

# HARAMBEE INSTITUTE OF SCIENCE AND TECHNOLOGY CHARTER SCHOOL BOARD OF TRUSTEES PUBLIC MEETING MINUTES

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## Board Meeting Minutes Wednesday June 25<sup>th</sup> 2025

The meeting of the Board of Trustees Public Meeting was held on Wednesday, June 25<sup>th</sup> 2025 at 6:31p.m.

### **Open Session**

#### **Board Members Present:**

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

#### **Board Members Absent:**

Heloise Jettison  
Shawn Blue

#### **Others Present:**

Gregory Shannon	CEO
Nakia Brown	Chief Academic Officer
David Rosario	Chief of Operations and Administration
Deleah Archer	Chief of Student Support & Innovation

#### **Meeting Called to Order**

Board Chairman Maurice Baynard called the meeting to order at 6:31p.m.

#### **Libation**

Libation was led by Renee Whitby-

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

#### **Roll Call**

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

### **Review and approval of the May 28<sup>th</sup> 2025 Board Meeting Minutes**

Board Chair Maurice asked if there were any corrections and/or additions to the Board Meeting Minutes from the April 30<sup>th</sup> meeting. He opened the floor to Board members for comments. There were no corrections and/or additions. Board member Wade made a motion seconded by Board member Larry to accept the minutes as presented. All were in favor; none were opposed and there was a unanimous motion to accept the minutes as presented.

**Approval:** 7      AYES:0      Nays: 0      Abstentions: 0      Absent: 2

Board Chair Maurice turned the meeting over to Greg for the CEO report. Greg began with reciting the Mission, Vision and Core Values of the organization.

Harambee Institute exists to offer our community an education with a focus on the origins, current status, and future of the African world.

Our mission is to educate students to succeed as global citizens with a clear awareness of “who I am, where I am from, where I am going, and how I get there.”

Our vision is a collective and informed African American community utilizing science and technology as a means of promoting education for self-reliance, locally and globally.

Our core values are:

Greatness: Pursuit of excellence in all we do

Accountability: Owning what we do and who we are

Innovation: Open to new ideas with a growth mindset

Integrity: Honesty, transparency, and unity in all we do

### **CEO Report, Greg Shannon**

Greg opened the meeting by telling members that he would be presenting on behalf of Michelle who would not be present for this meeting.

Greg reported that they had a very successful closing for the 2024-2025 school year. He said that prior to closing every returning teacher received their contract. They also received their classroom numbers, their content assignment and their class roster of students that they will be teaching for the upcoming 2025-2026 school year that begins on August 11<sup>th</sup> 2025.

### **Leadership Retreat**

Greg reported that the summer leadership retreat is scheduled with a focus on Charter Renewal. He said they have a meeting with Lauren next week to finalize the details of the retreat and the agenda.

### **Charter Renewal Update**

Greg reported that they are in the process of completing the Charter Renewal application along with pulling together other artifacts and documents that the School District will require. He said that there was a huge epicenter upload which was due on June 20<sup>th</sup>. He reported that they are well underway with the charter renewal process and will be going through the evaluation process in the fall of 2025. Greg concluded his report and opened the floor to questions.

Board member Wade commented that in the past Board members were offered the opportunity to attend the Leadership Retreats. Greg explained that Board members typically do not attend in person but if members are interested in attending, they would provide a Zoom link like they have done in the past. Greg provided the dates for the retreat which is scheduled for Monday July 13<sup>th</sup> through Wednesday July 15<sup>th</sup> 2025. Greg turned the meeting to Nakia for her report on Curriculum, Instruction and Assessment.

### **Instruction, Nakia Brown** **Curriculum**

#### **Ordering 2025-2026 Instructional Materials**

Nakia reported that they have spent most of their time over the last 30 days ordering instructional materials to prepare for the upcoming year. She said that most of their orders are already in.

### **Instruction**

Nakia reported that she has spent most of the last 30 days doing observation conferences. She said that all of the teachers have received their formal observation as well as their end of year appraisals. They have also had the opportunity to have both pre and post meetings with her. This has allowed them to plan for what next year looks like and to plan for the goals that they have set for themselves. She said that they did a best practices survey for teachers and shared best practices with them so that everyone's shared experience would look similar.

### **Assessment**

Nakia reported that they completed the PSSA assessment window. They are now in the phase of grade verification and attribution to ensure that they get credit for all of their students and when the scores return, they have accounted for everything that they actually performed. Nakia concluded her report and opened the floor to questions. Greg turned the meeting to David for his report on Operations.

