

***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, February 21, 2018 in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:33 p.m. Roll call was taken by the Board of Directors Chairman, Baba Joseph Foster

Directors Present:

Larry Bell
Maurice Baynard
Charis Jackson
Lakiesha Creighton
Wade Mosely
Joseph Foster
Mama Renee Whitby
Marirose Roach

Directors Not Present:

Donna Holmes-Lockett
Crystal Dundas

Others Present:

Gregory Shannon
Dr. Kimberly Harris
Michelle Thornton
Ajoa Abrokwa

Harambee CAO/ Principal
Harambee Interim CEO
Harambee CFO/Interim recorder
Harambee Board of Directors Support

Closed Session:

None

Open Meeting:

There was Audit Report by J. Miller and Associates. Overall there were 51 Audit findings. Overall the school is in a decent position despite the issue with the files that were unable to be recovered. The basic financial statement was reviewed. Clarifying questions were asked by board members and answered by the presenter.

Minutes

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

VOTING: January 24, 2018 Minutes

Joe Foster– motion to accept the January 24, 2018 meeting minutes. 2nd – Larry Bell

AYE: 8 NAY: 0 ABSENTIONS: 0 ABSENT: 2

CEO Report – Dr. Kimberly Harris

Enrollment Data – Enrollment is at 468 General Ed; 65 Special Ed. with a total of 547. Over all things are moving along we've had 9 significant wins over the past month. We have several things on the horizon to move us forward: Budget Approval 2018-19, Personnel 2018-19 recommendations, Completed 12 month plans (through 18- 19), New comprehensive policy manual, New evaluation tool, Deep dive data review.

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.

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. A new program Director is being transitioned in and there is a new program evaluator being transitioned in.

HPA

Cherrydale fundraiser is underway. Meeting will be taking place to connect parent engagement efforts.

CAO/ Principal report-

Milestones met: Met with CEO and representatives from Houghton Mifflin Hardcourt (HMH) to discuss and plan for training on the Journeys collection for HISTCS demonstration classrooms Met with lead teachers who will participate as demonstration teachers to review the training plan and the thoughtful implementation of the Journeys program, K-8 Participated in the first of two one day training on the integration of the Journeys collection, K-8

LESSON PLANS

Beginning in January, 2018, a new lesson plan protocol was established. Teachers are required to submit to the administration weekly lesson plans each Friday by 12:00 pm for the following week. A new lesson plan template was established bringing consistency and congruency to our lesson plan format. In addition, lesson plans are reviewed weekly and individual feedback is provided to each teacher.

INFORMAL TEACHER OBSERVATIONS

I have visited all classrooms to date to gain insight into our instructional programs and practice. Moving forward, informal teacher observations are scheduled to begin during the week of February 19, 2018 followed by a series of formal teacher observations.

Assessment

Beginning the week of February 5, 2018, we began the STAR 360 reading and mathematics assessment. In addition, we are preparing for Benchmark Assessment #3 which will begin on February 27, 2018.

Professional Development

January 26, 2018, full day of professional development. Topics for our PD included: Eureka Mathematics Curriculum research and development Special Education Services Student support: De-escalation and PBIS Milestones met: Met with CEO and representatives from Elevated Achievement Group (EAG) to discuss and plan professional development on the Harambee Scope and Sequence Met with representatives from (EAG) to get an overview of the HISTCS Scope and Sequence writing process Participated in two-day professional development on the HISTCS Scope and Sequence writing process Participated in one day professional development to begin to write the HISTCS Scope and Sequence Units Met with teacher leaders to discuss next steps relative to the thoughtful implementation of the HISTCS Scope and Sequence.

Student Support

SCHOOL COUNSELOR

I met with the school counselor to gain insight relative to her duties and responsibilities to ensure the most efficient usage of her time and to align her responsibilities with her job description and best practice for school guidance counselors.

Milestones met:

- Met with counselor to gain insight relative to her work history at Harambee
- Met with counselor to discuss current job responsibilities
- Met with counselor to discuss her vision of her role at Harambee
- Met with counselor to discuss alignment of her responsibilities with her job description
- Met with counselor to discuss transitioning Testing Coordinator to alternative staff member
- Test coordinator responsibilities transferred to Instructional coach
- Met with counselor to discuss Harambee School Student Support Team
- Met with counselor to discuss student attendance and truancy
- Established morning Leadership Team “huddle” and added counselor as a valued member
- Established Harambee Leadership Team and added counselor as a valued member
- Moved counselor’s office to first floor near main office to better align work with school

Parent Engagement:

On February 10 and 13, 2018

HISTCS hosted a series of “open house” events to showcase our school for perspective parents interested in enrolling their children.

In addition, On February 27, 2018, we are scheduled to host FAMILY LITERACY NIGHT. This evening of literacy fun, games and events is designed to foster an appreciation for literacy with our children and families.

Operations:

FACILITIES, MAINTAINENCE AND GROUNDS

Milestones met:

Met with Lead Engineer to gain insight relative to staffing, schedules, duty rosters and to tour facility to gain insight relative to power plant, water main, elevators and telecommunication equipment

Consulted with FMG industry expert to review staffing, duty rosters relative to the square

footage of the facility

Met with Lead Engineer to revise duty roster relative to cleanliness of student bathrooms.

Changed duty roster of cleaning staff to reschedule daily cleaning of student bathrooms' midday.

Met with Lead Engineer to review and schedule maintenance projects to be completed school

wide inclusive of delivery/completion date

Follow up meeting and school tour with lead Engineer to examine maintenance projects to school wide inclusive of delivery/completion date

Food Service:

Milestones met: Examined/observed current cafeteria protocols for student comportment Met with cafeteria staff to discuss findings of observations Met with cafeteria staff to gain insight and discuss lunchtime protocols Met with cafeteria staff to review lunchtime protocols and set date of implementation of new cafeteria expectations Launched new cafeteria protocols and expectations with 2nd lunch grades 3, 4, & 5 To do: Complete process for 1st and 3rd lunch

Information Technology

IT Infrastructure: Installed new wireless system in all areas of the school STAR Testing: Supported a successful instance of the STAR testing program by providing 2 chrome book carts and onsite support staff Software: Researched and installed an open source solution for computer lab monitoring. The teacher is now able to see and control from his computer all lab machines. Technology equipment for teaching and learning: Deployed tablets to 4 additional classrooms. 5 classroom deployments are scheduled over the next 30 days.

Financial Report

Finance Committee planning for 2018-19

CAO planning for next 24 months

All structures for next year in place by May, 2018 – in progress

Teacher evaluation tools

New schedules

New classroom structures

New bonus structures

New courses

Board Report:

Board of Trustees will be working towards forming and solidifying board officers and committees.

New items:

Vote on attendance

Vote on Dress code

Action Items: None

Public Concerns: None

Adjourned: 7:55pm

Next meeting March 21, 2018