

# HARAMBEE INSTITUTE of SCIENCE & TECHNOLOGY CHARTER SCHOOL

## Board of Trustees Public Meeting

Wednesday, February 27, 2019

6:00 p.m-8:00 p.m.

John Skief Hall

### Open Session, Board Room

- Meeting Called to Order: 6:43 pm
- Introduction of Visitors and Others Present: Michelle Thornton, CFO, Greg Shannon, Robin Holland (Auditor-Joyce Miller Associates)
- **Roll Call:** Mama Renee Whitby; Maurice Baynard; Larry Bell; LaKiesha Creighton (Phone); Charis Jackson; Joe Foster, Jr.; Marirose Roach
- January minutes review: Motion to approve Larry Bell; 2<sup>nd</sup> Mama Renee Whitby
  
- **Audit Review 2018**
  - Significant Changes: Governmental Activities and General Fund (Operating Budget):
  - PSERS-Post Employment Benefits: Reinstatement of Fiscal Balances
  - A Clean Opinion: No deficiencies or Control Weaknesses; No Audit Adjustments
  - Gadsby 75: **Post-Employment Benefits; Newly added Disclosures**
  - 1.3 million expenditures require a single audit
  - Food Services was tested for Control Requirements: Tracking of the record keeping for the student meals was **recommendation**. Michelle reviewed the problems with record keeping with the Board. **Suggestion:** A POS (Point of Sales electronically)
  - **1st week:** test of Internal Controls: Test of Student and Employee enrollment files:
  - **2nd Week:** Testing of Financial Files; Looked at 4 Credit/Debit Card Statements
  - **Suggestion:** Giving a Template for the Financial forms to the CFO
  - Form 990 extended through May 15th, 2019 will be completed.
  - This report submitted to the **Federal Clearing House** by March 31th, 2019
  - Question: Cash Balance increase (21st Century Grant): Monies from the Grant comes in per month: **Out of School** District Receivables
  - **Suggestion:** Rotating the Audit Firms (Sorban Auxly): Within the next 30 days
  - **Review:** Maurice's meeting with the Charter Office: Are resources available?
  
- **Principal Report:**
  - **Men's Summit:** May 10th, 2019 6-10pm: Sharif Street is Keynote Speaker; Larry Farmbry; Glenn Ellis (Health) and Baba Kevin (Rights of Passage)

- Academic: Observations; Modeling/Coaching and Staff Developments (3 left)
- Demonstrations Classrooms
- Benchmarks: 5th and 6th of March
- PSSA Assessments: April
- **Employee Performance:** Mid-Year Appraisals(completed). Aligned with the Teacher Observations. Final Appraisal in May. Planning of the Staffing for 2019-20(Mandate the Primary Grades and Grade 6) Appraisals are Data Driven; Certification and Board Expectations in a systematic review.
- Facilities/Maintenance: Cleanliness of the building during the day: New Hire (Dominique). Outsourcing the Janitorial Services was a suggestion.
- Events: National Junior Honor Society (Academics and Service): 6-8th February 28th. 1st Class is 12. Sponsors (Mama Brown and Mama Goldie)
- **Honor Roll:** Standards have been raised: 85 or above in all your subjects: 90 and above Distinguished Honor Roll
- **Literacy Carnival Night:** 400 people attended
- **Spelling Bee:** Following the National Model
- City Wide: won citywide; then qualified for the Regional Hall (3rd place won the Spirit Award) May: Lego underwater competition
- 3rd in Citywide in Cheerleading competition
- Quarterfinals in the Middle School Basketball Tournament
- Won the **PECO Oratorical Competition:** Covered by Action News: **Theme Song:**”All we do we Win, Win, Win”
- **Great Open House:** 75 parents; March 23rd is the 2nd **Open House;** **Lottery** is April 11th.
- **Capacity through Confidence”;** Development of the Scope and Sequence; Singular Reading Platform; Professional Development (Building Blocks of the Turnaround)
- Grand Hanks STEM Performance; Overnight trip and Graduation;
- Create an Early Center as a **“Footprint for Success”**

## New Business

- Board Scribe, minutes
- Research proposal
- CEO Evaluation Materials: Maurice will send out a 5 Category Spreadsheet for the CEO for the Board review. The formal evaluation in the month of March.
- Question: Will the staff have any Input about the evaluation.

## Old Business

- **Culture Committee report:**

- Mama Renee: How do get the original Harambee Culture back into the school?  
Using the Nguzo Saba character building. Mama Renee will provide the rich history of the Harambee performance (Commitment, Consistency; and Investment)
- **Question:** The Cost of a High Qualified Teacher? \$150,000
- **Question:** % of Harambee Institute Certified Teachers is 62%; The requirement is Federal is 100% PA. 75%
- **Question:** How is our Social Media using the student's success in the rebranding of Harambee?"

#### **ACTION ITEMS:**

- **Board Scribe authorization:** Maurice has identified a person who can scribe the minutes; then turn into official minutes on the Board Meeting. A job description is presently available for this position.
- **Research Proposal Vote to proceed.** They will make a presentation at the Board meeting in March.

#### **Public Concerns**

**Motion: Approved the Audit Report: Motion Larry, 2nd Mama Renee**

**Adjourn: 8:22pm**

**Next Meeting: Wednesday, March 20, 2019**