

APPROVED



# Sankofa Montessori

## Minutes

### Full Board Meeting

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#### Date and Time

Wednesday March 26, 2025 at 6:30 PM

#### Location

Meeting ID: 601 495 1069

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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.

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#### 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)

#### Non Voting Members Present

S. Harvey (remote)

#### Guests Present

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LaDonya Buchanan (remote), Rhushanda Barnes (remote)

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## 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 Mar 26, 2025 at 6:37 PM.

### C. Approve Minutes

A. Grant made a motion to approve the minutes from Full Board Meeting on 02-26-25.

A. Nash seconded the motion.

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

## II. Academic Excellence

### A. Committee Highlights

Enrollment

K-46

1-36

2-25

3-18

Re-enrollment deadline is March 31

Total applications submitted=83

Total outstanding applications=102

Attendance-overall steady

K-88.5% (down 2% from last month)

1st-94.7

2nd-93.6

3rd-90.5

Hiring

For 4th grade teacher

Looking for Montessori Coach

All staff invited to return are returning

May need additional K and 1st grade teacher-TBD by enrollment

Suspensions

1-OSS

#### Testing

3rd graders preparing for Milestones in April and May

PTO continues to support with schoolwide events and recruitment

Takeoff celebration in February

Black Wall Street during Black History Month

Upcoming field trips

#### Curriculum

Making some changes/modifications

Wonders curriculum/science-will be discussed in more detail during April Academic meeting

#### Special Education

Down 3% from last month

504 plan-7 students (most in 1st grade)

ESOL-4 students (2 pending)

New Special Ed teacher starting next week (classroom families have been informed)

Speech services-26 students (up by 5)

Occupational therapy-15 students (up by 3)

Gifted-7 students

### III. Finance

#### A. Committee Meeting Highlights

Below is a summary of our financials for February 2025.

##### Financial Overview

- Funds Received: \$269,832
- Expenses: \$261,541
  - o Salaries: \$93,574
  - o Benefits: \$26,260
  - o Professional Services: \$28,588
  - o Building Services: \$47,476
  - o Administrative Services: \$10,109
  - o Legal Fees: \$22,164
  - o Supplies: \$2,038
- Positive Cash Flow: \$8,291
- Ending Balance of Operating Account: \$783,051

##### Future Projections

- YTD Revenue is \$517,127 lower than budget
- YTD expenses is \$269,275 lower than budget
  
- Projected Ending Cash Balances:
  - o **June 2025:** \$248,650
  
- Cash on Hand: 95 days as of February 2025, projected to range between 84 and 30 days through June 2025.

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

Budget for SY 25-26 needs to be approved and sent to SCSC by June 1. Sarah Harvey presented draft budget along with Candace Ramsey.

Board asked questions about the impact of facilities on the budget and specifically around how enrollment will impact it. Board went through specific line items (teacher appreciation, student uniforms, special education services) to see where there could be cost saving measures.

#### **IV. Facility Task Force**

##### **A. Highlights and Updates**

\$1.5 million needed to renovate 2nd floor

Back and forth negotiations with CSDC to determine whether funding available

They are comfortable going up to \$800K

Contractor unable to do what's needed for that amount

Trying to determine if enrollment needs to be capped for now due to lack of space

Discussed what those changes look like with CFO

Discussed possibility of knocking down gym instead to accommodate growth

Putting modular in the spot-\$200K; 12k/month rent; has to be leased for 2 years

This is an alternative to renovating 2nd floor to put Sankofa on better financial footing to get funding for 2nd floor later

Based on enrollment numbers we are over-enrolled if additional space is not added

Current families have to re-enroll by March 31 otherwise go on waitlist

What happens if we are unable to grow based on facilities/effect on charter? Sarah learned there is a school that recently received a conditional renewal based on lack of growth due to facilities limitation. Sarah needs to see where enrollment is after the year begins then have a discussion with SCSC to determine next steps.

WCS update

They have not reached out

No updates at this time

No plans submitted

## **V. Governance**

### **A. Board Members**

Board member terms are 3 years

We are coming to the end of our terms

Adrienne will send out a survey to the Board to learn everyone's intentions for the new Board term

Want to remain on the Board

If an officer, do you want to keep your position

Survey needs to be completed before the next Governance committee meeting on April 10

Are you interested in an officer position

Also send potential candidate for Board membership to Kim or Sarah

It's important that we begin the vetting process as soon as possible so that new Board members can begin with the new school year

## **VI. Public Comment**

### **A. Community Talk**

Public invited to present their ideas and or questions on the draft budget.

No public comments

## **VII. Reminders**

### **A. Trainings**

Reminder that all Board members need to obtain governance training by June 30 to be in compliance

If you have received your certificates of training, send to Errika (keeping a master folder)

Looking to other resources for training (ex. coming to a Board meeting) to make sure we can get everything covered

## **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 7:10 PM.

Respectfully Submitted,

E. Moore