

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

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The meeting of the Board of Trustees of Harambee Charter School was held on Wednesday, **June 19, 2019** in the conference room at 638 N. 66<sup>th</sup> Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:00 p.m. Roll call was taken by board member Maurice Baynard.

**Directors Present:**

Larry Bell  
Maurice Baynard  
Joseph Foster  
Wade Mosely  
Marirose Roach  
Donna Holmes-Lockett  
Charis Jackson  
Lakiesha Creighton

**Directors Not Present:**

Mama Renee Whitby

**Others Present:**

**Gregory Shannon**  
**Michelle Thornton**  
**Joel Rodriguez**  
**Monique Curry Mims**  
**Richard Dunbar**  
**Leah Young**  
**Aliya Burroughs**

**CAO/ Principal**  
**CFO**  
**IT**  
**Fundraising**  
**Facilities**  
**21<sup>st</sup> Century Grant Program Lead**  
**Parent**

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**End of the Year Team Reports**

**Presentations Introduced by Baba Shannon**

**IT** Joel Rodriguez overview of the IT departments SMART GOALS over three-year period beginning January 2018

- Further develop tech infrastructure
- Modernize, expand and replenish hardware to support iReady and HMH curriculum content, addressing aging tech
- design and implement IT enterprise endeavors; Youth Drone League and West Philly Break Fix
- 100 student participation in classroom tech apprenticeship
- Social Media, tv station, design thinking training, upgraded security cameras,
- action** JR to send PPT to bod

Parent question, uniforms mandatory, GS explains they are not mandatory and where we are moving to; communication with parents, returning calls

### **Facilities and Development Plan**

Baba Richard Dunbar presented an overview of the past, present and future of HISTCS facilities

- Past: subcontractors outsourcing contractors and janitorial staff, lack of maintenance shop equipment and procedures
- Present Procedures in place, Maintenance request form online, shop and janitorial equipment growing including hi-speed buffers, staff training and OSHA 10 certification
- Future fill Maintenance tech position, overview of upcoming projects outfitting new spaces, facilities planning calendar
- action** send PPT to BOD

### **Harambee Afterschool Academy (HASA)**

Leah Young presented overview of HASA program goals around increasing student achievement

- aligned curr, solid partnerships, baseline assessments began with the first wk of summer HASA, compliance timely and complete
- development of PD informed and supported by 21<sup>st</sup> CCLC, parent engagement, evaluation, university partnerships
- action** seeking assistance w University partnerships; follow-up conversation LY and Bell
- preview of BPA film Worth the Shot, **action** share access film on histcs.org and PPT
- improving parent university
- sustainability, brochure, schedule

### **Development and Fundraising**

Monique Curry-Mims provides a baseline overview of her service at HISTCS.

- min engagement with parents
  - teachers unavailability to write grants, dedicated staff
  - communication and timeline challenges
  - culture of change, suggest today's presentations valuable to parents to encourage giving
- Q&A

### **Open Session called to order 7:40 pm**

Joe Foster, Maurice Baynard, Charis Jackson, Wade Mosely, Lakiesha Creighton, Donna Holmes-Lockett, Larry Bell, Marirose Roach

Others Present:

GS, MT,

**LB May meeting minutes:** all agreed

### **Parent Report:**

- Jackson gives anecdotal praise of HISTCS excited and new-found commitment in light of recent gains, report delivered a week after school closed, uniform announcement and summer packet
- Creighton shares her perspective in being a board parent, happy movement, daughter very excited about summer
- CJ Parent plan to engage more parents, follow-up meetings with mb and gs
- Jackson desires a clear fundraising goal, how can we support the school and surrounding comm
- fundraising discussion at board retreat

-disappointment with 2019 street festival, unfulfilled expectations

### **Parent Report (cont.):**

CJ gives historical overview of street festival

- creating better relationships with our neighbors esp for the street festival, how are we thoughtful and specifically engage our neighbors; gs suggests comm forum/lunch
- sharing HISTCS culture with our comm in real life modeling

### **Administrative Report:**

-Instruction overview

Action number greatly exceeds expectation

-new math program vetting by committee, teacher test-driving programs in class

-pa core aligned, interactive, cult relevant, rates hi nationally and within HISTCS, user friendly, students rated it well

-DHL monthly PD, math coach onsite, parents math night; CJ excited

-progress tracking, linked to iReady intervention, parent access to view data

-200 chromebooks vital to new program

-MB asks incentives to improve math progress, gs: “on a roll” progress coach, and potential math club pi day, etc

-gs scope and seq, ela complete, 2 days in aug eag to assist trs to complete amendments to math scope and seq

-4 annual themes, ea qtr in any discipline will tie into the cultural theme

-Cannon wil cont as cult coach, acad coach, cew lead

-CJ sci curr ques, leverage trs expertise to best use, 90 min sci lab

-GS gives Makerspace overview of candidates and needs, sci scores

-RFP Lintons new food serv provider, recall of new program hours and addition of hot meal options, pos to document meals counts, MB wishes to scan for morning entry attendance will discuss

-Wellness comm met and will meet again at the beginning of 19/20 school yr

-RFP engineering firm for building needs assessment, wade, gs, and rd met two weeks ago

### **Financial Team Report**

-RFP Audit vendor, scoring rubric measuring quality, experience, approach, and transition and fees, 4 vendors competed for RFP, wade, bell, mt completed scoring and reviewed proposals  
Finance committee recommends Joyce Miller

-MB asks Gs to give an overview of the upcoming leadership retreat, dual board and school leadership and acad retreat. CSO will present to the entire group over lunch

-MB encourages all to attend

MB

Bell motions to accept rec of fin committee to accept joyce miller for audit 2<sup>nd</sup> mosely no abstentions or objections

### **New Business:**

-met with Gabby facilitate conversations on board goals

-**action** capture it for those absent from retreat

-**action** send retreat location, accommodations and agenda to board

-overview of 4 vacancies 2 first grade, 1 2<sup>nd</sup> gr, 1 4<sup>th</sup> gr math currently interviewing and hiring certified trs.

-Mosely, ques on CSO visit; scores, DRC transfer of scores

-enviro of trs volunteering to step up to take on more roles

-marirsose thrilled with the changes

-looking for fundraising support, look for

### **Old Business:**

-no board mtg in aug,

-MB proposal to shift to 4<sup>th</sup> wed

-july mtg digital

-next mtg September 25, 2019

-**action** place board report due 14 days prior to meeting in leadership calendar

Bell motion to adjourn no objectives

**Next Board Meeting: Wednesday, September 25, 2019**