

APPROVED



Sankofa Montessori

Minutes

Governance Committee Meeting

Date and Time

Thursday May 14, 2026 at 10:00 AM

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.

Committee Members Present

A. Nash (remote), K. Karacalidis (remote), S. Harvey (remote)

Committee Members Absent

E. Moore

Guests Present

Monika Davis (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

K. Karacalidis called a meeting of the Governance Committee of Sankofa Montessori to order on Thursday May 14, 2026 at 10:04 AM.

C. Previous Meeting Minutes

A. Nash made a motion to approve the minutes from Governance Committee Meeting on 04-09-26.

K. Karacalidis seconded the motion.

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

II. Governance Task

A. Executive Directors Employment Agreement

Continued review of ED agreement

Current agreement expires on June 30

Reviewed transition plan presented by Sarah and draft of new agreement (based on previous agreement) and organizational chart

- Transition plan in budget
- Suggested changes to org chart to reflect transition (and based on needs of school)--for Sarah
- Engaging lawyer draft split agreement to make sure all facets covered (will be ready to have board review at next meeting)

Consulted with DeKalb Brilliance to see org chart and contracts for suggestions/template

B. Upcoming Policy Review/Creation

Staff Handbook

Parental Leave Policy

- Parental Leave Policy (made changes based on our suggestions and running through lawyer)
- Schools required to give 240 hours (6 weeks) of paid parental leave (birthing and non-birthing parent) based on new legislation
- Time runs concurrent with FMLA (12 weeks total; 6 would be unpaid)
- Can take leave in increments (less than 8 hours/day, but not fewer than 4 hours in each increment)
- Must be employed at least 6 months to be entitled to leave
- May need to amend handbook if legislation passes that increases the 6 week time period
- Can suggest, but not mandate, staff to obtain short-term disability coverage

Requiring everyone to clock in/out each day

- Previously only non-exempt required to clock in

- Will help with payroll accuracy and attendance

Professional Development Policy

- Don't have current one in place
- Allows staff to take advantage of training opportunities and obtain reimbursement
- Policy outlines requirements for obtaining approval to go to training (i.e., training must align with organizational priorities, must be employed for at least 6 months, not on a PIP)
- Kim suggested that person obtaining training should be required to present what they learned to staff so that everyone can benefit from training

Code of Conduct

- More opportunities for correction before suspension
- Legislation change limits number of suspensions allowed
- Added throwing of bodily fluids to the offense list

Rick and Alisa's Law

- Requires AED machine on premises
- Requires installation of panic button, strobe lights, intercoms, connectivity with police department that directs them to specific location of incident (mapping)
- Only one vendor includes the mapping component (negotiating price)
- Must be in place before school year begins

C. Charter Task

Posting minutes

- Received notification from SCSC that minutes were missing
- Kim will check to see what, if anything, is missing so we can get those posted publicly

III. 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 11:04 AM.

Respectfully Submitted,
K. Karacalidis