APPROVED

Sankofa Montessori

Minutes

February Governance Committee

Date and Time
Thursday February 9, 2023 at 10:30 AM

Location
Please go to zoom.com and join meeting. Meeting ID: 989 9409 5223

Committee Members Present
A. Nash (remote), E. Moore (remote), K. Karacalidis (remote)

Committee Members Absent
None

Ex Officio Members Present
S. Harvey (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

E. Moore called a meeting of the Governance Committee of Sankofa Montessori to order on Thursday Feb 9, 2023 at 10:41 AM.

C. Community Building

What is your favorite color and why?

Sarah-Sankofa Blue
Kim-blue, calming
Errika-royal blue, brightness
Adrienne-black,

D. Approve Minutes

E. Moore made a motion to Approve the minutes of December 8 meeting.
A. Nash seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Lead to report out at Board Meeting

Kim will report out at February meeting
Adrienne will report out at March meeting.
Errika will report at April and May meetings.

II. Content

A. Board Expansion

Need to determine what our needs are as we look towards board expansion.
Board on Track can be used to gather current board strengths and skill sets we need to add to the Board

Plan is to set a deadline for all Board members to submit information about their strengths/weaknesses and skill sets that we might need to add to the Board makeup (will need to be on February Board meeting agenda). Information could be submitted via Board on Track and deadline will be set before the next Governance Committee meeting in March. Governance will discuss submissions and make a plan for reporting information to the full board meeting in March.

B. Executive Director's Updates

Staff Handbook-due to SCSC on April 1; goal to have full manual approved at March Board meeting. Sarah divided sections up by committee for review and comment before meeting so she can finalize manual before March meeting

Requests that we complete comments on our section before the next Governance meeting in March.

School year 2023 calendar-made some changes to approved calendar. Will need to be voted on at next full board meeting. Made changes to align with other charter schools to make us more competitive. Still meeting 180 day threshold with changes.

Concerned about no break for admin during this founding year before full staff arrives. Perhaps better to set up culture and expectations for admin to all be out at the same time. What tools might Sarah need to have in place to make that happen?

Facility-feedback on plans shared with the architect. Music room will remain where it is. Elevator moving to different location. Nursing room will be a wellness room and move it away from the bathroom. Site packet due March 1, goal is to submit it next week to GDOE

Enrollment updates (week of 2/6/23):
K-59 applications, 30 registrations (proof of residency and age submitted)
1-23 applications, 11 registrations
2-29 applications, 12 registrations
We've met next benchmark for SCSC to have 65% enrollment by March
April benchmark need 85% application, 50% registrations--currently at 32% registration

Enrolled families get a welcome box. Able to track who picks up a box.
Sarah will assign board members to call enrolled families to welcome them to Sankofa

Food services plan: Learning how to apply for the School Lunch program. Looking into SchoolWorks to assist in submitting application. Cannot submit until we have a facility code. In the meantime, researching options for food service so that is ready to go once application submitted. Will start bidding process once approved and federal funds in place.

Recommended by Errika: goodr.co could be used as an interim solution. Sarah or Errika can reach out.

Plan to feed all the children and it's built into the budget, regardless of need. Also need to factor in providing for staff. Speak to EdTech about setting up a system for students and staff.

C. Next Steps

Add hiring updates to next Governance committee meeting.

Add marketing to next meeting.

We will need to ratify votes on PSA, LOI, and contractor votes conducted by email.

III. Closing Items

A.

Adjourn Meeting

A. Nash made a motion to Adjourn.
E. Moore seconded the motion.
The committee **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 11:41 AM.

Respectfully Submitted,
K. Karacalidis