APPROVED

Sankofa Montessori

Minutes

Full Board Meeting

Date and Time
Wednesday June 24, 2026 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. Daniel (remote), A. Nash (remote), F. Sheffield (remote), K. Karacalidis (remote), M. Davis (remote)

Directors Absent
A. Chambers, E. Moore

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 Jun 24, 2026 at 6:34 PM.

C. Previous Meeting Minutes

A. Daniel made a motion to approve the minutes from Full Board Meeting on 05-27-26.
A. Nash seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Academic

A. Highlights

Met with Sarah to discuss goals
Full slate of goals will be presented at the next full board meeting
Seeking rubric for renewal to determine what metrics we need to ensure we meet

No enrollment updates (unable to meet due to scheduling conflicts)

B. Next Steps

III. Finance Committee Update

A. May Financial Report

Strategic planning for fundraising

Grant funded bonus payment of $20,000

YTD at $238,000

As of May 31, 2026 cash on hand at 55 days.
Cash on hand will decrease in 6 days to 45 days (closing out fiscal year).

IV. Governance

A. Facilities Task Force

Wall Installation
Plans submitted to city for permitting, but no permit yet
Demo complete and materials ordered so ready for construction

Outdoor Playground (former daycare playground location)
Potentially using CSP funding for build
Trying to determine if contractor needed or if can be done by on site handyman

WCS Update
No new information from WCS as of today
Walk through of site completed

B.

Policy Approvals/Upcoming Reviews/Discussions/

Staff Handbook-vote on

Community Handbook-vote on

Parental Leave-vote on

- vetted by lawyer
- complies with state law

Review of criminal background check policy (to be voted on next month)

- Add comments before next meeting

Professional Development Policy

- Need professional development calendar so that we can see what is being covered/emphasized
- Will there be an emphasis on training related to Montessori education
- Training needs to be aligned with goals of school

Superintendent/Head of Schools Contract

M. Davis made a motion to approve Staff Handbook school year 26-27.
A. Allen-Thames seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Daniel made a motion to approve Community Handbook for school year 26-27.
M. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.
F. Sheffield made a motion to approve Executive Director contract (with edits discussed) and job desription.
A. Daniel seconded the motion.
The board **VOTED** unanimously to approve the motion.
M. Davis made a motion to approve the Head of Schools contract (with edits discussed) and job description.
A. Daniel seconded the motion.
The board **VOTED** unanimously to approve the motion.
F. Sheffield made a motion to hire Sarah Harvey as Executive Director (part time) and Rhushanda Barnes as Head of Schools.
A. Daniel seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Public Comment

A. Community Talk

No public comment

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 8:08 PM.

Respectfully Submitted,
K. Karacalidis