

***Harambee Institute of Science and Technology
Charter School
Board of Directors Meeting Minutes
Term 2017-2018***

The meeting of the Board of Trustees of Harambee Charter School was held on Wednesday, December 20, 2017 in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:55 p.m. Roll call was taken by Board of Directors Chairman, Baba Joseph Foster

Directors Present:

Larry Bell
Maurice Baynard
Charis Jackson
Lakiesha Creighton
Donna
Wade Mosely
Crystal Dundas
Joseph Foster

Directors Not Present:

Mama Renee Whitby
Marirose Roach

Others Present:

Louis Mason
Dr. Kimberly Harris
Michelle Thornton
Ajoa Abrokwa
Dr. Archer

Harambee Interim CAO
Harambee Interim CEO
Harambee CFO/Interim recorder
Harambee Board of Directors Support
Community Member SPED Specialist

Closed Session:

19 Students were missed in the public high school application process. A parent meeting was held on 12-20-2017 at 6:00 to discuss this matter and communicate to parent the remedy. CEO, Board of Directors, Board Support, school Guidance Counselor and ONE parent were in attendance. This is considered to be a misstep, but not a huge risk. Most of the students from HISTCS apply and attend Charter Schools for high school, not Philadelphia School District Schools. We need to develop a better process of how communications go out to parents in regard to these pertinent matters. We need to streamline the process of how we capture parent information. We need to have a refresh of parent contact information.

CAO candidate interview, the CEO is comfortable with stating that there are additional references that are not glowing. Candidate is being offered a six month trial to see if the candidate can deliver. School representatives will communicate what the needs and expectations are. The board will vote in the open meeting on terms/ job description and salary.

Open Meeting:

Community Member was in attendance: Dr. Archer

Minutes

Minutes were approved. All were in favor, no oppositions.

VOTING: November 15, 2017 Minutes

Larry Bell – motion to accept the November 15, 2017 meeting minutes. 2nd – Maurice Baynard

AYE: 8 NAY: 0 ABSECTIONS: 0 ABSENT: 2

CAO Update:

CAO – Transition plan will have a transition plan; 30, 60, 90 day expectation plan will be brought back after CEO meets with candidate.

CEO Report – Dr. Kimberly Harris

Enrollment Data – Enrollment is at 562 students, waitlist 52 students. We are at capacity in regards to students. The waitlist will be cleared out when we return from winter break, the lottery process will open. There will be multiple ways that the process will be communicated to parents in regards to re-enrolling and reapplying. There will be follow-up and follow-through about this process. Next board meeting the lottery process will be communicated. Waitlist will be cleared by the end of January.

Curriculum – Training plan is in process for new curriculum materials. There is a implementation process of the new program, and the program will be piloted. A strategic implementation plan for a 21st Century model classroom is being developed. 1/3 of the teachers have sat with one of the three teachers that will be a part of the 21st century engaged classroom. Mama Brown, Math and ELA are the initial teachers. Current “good instruction” is a determining criteria.

A consultant is being hired for PD/ training on Common Core standards and expectations. The budget has been set-aside for the PD, CEO is under budget, which affords this opportunity of additional PD. CEO did communicate that she did have a connection to the vendor. However, she is no longer apart of the company. (Elevated Achievement) Implementation is January – June PD in classrooms as well. Co-planning and co- teaching will be embedded in the school culture.

Special Ed Team Reset: SPED coordinator is ware that the team needs to be evaluated. CEO wants to know what SPED looks like on a daily basis.

IT – Ticketing system is up and running. White boards are ordered. Jaris, Leah and Sara won a white board. Going to the showroom to pick out their model.

HISTCS wireless has had issues over the last 6 months. For less than 10,000.00 the entire building has been able to be re-outfitted. Every office is being hosted to cloud-based technology.

PD – Front office staff will be receiving intense training. Word Play Objectives, the trainings are in the memorandum. The training will be administered by a high level executive assistant.

HASA – enrollment number is 250/ 200 for the school year. We are at 156 consistently. We have several community partnerships that are STEM focused. Staff members pay is being increased.

