APPROVED

Sankofa Montessori

Minutes

Full Board Meeting

Date and Time
Wednesday February 28, 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), K. Karacalidis (remote), K. Williams (remote)

Directors Absent
G. Edward

Ex Officio Members Present
S. Harvey (remote)

Guests Present
Kelly Cadman (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 Feb 28, 2024 at 6:37 PM.

C. Approve Previous Meeting Minutes

K. Williams made a motion to approve the minutes from Full Board Meeting on 01-31-24.
F. Sheffield seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Committee Meeting Updates

A. Academic Committee

Enrollment
2024

- 14 approved applications for 2024 (enrollment ends on March 7)
- 16 processing and 3 applications newly submitted
- 88 students reported
- 141 possible applications (31 approved, 13 in process, 92 started but not submitted, and 5 newly submitted) for 2024-25

Recruitment

- 327 leads from marketing campaign
- Staff went to 60 daycares; also calling and emailing families to complete 92 outstanding applications
- Data about how families hear about the school is not conclusive-may get more information about this later as recruitment continues
- How has staff involvement impacted recruitment? Per Sarah, having staff has helped to have extra hands to help families complete the process, and close out completion of applications. 80 enrolled for 2024-25
- Percentage toward goal (working to close loop on lower percentages to meet goals as we reach March)

1st-20% toward goal
2nd-106% (more applications than seats)
3rd-22%

Current enrollment status (to fill in gaps for upcoming school year)

need 84 K
56 1st
8 2nd
13 3rd

Marketing campaign-partnered with ad agency that usually works with for profit organization
Launched a few ad campaigns on social media and Google--Jan. 2 (key word targeted)
15% general interest
10% spam
75% sincere interest in Sankofa, and following up
Billboard not as effective in generating interest, but the time expires within the next week.

Creating search engine optimization for Sankofa

Currently checking with current families to see if they are returning--so far 100% return
If they do not, then the open seat goes back in the pool

Personnel
Released 2 teachers

Suspensions
K-OSS
1st-10 OSS
6 of those were 3 students who had two suspensions each (repeat offenders)
1st-3 ISS
2nd-no OSS or ISS

January MAP testing
Noticeable decrease in scores from fall #s in math and language arts
Will be tested again in Spring

Montessori Teacher Training
Question re: changing teacher agreements when hired to add a term that they would have to remain with the school after training

Special Education
New Spec. Ed. para hired
Possible autism spectrum students resourced out to Clayton Co. Schools (has a really good ABA therapy program)--possible resource for families
Applied for grant to supplement funds to support students (had to show that the costs to support our population of students exceeded funds provided by the State)
Applied for 2 students

Rec'd grant for up to $45,000 for child who needs 1-on-1

B. Finance Committee

Presented by Kim in Gregory's absence:

For the month of January:
Received $63,685 of funds
Expenses=$227,899
$95,064 for salaries
$27,495 for their benefits
$33,478 for professional services
$50,758 for building services
$3,309 for supplies
$6,770 of uncategorized expenses.

There was **-$164,214** of negative cash flow for January 2023. The ending balance of the operating account was $378,919.

Based on Edtec's projections, we are projected to end June 2024 with **-$140,126** of cash in the operating account. This is a decrease of **$104,418** from December's projections. We were awarded $1,250,000 of funding from the State Charter Schools Foundation of Georgia.

Working on addressing negative cash flow. Sarah is putting some things in place to make sure that we are in a good place going into the next school year
Requested RedefinED provide funds earlier than usual--Sarah has received and deposited the check

C. Facilities Task Force

Moving forward with Phase II
Met with architect and GC on site (Jan. 24)

Shared proposed schedule with the Board via email

Receiving the Design and Development set by March 14--Fawn will forward once received
GC will review and give us some numbers

Biggest item--waiting on release of lift (to get from Level 1 to 2)

April 11-submitting plan permits to the city

Will get the GMP(Guaranteed Maximum Price) number back from the contractor and that will be the budget they will need to stick to for the project

May 27-construction start date

July 15-completion date for construction

Daycare needs:
1 Light
Plumbing issues-Sankofa will install new gutters as part of Phase II
other plumbing issues the daycare will need to take care of

Looking at ways to begin some construction prior to receiving permits since we own the property
(ex. getting demolition started)

III. Public Comment

A. Public Comment

Kellly stated that she enjoys working with Sarah and congratulated the Board on the work we are doing for the kids. Hopes her support has been helpful.

IV. Executive Director's Corner

A. Updates

Hiring for 24-25 in progress
Interviews scheduled, but no offers made yet
Hiring for an additional K, and 5 lower ed classrooms
Hiring for Associate Director of Instruction and Curriculum (looking for someone well-versed in Georgia State standard because Milestones approaching)
Hiring 2 additional special ed teachers

Parents requesting more male teachers--recruiting with that in mind but pool is still predominately female
Open to ideas to increase reach for recruitment

Will be begin conversations with staff about who plans to return next week
Want to make sure offers are in line with the budget-built in 2% COL increase

Corrective Action Items-submitted prior to Feb. 20 deadline
Operations findings
Finance findings

Waiting to hear back from SCSC about results of corrective actions items and see how many points we are able to earn back
Parent requested whether they could see the SCSC report--Sarah reached out to SCSC to find out if we can share publicly (not required or prohibited)
Sent parent the results we had and the corrective action plan

V. Board Policy Voting

A. Calendar

Re-vote from calendar approved at 1/31/24

Changes:
School starting 3 days earlier (July 29, 2024) to allow full week for Winter Break (Feb.)
Fall Break is a full week (removed PD day on Monday)
School closed for Election Day (Nov. 5)
Removed December 2 PD day
Ending school on May 23 instead of May 29
Teacher PD ends May 30 instead of June 6
Removed April 14 as a PD day and changed to an instructional day
Removed September 3 PD day to March 14 PD day

Went from 184 to 180 school days
F. Sheffield made a motion to Motion to approve revised School Calendar for 2024-25.
A. Allen-Thames seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Bylaws

Changed intial principal address to reflect current location school

Board policy change: minimum of 8 board members, instead of 9

A. Grant made a motion to Approve changes to by laws and board policies.
F. Sheffield seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Fiscal Policies

Based on feedback received through monitoring results

Added safeguards used to prevent property loss, damage, or theft to include storing property in locked closets/cabinets when not in use, nightly checks of facility entrances and exits to ensure security, and annual inventory audits, conflict of interest.
A. Nash made a motion to Approve changes to fiscal policies as discussed.
K. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Staff Manual

Added calendars for each of the different roles

Personal leave days are earned at the end of the month

Doctor's notes will be verified for sick days taken before or after a holiday

Updated the critical days of work to 2024
A. Allen-Thames made a motion to Approve the staff manual with the changes discussed.
K. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

F. Sheffield made a motion to Adjourn.
A. Nash seconded the motion.
The board **VOTED** unanimously 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 7:31 PM.

Respectfully Submitted,
K. Karacalidis