APPROVED

Sankofa Montessori

Minutes

Full Board Meeting

Date and Time
Wednesday October 30, 2024 at 6:30 PM

Location
Meeting ID: 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), K. Karacalidis (remote)

Directors Absent
F. Sheffield, G. Edward, K. Williams

Ex Officio Members Present
S. Harvey (remote)

Guests Present
Amanda Sivert (remote), Apryl Forte (remote), Ednita Duncan (remote), LaDonya Buchanan (remote), Rhushanda Barnes (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

E. Moore called a meeting of the board of directors of Sankofa Montessori to order on Wednesday Oct 30, 2024 at 6:36 PM.

C. Approve Minutes

A. Grant made a motion to approve the minutes from Full Board Meeting on 08-28-24.
A. Nash seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Nash made a motion to approve the minutes from Full Board Meeting on 09-25-24.
A. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Academic Excellence

A. Committee Highlights

Approved Sept meeting minutes

Reviewed SCSC metrics for Sankofa
Discussed academic goals; schoolwide goals
Social and emotional expectations

Staff updates
24 flight crew members
9 full captains
6 co-captains
4 staff members
1 recruitment coordinator contractor (part-time) to assist Jasmine
Paternity leave for Manager of Discipline and Culture for 6 wks-Barnes filling in
1-to-1 sped para
K teacher transitioned off team; offer for new K teacher and she accepted
Added teaching assistant and part-time teaching assistant
DOO leaving after December 31
Contracting for gifted teacher and ESOL
Hiring for DOO

Absences
15 absences for flight captains
decrease in absences for co-captains

6 absences for flight support
7 absences for flight control
Some absences due to illness running through school

Suspensions
OSS-decreased; 0 in K; 6-1st; 1-2nd; 1-3rd
Implementing SCSC Harmony Curriculum-believes that this has been helpful in changing the culture

Special education
24 IEPs
3 withdrawals
9 kids with new diagnoses
Decrease in NTSS by 6 from previous month

Enrollment/Recruitment
144 students
11 withdrawals in Sept.

Student Attendance-1% increase
Added incentives for students

Academic Goal-to have 100% of students passing
Teachers communicating with families of failing students
1 K withdrew despite school intervention to assist

Transitions to Curriculum
Students acclimating
Teachers adjusting well to subject expertise style lessons

Need to discuss next year's calendar at next committee meeting

Last minute change to meeting date/time-Andrea preparing statement for Sarah to share with families
Open to discussion on how to best communicate future changes with families so they are aware and can attend meetings

III. Finance

A. Committee Meeting Highlights

Financial Overview

- Funds Received: $319,072
- Expenses: $254,446
  - Salaries: $101,910
  - Benefits: $28,839
  - Professional Services: $27,167
  - Building Services: $50,044
  - Administrative Services: $27,167
  - Supplies: $5,745
- Negative Cash Flow: $64,626
- Ending Balance of Operating Account: $543,037

Future Projections

- YTD Revenue is $132,041 above budget
- YTD expenses is $170,387 lower than budget
- September 2024 YTD reforecast estimates Net Income of $160,018 (+$38,346 above the approved budget)
- Projected Ending Cash Balances:
  - **December 2024:** $760,656
  - **June 2025:** $637,418

- Cash on Hand: 64 days as of September 2024, projected to be greater than 70 days through June 2025.

We are projected to have a positive cash balance and meet performance standards through
June 2025.

From Sarah: Financial picture will decrease after FTE numbers because we projected enrollment at 180, but currently at 145 students. Will have a better idea of exact numbers at the next finance meeting. The budget will be tight with decrease, and that includes EdTec settlement.

Audit results

No findings based on review of fiscal policies and whether our actions aligned with the policies set out
Question about $100,000+ of unassigned funds; Sarah believes that these were general funds not assigned to a budget category, but she will follow up with Candice
Candice reviewed the audit report and found no issues
Will need to vote to approve the audit report

A. Grant made a motion to Approve the 2024 audit review.
A. Allen-Thames seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance

A. Policy Updates

Enrollment policy updates
Forwarded in advance to all board members for review
Highlights

1. Acceptance/Decline-change from 7 days to accept or decline enrollment to 3 days
2. Forfeiture of seat for failure to submit documents within specified timeframe-changed from 30 days to 15 days
3. Families must attend 1 in person event and show proof of attendance-needs to be submitted within 15 days of enrollment with other required documentation

Goal is to add efficiency in moving families from waitlist to full enrollment when spots open up

Nov. 1 is when enrollment opens and the application goes live
A. Grant made a motion to approve the 3 changes to the enrollment policy.
A. Nash seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Karacalidis made a motion to authorize Sarah to settle with EdTec and the threshold amount.
A. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Public Comment

A. Community Talk

No comments

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 7:28 PM.

Respectfully Submitted,

E. Moore