APPROVED

Sankofa Montessori

Minutes

Full Board Meeting

Date and Time
Wednesday January 31, 2024 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

Ex Officio Members Present
S. Harvey

Guests Present
Adrian Jones, Apryl Forte, Chantille Chelich, Michael Galimore, Natondra Powell, Rhushanda Barnes, Yolanda Galimore

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 Jan 31, 2024 at 6:34 PM.

C. Approve Previous Meeting Minutes

E. Moore made a motion to approve the minutes from Full Board Meeting on 11-29-23.
K. Williams seconded the motion.
Add that Gregory was present and provided Financial Committee report.
The board **VOTED** unanimously to approve the motion.
E. Moore made a motion to approve the minutes from Emergency Board Meeting on 12-05-23.
K. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Committee Meeting Updates

A. Academic Committee

No updates to dashboard planning-will continue to track data as is

Enrollment
Overall lost 37 students since school opened
exit surveys done with parents to understand reasons for withdrawal
#1 Transportation issues
#2 Need to return to homeschool
Gained 13 students in January, and 9 applications closing end of January
Campaign and advertising and in person contact with prospective families

Staffing Updates

- 1 teacher on a 3 week improvement plan--working with academic lead and 1-on-1 behavioral management coaching with new Coordinator of Student Culture
- Hired new male assistant
- Continuing to recruit new staff for upcoming school year
- Continuing to contract with local psychologist for psychoeducational testing

75% rate of normalization
Suspensions have decreased

0 ISS
4 OSS-all 1st graders

Testing

- 2nd round of MAP testing-math and reading
- Switching from MN Executive Functioning Scale to the Social-Emotional Learning Assessment

Piloting Schoolwide Behavioral Modification Program

- Beginning in the Ghana classroom
- Grace and courtesy lessons
- Led by new Coordinator of Student Culture

Teacher Retention Supplement Bonus passed the legislature
15 eligible teachers received bonus of $1000/each

State audit results reviewed

Special Education-100% compliance
Sarah says that no need for additional staffing at this point, but she will alert the Board if that changes

B. Finance Committee

Received $217,130
Expenses $226,710

- Salaries: $75,080
- Benefits $37,024
- Profession services: $34,944
- Building services: $49,345
- Supplies $10,764
- Uncategorized expenses: $16,469

There was **-$9,580** of negative cash flow for December 2023. The ending balance of the operating account was $524,636.

Based on Edtec's projections, we are projected to end June 2024 with **-$35,708** of cash in the operating account.

- **This is a decrease of $86,531 from October's projections** (last report we received).

- Based on the current projection, the lowest balance (besides June 2024) will be in May 2024 at $104,993.
- Cash on hand ranges between -4 and 43 days between January 2024 and June 2024. Cash on hand will be 43 days in February 2024 and drop to **-4 days** in June 2024.
- Edtec shared that they expect additional funding to be received before June but did not want to list that on the financials until they have more information.
- Need to investigate this report further and will report to the Board at a later date
- Currently meeting State standards but if cash on hand drops below 45 days then we lose points on that performance metric

Sarah and Candace are working hard on reviewing the expenses to try and determine how else we can navigate negative cash balances in 2024

C. Facilities Task Force

Fawn provided an overview of the bidding and interview results for the general contractor for the next phase of building. Also received a recommendation from FRC after reviewing the interview results

Board voted last month to move forward with LS3P as the architect

Moving forward with Proposed Second Floor Plan. Will need to get the Board to vote on architect contract. Fawn previously provided documents for the Board to review before the vote.

Shared 2nd floor plan layout
adding 7 classrooms
install a lift
adding a bathroom
F. Sheffield made a motion to Approve Albion for construction manager at risk for Phase 2 of the school project.
K. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Executive Director's Corner

A. Updates

Testing

- Completed this week-leadership team currently analyzing data
- Will roll out results to teachers to be followed by parent-teacher conferences (week of 2/12)

Hiring

- Ongoing
- Trying to meet demand of 16 classrooms
- Pool of candidates looks promising

will be able evaluate candidates teaching with students

- Added a new special education para professional

Monitoring results
Monitored in September-7 findings total out of all measures(good for first year school)--goal for next year is 0 findings

Findings=violated statutory, regulatory, or contractual agreements; will need to send corrective action plan to SCSC by Feb. 20

2 categories finance and operations

- **Finance-9 measures**

Results: 2 adverse actions(suggest that these things get fixed); 4 findings 3 things we're doing well
Findings in this area primarily related to Finance handbook

