

***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, October 17, 2017 in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:38 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
Marirose Roach

Directors Not Present:

Donna Holmes-Locket
Wade Mosley

Others Present:

Dr. Kimberly Harris
Kevin White
Michelle Thornton
Louis Mason – absent

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

Closed Session: None

Minutes

July 19, 2017 BaMeeting – Motion to accept minutes made by LB, 2nd by MB
AYE: 8 NAY: 0 ABSTENTIONS: 0 ABSENT: 2

September 20, 2017 Meeting – Motion to accept minutes made by LB, 2nd by MB
AYE: 8 NAY: 0 ABSTENTIONS: 0 ABSENT: 2

HPA

Cherry Dale – Sale starting 11/8 running thru 12/4

- Will be running a competition for classroom who sells the most – winners will get movie and ice cream buffet; classroom teacher will be treated to a prize as well.
- Will be pushing event over the next 2 weeks
- Looking for board members to make a purchase

CAO – Louis Mason

- CAO absent - report submitted, and presented by Dr. Harris in his absence
- Curriculum –
 - Continues to work with academic leadership team to bring together a fully aligned literacy curriculum; working with Houghton Mifflin Harcourt discussing supplementing the K-2 component that matches the 3-5 and 6-8. Will be ready during the board retreat for recommendations.
 - Math – Eureka Math - have some materials to build a core program. Leaning toward the recommendation to enhance what we have; making sure everything is core aligned. Manipulatives were ordered for math, will enhance the hands-on piece for students. Training has begun.
- Professional Development – Working on PD Plan; Meanwhile PD has been productive with site visits from software reps.

Operations Report – Kevin White

Food Services

- Wellness Committee – Putting plans together to work with TNG. Getting them in the classrooms reminding students of health behaviors.
- TNG working on a smoother process – getting young people outside; more hands on deck. Following-up on request from parents. Still refining the process.
- Schoolwide Support needed – staff addition has been valuable to the support to lunch periods.

Trailers

- PA System up in trailers; whiteboards where installed; furniture installed;

Classroom Equipment

- Assessing desks to ensure no chipped or broken equipment;

Air Quality Assessment

- Waiting on date and time to have Eagle Industries to test air quality to make sure we don't have mold;

Looking for part-time maintenance personnel

Security – reviewed camera system; old cameras have infrared capabilities, looking at updates on all cameras so images can be seen at night and buildings are in sync.

Doors – mag locks installed; putting in a change order for all doors to be installed with mag locks

Fire Drill – 1 min quicker than first drill; made changes and adjustments from first drill

Security Department – survey on better ways around the building

Financial Report – Michelle Thornton, CFO

- Highlights from the report:
 - Enrollment status
 - Capital Improvement Expenditures Report – spent \$175k w/\$104k balance
 - Improvement w/Cash on Hand ratio
 - Vendor Legal Issue
 - Personnel Updates
 - Planning underway for Harambee Career Fair/Symposium in March 2018.

HR

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

CEO Report – Dr. Kimberly Harris

Highlights

- Enrollment – working to maintain 565; pulling students from Wait List
- 30/60/90 Day Plan –
 - o Improvements to systems and structures are made by February 2018
- PIMS – digging deeper into the issues; ensuring submission are collected in a timely manner
- PowerSchool collections; Updated State web portal – secured local agency CEO access.
- Orientation/Lottery –
 - o Creating new orientation packets; Started meeting and planning for upcoming Lottery. Date set for March 2018; Looked at forms and process; working with teachers to create a process for testing incoming students; Not a test to get in to Harambee, but a placement test once they are enrolled. To help with crafting classes for the 2018-2019 school year to read of homogenous grouping. Will be a future discussion about restructuring K classes
- Branding – New IT person; reporting to Dr. Harris; 12-month plan; survey to parents and teachers;
- IT Mini Grants – 3-5 grants; competing grants for technology in the classroom; first grant to be awarded by end of Nov
- Leadership Pipeline - review and take a look at areas of progress; time to slow down to identify focus areas.

Areas Concerns

- Curriculum - alignment
- Instruction – what it looks and sounds like, and rolled out in PD
- Assessment – not doing tracking progress well; not meeting to discuss data; data teams
- PD – fully aligned plan

Parent Meeting – discussed engaging students; not just about raising money but also building community and raising families.

Mama Ajoa – will be working as Board support; She also the Parent/Community Liaison – ensures communication with partners is standard and daily; At some point would like to have a partnership summit.

Afterschool Program –

Science 2 the Max did not work out; Teachers are on board and excited

Now have over 160 students enrolled

Leah Young – Co-Director/Stephanie Mitchell - Director

Face on the ground handling operation; Pulling in robotic, legos, music, engineering so it looks different then the day program to have an enrichment opportunity

Board Retreat – would like to have further conversation about strategies

Board Report:

Proposed retreat – 9/30

Action Items:

None

Public Concerns

None

Adjourned: 8:26pm

Next meeting November 15, 2017