

HARAMBEE INSTITUTE OF SCIENCE AND TECHNOLOGY
CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES

Wednesday September 25, 2019

John Skief Hall

6:00-8:15 P.M.

The meeting of the Board of Directors was held on Wednesday September 25, 2019 in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151. The meeting was called to order at 6:02 p.m. Roll call was taken by Board Chair Maurice Baynard.

Board Members Present:

Maurice Baynard

Larry Bell

Wade Mosely

Donna Holmes Lockett

Joseph Foster

Renee Whitby

Charis Jackson

Board Members Not Present:

Marirose Roach

Lakeisha Creighton

Others Present:

Gregory Shannon

Ericka Washington

Sara Ferguson

Angela Dennis

Joel Rodriguez

Harambee CEO/Principal

Assistant Principal of School Operations

Assistant Principal of Instruction

Assistant VP of Specialized Services

Director of Technology

Closed Session

Called to order at 6:02 P.M. by Chair Maurice Baynard

Meeting Adjourned at 6:52 P.M.

Public Meeting

Called to order at 6:53 P.M. by Board Chair Maurice Baynard

Minutes

Review of June's meeting minutes. The Chair indicated that a correction be made to attendance because a member (Lakeisha Creighton) was marked absent but was actually present. It was also noted by a member of the board that abbreviations and acronyms were used in last month's minutes and should be clarified. The Chair agreed and noted that under the circumstances that could not be avoided but moving forward we will clarify abbreviations and acronyms.

Motion: A motion was made by Larry Bell to approve the minutes. The motion was seconded and all agreed to approve.

AYE: 7 Nays: 0 Abstentions: 0 Absent: 2

Approval -June 2019 Minutes were approved.

Introductions of Executive Team

Baba Gregory Shannon, newly appointed CEO introduced his new team

Ericka Washington	Assistant Principal of School Operations
Sara Ferguson	Assistant Principal of Instruction
Angela Dennis	Assistant VP of Specialized Services

Leadership Report by Gregory Shannon –Strategic Plan to guide efforts from 2019-2022

Baba Shannon gave an overview of the "Imagine Greatness" Strategic Plan 2019-2022 goals. He noted that every successful organization has a clearly stated Mission and Vision for which all members of the school community and all members of the organization subscribe to and interact with. The Mission, Vision and Core Values are the anchor of the Strategic Plan for Harambee Institute of Science and Technology Charter School. All members of the board and staff were given a copy and asked to review them and provide feedback.

Baba Shannon reviewed and discussed new initiatives outlined in his CEO Board Report, which included: Organizational Leadership, Instruction, Operations and Specialized Services. He provided updates in each of the above areas and answered questions that the board posed under each category. A copy of the report was distributed to all of the Board Members outlining all of the initiatives and actions taken thus far.

Parents

Mama Charis reported that a back to school breakfast was held on the first day of school. They provided coffee and donuts in an effort to obtain contact information. They did not receive as many names as hoped for, but did receive approximately 35-40. She also reported that they are working in conjunction with the technology department on creating a new website. The board Chair mentioned that there would be a place on future agendas for the Education Committee. Mama Charis also reported that the Education Committee met on Thursday September 5th 2019.

Finance Report

None

Finance Members reported that the Annual Financial Report is due on October 31st. A board member reported that they had a Board Finance Committee meeting and spoke by telephone with the auditors to determine what will be needed to avoid any delays, since it is due for a second review by the board before submission. Dr. Baynard indicated that Joyce needs to come in November and report her findings to the board so that it is ready for final submission.

Old Business

None

New Business

Enrollment:

Baba Shannon was asked about enrollment and he reported that the census is currently 564 as of today and the target is to remain at 562 or above. Baba Shannon also noted that Harambee has 7 additional slots in the K through 2 block. While staff are currently calling in parents, they are finding that they are not responding in a timely manner with document submission. He also stated that Harambee is no longer accepting incomplete application packages; therefore enrollment must run high in terms of classroom size in order to maintain the 562 target number.

Strategic Plan:

Dr. Baynard asked Baba Shannon to elaborate on his Strategic Plan as discussed above in his Leadership Report, specifically on his initiatives to diversify and increase funding streams over the next three years.

Baba Shannon reported that Harambee has to diversify funding streams and in doing so, he proposed bringing in a Developer to assist in Development, Fundraising and Grant Writing along with identifying major donors and applying for 501-3 C status. Additional steps were highlighted which include creating a "Friends of Harambee" Advisory Board comprised of those who would like to step up and contribute in a major way. Another step in the Strategic Plan would entail hosting a signature fund raising event in the spring where each member of the leadership

team and Board Members would be responsible for a 10 seat table at \$100.00 per plate. The event would take place at a well-known Philadelphia venue, like the Pyramid Club in Center City. Baba Shannon elaborated on Harambee's relationship and membership with the Pyramid club.

Dr. Baynard commended Baba Shannon on his well-prepared Strategic Plan and encouraged all Members of the Board to read the plan between now and next month and provide feedback.

Baba Shannon also submitted seven (7) new policies for consideration and asked Mama Ericka Washington, Assistant Principal of Operations to give an overview of all seven. They are as follows:

1. Attendance
2. Bullying/Cyber Bullying
3. Code of Conduct
4. Enrollment
5. Limited English Proficiency Program
6. Students Experiencing Homelessness
7. Volunteers

Dr. Baynard stated that the school policies that were presented were extensive and are action items for Board approval; therefore, he would entertain a motion to approve them. A question was presented by a Board member, which sought to determine whether anything in the new policies was grossly different from the way that things had been done in the past. Mama Ericka answered yes, the Volunteer policy is different mainly as it relates to field trips. A discussion took place highlighting some of the differences.

Voting: Dr. Baynard entertained a motion to accept the policies as they were presented. The motion was so moved and seconded by a board member, and all were in agreement with no abstentions.

AYE: 7 Nay: 0 Abstentions: 0 Absent: 2

Baba Shannon was asked to introduce his Executive Team which consisted of:

Ericka Washington	Assistant Principal of School Operations
Sara Ferguson	Assistant Principal of Instruction
Angela Dennis	Assistant VP of Specialized Services

All of the Executive Staff shared their previous backgrounds and what their new roles will consist of at Harambee. The new Board Liaison, Jenita Lunsford was also introduced and shared her previous background with the group.

Public Concerns:

There were no public concerns

Meeting Adjourned

The meeting was adjourned at 8:15 p.m.

Minutes submitted by Jenita Lunsford, Board Liaison

The Next Meeting is scheduled for Wednesday, October 23, 2019