



Sankofa Montessori

Governance Committee Meeting

Published on June 10, 2026 at 10:39 PM EDT

Date and Time

Thursday June 11, 2026 at 10:00 AM EDT

Location

Meeting ID 601 495 1069

Through a culturally responsive, child and family-centered Montessori education, Sankofa Montessori ensures that all of our students develop the knowledge, skill, and agency to have a life of purpose.

Agenda

	Purpose	Presenter	Time
I. Opening Items			10:00 AM
A. Record Attendance		Adrienne Nash	1 m
B. Call the Meeting to Order		Kimberly Karacalidis	2 m
C. Previous Meeting Minutes	Vote	Kimberly Karacalidis	5 m
II. Governance Task			10:08 AM
A. Org Structure and Contracts	Discuss	Kimberly Karacalidis	30 m

	Purpose	Presenter	Time
B. Upcoming Policy Review/Creation Need to Vote on These: Staff Handbook: https://docs.google.com/document/d/1sFNCqkL3YH58UwcCp2ESVOsZajHmU0Cd/edit Community Handbook: https://docs.google.com/document/d/18SUv4_UO4lgh4L450TjXY4oGSmPjMitM/edit?urp=gmail_link Code of Conduct: https://docs.google.com/document/d/1Q4O8h2JihXJhMh9r1YraoqjW1pX-7WR6/edit#heading=h.gjdgxs Maternity Leave Policy: https://docs.google.com/document/d/12QdrvGaNfytZfHMLivX1gfryYrDqsZcsBMwfSVNswXg/edit?tab=t.0	Discuss	Kimberly Karacalidis	20 m
C. Charter Task https://docs.google.com/document/d/19BujxA711-TpH4O0HeJu-oKDiiAzbrgpyGQnYD9fNEM/edit?tab=t.0	Discuss	Kimberly Karacalidis	10 m

EXECUTIVE & GOVERNANCE

- Review and revise Board and Admin Calendar (this document) to ensure policy alignment and compliance with law, federal, and state requirements
- Draft the annual Board meeting calendar and submit to the Board for approval. Publish on website upon approval.
- Update Secretary of State
- Set goals for committees and name committee chairs
- Check Open Meetings Compliance
- Board composition review draft Board recruitment and succession plan
- Draft board training plan and calendar
- Onboard new Board members (orientation, training, access, signing authority, email, website bio and contact, share documents)
- Offboard departing Board members (access, off signing authorities, email, website, collect documents, etc.)
- Review board attendance
- Ensure board training hours are complete by 6/30

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Review and make revisions to bylaws (if applicable). Review BOY PD plan for all staff • Board member contributions outstanding • Review most recent SCSC monitoring reports and corrective action plans and ensure all items are complete • Publish (document) budget hearing on website and legal organ for 2 consecutive weeks before the hearing 			

III. Public Comments/Questions

IV. Closing Items **11:08 AM**

A. Adjourn Meeting	Vote	Kimberly Karacalidis	1 m
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