



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

BOARD MEETING MINUTES

Meeting at SBMCS via Zoom, Friday, October 13, 2023 at 3:30pm

0.0 Call to Order: 3:40 pm

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

Invited & attended by: Ms. Livia Moreno, Ms. Jennifer Gomez, Mr. Gabriel Navarro and Mr. Craig Kahle, CPA.

2.0 Moment of Reflection.

3.0 Former Minutes for Approval.

A. Board Meeting Minutes from September 21, 2023 were reviewed and approved.

4.0 Reports

A. **Financial Reports:**

- 1) Board reviewed, with Craig Kahle, and Board approved the July & August P&L and Balance Sheets.
- 2) Ms. Jennifer reported that she and Ms. Livia consulted with Craig Kahle about the petty cash account, and Jennifer is following up, making adjustments. They will further consult with Craig to improve accounting to report the results of fundraisers, i.e. the 10th Anniversary fundraiser.
- 3) Craig Kahle reported that he will submit the CAFR tomorrow and upload it to Charter Tools.
- 4) Ms. Jennifer reported that she and Ms. Livia met this week to discuss the higher expense of salaries, the pending Title 1 reimbursement, applying for ESSER funds, and how to improve the net income.
- 5) Ms. Jennifer and Craig discussed how to apply, in the Special Revenue column, income from ESSER III & Title 1 funds that was reimbursed from year 2022-23. Craig also discussed the Capital Outlay column.

B. **New or revised contracts:** No new or revised contracts were presented.

5.0 Board Member Business.

- A. Board discussed the findings in the 2022-23 Financial Audit and Oct. 10th letter from Broward School Board Office of the Chief Auditor, requiring a response action plan and a virtual meeting to be held on Oct. 25th, to review the SBMCS's financial status. Board discussed the documentation due Oct. 20th in Charter Tools benchmark, "Notice of Audit Concerns". All the SBMCS board members, Ms. Livia, Ms. Jennifer, and Craig Kahle confirmed that they will attend the Oct. 25th meeting.
- B. Board discussed status of the new lease negotiations. Board agreed to schedule a meeting directly with the landlord's attorney to negotiate the price & terms. Ms. Livia will contact the District for possible guidance.
- C. Ms. Livia gave an update about the school's out-of-field teachers and the Board approved the Out-of-Field Teachers' Agreements. The school currently has 9 teachers out-of-field.
- D. Board discussed insurance policies, Ms. Livia and Ms. Margot confirmed SBMCS has all required coverage.
- E. Board discussed status of documents due to upload in Charter Tools. Compliance score is currently 93.
- F. Board discussed enrollment, currently 169 students. The CO for the new modular classroom space has been expedited by the City and Scott Mire, Consilium Atlantic, will get a copy for the school's records.
- G. Ms. Livia gave update about Classroom Outfitters playground equipment. Scott Mire is working on getting the City's approval of the drawings.
- H. Community outreach, PTA & events: Gulfstream Expo 10/17. Pumpkin Patch Field Trip 10/18. Movie Night 10/20. FL Charter School Conference Oct.18-20. Trunk-or-Treat 10/31. PTA now active with new PTA Board.


6.0 Other Business.

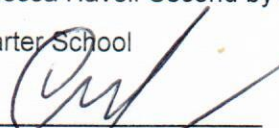
No other business was discussed.


7.0 Public Comments. No public comments.

8.0 Adjournment. Motion to Adjourn by: Vanessa Havel. Second by Sandra Sketnevskaya. All yes, 6:31 pm.

The Board of South Broward Montessori Charter School


Vanessa Havel, Pres./Secretary


Sandra Sketnevskaya, V.P.


Margot Luque, Treasurer