APPROVED

Sankofa Montessori

Minutes

February Board Meeting

Date and Time
Wednesday February 22, 2023 at 6:30 PM

Location
Please go to zoom.com and join meeting. ID to join:
977 7040 1432

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.

Directors Present
A. Allen-Thames (remote), A. Grant (remote), A. Nash (remote), F. Sheffield (remote), G. Edward (remote), K. Karacalidis (remote), M. Duffy (remote)

Directors Absent
E. Moore, K. Williams

Ex Officio Members Present
S. Harvey (remote)

Guests Present
Dan Cembrola (remote), Gregg Stevens (remote), Jarrod Lawson (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

K. Karacalidis called a meeting of the board of directors of Sankofa Montessori to order on Wednesday Feb 22, 2023 at 6:40 PM.

C. Approve Minutes

M. Duffy made a motion to approve the minutes from January 25, 2023 January Board Meeting on 01-25-23.
F. Sheffield seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Academic Committee

A. SY23-24 Calendar Updates

Reported by Andrea Thames-Allen:

Calendar changes for 2023-24 to align more with other charter schools. All of the charter schools recently released their calendar to be more competitive and still meet 180 day requirement. May 24 is the new last day of school, rather than May 31.

Reviewed current enrollment numbers
March 24 deadline for 65% goal
Discussed ways in which we can increase the application numbers and how the Board can become more involved in assisting

Hiring updates for leads and Montessori fellows (assistants)
Personnel handbook status, portions to review for

Suggested contacting leader of Drew Charter School who has experience with analytics and might be able to help us fashion a dashboard to capture data

III. Finance Committee

A. Dashboard Review

From EdTec: Financial Update
Review of dashboard set for Sankofa

Discussed their background in working with charter schools in Georgia (familiar with SCSC and GADOE)
Highlights of fiduciary responsibilities of board members--will help us stay on track with this and present where we are each month

Financial statements-cash flow statements shows actual and projected cash activity

Important to monitor our cash flow at this stage in the process of building the school--will need to keep an eye on this as we enter June/July to make sure we are in a good position moving towards opening

Can provide a financial dashboard that shows how Sankofa is tracking on the SCSC financial indicators (provided during the Finance Committee meeting, but can begin providing this at our full board meetings moving forward)

Budget Development has begun (due to SCSC June 30, 2023). Required to have 2 public hearings per SCSC posted to public on our website and the newspaper.

Budget Summary-in a good position for our operating income for the planning year. Looks healthy going forward.

Fundraising/Donations--can be located in the Local Revenue line item. Broken down further by line item in a more detailed statement.

Cash on hand (SCSC requirement 45 day)--will be included in the monthly summary

IV. Governance Committee

A. Board Expansion

Thinking about expansion and bringing on people who have access to funding.

Discussed what skills do we already have and

Asking that everyone on the Board complete a skills assessment through Board on Track by March 8. Kim will send a link to the survey for everyone to complete.

Goal is to gain 1-2 additional members by May.

Voting by email:
Charter agreement specifically says that we cannot vote by email. So we will be voting on some items tonight in bulk to make sure we have a public record of all votes.

V. Facility Task Force

A. Updates on Progress

Discussion regarding updated plans from architect and walk through of all systems present in the building.

Also discussed potential renovations to rear building on property.

Sarah reminded the group about upcoming pre-opening timelines from SCSC.

VI. Voting

A. Previously Approved Items

K. Karacalidis made a motion to All contracts, agreements, PSA's, letters of intent, and all other actions heretofore undertaken and performed on behalf of the Sankofa Montessori, Sankofa Montessori, Inc., and its Governing Board and by its Executive Director are hereby ratified, approved, and confirmed.
A. Allen-Thames seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. SY 23-24 Calendar

A. Nash made a motion to Motion to approve changes to 2023-24 Calendar.
A. Allen-Thames seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Executive Director's Corner

A. Student Enrollment

As of 2/20/23:

Met March deadline for enrollment numbers.

Ways in which the Board can be involved--Sarah will drop a link for a Board call list.
Trying to keep track of enrolled students and keep them interested an on track to show up on day 1.
Each Board member is assigned 3 families to make contact with each week for the next 2 weeks.

B.

Organization Structure and Hiring

We will be discussing in each committee's March meetings.

Please remember to review staff handbook because we will be voting on this at the March Board meeting.

C. Board Support

Ways in which the Board can be involved--Sarah will drop a link for a Board call list.
Trying to keep track of enrolled students and keep them interested an on track to show up on day 1.
Each Board member is assigned 3 families to make contact with each week for the next 2 weeks.

D. Charter School Growth Fund Update

Moved on to the next round.

Next round requires interview with 2 Board members.

Will also require them to review information provided by our back office provider.

VIII. Reminders

A. Month of March and April

Tentative offer made to an elementary lead. Contingent upon Board approval.

Continuing to conduct interviews through March and April.

IX. Closing Items

A. Adjourn Meeting

A. Nash made a motion to Adjourn.
M. Duffy seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
K. Karacalidis