new site plan must be submitted to the City and in order to make a new site plan, the specifications and/or NOA of the portable is needed. Ms. Havel and Ms. Luque are going to the City to request records about the portable. Ms. Luque is obtaining quotes from the contractor. Meanwhile, the art room may be used for additional classroom space.
- C. Staff job descriptions & responsibilities: Ms. Kpenkaan is currently taking responsibility as School Principal. Ms. Kpenkaan is again posting the bookkeeper job position, as well as open teaching positions, and she is interviewing a possible new Curriculum Director. Ms. Luque spoke about administration's responsibility to correctly label items in the school inventory.
- D. Charter school contract compliance and Charter Tools: Board discussed items due to be uploaded in Charter Tools. Ms. Ramos will be the "watchdog" for items with upcoming due dates.
- E. Budget & accounting: Board discussed the application for Capital Outlay Fund and the new expense of the safe-school officer in the budget.
- F. Status of PTO and fundraising: Ms. Kpenkaan will research and send information to Mr. Saenz to create a non-profit organization/PTO. Flyers were posted to request volunteers and some parents have already volunteered to participate in the PTO. Ms. Kpenkaan will also 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.

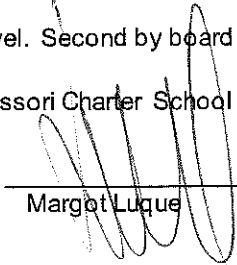
No public was present in this meeting.


8.0 Adjournment

Motion to Adjourn by: Vanessa Havel. Second by board members. All yes, 11:56 am.

The Board of South Broward Montessori Charter School


R. Martin Saenz


Margot Luque


Vanessa Havel