APPROVED

Sankofa Montessori

Minutes

Full Board Meeting

Date and Time
Wednesday November 29, 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. 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)

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

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

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

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.