

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

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The meeting of the Board of Trustees of Harambee Charter School was held on **Wednesday, June 20, 2018** in the conference room at 638 N. 66<sup>th</sup> Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:10 p.m. Roll call was taken by board member Maurice Baynard.

**Directors Present:**

Maurice Baynard  
Larry Bell  
Joseph Foster  
Charis Jackson  
Lakiesha Creighton  
Wade Mosely  
Joe Foster  
Donna Holmes-Lockett (Phone)  
Marirose Roach (Phone)

**Directors Not Present:**

Crystal Dundas  
Renee Whitby

**Others Present:**

Gregory Shannon  
Dr. Kimberly Harris (Phnoe)

Harambee CAO/ Principal  
Harambee Interim CEO

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**Closed Session:**

Personnel Contracts CEO, Principal, Finance

Lack of Professionalism and Communication;  
Review of the School's metrics and the vision moving forward.

**Open Meeting:**

**Minutes**

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

VOTING: Approval of May 2018 Minutes

**HPA report – Charis Jackson, Lakiesha Creighton**

Charis-the Moors designed t-shirts; Street Festival was successful. Slime was extremely popular; Potting Station; Obstacles course; Moon Bounce; Suggestions: September rough outlines for the Street Festival; more activities for the older students.

Run or Die for next year at the Street Festival

## **CEO Report – Dr. Kimberly Harris**

2 fruit edibles for the Charis and Keisha(Street Festival)

Powerpoint:

Personnel renewal conversations are complete and HASA Programs.

Personnel Org Chart is underway. To be completed in 2 weeks.

Question: Baba Frank transition for the maintenance of the building. Baba Shannon is working on the plan. Dr B is facilitating the process. Board Member Mosley has agreed to assist.

One resignation over the past week to be reviewed by the principal.

2 Policy Items needed to be voted on this evening.

## **Principal Updates/ Report – Baba Gregory Shannon**

Closeout of the School: Master Schedule is complete;

Highlights: 120 Literacy Blocks; 90 Minutes Math Blocks; Vertical Articulation among the teaching staff; Class lists completed; School closing checklist; grade and room assignments changes; change of classroom assistants; reports cards were printed and reviewed. Report cards goes out of Friday in the mail. Reading List mailed and on the website. The assignments given credit for reading.

PSSA data will be given during the month of July. The asked for the data review of last year student performance. Dr Kim was for a hold of the information until August which would include PSSA Data.

Vacancies in September: 22 interviews and 9 demos(5 were hired). Students feedback was included in the decision making of teacher hiring. Middle School Team is exciting.

4 Special Ed vacancies; Foreign Language teachers.

PSSA data typically mailed to parents during the month of July.

Inventories Lapses: technology repairs;

Observations were done up until the last week of school. Every teacher will write a letter to parents welcoming them back for the next school year. Kindergarten students will have a drop in center. All the text and materials have been ordered for next year.

One student retained in kindergarten(63 days of absences). 3rd grade students was 12(developmentally appropriate) was moved to 5th grade.

## **Financial Report –Dr. Harris**

Review of the Real Estate Taxes for the Sale of the Property(Bond Transaction). \$43,000 was the proposed amount.

Review of the 990 form and the auditor review.

HASA Presentation: Recommendation for during the closed session time in July

## **Old Business:**

Food Service Renewal: Oversight for Food Service: Baba Donald helped to renewed the contract. A new person is transitioned in.

Baba Wade asked for a Update on Food Service. 3 year vendor agreement. Mama Charis asked for procedures for Food Service oversight. Baba Shannon advisory board(4-8 students) of menu performances. Wade talked about the procurement process during the renewal of the next year contract.

**Motion:** Food Service Contract: **Larry 2nd Wade: Passed**

Question of the Board Policy: Boilerplate; Existing policies; State mandates. Dr Kim agreed to highlight the changes between the former policies and the present document.

## **New Business:**

Board Members Bios due by June 25.

July Meeting: Look Back and Look Forward-Mini Board Retreat during August 10th (9am-1pm)

**Award Ceremony at WarmDaddy's** : Celebration of Excellence: Culminating Activity.

Former Board President; 2 Retirees; 4 Outstanding performers of Staff Members.

Parent Summit next year.

**Public Concerns:** None

**Motion Adjourned: Larry 2nd Wade**

**Next meeting July 18, 2018**