

APPROVED



## Sankofa Montessori

### Minutes

#### December Governance Committee Meeting

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##### **Date and Time**

Thursday December 14, 2023 at 10:30 AM

##### **Location**

Please go to [zoom.com](https://zoom.com) and join meeting.

ID to join: 601 495 1069

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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.

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##### **Committee Members Present**

A. Nash (remote), E. Moore (remote), K. Karacalidis (remote), S. Harvey (remote)

##### **Committee Members Absent**

*None*

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#### **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 Dec 14, 2023 at 10:32 AM.

##### **C.**

## Approve Minutes

E. Moore made a motion to Approve minutes of November Governance Committee meeting.

A. Nash seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Content

### A. Leadership Team Updates

#### Enrollment Numbers

- FTE count reported-88 students
- Still working to get additional families in for 23-24 year--trying to make sure we do not fall below threshold set for reported numbers
- Submitted applications: K-11; 1st-0; 2nd-1; 3rd-0; 13 unsubmitted applications
- Hired firm Adborg--help with SEO planning, search engine optimization, redesigning website

working to attract applicant and target families

- All staff will be helping with recruitment as new calendar year starts (Jan/Feb)
- Community events and visiting businesses and daycares
- Shadowing--allow daycare parents to come to the school for a day
- Following school buses to see which neighborhoods are being served to better target enrollment (school leadership team will be doing this)
- Sending out questionnaire to current parents at end of January regarding re-enrollment

#### Student Culture Update

- Overall in a good position
- Had team meet with some parents to check in--behavior is primary concern

Let them know that new Head of Discipline has been hired

Board reviewing Code of Conduct to make sure concerns addressed and process in place to deal with matters

- Numbers of referrals for ISS or OSS has decreased
- Communication with parents--initially using Transparent Classroom, but that platform is not working well for parents
- Now sharing Scope & sequence with parents as well as Curriculum Mapping as progress report and walked through that with parents--appears to be helping parents understand how the curriculum aligns with the standards to be met

## Reflections

- Hiring: Bringing on Rhushanda and Assata has been helpful with prior charter experience and operations; also helpful to have team members with Montessori experience who reminds everyone about the framework
- Academic program-think that moving forward would be useful to have a Montessori Coach and Curriculum & Instruction person

Anticipating GA Milestone happening next year and support that teachers need for that

- Parents/Community-remind staff to focus on the good and remember that parents are trying to make sure their kids have a good school experience; trying to remind team that they are doing good work
- Building in intentional time to reflect on the work they've done throughout the year
- Still need to determine when to schedule Leadership Team Retreat

## Maternity Plan

Leave ends in February

Will begin going into the school in January (on some days)

## Policy next steps

Code of Conduct-discussed revisions and addressed questions

Will need to add any comments for further revisions before it's brought to full board

Parents will need to sign Code of Conduct as part of enrollment packet for next school year

**Calendar 24-25:** seeking feedback before made final

Similar to this year's calendar but some changes

Decided against changing early release day, because current day works well

## Hiring for 24-25

- Initial plan was to have an Associate Director of Academics, then hire a 2nd coach
- Now thinking of having a Coordinator of Curriculum & Instruction (someone who has traditional background and understands the standardized testing) and also hire a Montessori Coach (to support the teachers stay true to the model)

Sarah will send us the Organization Structure and Code of Conduct

### **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 11:34 AM.

Respectfully Submitted,  
K. Karacalidis