

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

September 30, 2020
Public Board Meeting via ZOOM
6:00-8:00 P.M.

The meeting of the Board of Trustees Public Meeting was held on Wednesday, September 30, 2020 via Zoom

Meeting Called to Order

The meeting was called to order at 6:00 p.m.

Introduction of Visitors and Others Present

Visitors were introduced and stated their names, titles and purpose
Joy Fobbs- MTSS Coordinator

Roll Call

Board Members Present:

Maurice Baynard

Renee Whitby

C.Wade Mosely

Charis Jackson

Joseph Foster

Lakiesha Creighton

Donna Holmes Lockett

Larry Bell

Jan Gillespie-Walton prospective Board member

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

Dr. Maurice Baynard, Board Chairman welcomed everyone and thanked them for attending. He asked visitors to introduce themselves. Visitor Joy Fobbs, MTSS Coordinator gave her name and title.

He asked Board members and the senior leadership team to introduce themselves. Board members, a prospective Board member and the senior leadership team introduced themselves, stated their names and titles.

Dr. Baynard turned everyone's attention to the August 5th, Board meeting minutes and asked if there were any corrections or additions. There were no corrections or additions. Dr. Baynard accepted a motion from Board member Wade, seconded by Board member, Larry and so moved by the Board chairman.

Motion: Approve September 30, 2020 Board Meeting Minutes

Approval AYE: 8 Nays: 0 Abstentions: 0 Absent: 1

CEO's Board Report, Gregory Shannon

Dr. Baynard gave the floor to Greg Shannon, CEO and asked him to present his leadership report.

Greg thanked his senior leadership team for a very efficient and organized school opening. He also thanked faculty, staff, students and parents for their support. He reported that they are well engaged in instructional platforms and that all instructional platforms are up and running. He also reported that teacher observations have begun.

Greg informed the Board that School Operations are fully onboard and participating with respect to Technology and Facilities. The facility has been cleaned and organized and is now ready to occupy should they resume on site instruction. With respect to Specialized Services, the program is up and running efficiently as well. He stated that he is grateful that they are up and running and that they continue to monitor the guidance given by the CDC and the Philadelphia Health Department with respect to the virtual/hybrid program. He is pleased to announce that student

engagement is strong and students are logged in. Greg reported that each day they continue to double down with their Mission, Vision and Core Values toward education for self-reliance.

Dr. Baynard opened the floor for questions from the Board regarding Greg's report. There were no questions from other Board members; however, Dr. Baynard stated that all students across the country are struggling with the digital transition. He asked whether moving to digital learning is a part of our new normal and if so, they should take this opportunity to learn how the kids learn best and how they can best support them in a digital environment. He inquired whether Harambee staff had learned any new lessons and if so, are there any that they should carry forward when they move back into the building.

Greg responded that they have learned what they have always known about children and that is, children are resilient. He noted that this process has taught them that they have to build in brain breaks, build in time off and build in time for the children to take a break from the computer screen. What they have also learned is that they have had to adjust their scheduling to ensure that those brain breaks and activities are built into their daily programming.

He indicated that when they return to the building it is their intent to continue to align with digital platforms by getting curriculum digitally and getting lessons utilizing Google platforms, rather than purchasing textbooks to help them to move their agenda along.

Dr. Baynard stated that he had two more questions regarding Greg's statement. First he inquired about what they have been doing to help parents to make them feel more comfortable. He noted that parents are in a unique situation and may have been given tasks to do that perhaps they are not trained on or feel comfortable doing. And second, with respect to Board member Renee, he inquired about what Harambee has done to continue their cultural uniqueness, despite the fact that they are not able to come together as they would normally. Greg noted that throughout September Harambee held a number of parent orientations for new parents and returning parents. They also held professional development for parents on Zoom and Google to help with utilizing the technology. Greg indicated that Harambee backed up parent development with step-by-step instructions on the website for parents to refer to and follow around the

technology. With regard to cultural norms, he stated that all of the cultural norms remain in place and continue to be practiced daily. He also shared that Sherehe is on October 23, and their culture coach Meghan will review all of the activities prior to them taking place and going out publically. Dr. Baynard inquired whether it is possible for everyone to log in and participate in the Sherehe celebration. Sarah responded that she believes that parents will be able to sign into the link to see the presentations from all of the brothers and sisters.

Dr. Baynard asked Michelle Thornton, CFO to provide a financial update for Harambee.

Year-End Financial Report, Michelle Thornton

Michelle referred to the financial report included in the Board materials for this evening. She turned everyone's attention to last year's performance presented and highlighted in the June year-end (6-30-2020) financial report. She indicated that the main focus of the report is the performance for the 2019-2020 School year. They are still in the process of their 2019-2020-audit report, which they have been working on over the summer with their audit firm.

Michelle stated that there are three (3) phases of the audit report, preplanning, preliminary and fieldwork. Preplanning began in April and May and they are now in the final stage, which is fieldwork. They expect to have a final report by November and a draft of the audit report for October. Since the report is a part of the Charter renewal process, this is one of the items needed in order for the Charter office to complete their review.

They are still in the process of reconciling their special education numbers with the School District of Philadelphia. They noticed that there were approximately twenty (20) students in the building that they were not receiving revenue for. They are currently working with the Charter School office to rectify those numbers. Once reconciled, revenue numbers should show an increase. Harambee will share the final audit report with the board and the public.

Michelle also mentioned that due to early closing because of the COVID-19 Coronavirus pandemic, there was a significant impact on Food Service Operations and significant operating losses for the year as well. Board member Wade asked Michelle if she could share real time enrollment

numbers with where they currently stand to date. Michelle asked Greg to share those numbers based on the last report. Greg reported that the last report showed an enrollment of 573 students' currently enrolled.

New Business

Dr. Baynard moved to new business and acknowledged Jan Walton, whom he said has had a long and storied history with Harambee, even before she was kind enough to accept an invitation to join the board. He indicated that he would like to make a nomination for her to become a Board member. He noted that she has been visiting with the board throughout the summer and through some of the board meetings. He reported that she has completed all of the items required of a potential Board member and has agreed to cast her lot with Harambee, thus, he would like to make a motion to accept Jan as the newest member of the Board. Board member, Charis seconded the motion and all members were in favor.

Motion: Approval of new Board Member Jan Walton

Approval AYE: 8 Nays: 0 Abstentions: 0 Absent: 1

Dr. Baynard gave the floor to Board member, Joseph and shared that he had a nomination for the Board. Joseph made a motion to change Lakiesha Creighton's status from former Parent representative to a full time member of the Board. The motion was seconded and moved by Wade and all were in favor.

Board member Joe asked Dr. Baynard if they need to nominate another parent representative to replace Lakiesha since there were two in the past. Dr. Baynard replied that he and Charis have a meeting scheduled next week to discuss organization and leadership of HPA, and having two parent representatives on the Board. He also mentioned that Board member Marirose would be spending more time with the Board in the coming year.

Motion: Approve Lakiesha Creighton as a full time member of the Board

Approval AYE: 8 Nays: 0 Abstentions: 0 Absent: 1

Public Concerns

There were no public concerns

Old Business

There is no old business

Motion:

Dr. Baynard entertained a motion to dismiss the Board meeting, the motion was seconded by Wade, all agreed, meeting dismissed

Adjourn Board Meeting

The Board meeting was adjourned at 6:45 P.M.

The next scheduled Board meeting will be held on Wednesday October 28, 2020.