

***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, September 20, 2017 in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:12 p.m. Roll call was taken by President Joe Foster.

Directors Present:

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

Directors Not Present:

Nina Brevard
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:

Minutes

8/19/17 – Motion by LB, 2nd by JFoster

HPA

- Presented Report - Discussed Parent Concerns - Dr. Harris provided an updated on she has already begun to address some of the concerns, including brief discussion on work and progress of Coordinator position.
- Making changes to HPA financial support. HPA gave snippet to staff during Summer PD. Reducing specialty grants to \$150. Want to give more money to teachers to support activities outside of the building.

CEO Report – Dr. Kimberly Harris

Highlights

- Enrollment – As of 9/18, 538 enrolled. Reviewed weekly.
- Technology – discussed major concerns.

- Policy & Reports – Have been working on securing access and assigned as Lead Administrator on all PDE and district reporting systems. Epi Center updated and in compliance; Comp Report due Nov. 30th.
- Meeting w/Parents – Talked about what they have done, and vision moving forward, and how they can support school and increase parent participation. Will be an upcoming meeting to develop 12-month plan. Discussed was to improve transparency in reporting.
- CEO/Board/Town Hall w/Parents – Tuesday, Sept. 26th – starting at 6pm – Opportunity for parents to meet board, introduce new leadership, talk about where Harambee is going.
- Finance – CEO/CFO – Weekly check-in held every Wednesday
- Partnerships – Big Picture Alliance; S2TM/Afterschool Partner, Community Council Behavior Support/CCH, Amplify/Financial Literacy Program
- After School Program – 50 students registered thus far; Identified an Afterschool Director; red flag for HASA evaluators; looking for recommendations for new evaluators.
- Legal – had numerous meetings with legal reps. Pertaining to SPED Cases – 6 outstanding cases –
- Parent & Bus Matters – from last year; child bullying matter

CAO

- Curriculum – materials in trailers that can be useful-Journey Series; Rep. coming in from Journey on 9/22.
- Update on Eureka Math and Assessment Tools
- Principal Updates – Cancel Afternoon Circle to gain two hours of academics; building capacity with new teachers; planning new teacher induction free through SDP; Conducted first fire drill; Tech 101 training for teachers – w/Abdul Raheem;
- Met with 2nd floor teachers re: volume/voices

Operations Report – Kevin White

- Trailers up and running –
 - Food Services – Refrig motor wearing; adding another freezer; need storage space; setting up interactive for parents to view menu

Financial Report

- Highlights from the report:
 - Enrollment status
 - Capital Improvement Expenditures Report – spent \$175k w/\$104k balance
 - Improvement w/Cash on Hand ratio
 - Discussed summary of pending vendor contracts for approval

HR

Discussed staff vacancies and teacher certification
Partnership with Butler County Community College for certification prep sessions

Board Report:

Proposed retreat – 9/30

Action Items:

VOTING: New Board Members

Crystal Dundas – motion to accept the board membership of Donna Holmes-Locket and Wade Mosley; 2nd – Larry Bell
AYE: 8 NAY: 0 ABSTENTIONS: 0 ABSENT: 1

VOTING: Board Member Termination

Crystal Dundas – motion to remove Nina Brevard from Harmbee Board of Directors seat; 2nd – Maurice Baynard
AYE: 8 NAY: 0 ABSTENTIONS: 0 ABSENT: 1

Public Concerns

Adjourned: 8:27pm

Next meeting October 18, 2017

Draft Only