APPROVED

Sankofa Montessori

Minutes

March Finance Committee Meeting

Date and Time
Wednesday March 8, 2023 at 5:00 PM

Location
Please go to zoom.com and join meeting. Meeting ID is: 978 8188 7979.

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.

Committee Members Present
A. Grant (remote), G. Edward (remote), K. Karacalidis (remote)

Committee Members Absent
K. Williams

Ex Officio Members Present
S. Harvey (remote)

I. Opening Items

A. **Record Attendance**

B. **Call the Meeting to Order**

G. Edward called a meeting of the Finance Committee of Sankofa Montessori to order on Wednesday Mar 8, 2023 at 5:35 PM.

C. Community Building

D. Approve Minutes

K. Karacalidis made a motion to approve the minutes from Finance Committee Meeting on 02-08-23.
G. Edward seconded the motion.
The committee **VOTED** to approve the motion.

II. Content

A. Financial Report Review

1. For the next meeting, change the order of events
    1. EdTec goes first
    2. Proceed with Internal discussion
2. For the month of February 2023:
    1. We had $88k of revenues and $64k of expenses
    2. There are $229k of uncategorized invoices from Bill.com
        1. Sarah has been granted access so she will review and code each item before the General Board meeting.
3. We received $800k in Charter State Planning Grant
    1. $75K can be used in Planning Year for Staff Salaries
    2. $725K can be used for Implementation/Startup costs

B. Executive Director's Corner

1. Student Handbook
    1. Will vote in April
        1. Added language about kids being dismissed at 3pm
        2. Drafting a Volunteer Policy
        3. Drafting Fundraiser Policy - Not required but Michelle N. strongly recommends it. Example: teachers cannot start a GoFundMe on our behalf
        4. Drafting a Sexual Harassment Policy
2. Staff Handbook

1. Had sections to review (3, 4, 6)
2. You can make a comment if the document if you have questions
3. Have until the Board meeting on the 29th, vote will be held that day to meet the April 1st deadline

3. Staffing
    1. Reviewed staffing plan that EdTec has developed to support a multi-year budget
    2. Nurse - First 2 years, get a contract nurse that comes in before lunch and after lunch when most accidents happen.
        1. Art teacher can sub-in at the remaining times.
        2. Kim wants to know the laws around the distribution of medicine
        3. Sarah says we are not required to have a full-time nurse. No school she knows of had a full-time nurse in year 1
    3. Counselor - Advised that we have a therapeutic counselor on staff.
        1. Kim recommended maybe a social worker/counselor.
        2. Sarah - For us to get funding for this role, they have to be a therapeutic counselor. Sarah will find out how much money we get for this role.
4. Gears Grant
    1. $270,000
    2. Board will need to vote to say you are in agreement with terms of the grant because it is a Federal Grant
5. Facilities Update
    1. Architect shared the floorplan to meet the budget
    2. Classrooms are small (625 sqft)
    3. Proposing that they knock down the wall so there is 1200 sqft with maybe a divider
    4. No adult bathrooms
    5. Engaging a Landscape architect to think through how we make the outside better

C. Lead to Report out at Board Meeting

1. Gregory will do the report out in the next Board Meeting.

D. Next Steps and Reminders

1. Meeting has to be created each time in BoardOnTrack
2. If there is any information we want added, send to Kim at least a week ahead of the meeting.
3. Financial Package
    1. They will come from EdTec in the Academic year and not the Planning Year
4. Next training is two weeks from the day (Mar 22)
5. Please complete the family welcome calls that have been assigned to you.

6. Please sign up for the family day if you are free to hand out packages.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,
A. Grant