APPROVED

Sankofa Montessori

Minutes

March Governance Committee Meeting

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

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

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. 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

K. Karacalidis called a meeting of the Governance Committee of Sankofa Montessori to order on Thursday Mar 9, 2023 at 10:33 AM.

C. Approve Minutes

E. Moore made a motion to approve the minutes from February Governance Committee on 02-09-23.
A. Nash seconded the motion.
The committee **VOTED** unanimously to approve the motion.

D. Lead to report out at Board Meeting

Adrienne to report at March meeting
Errika will report at April and May meeting

II. Content

A. Board Expansion

B. Executive Director's Updates

Student Handbook--

- Sarah made some additional changes
- Minimizing disruption during dismissal language--parents/guardians arriving after 2pm will have to wait 30 minutes

Working on Volunteer policy--background checks, level of participation, what precautions need to be in place depending on level of contact with school

Fundraising policy--making clear what is permissible to do on behalf of school

Recommendations regarding policies and distribution of information

- Regarding dismissal policy, recommend that this is posted in the school, not just in the handbook because it could be missed by parents in the handbook; perhaps other crucial matters that might be important need to be posted in school
- During parent meeting before school need to point out key points for parents to remember, ex. dismissal policy and follow up in email after meeting
- Sarah will add to slides for orientation, and will follow up email (virtual right now); June orientation will be in person
- Might be a good idea to add visual depiction of important factors because everyone takes in information differently

Employee Handbook--please make comments and edits prior to March Board meeting; will need to be voted on at that meeting

- Errika--any discussion about adding attire requirements for volunteers/staff; some due diligence in how that is addressed to volunteers keeping sensitivity in mind in how it is addressed
- Per Sarah: there is a specific dress code for staff, but it does need some tweaking to be include more details in certain areas (physical activity attire, UGG boots)
- Sarah will take out physical activity attire section since we do not have PE teacher for this first year.

Staff Hiring/Dashboard
Changes-reduce nurse to part-time and adding therapeutic counselor

- Would not be enough work in 1st year for full-time nurse--would come in to administer medication that can only be administered by nurse; come in between lunch and recess
- Get money from state to pay therapeutic counselor, but nothing for a social worker--provides trauma therapy, social worker role--would not be the full salary, but can be partially reimbursed
- Not possible to share nurse. Closest school has full-time nurse, and not able to share
- Cannot afford full-time nurse and full-time counselor. Errika suggested Communities in Schools; may be able to provide assistance in getting therapist and nurse; look into subsidizing costs
- Kim-helping Sarah get in touch with a social worker to map out job responsibilities

All other hiring positions in previously approved budget

GEER grant
now $270,000 rather than $300,000 as initially stated
Board will need to vote on approving signing contract
Grant can be used for lots of our needs

Fundraising support
Incoming parent Emily--put together some corporate prospects for funding
Some will require the Board's help
Most foundations need you to have a connection
Kim and Sarah will also meet with Mark Kate at RedefinED to see if they have contacts with the various foundations
Sarah emailing spreadsheet drafted by Emily

Facilities update

Proposed adding passageway between classrooms or knocking down walls between classrooms
Sarah and Fawn reviewing proposed plans

C. ED Contract

Contract not fully drafted, but Kim will work on it and send draft to us.
Salary is not competitive as is. Discussed increase to make more competitive and compensation that makes sense given we are own LEA

Add additional maternity leave?
Sick leave/pto?
Bonus?

Kim will review handbook and leave for staff and draft a contract.
Also need to draft goals

D. Reminders and Next Steps

Kim will continue to do agenda
Remember to make welcome calls to families-required for all Board members
Script has its own tabs
Family packet pickup is optional

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 11:42 AM.

Respectfully Submitted,
K. Karacalidis