

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, April 18, 2018 in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:24 p.m. Roll call was taken by board member Maurice Baynard.

Directors Present:

Larry Bell
Maurice Baynard
Charis Jackson
Lakiesha Creighton
Donna Holmes-Lockett
Mama Renee Whitby
Joe Foster

Directors Not Present:

Marirose Roach
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 Trustees Support

Closed Session:

None

Open Meeting:

Minutes

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

VOTING: Approval of March, 2018 Minutes

Charis Jackson– motioned to accept the March meeting minutes. The motion was second by board member Donna Holmes Lockett.

AYE: 7 NAY: 0 ABSENTIONS: 0 ABSENT: 4

CEO Report – Dr. Kimberly Harris

The HISTCS website is being modernized, an application section is being created
Classrooms are being setup for computer usage. Mama Brown’s classroom is being setup for 1:1 computing

Consultants have been identified to support with this transition

A maker space is being developed there have been consultants identified to support with this planning and implementation for school year 2018-2019

Principal Updates/ Report – Baba Gregory Shannon

Informal teacher observations began the week of February 18, 2018. Post observation conferences will be taking place. The month of May will start formal teacher observations. The observation tool has been forwarded to teachers so they are aware of what is being looked for. The observation dovetails the lesson plan format. All of these tools work in tandem. Principal Shannon is looking for provide “real-time coaching.”

On April 9, 2018 PSSA ELA testing began. Three (3) families chose to “opt out”. The school district protocol was followed. An official letter was provided from the parents. The parents were invited to the school to review the test and made a final decision.

All faculty and staff worked hard to make sure there was a high-quality testing environment. There were two proctors per class \. SPED students were supported according to their IEP. There was a “late room” for tardy students, makeup exams were offered for late students. Students that were suspended had a half day suspension, after taking the test, they went home. During testing, an emotional needs student was having challenges and needed additional support. He needed to be removed and supported. After a short time he self corrected and went back to finish his test.

As of today, the ELA test has been shipped. The math will be completed tomorrow and will be shipped. Science will be completed next week.

Monthly professional development will continue with EAG. Writing, Math and Language Arts Scope and Sequence will be the focus. April 6, 2018 was the last professional development day. There was work on PSSA and PowerSchool updates. This has been an ongoing PD and has been successful.

Elevated Achievement:

May 1, 2018 Houghton Mifflin will be onsite to complete their professional development work; scope and sequence, aligning common core to curriculum and providing clarity around what do the children need to know and do.

The Student Support Committee is up and running and is Chaired by Mama Goldie.

There are school preparations being made. During Spring Break a meeting occurred to talk about major projects that need to occur in the building. All bathrooms were deep cleaned and disinfected and the lighting was also fixed. The Summer School program will be moved in the middle school to allow the building to be cleaned properly.

Board Member Charis made mention that the bathroom in the lunchroom has a door lock that is loose and the toilet paper roll was too far.

There are conversations being had to figure out how to create a space where there can be an adult bathroom separate from the children.

Financial Report:

The Business office is closing out the school year. There are currently no outstanding checks. The Audit normally starts in September however, the business office is shooting for a July start. The aim is to close out the year meeting the request of the bondholders.

- Personnel:

There has been ongoing advertisement on the website. External advertisements have been delayed until conversations are had about returning teachers. There are two candidates coming in on the 25th; a food service manager and a young man who is a native of N.J.

The recruitment focus is on certified teachers.

Two additional teachers have become newly certified

Two more teachers are working towards certification

An RFP has been prepared for Health Insurance. RFP will be posted on the website tomorrow morning. Proposals will be submitted, presentations will be completed and the process will begin in May. Self-insurance is currently saving 70,000 – 90,000. Can we absorb the cost? We either have to be self-insurance or a broker.

Staff attendance is high.

The professional development team commented on the level of engagement in Professional Developments.

There will be an RFP for audit services, we will recommend that we stay with the current auditor so there are no problems with the currently year auditor. We will be starting someone new in October. We are currently using Joyce.

There is an E-rate update: We have been reaching out to our lawyer for advice on how to proceed with this matter. There are some concerns about if we can really beat this. There is no statute of limitations with this situation. There was an initial audit. The school remained dormant, we are now circling back to this. Michelle does not feel encouraged that we will be able to dig up the information we need to retrieve. The question of where the letters/ notifications were going? They were addressed to Baba Donald, but never circulated. The focus is that we can get on a payment arrangement. The hope is that we will not have a lump sum payment. Can we pay less? Michelle is now the person receiving correspondence for E-rate.

A meeting took place with Board Member Larry and Michelle:

Highlighted changes; 115, 000.00 can be used for cost of living increases and incentives. Some increases can go around salaries.

140,000.00 CEO Increase

135,000.00 Principal Base rate plus benefits.

There will be a reduction with the 403b plan and the retirement cost to the employer. There will be 140 thousand dollars coming back. The budget is based on a flat rate no change. 85,000.00 for E-Rate.

Baba Frank retired 30,000.00 in the budget for that position. Baba Kevin's salary will not be replaced. Talked about an Assistant Principal position at 70,000.00 – 80,000.00. The delta is not included. Dr. Baynard is leading the search for a grant writer.

Board Elections: there will be a discussion with board members only.

New Business:

Budget Approval. Board member Larry reviewed the entire budget, he is comfortable with the proposed budget. Board member Larry reports the budget is balanced. Board member Maurice Baynard seconds all approved no

Voting: Board member Larry motioned to accept the 2018/2019 SY proposed budget. Board member Baynard seconds the motion. All in favor, No oppositions

AYE: 7 NAY: 0 ABSECTIONS: 0 ABSENT: 4

Calendar Approval: we need 990 days we have 1267 hours. Staff will serve 1369 based on professional development. We will be starting the same day as the school district of Philadelphia.

Board Member Maurice motioned to accept the calendar; the motion was second by board member Larry.

Voting: *Dr. Maurice Baynard motioned to accept the 2018/2019 SY calendar. All in favor, No oppositions

AYE: 7 NAY: 0 ABSECTIONS: 0 ABSENT: 4

Baba Larry motioned to close the meeting. Board member Maurice seconds the motion.

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

Action Items: None

Public Concerns: None

Adjourned: 8:20pm

Next meeting May 16, 2018