

HARAMBEE INSTITUTE of SCIENCE & TECHNOLOGY CHARTER SCHOOL

Board of Trustees Public Meeting

Wednesday, May 22, 2019

6:00 p.m-8:00 p.m.
John Skief Hall

Board Members:

Present: Maurice Baynard, Larry Bell, Lakeisha Creighton, Joe Foster, Donna Holmes-Lockett, Charis Jackson, C. Wade Mosley, Marirose Roach, Renee Whitby

Absent:

Quorum present? yes

Others Present:

CAO, Gregory Shannon

CFO, Michele Thornton

Safa Robinson, EA

Gabriella, Charter School Consultant

Proceedings:

- **Executive Session** called to order at 6:00 pm by Chair, Maurice Baynard
- **Open session** called to order 6:58 pm
- **Review of last month's minutes** all in favor no opposed to accept minutes
- **Parents**, HPA Parent Board Member, Charis Jackson
 - Jackson requests water donation and volunteers to man the perimeter and activity support for the 16th Annual Afrikan Street Festival to be held Friday, May 31, 2019. Baynard confirms the board will provide water, 1000 small bottles.
 - share logistics schedule by Tuesday and any additional asks.
 - Jackson yields the floor to Baynard.
 - **Announcement**, Board Chair, Maurice Baynard
 - Baynard announces that the Board of Directors has accepted Kimberly Harris' resignation, letter goes out to staff this week along with transition plan.

Baynard yields to Shannon

- **Leadership Report**, Principal Gregory Shannon

- Shannon highlights updates on school and closing activities; year-end appraisals, vetting new curriculum, and overview of EAG Professional Development.

- HISTCS Challenge math in primary grades, to support growth in achievement in the 19/20 school year Operations math will occur in the first 90 minutes of the school day.

- Operations, Food service RFP down to 2 bids, Creighton is helping to evaluate, recommendation will be out forth in next week to ten days.

- POS system, Primero edge automatically updates to PDE.

- Shannon provides an overview of the new breakfast program, which will include nutritious, healthy, and hot options in addition to a cold breakfast option; Breakfast to begin at 7 am, 8:45 am instruction begins.

- 11 days remaining of school year.

- Inventory complete, recommendations for supplies will be forthcoming.

- summer refresh list due Friday, May 24 from Richard Dunbar, Facilities Manager.

- Regarding Professional Development, Shannon recommends a two-week PD, to cover operations, tech, human resources, and culture.

- Mosely asks for an overview of the lottery and family interest. Shannon reports that HISTCS held 3 open houses and received over 300 Kindergarten applications.

- Recent HISTCS events are driving interest in enrollment

- won six flags stem competition 1st place egg drop competition

- create cult of winning

- men's summit

- phenom spelling bee

- next year to hold HISTCS oratorical comp

- Baynard requests that consideration is made to maximize communication to HISTCS community, city, parents, via tweeting, and Facebook.

- The board commends Shannon for success of the Men's Summit.

The floor is yielded Thornton

- **Finance Report** highlights, by CFO, Michele Thornton

- Thornton reports key highlights of personnel needs, interviewing, advertisements of positions, screening.

- Certification plans and tracking are in writing and ongoing.

-Food service; overview of timeframe to process RFP according to PDE, board vote prior to next board meeting, recommendations will come before 6/7, vote will be made public.

-audit RFP, recommendations at June board meeting; auditor in place by July.

-enrollment is at 547, and steady

-Baynard yields the floor back to Shannon to discuss transition plan. Baynard states that after tonight's meeting closure will be had around transition and written communication, creation of an open community forum answer questions before next meetings closed session.

- **Chief Executives' Report**, Principal and newly named CEO, Gregory Shannon

- Shannon shares hard copies of his overview of initial findings in instruction, SpEd, recommendations around strengths, areas to develop, opportunities, and objectives for HISTCS moving forward and sample organizational chart.

- CAO highlights: instruction, sped, operations, parent and community engagement

- 19/20 communicate HISTCS mission and vision, define core values, Set up of school policies, creation of procedure manuals anchored in HISTSC policies; Workshops for school boards, dialogue to dev as a board an org

- Students to develop voice and ownership of learning.

- Culture, Whitby's rededication of nguzo saba and maat, beginning in summer institute and monthly professional development

-Baynard adds that monthly parent engagement should be around HISTCS cultural norms

- Shannon describes future plans for Parent resource center, doors open/welcoming to parents around literacy, employment research etc. School becoming the hub of the community

- Continuation of parent meeting, summit, parent summit winter, men's summit spring

- Critical need to develop a facilities master plan, by OCT 1, Mosely suggests professional needs assessment around operations

- Financial development through fundraising and building corporate partnerships

- Grow enrollment and expand horizontally, create enrollment campaign stretching into nearby counties

-Upcoming Charter School Office visit to discuss the ACE Report will be attended by Baynard, Harris, Shannon, and Thornton.

- Claudia Averette is looking at 3 local retreat centers; the agenda will include HISTCS mission, vision, instruction, core values, governance, student voice
- Baynard suggests that parallel retreats board and school leaders occur tentatively in July
- PSSA raw data arrives end of June

Any other concerns

- **Old business:**

- Santana proposal, Shannon will recommend by Friday

- **New Business**

- Formal introduction of Gabriella Timothy, former HISTCS teacher, proposes to support HISTCS with a strategic plan and qualitative reports
- Monique Curry Mims sharing with the board? Plan to invite for June
- Jackson inquires about the possibility of a year-end report of HASA program changes; strategic plan going forward, summer, etc., best practices what worked, what didn't work
- A year-end report is also desired from EAG

Action Items:

- Baynard and Robinson will follow-up on water delivery
- Share Afrikan Street Festival logistics schedule with BOD by Tuesday and any additional asks
- Baynard to share Mama Gabby's PowerPoint with the BOD
- Invite Monique Curry-Mims to June meeting to discuss fundraising efforts; Leah Young to discuss HASA programming; Richard Dunbar to discuss facilities outcomes and goals; Joel Rodriguez discuss overview of tech goals and outcomes.

Public Concerns

-Meeting adjourned at 8:30 pm.

- Minutes submitted by Safa Robinson

Next Meeting: Wednesday, June 19, 2019