- **Operations-4 indicators (there are measures to meet under each indicator)**

1. Educational Program Compliance-11 measures; Results=0 findings
2. Governance, Ethics and Transparency-11 measures; Results=1 finding
3. Obligations to Students-21 measures; Results=3 findings
4. Employer Obligations-8measures; Results=0 findings

Designated as a high risk monitoring school (based on gap between students reported in May versus the number of students in September)
We have to submit a financial and enrollment info every month-continues through end of academic year

Enrollment
2024-25: 103 applications total, 39 submitted, 64 working to submit

2 new students began school this week

Georgia Retention bonus was not fully funded to provide bonus to all teachers
With approval from Finance Committee and Board, dipped into general fund to fully fund the bonus for the teachers based on the promised amount
Total amount needed to supplement bonus ~$4000.00

For next meeting:
Review and vote on by laws and board policies, employee handbook, finance handbook (Finance only)

IV. Board Vote

A. Policies

A. Nash made a motion to Approve amendments to the Code of Conduct to go into effect immediately.
K. Williams seconded the motion.
Revisions to code of conduct to address serious issues earlier than the current code of conduct

Behavior Level consequences have changed-broken into levels including minor, moderate and serious and the consequences for each incident
Conduct added to each level
Serious level of conduct receives more severe treatment at an earlier point (i.e., physical assault, terroristic threats, use of weapon, inappropriate touch including gesturing, sexual battery and sexual assault)

Hearing process added to the Code of Conduct (also in the general handbook)

Going forward all families will be required to sign the Code of Conduct to acknowledge that they have received and understand the policies

Comments/questions from Parents:
Adrian Jones-

- wanted to know if parental input was requested
- how do parents obtain a copy of the new Code of Conduct?
- if parents do not agree with the changes how do they initiate another discussion related to the changes?

Response

Errika on behalf of the Board: No focus group with parents about the changes, but the Board took into account comments, feedback and questions from parents about the behavior at previous Board meetings (including November) to address the concerns that have been presented by the community to date.
Sarah: Decided to amend code of conduct based on feedback from parents. Typically when incidents occur, leadership meets with the parents of child harmed and the child who harmed. From the start of school, leadership has gathered input and feedback from families through this process to see what changes they would like to see made to address situations in which there has been ongoing harm and review of the current policies. If approved, the new code of conduct will be uploaded tomorrow onto the website. The grievance policy is also available and outlined on the website.

Adrian Jones-

- within the Code of Conduct is there a detailed outline of prohibited conduct at each level and detailed consequences of each?

Response

Sarah: the proposed new Code of Conduct is attached to the agenda, but it is a matrix that outlines conduct and consequences at each level.

Adrian Jones-

- question about whether students are grandfathered in with the new Code of Conduct or does each student start off with a clean slate once the new Code goes into effect?
- Concern about repeat aggressor who might still be in school prior to new code and how implementation of new code impacts that student

Response

Sarah: Consequences are ratcheted up for more serious actions.
Errika: The Board understands the concern about a student already in place who might be a previous repeat offender. However, the Code of Conduct would not be retroactive. To be retroactive would be unfair and unethical
Adrian Jones: Agrees that Code of Conduct being retroactive would be unfair. Makes sense to have clear start date for new code.

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

Roll Call

A. Allen-Thames	Aye
F. Sheffield	Abstain
E. Moore	Aye
K. Karacalidis	Aye
A. Nash	Aye

Roll Call

G. Edward	Aye
A. Grant	Aye

B. Calendar

A. Nash made a motion to Approve 2024-25 Calendar as presented.
K. Williams seconded the motion.
No major changes to the calendar from this year to next. Maintaining same planning day.

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

V. Public Comment

A. Comments

Adrian Jones: are the detailed financial report and audit results (findings, recommendations, and school's response) available or will be made available?
Sarah: Financial report linked in meeting agenda-spreadsheet not available
Will contact the authorizer regarding public availability of audit result and response
Gregory: There is a dashboard, but summary provided at full board meeting
Kim: PDF of dashboard usually linked to the Finance Committee meeting, but will make sure that it's added to this Full Board meeting. Will also link the Treasurer's Report

VI. Closing Items

A. Adjourn Meeting

K. Williams made a motion to Adjourn meeting.
A. Allen-Thames seconded the motion.
The board **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:46 PM.

Respectfully Submitted,
E. Moore