

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, March 28, 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 board member Maurice Baynard.

Directors Present:

Larry Bell
Maurice Baynard
Charis Jackson
Lakiesha Creighton
Marirose Roach
Donna Holmes-Lockett

Directors Not Present:

Mama Renee Whitby
Crystal Dundas
Wade Mosely
Joseph Foster

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:

Minutes

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

VOTING: February 21, 2018 Minutes

Charis Jackson– motioned to accept the February 21, 2018 meeting minutes. 2nd – Donna Holmes Lockett

AYE: 6 NAY: 0 ABSENTIONS: 0 ABSENT: 4

CEO Report – Dr. Kimberly Harris

The compensation plan is being reworked. It was filed by the previous CEO. Edits need to be made by the current interim CEO and refilled.

The Title I audit is approaching. We are taking a look at the consolidated application for Title I funds.

The Title 1 AUDIT is scheduled for Friday April 13, 2018

We have been working with the Innovation team. This team consist of teachers who come up with real problems to solve. This approach is utilizing *Design Thinking* for the methodology.

The focus is shifting the culture around teaching and learning.

The “*Culture Team*” composed of Mama Fonta, Mama Megan and Mama Polite have been defining “What is the Harambee Way” starting with 8th grade and backing into every other grade.

The “all hands on deck” approach is being taken. Pulling staff members to learn what going on, in/ with the school and, they can go out amongst the masses and communicate out to their colleagues.

HASA – Expectations are changing. A new co-director has started. The acronym HASA stands for Harambee After School Academy. Dr. Kelli Seaton has been brought on as the HASA program evaluator.

We are outgrowing our space. There are bubbles in certain grades.

Art will be returning to “*Art on a Cart.*” We will be bringing back everything that was in the original science and technology plan.

We will be creating a “maker space.” This will take place after children eat lunch as instruction during the lunch period.

We will be implementing incentives for staff as a reward and motivator.

Currently we track students, this started last year. Moving forward there will be no more homogeneous grouping.

The goal is for each teacher to have their roster this year to try and begin to build relationships with children and families early on.

There will be no more delayed start for kindergarten. Baseline – kindergarten students will start with everyone else. Assessment will start within the first two weeks of school.

Curriculum needed: None of the “special areas” have a curriculum. Each area will have standards, objectives and outcomes.

Spanish will be offered.

There will be teacher shifts at various grade levels.

Spanish for 7th and 8th Grade

We are currently looking for a grant writer to support additional revenue source.

Recommendations for teachers: Philadelphia Regional Noyce Partnership (PRNP). We will also be looking at the NSF, a sponsored program

The Temple “TUteach” program – outfitted with science resources

2018/2019- School Calendar is available

-There will be no more Kuzaliwa every month. We will now be holding it once every quarter

- There will be no more pre kwanza celebration, just Kwanza and Baba Skief celebration.

There will be no more “Post PSSA Respite”

We have calculated all of the school days against the required days.

Number of days and charter of hours

-180+ days. – Also increased reporting hours

-990 is the minimum however, we have 1,267

Principals Report:

Weekly structured huddles

Baba Shannon has daily a morning “Huddle” with his leadership team. Additionally, he holds weekly meetings with an agenda requiring that his team present evidence that they have been working towards the task set for the week, or that is/they have been completed.

Curriculum and Instruction:

The academic team is developing a scope and sequence for next year. Partnering with Houghton Mifflin Harcourt.

4 classrooms will serve as demonstration classrooms. We have started with Mam Karen in Kindergarten and Mama Leah in 2nd grade.

We are changing our approach. Focusing more on direct instruction and guided practice. We are not spreading wide, our goal is to go deep.

We are using an informative instructional feedback tool. Cluster leaders are aware. The tool matches the observation tool.

Part of your prep can/should be spent observing teachers.

Principal will begin with “real time coaching.”

The admissions lottery took place on March 15, 2018. We are admitting total of 67 students. The results are as follows:

20 Siblings

40 Kindergarten

3 First Grade

0 Second Grade

2 Third Graders
0 Fourth Graders
8 Fifth Graders
5 Sixth Graders
4 Seventh Graders
3 Eighth Graders

School parent contact has been made. Interim reports went home. They went out to all 500+ students. There is a triple authentication process for retaining a student. This is support by transparency and open communication with the parents.

Financial Report:

Review of Budget: 18/19

There will be no midyear adjustment this year. We won't have to budget for one next year.

The Budget is based off current years rate and current years numbers.

We will not have final information until June.

We get paid for 525 Philly students but we can get as many additional out of district students that we want.

Slight increase on Title I funding

Our compensation package is 60-70% of the overall budget

Self-insurance is not working out for staff. We are shopping around for health insurance this year. We are going back to the traditional health insurance package. The broker that we currently have is not customer service friendly.

We will be rolling out the 403b plan 5

Leadership expenditures are going to be much higher. Cost is higher for the more experienced leadership team.

5 SPED cases from last year/ None this year/ we are learning the contingencies in place.

Debt service. Paying an additional 10,000 per month due to the "building acquisition."

We have 5 paraprofessionals.

No dollars included in technology there is still money allotted from the building acquisition money.

25,000 for refresh and supplies

Music may become a combination of different programs

130,000 contingency / 60 days cash on hand and 110% net income almost 650,000 thousand dollars is not realistic.

60 days cash on hand

Larry will review Michelle's Documents. Schedule a finance committee meeting and be prepared to vote at the next meeting.

Board Election Headway:

No real headway on committees:

New Business:

Parent engagement and finance policy procurement.

Voting: *Dr. Maurice Baynard motioned to accept the Parent Engagement Policy. All in favor, No oppositions

AYE: 6 NAY: 0 ABSECTIONS: 0 ABSENT: 4

Board member Larry recommended that the procurement of 20,0000 be lowered to a 10,000 threshold and we request 3 bids over 10,000.

Voting: * Larry made a motion to approve the new finance policy Charis seconds the motion. All are in favor, No Oppositions.

AYE: 6 NAY: 0 ABSECTIONS: 0 ABSENT: 4

Michelle is making a recommendation for the credit card for the CEO

Motion to adjourn

*Mama Kiesha motion to adjourn at 8:20; Mama Charis seconds it.

Action Items: None

Public Concerns: None

Adjourned: 8:20pm

Next meeting April 18, 2018