

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

Board Meeting Minutes November 18, 2020

The meeting of the Board of Trustees Public Meeting was held on Wednesday, November 18, 2020 via Zoom

Meeting Called to Order

The meeting was called to order at 6:04 p.m.
by Board Chair, Maurice Baynard

Roll Call

Dr. Baynard asked Board members and the senior leadership team to give introductions. Board members and the senior leadership team introduced themselves, stated their names and titles.

Board Members Present:

Maurice Baynard
Jan Gillespie- Walton
Larry Bell
Renee Whitby
C.Wade Mosely
Lakiesha Creighton
Charis Jackson
Joseph Foster
Donna Holmes Lockett

Board members absent:

Marirose Roach

Others Present:

Gregory Shannon	CEO
Michelle Thornton	CFO
Ericka Washington	Assistant Principal of School Operations

Sara Ferguson

Assistant Principal of Instruction

Introduction of Visitors and Others Present

There were no visitors or invited guest in attendance for the public meeting.

Dr. Baynard, Board Chairman asked if everyone had reviewed the Board meeting minutes from the October 28th Board meeting and if there were any corrections or amendments. He opened the floor to Board members for comments. There were no comments or corrections. Dr. Baynard accepted a motion to accept the minutes as presented. All members agreed and the motion was seconded by Board member Wade Mosely and so moved by Board member Joseph Foster.

Motion: Accept minutes as presented

Approval AYE: 9 Nays: 0 Abstentions: 0 Absent: 1

CEO Board Report

Dr. Baynard gave the floor to the CEO Gregory Shannon. He thanked everyone in attendance and indicated that he was pleased to welcome the presenters for the Property Acquisition project, the Financial Audit and to discuss and vote on the academic calendar for 180 days and 990 instructional hours. As indicated before he highlighted the three key areas that would be presented and discussed in his CEO Report.

1. Project Managers
2. Property Acquisition
3. 180 day Academic Calendar

• Project Managers & Property Acquisition

Danielle Floyd and Nicole Borg, project managers with Invisionary, a full service construction and design management company, provided a presentation to the Board. They led with an overview of their company, their individual years of service, and expertise working with new school renovations and new school construction on behalf of the School District of Philadelphia. They provided a statement of work for Harambee and timelines for the proposed Property Acquisition project in 2021. In addition they mentioned that their group would provide a monthly communication brief that can be shared with the Board of Directors to update them on their efforts with regard to public engagement, as well as some of the things that they are pulling out and learning as they move through the process. Greg opened the floor and asked if there were any further questions or comments for Nicole and Danielle. He thanked both of them for their presentation and mentioned that he would be following up with

them on Thursday to discuss communication and items from the Real estate broker that they received on Wednesday.

Dr. Baynard indicated that they would wait for the next presenter Robin Holland to arrive at 6:45. He indicated that they had already reviewed the CEO report and there was no need to go over it again. He stated that he would prefer to wait on the action items and cover them all at once. He asked Michelle, CFO if there were any updates that she would like to share with the Board. She reported that there were no updates on her end. Dr. Baynard then asked Board member Charis if there were any parent updates that she would like to share. Charis reported that she had taken a small break and much needed respite to figure things out during the pandemic, therefore had nothing to report at this time. Dr. Baynard then turned the floor back to Greg, CEO.

- **Property Acquisition**

Greg reported that they are well underway with their Ford Road project. He reported that he is excited that they are working on the engagement aspect of the project and they are ready to establish an advisory committee at this point. The committee will be comprised of a well-rounded group of staff members, students and parents to obtain input from all perspectives. He stated that input from such a diverse group of stakeholders such as parents and students in various grade levels would afford a broad range of input that will prepare Harambee not only for the present but also for the future. They want to build a facility that is not just aligned with what education looks like in 2020, but based upon what Education will look like in 2028 or 2030. They want to be as cutting edge and as futuristic as possible.

Dr. Baynard asked when would the communication be going out to parents to let them know what the plans for the future will be. Greg indicated that communication would be going out to staff on Friday and early next week to parents. Dr. Baynard asked when do they predict that the first forum will take place, as they certainly expect many questions. Greg replied that the first forum would take place in the first week of December.

Dr. Baynard asked Michelle, CFO to introduce the next presenter.

Financial Audit

Michelle Thornton, CFO introduced Robin Holland, one of the Managers from Joyce Miller Associates, and a manager on Harambee's audit team. Michele noted that Ms. Holland was present to provide an update on where Harambee is with the Audit. Ms. Holland provided the Board with an update on the Independent Auditors Report and an overview of the final audit report and the performance for FY 19/20. She discussed management's responsibility for financial statements and the role and responsibility of

the Auditors. Ms. Holland noted that she would present a high level review of the Audit Report, Audit Process and some deliverables. The final audit document will be available for distribution to Harambee shortly, but Ms. Holland noted that there were no changes to the financial statements. She also stated that there were no material findings and no issues with the financial statements. Dr. Baynard opened the floor for questions from the Board regarding the report that was presented by Robin. There were no questions from the Board and Dr. Baynard thanked Robin for all of her hard work leading up to this point.

Dr. Baynard turned the floor over to Greg, CEO. He asked that they move towards the final action items. Dr. Baynard thanked everyone in attendance and announced that there were two actions items up for a Board vote.

Action Items for Board Vote
Updated 2020-2021 180 day Academic Calendar and Virtual Learning Schedule

Greg stated that they are proposing that the Board vote on the 180-day academic calendar and 990 hour virtual learning schedule that was proposed in August. He is requesting the approval of an updated Academic Calendar that changes an instructional day to a professional development day. This would change the number of student instructional days to 180. Additionally, the virtual learning schedule was presented to the board as an option in the August board meeting if the school were to implement a fully virtual instructional model. While the schedule was presented and discussed, there was no formal vote at that time. Due to the decision to remain on the virtual schedule for at least the second marking period, and per the guidance of PDE, the board is asked to formally vote to accept the Virtual Learning Schedule that exceeds the 900-hour requirement for elementary students.

1) Motion: To accept the updated Academic calendar that reflects the removal of one instructional day and the addition of one professional development day, meeting the 180-day requirement; to accept the Virtual Learning Student Schedule that exceeds the 900 instructional hour requirement for elementary schools.

Approval AYE: 9 Nays: 0 Abstentions: 0 Absent: 1

2) Motion: Authorization to submit the audit once the conditional items are completed

Approval AYE: 9 Nays: 0 Abstentions: 0 Absent: 1

Dr. Baynard entertained a motion to dismiss the Board meeting, the motion was seconded by Wade Mosley, all agreed, meeting dismissed. The Board meeting was adjourned at 7:11 P.M.

The next scheduled Board meeting will be held on Wednesday December 16, 2020.