APPROVED

Sankofa Montessori

Minutes

Governance Committee Meeting

Date and Time
Thursday June 11, 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), F. Sheffield (remote), K. Karacalidis (remote)

Committee Members Absent
E. Moore

Ex Officio Members Present
S. Harvey (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 Jun 11, 2026 at 10:06 AM.

C. Previous Meeting Minutes

A. Nash made a motion to approve the minutes from Governance Committee Meeting on 05-14-26.
K. Karacalidis seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Governance Task

A. Org Structure and Contracts

Reviewed organization structure and contracts for Head of School and ED (including job descriptions)

- Split of positions discussed at last full board meeting
- Decision made to engage lawyer to draft and review contracts
- Contracts drafted and ready for our review before sending to Barnes and Sarah
- Want to make sure that contracts/positions comply with DOE and SCSC
- Contract length discussed and approved

Next Steps

- Bring to Board to vote on positions/contracts
- Send approved contracts to Sarah and Barnes to sign before end of current contract year

B. Upcoming Policy Review/Creation

Community Handbook and Staff Handbook (highlighting Code of Conduct and Parental Leave policy) need to be placed on agenda for next full board meeting later this month

- Policies discussed and revised in previous Governance meetings
- Full board needs to vote on those policies
- Kim sending email to board with summary from Sarah and copies of the changes to both handbooks

C. Charter Task

Board attendance has been consistent

Reminder to board members to complete training before June 30, 2026

Connect with board members regarding their intentions for the next year (interest in officer position, potential exits)

- Al will remain in his position
- Errika will be leaving the board

Board retreat-looking for dates to hold retreat

- SCSC has list of companies who can plan and facilitate retreat (grant funds can be used)

From Sarah regarding Wright Community School

- No communication from them recently
- Decision to hold off reaching out to WCS; wait on them to initiate communication again

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 10:53 AM.

Respectfully Submitted,
K. Karacalidis