

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

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**December 18<sup>th</sup> 2019**

**John Skief Hall**

**6:00-8:00 P.M.**

The meeting of the Board of Trustees Public Meeting was held on Wednesday December 18<sup>th</sup> 2019 in the conference room at 638 N. 66<sup>th</sup> Street, Philadelphia, Pennsylvania 19151.

Open Session, Board Room 6:00 P.M.

## **Meeting Called to Order**

The meeting was called to order at 6:17 p.m.

## **Introduction of Visitors and Others Present**

### **Roll Call**

The chairman of the board conducted role call

### **Board Members Present:**

Maurice Baynard

Larry Bell

Joseph Foster

Donna Holmes-Lockett

Charis Jackson

Lakeisha Creighton

### **Board Members Not Present:**

Marirose Roach

C. Wade Mosley

Renee Whitby

### **Others Present:**

Gregory Shannon           CEO

Michelle Thornton       CFO

Ericka Washington       Assistant Principal of School Operations

Sara Ferguson           Assistant Principal of Instruction

Angela Dennis           Assistant VP of Specialized Services

### **November Minutes Review/Approval**

**Motion:** Approve Meeting Minutes

**Approval** AYE: 6      Nays: 0      Abstentions: 0      Absent: 3

**PRESENTATIONS: Each presenter was allotted twenty minutes followed by a ten-minute question and answer period.**

- **Sandra Dungee- Glenn Presentation 1**

Sandra Dungee Glenn thanked the Board and staff for giving her an opportunity to return to assist Harambee. She noted that it was good to be back and indicated that she was there to give an update on government relations. Her purpose is to share with the Board of Director's 4 key areas.

**Relationship Building-** Sandra noted that she would be working on overall relationship building on behalf of Harambee with the Board and senior staff.

**Grants** – Harambee Institute submitted an application for a grant with the PCCD (PA Crime & Delinquency Commission) to do upgrades to the facility and for personnel capacity building. The grant is reviewed by an external agency and distributed on a regional basis within 12 regions. Harambee Institute is currently waiting to find out who the pool of eligible applicants will be. Also, the funds are distributed proportionately, so they will continue to monitor and wait for a decision. The decision will go to the board for approval in February and the award will be made in March.

**Expansion Plans** – Sandra advised that Harambee should consider their overall vision for the future.

**Charter Renewal** – Sandra stated that Sr. Management and the Board would be taking a look at the 2016 Charter Renewal to be sure that Harambee Institute has met all of the conditions of the renewal. When they meet with the Charter Office in January they want the Charter Office to be aware of Harambee's interest and to also have a good understanding of what the Charters priorities will be. She noted that some Charter schools have already been approved and that is the reason that she would like to ensure that Harambee has an early start.

- **The Flynn Group Presentation 2**

Brendan Flynn introduced himself and gave an overview of his background. He shared some of the work that his group has done and presented a power point to the Board of Directors.

- **The Roz Group Presentation 3**

Leslie Russell, Director of Business Development for the ROZ Group introduced herself and gave an update on the progress and the direction of the project. She shared that her group has prepared an advisory committee list and in early January they will move toward some action steps. She also reported that they have

developed a “Friends of Harambee” list. The group will continue outreach to the list of corporate advisors and begin to research some fund development software. They have also submitted a first draft of a fund development plan and prepared a board development power point. Leslie reported that her group has also researched and interacted with a few venues for the Harambee Spring Gala. The choice dates are May 27<sup>th</sup> & 28<sup>th</sup>. They are looking at a venue with the capacity of up to 200. She noted that the next step is to figure out the budget and then determine the venue. Larry Bell, Board Member asked about the ticket price and Leslie indicated that the price would be \$150.00 per person. Larry Bell stated that the cost factor is of concern, especially for the first time hosting an event of this nature. Gregory Shannon, CEO noted that \$150.00 per person was the typical price for a gala event and Leslie also noted that \$150.00 was the range for corporate donors whom Harambee would be attracting. Dr. Baynard suggested that the idea is to establish Harambee and bring the types of people that will donate and help gain public exposure. Board Member, Joel indicated that he could purchase a \$1,500.00 table and invite friends.

#### **Financial Report Presentation 4**

Michelle Thornton, CFO introduced the Independent Auditor from J. Miller & Associates, LLC, who facilitated a presentation on the Financial Report for the year ending June 30, 2019. The report was distributed to all members to review and follow the presentation. The Auditor’s Report included Basic Financial Statements, Management’s Discussion and Analysis, Supplementary Information and an Independent Auditor’s Report. The Independent Auditor’s report found that the school complied in all material respects, with the types of compliance that could have a direct and material effect on the major federal program for the year ended June 30, 2019.

#### **Action Items:**

Board Vote: Auditor’s Report

**Motion:** to accept the Audit as presented, so moved and seconded  
Unanimous vote

**Approval** AYE: 6      Nays: 0      Abstentions: 0      Absent: 3

#### **Old Business**

None

#### **New Business**

None

#### **Public Concerns**

None

**Motion:** To dismiss

Seconded, all agreed

**Adjourn Board Meeting**

The meeting was adjourned at 8:28 P.M.

**The next Meeting is scheduled for Wednesday, January 22, 2020**