



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

## BOARD MEETING MINUTES

Meeting via Zoom video conference, Monday, September 19, 2022

**0.0 Call to Order:** 3:40 pm

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

**Invitation extended to & attended by:** Ms. Livia Moreno, Ms. Jennifer Gomez, Mr. Craig Kahle, CPA, Mr. Robby Kahle, Ms. Flor Fernandez (Landlord representative).

**2.0 Moment of Reflection.**

**3.0 Former Minutes for Approval.**

A. Board Meeting Minutes from August 18, 2022 were approved.

**4.0 Reports**

A. Board discussed financial reports and the SBMCS budget with Ms. Jennifer Gomez, Bookkeeper, and Mr. Craig Kahle, CPA. Board reviewed and approved the P&L and Balance Sheets for May, June & July 2022.

**5.0 Board Member Business.**

- A. Board reviewed construction costs for new modular classroom and status of the utility service application.
- B. Board discussed the annual audit. Ms. Livia reported all requested items have been provided and the audit is on track to be completed by Sept. 30<sup>th</sup>. Craig Kahle will meet with Board in December, after tax returns.
- C. Ms. Livia gave update about playground equipment. Old equipment has been removed and Ms. Nancy has 3 proposals for new equipment for the Board's review.
- D. Board discussed repairs needed at the school and price & terms of the lease. Ms. Nancy is preparing a list of items needing repair to present to landlord. Ms. Livia and Ms. Margot will work on an agreement with Ms. Flor, for the landlord to assist in making repairs and for the school to begin monthly payments towards a 1-month security deposit. Board discussed renewal of the current lease which will expire on June 30, 2023.
- E. Board discussed status of school's insurance policies. Ms. Livia and Ms. Margot are following up with insurance agent, Ruth Caravasi, to be sure school has necessary coverage. Ms. Margot reported that Ms. Caravasi still needs to change the overall insurance policy to another company that includes E&O coverage.
- F. Ms. Livia gave update on school enrollment, currently 165 students. Ms. Livia gave update on the Teacher Salary Increase Allocation Plan and the Board approved the plan.
- G. Ms. Livia gave an update and the Board reviewed and approved the Out-of-Field teachers' agreements.
- H. Board discussed the School Improvement Plan (SIP) and preparation for Charter Renewal Contract. Ms. Livia reported the school has contracted consultant, Ms. Raquel Espinosa, from Impact Learning Strategies, and Ms. Elizabeth Kpenkaan is also providing assistance as a consultant on an hourly basis.
- I. Board discussed status of documents due to upload in Charter Tools. All are up-to-date.
- J. Board discussed status of new fencing status and the modular. Ms. Margot reported new fence is now installed. Ms. Vanessa reported soil testing is done and expects permit to install the modular any day now.
- K. Board discussed website & community outreach. Two Back-to-School Nights were a success. Ms. Livia confirmed that she and Ms. Nancy will be attending the Florida Charter School Conference in October.
- L. Ms. Sandra gave update about the PTA. New officers have been elected with Ms. Amatulla Elamin, Pres.

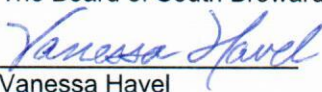
**6.0 Other Business.**

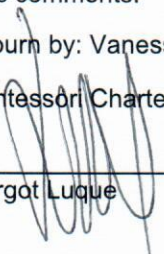
No other business was discussed.

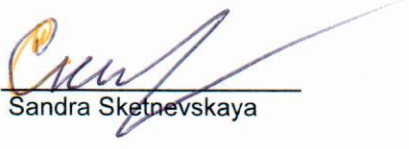
**7.0 Public Comments.** No public comments.

**8.0 Adjournment.** Motion to Adjourn by: Vanessa Havel. Second by Sandra Sketnevskaya. All yes, 6:40 pm.

The Board of South Broward Montessori Charter School

  
Vanessa Havel

  
Margot Luque

  
Sandra Sketnevskaya