APPROVED

Sankofa Montessori

Minutes

Full Board Meeting

Date and Time
Wednesday February 26, 2025 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. Grant (remote), A. Nash (remote), E. Moore (remote), F. Sheffield (remote), K. Karacalidis (remote), K. Williams (remote)

Directors Absent
A. Allen-Thames, G. Edward

Ex Officio Members Present
S. Harvey (remote)

Guests Present
Adrian Jones (remote), Apryl Forte (remote), Fatima Angeles (remote), Gregg Stevens (remote), Janaysia Trail (remote), LaDonya Buchanan (remote), Rhushanda Barnes (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 26, 2025 at 6:31 PM.

C. Approve Minutes

E. Moore made a motion to approve the minutes from Full Board Meeting on 01-29-25.
K. Williams seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Excellence

A. Committee Highlights

Enrollment
Current-125 students
70 completed applications bringing us to 195
Goal for SY 25-26=200 students

Attendance
K and 1st grades-attendance up by 1%
2nd and 3rd grades slightly down

Personnel updates
SY 25-26: looking to add 1 K teacher; 2 lower el teachers; 1 upper el teacher; 2 teaching assistants
Staff absences decreased

School culture
OSS-3 total (reason: physical assault)

Special education
27 students with IEPs
7 students with 504 plans
Speech services-21 students receiving
Occupational therapy-12 students receiving
Gifted-contracted gifted teacher
2 students currently, but 5 more will be added to receive services

Testing

School preparing all students for MAP in the spring and 3rd grade for Milestones in April

School events/activities
Culminating event for Black History Month this Friday
Community members coming into talk about entrepreneurship
Parent hosting school at their restaurant/recruitment event
PTO spearheaded Black History Month programming
PTO also greatly enhancing communication for the Sankofa community

III. Finance

A. Committee Meeting Highlights

No report

IV. Facility Task Force

A. Highlights and Updates

Met with WCS team
Discussed lease that would be required for SCSC
Looking to get proposal to us by Friday

Proposal

- WCS would sublet the entire Sanctuary building and renovate it
- Shared use of parking lot
- Lease term would begin July 1 (or when they receive certificate of occupancy) and expire June 30, 2027
- Rent-base rent $10,115/month for 1st year; $10,418/month for the second year
- WCS would be responsible for 39% of operating expenses for the site
- WCS responsible for 100% of increases in operating costs charged to Sankofa by CSDC (ex. increase in insurance premiums)
- Required to pay security deposit (1 month base rent)
- WCS responsible for maintaining/repairing anything in the Sanctuary building
- Obtain their own metering on Sanctuary building and pay to provider
- Abide by rules/regulations that Sankofa determines for use of property
- WCS will need to carry their own insurance

Unclear what the renovation costs will be-Sankofa would take over payments once WCS leaves so critical to know the costs before lease is signed (can we afford based on our enrollment)

SCSC has to determine that Sankofa can sublet to WCS to move forward

From Sarah-Does the Board want to authorize Sarah and Fawn to discuss the agreement with WCS or bring everything to the Board to be voted on with each change?

Do we know the status of WCS approval to operate as school/ability to open?
WCS approved to operate July 2024; draft lease is to provide SCSC confirmation that Sankofa is open to share the property

Is there anything in the lease that details the preferred condition of the space when returned to Sankofa? Sarah did not see that language in the lease, but will send that addition to the lawyer

A. Nash made a motion to authorize Sarah and Fawn to finalize negotiations for the sublease with the Wright Community School and amendment to agreement with CSDC.
K. Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Governance

A. Policy Updates

E. Moore made a motion to accept the Enrollment Priority Policy as discussed and delineated.
K. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.
Outlined additions of the Enrollment Priority Policy

Additions bring the policy up to date and in line with the CSP standards

Defines siblings and how priority is handled based upon this relationship to a student

Also defines founders, teachers and staff and the priority given to children of those individuals

Explored line of credit in order to prepare for adjustment to forward funding due to under enrollment
Want to make sure we can meet our financial obligations
Also helps with cash on hand

No interest rate initially, but if we decide to take out some money then interest will attach if money disbursed not repaid within 3 months

Will still need to get approval per policy to take out the funds from the line credit

B. SCSC Comprehensive Performance Framework

Changes to fiscal policies to make sure we are compliant for federal monitoring

Additions:

- Bank reconciliation changes
- Methods for procuring-including process for vendor selection; how contracts are administered; outline process for debarred vendors; process for purchasing
- Procedure for lost/stolen material
- Annual audit must occur no later November 1 (updated)
- Financial reports-outlining specifics of how obtained and where they go
- Billing process details
- No contributions to political campaigns or advocacy efforts

K. Williams made a motion to approve the fiscal policy updates as discussed.
A. Grant seconded the motion.
The board **VOTED** unanimously to approve the motion.
F. Sheffield made a motion to move forward with negotiating line of credit from the bank for up to $85,000 and authorize Chair to execute the line of credit on Sankofa's behalf.
A. Nash seconded the motion.
Line of credit we need to use it. We would be a pilot program for other charter school programs

No interest rate so long as money pulled is paid within 3 month grace period
Would review with Board if the money is not anticipated to be repaid within that grace period because interest would accrue
If not repaid before interest attaches it goes in as debt

Concerned about under enrollment and effect of adjustment due to forward funding

Also helps with days of cash on hand
The board **VOTED** to approve the motion.

Roll Call

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

VI. Public Comment

A. Community Talk

LaDonya Buchanan-Chose Black Wall Street for Black History because most in the PTO did not learn about it until adulthood. Focused on careers rather than just entrepreneurship to give flexibility to the students

VII. Reminders

A. Trainings

Reminder to Board members to get governance training to make sure we are compliant with SCSC.

VIII. 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 7:36 PM.

Respectfully Submitted,
E. Moore