

***Harambee Institute of Science and Technology
Charter School
Board of Directors Meeting Minutes
Term 2016-2017***

The meeting of the Board of Trustees of Harambee Charter School was held on Wednesday, August 16, 2017 in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:09 p.m. Roll call was taken by President Joe Foster.

Directors Present:

Joseph Foster
Larry Bell
Renee Whitby
Maurice Baynard
Lakiesha Creighton
Crystal Dundas

Directors Not Present:

Nina Brevard
Charis Jackson
Marirose Roach

Others Present:

Louis Mason
Dr. Kimberly Harris
Kevin White
Michelle Thornton

Harambee Interim CAO
Harambee Interim CEO
Harambee Operations Manager
Harambee CFO/Interim recorder

Closed Session:

Introduction of new leaders – Dr. Baynard
Louis Mason – Interim CAO/Principal
Dr. Kimberly Harris - CEO

CEO Report – Dr. Kimberly Harris

Update on introduction meetings –

This week - Admin assist/IT/Security/Operations/CFO/Executive Leadership
Team/Facilities

Next week – Counselor/Food Services/CRT/Nurse/Maintenance/Afterschool Team/Legal

Asked each perceived highlights/challenges/expectation as leader/plan for every division with outcomes and objectives.

Identified Gaps:

Professional Development Plan
Curriculum
IT
Security
Mentor/Lead Teacher Plan

Other meetings and areas of focus:

Enrollment
Reading state reports
Attorney meeting scheduled
Possible principal candidate

Five areas to be addressed for each meeting:

Curriculum
Instruction
Operations
Assessment
Climate and Culture

- ❖ Each department head will develop a 30/60/90 Day Plan
- ❖ Ready to pull plug on website – up and running by next week
- ❖ Enrollment - 556 students enrolled; working on disaggregating data
- ❖ PowerSchool – closing from last year to roll over to new year
- ❖ Personnel – short one person – Computer Science
- ❖ Summer Institute

High Concerns

Security of building – doors left opened
Staff have expressed lack of accountability from executive leadership team
Resources and curriculum – understanding what teachers need in order to provide effective instruction.
Plan for mentors and coaches
Facilities being ready for school open

Q: MT – Accuracy of enrollment number

A: KH – Given by SH on 8/10. Working with SH to provide weekly updates.

Q: MB - Plan for parents

A: KH – Working on communication plan

CAO

- Focus on academics
- Summer Institute update – started today – scheduled training
 - Started with Harambee Way training presented by Mama Fanta and Mam Megan
 - Jan Gillespie Walton – PD Sessions – Teacher Behaviors/PA Law
 - Codes/Assessment Informed Instruction
 - SPED Training
 - Eureka Math Trainer - Concern that no one in building is heavy focus on math

- Want to institute Family Nite
- Met with teachers; will be doing team building next week

Operations Report – Kevin White

Updates:

- Technology – took inventory of everything in building – pending meeting with IT to focus on next school year
- Building Refresh – painting complete/classrooms 85% done by end of summer institute; lights in parking lot;
- Work on stucco wall
- Trailers - capital improvements update
- Food Service – in need of new freezer; motor blew out

Financial Report

- Highlights from the report.

HR

- PowerPoint presentation by Michelle Thornton and Ajoa Abrokwa on the Recruitment and Retention Plan

Board Report:

Proposed retreat – 9/30

Action Items:

Public Concerns

Adjourned: 7:49pm

Next meeting September 20, 2017