Thank you to BABA Mason.

Parent Meeting Report: Communication issues, Black history only kick-back. Parents want a well rounded history program. Parents are also asking for foreign languages as well.

Technical Support – Added to the team; Partnership w/Drexel; Ticketing System; Website upgrades; Technology in the classroom – internal mini-grants; HASA – Offering robotics, LEGO building; engineering;

Finance/HR – Finance committee and CEO will be looking at the budget on 12/28.

911 Emergency – there was shooting near campus. The school team responded well to the emergency plan.

CEO crafted a letter immediately. Finding a better way to communicate to parents about the emergency.

Mama Goldie went to classrooms to check on the children about what happened. Letters went home, emails were sent, and there was a circle time that had discussions.

Fire drills, code red, code blue training was conducted by Baba Malik.

Protocol for an after action review will be developed. A FIVE point plan will be developed.

Partnership with police officers will be developed and fostered.

Policy: new **Attendance policy**. You cannot take off on the day of PD. PD days are blackout days. **School Dress code policy**. Female Students can wear pants and tights under skirts. **Seventh and Eighth grade makeup and hair policy has been lifted**. We need to have a comprehensive policy manual. Handbooks will come out of policy. There is an April deadline for the new policy and procedures.

HPA

A pulse check will be taken in January after the holiday break. A meeting will be held with CEO, HPA and HASA. A collaborative meeting will be held to collaborate parent efforts.

Cherrydale will be back on the table during the second half of the school year.

Purchased water fountain/bottle filter system – There is a \$900 install fee

Installation funds are needed. Water fountain has arrived on site, but not yet installed.

Lunch table is being used but it is broken. There is a need for new lunch table. Another capital improvement meeting should be had during the winter break. A new candidate for the capital improvement committee, Wade Mosley. The next meeting is scheduled for January. Minutes of past meeting will be circulated. What is the process of things being added to the capital improvement list?

CAO/ Principal report-

Parent Café' will be up and running in the Spring. Partnership with Wordsworth Academy

Family Literacy night – January

Successful parent meeting

Houghten Mifflin

Eureka math manipulatives have been delivered, all teachers have received them.

8 teachers have been trained in first aide and CPR

Building a partnership with Science Leadership Academy (Drexel University Partnership school)

Data wall October/ December benchmarks

Cleff Club partnership is going well.

Financial Report

Planning meeting/ on target. No over spending. Reallocating funds in the budget for more funding to instructional cost.

First annual bond investors call. There is a posting of the call on the EMMA system. Auditing report is due 12/31. Monthly back-up done external to the schools systems. Michelle backed the system up 3 weeks ago however files were lost.

403b plan is being taken care of.

Main Focuses:

Capital Improvements

Audit

Bond Compliance

HR

Staffing Updates

2 vacancies.

6th Grade Math/

SPED candidate.

7th and 8th grade math teacher will be deployed.

We are working with a third party agency to fill the positions.

Board Report: none

HASA vendor Science to the MAX. Attorney wants to have another push. No response to the letter from the attorney.

New items:

Vote on attendance

Vote on Dress code

Motion to accept the salary range prorated Jan – June Salary range:115,00.00

Motion by Maurice Baynard, Second by Baba Joe Foster

AYE: 8 NAY: 0 ABSECTIONS: 0 ABSENT: 2

Motion on the CAO/ Principal candidate Gregory Shannon:

Motion by Maurice Baynard: Crystal apposed.

AYE: 7 NAY: 1 ABSECTIONS: 0 ABSENT: 2

Motion on the Staff attendance policy amendment:

Motion by Baba Joe, Second by Larry Bell

AYE: 8 NAY: 0 ABSECTIONS: 0 ABSENT: 2

Motion on the Dress Code policy Rewrite

Motion by Crystal Dundas, Second by Baba Joe Foster. Maurice Baynard opposed.

AYE: 7 NAY: 1 ABSECTIONS: 0 ABSENT: 2

Action Items: None

Public Concerns: None

Adjourned: 8:49pm

Next meeting January 17, 2018