

APPROVED



# Sankofa Montessori

## Minutes

### Full Board Meeting

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#### **Date and Time**

Wednesday November 29, 2023 at 6:30 PM

#### **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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#### **Directors Present**

A. Allen-Thames (remote), A. Nash (remote), E. Moore (remote), F. Sheffield (remote), G. Edward (remote), K. Karacalidis (remote), K. Williams (remote)

#### **Directors Absent**

A. Grant

#### **Guests Present**

Adrian Jones (remote), Ingel Jackson (remote), Kamille Parchment-Clunis (remote), Porche Davis (remote), Rhushanda Barnes (remote), Ricquel Coggins (remote), Sarah Harvey (remote)

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### **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 Nov 29, 2023 at 6:36 PM.

## C. Approve Minutes

F. Sheffield made a motion to approve the minutes from Full Board Meeting on 10-25-23.

E. Moore seconded the motion.

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

### Roll Call

|                 |        |
|-----------------|--------|
| G. Edward       | Absent |
| A. Allen-Thames | Absent |
| K. Williams     | Aye    |
| E. Moore        | Aye    |
| A. Nash         | Aye    |
| K. Karacalidis  | Aye    |
| F. Sheffield    | Aye    |
| A. Grant        | Absent |

## II. Committee Updates

### A. Finance Committee

#### October Financial Numbers

Received \$160,036

Expenses \$281,257

Salaries: \$83,680

Benefits: \$25,926

Professional services: \$36,326

Building services: \$67,312

Food service: \$16,551

Supplies: \$31,846

Uncategorized expenses: \$15,687

Negative cash flow of -\$121,221 for October 2023

Ending operating balance: \$671,388

Reminder that donations to school are appreciated.

### B. Governance Committee Meeting Update

E. Moore made a motion to Accept enrollment and lottery policy as recorded with the changes added to last year's policy.

F. Sheffield seconded the motion.

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

**Roll Call**

|                 |        |
|-----------------|--------|
| G. Edward       | Absent |
| A. Grant        | Absent |
| A. Nash         | Aye    |
| F. Sheffield    | Aye    |
| K. Karacalidis  | Aye    |
| E. Moore        | Aye    |
| A. Allen-Thames | Aye    |
| K. Williams     | Aye    |

Reported on discussion regarding changes to enrollment and lottery policy.

Overall not many changes to policy from last year.

Changes to notification clause, communication, and timing for accepting or declining enrollment.

- Parents required to notify school of decision within 3 calendar days of enrollment offer in writing by email
- Failure to notify the school of decision within 5 calendars days will be considered a declination of the offer (previously 7 calendar days)
- All applicable deadlines will be communicated to parents throughout the lottery process
- Sankofa will maintain a separate list of parents who accept/reject enrollment to assist school in updating the waitlist

Also changed language regarding opening/closing of lottery. No specific date attached. Changed language to reflect that the lottery opens the 1st week in March, and application closes the last week in February.

**III. Executive Director's Corner**

**A. Recruitment and Enrollment**

**Average attendance**

K-87%

1-86

2-91%

**Enrollment numbers**

49-K

28-1st

13-2nd

## Events

- Digital library card campaign
- Staff Appreciation from families
- Admin appreciation of staff

Have a student that may need hospital home bound care (recent development); Sarah will meet with Finance to discuss needs; she will get more information regarding the duration to meet child's educational grant

CSP grant opened for applications Nov. 20, 2023

- Only year we are eligible
- Sarah attended orientation
- Grant is \$0-1.2 million

Adding Student Culture and Behavior Specialist--primary role to take over disciplinary role rather than spreading those duties across multiple staff members

- Applicant offered position--deadline for acceptance is Friday

2 out of school suspensions-K

7 out of school suspensions-1st grade

- Reason: physical violence to students/staff; sexual misconduct
- Average suspension is 1 day

## B. Culture Update

Conducted staff check-ins

- 1st year stretching and difficulties
- staff seeing progress in students
- There is a culture committee--staff helping admin put that
- Staff fully engaged in moving Sankofa forward

Brought on Jen Owens--curriculum consultant

- teachers concerned about how to communicate what the kids are learning to the families

- brought on consultant to help the teachers move forward on that goal

## C. Support

No further needs for support at this time.

## D. Facilities Update

Went through outstanding punch list items--2-3 items left

contractor reached out to the team to schedule time to get those items taken care of

Reviewed plumbing issue-will be working on that during winter break

Discussed RFQ sent to architects for level 2 and master planning

2 responses--Nelson and LS3P

#s within \$1000 of each other

discussed how to address the interview process to make a decision

will need approval from Board to move forward with an architectural team

Want to get Board, staff and families involved in discussion of master planning for next 5-10 years+

Want to get architect in place as soon as possible so that permits can get approved; this will allow construction to begin as soon as school ends in May and completed before school resumes

When will we need to vote? Probably will need to vote within 1-2 weeks; will need to schedule a special meeting to conduct vote

#### **E. Holiday Party**

Will be at Sankofa 2:30-4:00 pm on December 13

Sarah will meet with staff prior to the party

### **IV. Public Comment**

#### **A. Adrian Jones**

Daughter in 2nd grade

Wanted to bring to the attention the impact of the violent students and specifically her daughter

Recently her daughter was assaulted by another student

Student was suspended but concerned that her daughter

Wants increased focus on student safety for students impacted by violent behavior

Also wants changes to the conduct policy to more stringently address violent behavior

Re-evaluate policies to address these concerns

Errika responded on behalf of the Board-currently working on making changes to our policies to address these concerns. Also adding someone to leadership team to specifically handle discipline

### **V. Reminders**

#### **A.**

## **December Meetings**

Academic Committee-December 13

Governance Committee-December 14 10:30am-11:30am

## **VI. 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 7:24 PM.

Respectfully Submitted,

K. Karacalidis

E. Moore made a motion to Adjourn.

G. Edward seconded the motion.

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