

Harambee Institute of Science and Technology Charter School Board of Trustees Public Meeting Minutes

Wednesday November 20, 2019

John Skief Hall

6:00-8:00 P.M.

The meeting of the Board of Trustees Public Meeting was held on Wednesday November 20, 2019 in the conference room at 638 N. 66th Street, Philadelphia, Pennsylvania 19151.

Meeting Called to order

The meeting was called to order at 6:19 p.m.

Introduction of Visitors and Others Present

None

Roll Call

Roll call taken by the Chair

Board Members Present:

Maurice Baynard

C. Wade Mosley

Donna Holmes-Lockett

Renee Whitby

Charis Jackson

Lakeisha Creighton- by conference call

Larry Bell

Board Members Not Present:

Marirose Roach

Joseph Foster

Others Present:

Gregory Shannon

CEO

Michelle Thornton

CFO by conference call

Ericka Washington

Assistant Principal of School Operations

Sara Ferguson

Assistant Principal of Instruction

Angela Dennis

Assistant VP of Specialized Services

Joel Rodriguez

Director of Technology

October Minutes Review/Approval

The Board of Trustees approves the October 23, 2019 Meeting Minutes

Motion: Approve Meeting Minutes

Approval AYE: 6 Nays: 0 Abstentions: 0 Absent: 2

Parents Report

Board member and Parent Charis Jackson reported that Umoja Karamu will take place next Wednesday November 27th between 10:30 a.m. and 2:30 p.m. Board member Renee, asked questions regarding what the Umoja Karamu ceremony will look like and what time the ceremony will take place. Board member Charis indicated that they are currently working out all of the logistics and will inform everyone. She also reported that last months parents' meeting was well attended with over 40 participants. The coat give-away was successful as well.

Leadership Report- Gregory Shannon, CEO **Organizational Leadership**

- **Property Acquisition-** Mr. Shannon, CEO reported that they have a fully executed agreement with The Flynn Group Real Estate Company and he will be looking at properties with Michelle, CFO next week.
- **Development and Fundraising-** Mr. Shannon confirmed that they have a fully executed agreement with The Roz Group Development and Fundraising Services, Inc. They are currently in the process of working on a signature fundraising event in which each Sr. Leader and Board member would be responsible for a table at the event.
- **Government Relations-** Mr. Shannon reported that he participated in two telephone conferences with Sandra Dungee- Glenn and she will be at the next board meeting to discuss the details of her services.
- **Instruction-**Sara Ferguson, Assistant Principal of Instruction shared with members that her team conducted a formal walkthrough training for the Harambee Leadership team members. They also conducted an instructional walkthrough to identify school wide trends. She indicated that they would be sharing all of the data with staff during professional development training next week.

Dr. Baynard asked what the strategy would be to move students to proficiency. Sara indicated that students would receive intervention in the areas that are identified and as needed.

- **Operations-** Ericka Washington, Assistant Principal of School Operations reported under the topic of Facilities, Maintenance and Repairs that they have completed installation of the fire suppression system and completed roof repairs. Under the topic of Administrative Procedures, she reported that all office staff have been trained on enrollment and withdrawal procedures and student enrollment data has been reconciled in the student information system. Dr. Baynard inquired about the

HVAC system repairs and Mr. Shannon responded that it would be a high priority as they have learned that there are two that need to be repaired and replaced.

- **Specialized Services-** Angela Dennis, Assistant VP of Specialized Services reported that her team completed an internal audit of each file and that they should receive a report of the results on December 17th. She also reported that under the Gifted and Talented program, two students are going through the process and referral request are still available. Under the High School application process there were 47 applications submitted as of November 8, 2019.

Financial Report- Michelle Thornton, CFO

The CFO joined the meeting via conference call and was available to answer questions from the Board. A copy of the Monthly Financial Report for September 2019 was distributed for Board members to review. The financial summary highlighted paid enrollment for September based upon ending enrollment of 545 for June 2019. The actual current enrollment is 568, which is on target with budgeted enrollment.

- **Human Resources Monthly Activity**

A copy of the Human Resources Monthly Activity Report was distributed for Board members to review. The report highlights monthly metrics and outcomes for the HR department. Michelle also mentioned that they are planning to meet with non-certified teachers to obtain a progress report on their efforts towards certification.

New Business

Old Business

Dr. Baynard discussed the need to recruit three (3) new Board Members. He announced that Lakeisha Creighton, current member would be relocating. Board member, Larry Bell commented that there is a need for a matrix of skills in selecting new members. Larry was asked to share information on a potential new member and to share a sample matrix.

Public Concerns

None

Motion: To dismiss

Seconded by member Larry Bell

Adjourn

The meeting was adjourned at 7:39 p.m.

The next Meeting is scheduled for Wednesday, December 18, 2019