

KIDZ CHOICE CHARTER SCHOOL
1800 N DOUGLAS RD
PEMBROKE PINES, FL 33024

BOARD MEETING MINUTES
FEBRUARY 24, 2018
11:00 A.M.

Board Members:

Mariangel Caicoya, Chair
Victoria Lopez, Secretary
Alejandro Brandt, Treasurer

Non-Members

Maria Ramirez, Business Manager
Anely Arencibia, Principal/Director

This non-scheduled meeting is taking place in order to discuss items of importance needing immediate attention.

Board Chair, Mariangel Caicoya, welcomed all in attendance.

- Met with Ms. Lori Swanson, Registrar, and Ms. Tessa Williams, Paraprofessional, to discuss the importance of answering the school phone and making sure the reception area is attended at all times. An action plan is in place to set up new telecommunications system, including voicemail and installation of a phone at the front desk and other pertinent areas throughout the building, eliminating the need to forward the school phone number to registrar's or principal's mobile phone.
- Discussed the need for an employee handbook and procedural manual to admonish employees of improper behavior, lack of responsibilities, address disciplinary procedures the moment an incident occurs, and other important matters related to their job titles and job description.
- Discussed the need to obtain legal guidance through a law firm with expertise in human capital and labor.
- Telephone system/fax machine-Comcast needs to complete work and get the communication/voicemail system up and running.
- Front desk will be attended at all times by registrar, administrative assistant, and other staff members as necessary.
- School security-follow up on installation of camera system; change locks on all doors to allow for master key which will be held by business manager and principal; lobby doors leading to first floor classrooms and doors leading to second floor will be locked during the day, restricting unauthorized access.
- Discussed issues regarding air conditioning, electricity, alarm system, window covering/insulation.
- New router & network service to replace current equipment/service is scheduled for installation by the end of next week.
- Discussed the need for new walkie talkies to replace non-functioning ones and to provide one for each classroom, cafeteria, and special area classes.

Meeting adjourned at 1:00 P.M.

Sincerely,


Mariangel Caicoya, Board Chair

KIDZ CHOICE CHARTER SCHOOL
1800 N DOUGLAS RD
PEMBROKE PINES, FL 33024

BOARD MEETING AGENDA
February 24, 2018
11:00 A.M.


- School telephone
- Reception/Front Desk
- Employee handbook/procedural manual
- Legal guidance in human capital and labor
- Comcast-telecommunications system setup
- School Security
- Building Infrastructure
- Replacement router and internet service
- Walkie Talkies


KIDZ CHOICE CHARTER SCHOOL
1800 N DOUGLAS RD
PEMBROKE PINES, FL 33024

BOARD MEETING
FEBRUARY 24, 2018
11:00 A.M.

Board Meeting Signature Attendance:

Mariangel Caicoya, Chair  _____

Victoria Lopez, Secretary  _____

Alex Brandt, Treasurer  _____

Maria Ramirez, Business
Manager/Founder  _____

Anely Arencibia, Principal/Director  _____