APPROVED

Sankofa Montessori

Minutes

Full Board Meeting

Date and Time
Wednesday October 29, 2025 at 6:30 PM

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. Chambers (remote), A. Daniel (remote), A. Nash (remote), E. Moore (remote), K. Karacalidis (remote), M. Davis (remote)

Directors Absent
F. Sheffield, G. Edward

Ex Officio Members Present
S. Harvey (remote)

Guests Present
Adrian Jones (remote), Apryl Forte (remote), Krista Harrell (remote), LaDonya Buchanan (remote), Marcoah (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 Oct 29, 2025 at 6:33 PM.

C. Previous Meeting Minutes

E. Moore made a motion to approve the minutes from Full Board Meeting on 09-24-25.
M. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Academic

A. Highlights

Current enrollment: 131
Goal: 158-161
Need to fill spots in K, 3rd and 4th grade

Attendance:
K-94.1%; 1st-95.16%; 2nd-93.09%; 3rd-90.28%; 4th-93.28%

Personnel:

- 9 Leads; 4 assistant leads
- 1 PT CNA
- 1 PT custodian
- 3 support staff
- 4 Flight Contral
- New Hire: Science lab specialist

5 suspensions

Standardized testing

- reviewed detailed data during Academic Task Force meeting (held later in the month)
- Focused on students performing below grade level
- Will have more data after MAP Winter Testing in January before bringing information to Board

Access to devices at home for students

- Want to make sure they access to platform but need devices to access
- Reaching out to PTO regarding this issue

Special education/ESL/Gifted
Discussed number of students receiving services under each category

QSR evaluation-partially effective rating

- Discussed creating a place to securely house the data so that we can mine the data to use it effectively
- Worked with QSR to create an action plan to address findings from the review

B. Next Steps

Support is needed from the Board:

- Monika volunteered her services to help develop a technology plan
- Krista has identified a walk-through tool to put into a dashboard
- Need support in developing the plan and budgeting for 26-27 to address technology needs

Staff needs:

- Need to identify systems that are sustainable (ease of use and financing)

Family needs:

- They are having trouble accessing the platform from home
- Sending a fix to the families to get help in navigating the platform and compatibility issues

III. Finance

A. September Financial Report

Overview of September 2025:

Financial Overview

- Funds Received: $435,665
- Expenses: $261,732
- Salaries: $103,327
- Benefits: $34,895

· Technology & Furniture Purchases: $4,884
· Professional Services: $28,187
· Facilities: $49,277
· Supplies: $3,476
· Positive Cash Flow: $174,982
· Ending Balance of Operating Account: $576K - (waiting on Purpose Capital to provide supporting file to give specific amount)

Future Projections

· YTD Revenue is $988,468 lower than budget due to lower enrollment and QBE funding
· YTD expenses are $919,309 lower than budget, reflecting staffing cuts to support lower enrollment and operating without modulars

· Projected Ending Cash Balances:
o June 2026: $326K (waiting on Purpose Capital to provide supporting file to give specific amount)

· Cash on Hand: Projected to remain above 30 days through June 2026.

We are projected to have a positive cash balance and APPROACHES standards through June 2026.No big expenditures anticipated

Savings account update: July and August QBE overage moved into account; October QBE overage not moved yet because waiting on Venture Fund before moving funds

IV. Governance

A. Policies

Policies to review and vote on

Acceptable Use Policy-

- Monika provided overview of policy
- Purpose of the policy to outline the acceptable use of technology for students/staff and meet key legal obligations

Damaged Property Policy-not ready to vote on

We will need to draft this policy based on a review of policies from other schools
Draft will be ready to review before the next full board meeting

Emergency Purchasing Policy-

- Defines emergency and who is able to sign off on in that situation, and the amount authorized to spend when necessary
- Also discusses what needs to happen after the emergency and documentation that needs to be on file

Currently in new training cycle for Board members

- Everyone needs to go through training
- 12 hours for returning members under 3 years and new members
- 6 hours for members over 3 years
- Everyone needs to keep an eye out for information on upcoming training opportunities

M. Davis made a motion to approve Acceptable Use Policy.
E. Moore seconded the motion.
The board **VOTED** unanimously to approve the motion.
E. Moore made a motion to approve the Emergency Purchasing Policy with amendments noted.
M. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Facilities Task Force

Daycare
Lease ends December 2025
They asked for an extension to April 2026
Had lawyer draft amendment to the lease and its with the SCSC right now
Will share with full board once it comes back from

Already has its certificate of occupancy-checking with the architect to see how many classrooms we could get out of the daycare space

Lender-22 Beacon

V. Public Comment

A. Community Talk

Apryl Forte: Question about classroom closure? Will classroom be reopened if funding allows?
Response: Open to revisiting if conditions change

Adrian Jones: Also a parent of student in classroom that's closing. Disheartened that classroom is closing. Causing hardship because being closed in the middle of the semester and not given an opportunity to make a change until the next semester.

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 7:40 PM.

Respectfully Submitted,
K. Karacalidis