

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

Board Meeting Minutes December 16, 2020

The meeting of the Board of Trustees Public Meeting was held on Wednesday, December 16, 2020 via Zoom 6:00-8:00 p.m.

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.

Libation

Dr. Baynard asked the cultural leader and Board member Renee Whitby to lead members in libation. Dr. Baynard thanked Mama Renee and passed the meeting to Greg Shannon, CEO.

Introduction of Visitors and Others Present

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

Roll Call: Members and Staff

Board Members Present:

Maurice Baynard

Renee Whitby

Charis Jackson

Joseph Foster

Donna Holmes- Lockett

Jan Gillespie- Walton

Larry Bell

C. Wade Mosely

Board members absent:

Marirose Roach
Lakiesha Creighton

Others Present:

Gregory Shannon	CEO
Michelle Thornton	CFO
Angela Dennis	Assistant VP of Specialized Service
Ericka Washington	Assistant Principal of School Operations
Sara Ferguson	Assistant Principal of Instruction

CEO Board Report, Greg Shannon

Dr. Baynard gave the floor to the CEO Gregory Shannon and asked for an update from his leadership team. Greg reported that in terms of their leadership team and overall organizational development, they are moving along with their search for property acquisition. They have developed an advisory committee comprised of both staff and parents that are helping with their program requirement.

They continue to partner with Roz McPhearson and the ROZ group to plan their annual Gala. The date that they have selected for the Gala will be on Thursday March 25th and he asked that everyone hold that date on their calendar. The official notice with this information will be sent out in the first week in January. In addition, they continue to plan for their mid-year retreat and have decided on the date of Saturday January 30th. They are working with Dr. Baynard to develop the agenda for the retreat and asked that everyone hold that date on their calendars as well. Both the Gala and Retreat will be held on virtual platforms. Greg then turned the floor to Sara Ferguson for an update on Instructional programs.

Instructional Programs, Sara Ferguson

Sara announced that next month in January they would have a demonstration of their virtual platforms that they are using to engage their students. She also mentioned that all parts of the evaluation protocol have been met for the first half of the year and still remaining are the mid year appraisals that will be completed by the end of January, and unannounced formal observations and final appraisals at the conclusion of the year. They have also attended two virtual field trips; one to the free library of Philadelphia to hear a poetry reading by Sonya Sanchez and the other to the Philadelphia Zoo. They are planning additional virtual field trips as well.

The professional development that is planned for Friday December 18, 2020 is for the purpose of finalizing their case statement and action plan for social justice.

School Operations, Ericka Washington

Greg spoke on behalf of Ericka and indicated that the installation of all exterior doors has been completed. In addition they are moving forward with the install of kiosk and key fob systems that will be placed on six external doors. Key fobs will be distributed to staff accordingly. They have also partnered with a new security company to install new security systems and cameras in and around the building. Their hope is that the new system will be installed prior to students returning to the building. Greg also reported that the leak in the Board room has been sealed and that the boardroom has been reconstructed and painted, along with the music control room and food service office all having been repaired. Greg turned the floor to Angela to give an update on Specialized Services.

Specialized Services, Angela Dennis

Angela reported that the PIMS report has been completed. She also reported that all of the staff mid year appraisals will be completed by January 29, 2021. She indicated that they are fully staffed with all teachers in place and that there are currently no pending lawsuits to date. They are currently looking at placements and platforms for students that may fall on the autistic spectrum because of the remote learning being somewhat difficult for those students.

Business and Finance, M. Thornton, CFO

Greg introduced Michelle and asked her to give the business and finance report. Michelle reported that the annual investor call was held on December 2nd with bondholders. Greg Shannon and Michelle Thornton conducted the call. Michelle indicated that there is a document in the Board report with the notice of the call. A number is provided to listen to the call, which will be available for thirty (30) days. She reported that the call went well and that they reported on last year's academic status, operations and financials. Michelle also announced that an update on the audit has been completed and submitted to the Charter School office. Next Michelle discussed the cell phone towers. She indicated that a meeting was held with the attorney's to discuss the cell phone towers and that they have scheduled a follow-up meeting in January with the finance committee to see the process through. Michelle shared briefly on HR updates and informed the members that a temporary teacher has been assigned for special education

students, but they will continue to advertise for a certified special education teacher. In addition, Michelle shared the financial report summary for the month of October from the packet distributed to the board. She reported that they were paid for 578 of the 582 students in attendance at Harambee. They continue to work with the district and the Charter school office on reconciliation. They are continuing to stay on top of making sure that they are getting paid for the number of students that they serve and also receiving the special education rate for those students that are served under the special education department.

According to Michelle, they are currently under their targeted budget of 600 students by about 18 students, but they continue to discuss ways in which they can reduce their cost in order to balance the budget. For the month of October most of their major areas of expenditures centered on curriculum materials and professional development vendors. Expenditures also centered around new doors, technology equipment and facilities supplies. Michelle finalized her report by indicating that bank balances and days cash on hand are summarized in the report that was distributed to the Board.

Review of November Meeting Minutes

Dr. Baynard, Board Chairman asked members if they had reviewed the Board meeting minutes included in everyone's email packet from the November 18th Board meeting. He asked if there were any corrections and/or additions to the minutes. 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, none opposed. A motion to accept by Board member Joseph Foster and seconded by Board member Wade Mosely.

Motion: Accept minutes as presented

Approval AYE: 8 Nays: 0 Abstentions: 0 Absent: 2

New Business

Dr. Baynard announced that the one item of new business would pertain to looking ahead to 2021 and the upcoming Mid-Year Retreat. He indicated that members would be receiving email updates regarding the retreat. He also mentioned that he would be discussing with Renee and Joseph some of the things that they would like to cover during the retreat like a cultural summit. He urged other Board members to send an email or call him with anything that they would like to include on the agenda for the weekend retreat.

Old Business

None

Action Items:

None

Public Concerns

None

Adjourn Board Meeting

The Board meeting was adjourned at 6:26 p.m.

Motion: Adjourn Board Meeting

Approval AYE: 8 Nays: 0 Abstentions: 0 Absent: 2

Next Public Meeting:

The next public Board meeting will be held on Wednesday January 27, 2021