

APPROVED



Sankofa Montessori

Minutes

Full Board Meeting

Date and Time

Wednesday July 26, 2023 at 6:30 PM

Location

Please go to zoom.com and join meeting.

ID to join: 601 495 1069

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), E. Moore (remote), F. Sheffield (remote), G. Edward (remote), K. Karacalidis (remote), K. Williams (remote)

Directors Absent

None

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 Jul 26, 2023 at 6:31 PM.

C. Approve Minutes

E. Moore made a motion to approve the minutes from June Board Meeting on 06-28-23.

K. Williams seconded the motion.

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

II. Committee Updates

A. Finance Committee

Met with EdTec regarding FY24 budget

Approved budget expenses \$2,958, 554; Current forecast is \$3,052, 781 (without addition of Special Education teacher)

Cash on hand is low for 45 day threshold. Need to check into whether SCSC is increasing the day threshold for cash on hand.

Additional costs coming up due to construction being delayed.

Sarah meeting with EdTec regarding reduction in cash in hand based on those numbers and possibly adding Special Education teacher (based on students' needs) and construction costs.

Financial consultant was also asked to review budget for Special Education teacher.

Also considering internal CFO for next school year to reduce costs. Forward any candidates to the Finance.

B. Governance Committee

Still need feedback on the strategic planning outline provided by BrassTacks

Committees need to confirm meeting dates so we can make sure on the same page.

Also please remember to forward Board candidates. Kim spoke to a candidate to possibly replace Michael to bring in that Montessori knowledge. Next step is for the candidate to meet with the Governance Committee.

Errika also connecting with candidate with finance experience.

III. Executive Director's Corner

A. Recruitment and Enrollment

Lost some families due to building not being ready at in person orientation.

105 applications, 75 registrations-K
1st-goal is 25, have 41 students registered
2nd-goal 25, 30 registered

Pushing to get those numbers up. In a good place with 1st and 2nd, but need to push for K

B. First Two Weeks

All hired staff showed up.

Will likely not have building ready for 1st two weeks so working on a pivot for that time period.

Will have an impact on normalization because students will be moving facilities so routines will be out of sink until 3rd week.

Everyone has been positive.

C. New Positions and Hiring Status

Floater-coming in on an as needed basis. She is working on her master's degree. Also serving as after school coordinator

Not hiring any contractors right now based on budget concerns. Starting from the beginning with all supplies so anticipate that hit to the budget when we have our review

Facility resource center currently paid by SCSC, but that will run out at the end of the month. Will still be in need of them so we will need to pick up that tab at the beginning of August.

Supplies still needed for school year. Montessori supplies have arrived and paid for through GEERs grant. Errika suggested creating Amazon Wish List to cover the rest of the supplies and the Board can tap into our networks to get items.

D. Facilities Update

Facility resource will help us refinance loan for facilities. Can also help us manage construction for Phase 2 and hiring architect and contractors for possibly renovating the sanctuary for school use.

The fire vault is delayed (will arrive by August 8) so the students will be in the building by August 14-16. Anticipate move-in date of August 17.

Checking whether we can address the delays caused by the contractor and recoup some of the costs due to the delays.

Building interior will be 100% complete by this Friday. Still cannot occupy until Fire Marshall approval.

Sarah-1st week of school will be experiential learning and will not take place in the school. Shared the delay news with the SCSC. 2nd week might be able to use the Anchor School to accommodate us for the 2nd week. Have until Thursday to give SCSC a contingency plan.

- Errika, Sarah and Kim met with SCSC regarding plan for school. Sarah submitted new plan on Monday based on their feedback (too much testing)
- New plan covers testing and field experience. SCSC responded that new plan meets state guidelines
- Sarah and leadership will have a meeting with families to discuss the first two weeks of school while the building is being completed.

E. Support

Materials need to be labeled. If you can come out and help with that or move furniture please let Sarah know.

Staff is there M-F.

Sarah will let us know when she decides to move the furniture and then we can assist when needed.

IV. 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 7:39 PM.

Respectfully Submitted,

K. Karacalidis