

***Harambee Institute of Science and Technology
Charter School
Board of Directors Meeting Minutes
Term 2018-2019***

The meeting of the Board of Trustees of Harambee Charter School was held on **Wednesday, October 17, 2018** in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:19 p.m. Roll call was taken by Maurice Baynard.

Directors Present:

Maurice Baynard
Larry Bell
Joseph Foster
Charis Jackson
Lakiesha Creighton
Wade Mosely
Donna Holmes-Lockett (Phone)
Renee Whitby
Crystal Dundas

Directors Not Present:

Marirose Roach (Phone)

Others Present:

Gregory Shannon	Principal
Michelle Thornton	CFO
Dr. Kimberly Harris (Online)	CEO

Closed Session:

Presentation: Harambee After School Academy (HASA):

Co-Director Mama Leah (2nd grade teacher)

Highlights:

Program: STEAM focused, 150-200 students in grades 1-8, Monday-Friday: 3:30-6:00 pm

21st Century grant: Began in January 2016 : approved for additional 3 years of funding Dr. Kelly Seaton serves as the external evaluator

Monitoring visit: 2017

Areas of Improvement:

Parent University and giving tools for parents to help their students at home.
Reporting Dates: were a concern in the past

Partners:

Urban Technology Project; Big Picture Alliance ; New Haven; Clef Club farms (resurrection of our garden).

Viewed Our **Kujichagulia** documentary (created and edited by 7th and 8th grade students) previewed at the Prince Theater.

Question: Feedback system for students improving academic performance by participating in HASA.

Open Meeting:

Minutes

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

VOTING: Approval of September 2018 Minutes

HPA report – Charis Jackson, Lakiesha Creighton

Meeting with Baba Shannon. Cherrydale fundraiser runs until 22nd of October. Family Fun Night will have to be rescheduled. HPA 6:00-6:30 pm last Tuesday of the Month. Food is an issue to increase parental participation.

Suggestion of an RSVP for HPA to determine the amount of food added. Solution: Pizza and drinks could be a suggestion. Typically, teacher request of \$250 was allocated by the HPA. Monies obtained from the Board budget.

HPA calendar will bring recommendations at the next meeting.

Motion: Wade; Renee Allocate \$500(max)/meeting from Budget to fund HPA activities.

CEO Report – Dr. Kimberly Harris

Report: Highlights of the Harambee activities:

Finance Committee: Monday prior to the Board Meeting

Strategic Plan for 2018-19 school year. Board Members need to review in depth.

Meeting today to review the Data information. How to analyze and utilize the student performance data? Increase the use of quality technology? Parent community will have to resources to assist in reaching the Harambee Goals.

3 Areas of Focus: All stakeholders must know and be able to articulate the stated goals.
Curriculum-Instruction-Every student a reader and writer. Goals posted in the community.

Updated Organizational Chart : Mama Adrea is now our Assistant Principal.

Leadership Retreat: Review of a Common Text.

Trello Board: Organizing all of the information. Leadership Meeting happen every week. All of the documents in one location.

All plans have been approved by PDE.

Title I audit will need to be completed.

Special Education: Director will make a presentation during a Board Meeting.No SPED cases are presently out of compliance.

Parent Communication: Survey when out to parents on “ Back to School Night” New parents have a need to be contacted. 55 parents completed the survey. The room was packed, however the parental participation needs improvement. Electronic Surveys will be sent to parents.

CEO Roundtable and Virtual Meeting(All devices)-digital questions.

Fundraising: Contracted Service to begin in October: Question: reimbursement monthly versus % of the grant acquisitions. 8 month engagement with monthly reports. Direct report to the CEO. Contractor will submit resume. Chief fundraiser for Stepping Stone.

Question: The process of hiring consultants: Below the monetary threshold is the prevue of the CEO.

Question: Initial Assessment of the Harambee Institute Family. Changing the digital footprints of the Institute.

Question: Should we have a series of questions to ask the consultant. Mama Crystal offered her assistance to assist in this process.

Internet: increased bandwidth and speed.

New PA system and Student Information System. Teacher website will be available to parents.

Principal Report – Baba Gregory Shannon

Partnered with Element Achievement Group to help Harambee with our 3 foci areas.

Coaching Model: 2 ELA and 1 Math(Brown; Megan; Yolanda). Indiivudel coaching assistments. Release periods in their schedule.

PSSA. Review of the Data: 4th; 6th and 7th grade need growth improvement.

Growth in PSSA **ELA**. Participation Rate was increased. Test stamina challenges were addressed.

PVAS Scores does a double down on student growth. Available at the next meeting.

Question: What am I looking at in the Graph? (Proficient and Advanced)

Math: Improvement from previous year

8th Results are indicative of lack of consistent teacher until April

Science: Improvement from previous year.

Question: Number of students represented in each Cohort.

Question: Have improvement student performance from last years in ELA; Math; Science

Dr Kim: Presented a graph that indicates improved student performance.

Question: Should we encourage students to opt out of the PSSA test. Last year’s participation is 97%.

Question: How do we eliminate test anxiety?

Financial Report –Michelle Thornton

ERate: \$109,000 penalties from our previous years. The entire penalty has been satisfied. Vendor selection was the issue. We have a Erate consultant at this time.

\$50,000 Property Tax liability. It was discovered in the purchasing of this building. The liability is currently being researched for 2017-18. Legal fees have been extended to resolve this situation.

Health Insurance broker established in July.

PSERS Notice: No notification from PSERS. Typically monthly bill is \$50,000. We are in the process of resolving this situation. We have a new representative Notification sent to the Charter High School. Cash on Hand is typically 45 days.

Audit: Field work is being done. A development of a financial calendar. Enrollment is down 30 students. A budget adjustment if we can recoup students from waiting list. All the positions are fully staffed. New staff members on substitute pool.

Question: Are we working with an Agency: Educators on Call. Primary source is a in-house substitute service.

Question: What % of teachers are certified: 60% is still low. All instructors are on a certification plan. Supported teachers with Burlington County Community College on a certification prep course. Teachers that do not remain on schedule will be not renewed for 2018-19.

Question: Why are our enrollment numbers down?: 4 children were lost for the last 2 weeks to other charter schools.

Big Deals: 21st Century Classroom: Board members should visit (Mama Brown)

Ceremony for the NHS: National Honor Society

Recommendations: New Brands

New Business:

Old Business:

Cultural aspect of the School.

Question: Friends of Harambee Event be continued and expanded: \$30,000-35,000.

What does Afrikan Centered Education look like now?

How do we fit the themes into the Harambee Curriculum?

Question: How will we utilize the Harambee Documentary? Loading to the website

Logo Project: Table until the next business.

Motion to adjourn: Wade Mosley, Larry Bell 2nd

Next meeting Wednesday November 21, 2018