### **Operations, David Rosario**

David reported that most of his report would focus on the Pa Commission on Crime and Delinquency. He said that there is a safety report that was sent to the Board for their review. He said that the report is comprised of safety measures that they complete during the school year. He asked the Board to review and acknowledge the safety, personnel, training and emergency protocols and to have it read into the minutes. This

will allow them to submit the required state safety survey by June 30<sup>th</sup>. David concluded his report and opened the floor to questions.

Board member Renee asked if there is a policy for students that are chronically late and chronically absent. She asked if a student could be asked not to come back. He said that the front office monitors student attendance and they do have protocols in place to deal with chronic absenteeism and tardiness. He said that they use CRT for tardiness and they send 3-day letters to the family if the student's absence is chronic. Greg addressed Board member Renee's question regarding dropping a student or asking a student not to return. He explained that they cannot drop a student or ask them not to return because it would be a violation against their charter. He said that they have a series of protocols through the MTSS program where they work with students to provide intervention and support for them in terms of them getting to school and getting to school on time.

Greg also told members that attendance is not factored into a student's academic grade. He said that a student could have numerous absences, but if they are still passing relative to the academic rubric, they will be passed to promote.

Dr. Baynard acknowledged that the School Safety and Security Report presented by David A. Rosario, M.Ed. Chief of Operations and Administration, dated June, 2025 to the Board of Trustees on June 19<sup>th</sup> has been reviewed. While it does not require a vote the Board Chair wanted to acknowledge that it has been received and reviewed. Greg turned the meeting to Dr. Archer for her report on Specialized Services.

### **Specialized Services, Deleah Archer**

#### **Compliance**

#### **McKinney Vento Audit 25-26 SY**

Dr. Archer reported that they have submitted all of the state reports that were due and all were in on time. They are also preparing for the McKinney Vento audit that will take place in the 2025-2026 school year surrounding their homeless students. She also mentioned that it is a large audit and there will be a lot of documentation for the counselors to collect for the audit which is scheduled for October.

#### **Student Data**

Dr. Archer reported that they had 97 students with IEP's this year. She said that 4 students have 504's and 1 student is gifted. They completed 47 evaluations and had 12 staff members and 4 contractors in student services.

#### **Operational**

#### **Career Pathways**

Dr. Archer reported that they conducted their Career Pathways event on May 30<sup>th</sup> and it was very successful. Students in grades K-4 dressed up in the professions that they would like to pursue in the future. There are pictures of the students and the career day parade on their Instagram. They also had a virtual keynote speaker and 11 additional

presenters in the building to work with students in grades 5-8. They are looking forward to having this program again next year.

### **Gifted**

Dr. Archer reported that they have found 9 students that may qualify for gifted status with scores between 98% and 87%. The students are in grades 3,4,5 and 6<sup>th</sup>. They have received permission to evaluate which will begin when the students return to school.

### **HBCU Tour**

Dr. Archer reported that they are well under way with preparing for the annual Gregory Shannon HBCU tour which is scheduled for the week of October 6<sup>th</sup>, occurring from 10/6 through 10/11/2025. Deleah told members that they plan to go to Texas and Louisiana. She mentioned lastly that they are also prepping this summer for their new emotional support program. Dr. Archer concluded her report and opened the floor to questions.

Dr. Baynard asked how do they go about identifying potentially gifted students.

Dr. Archer responded that there is a nonverbal test called the Naglieri Nonverbal Ability Test which is a test that does not require students to read or calculate, it provides students with symbols which looks for sequences and patterns. Students that score above 90% may be gifted. They send those students a permission to evaluate and the school psychologist will complete the metrics for the intelligence exam and if the student scores 125 or above on the IQ test, they are most likely gifted. She reported that they had one student that completed the screening with 98%, he answered 44 out of 46 questions correctly.

### **Business, Finance & HR, Greg Shannon on behalf of Michelle Thornton**

The CEO Greg Shannon reported on behalf of Michelle Thornton. He indicated that the budget was developed with an assumption of a 1% per pupil decrease, but since the development of that budget they have received the per pupil rate with an 8% increase to the per pupil allocation rate. He said that the budget will be adjusted accordingly, moving from the assumption of a 1% decrease to the reality of an 8% increase. He reported that the additional dollars will be spent on the instructional program and to help rebuild their contingency fund.

### **Human Resources**

Greg told Board member Donna and the other members of the Board that he would be emailing HR and staffing data directly to them rather than trying to guess at it without the data. Greg concluded the Finance report and opened the floor to questions.

Dr. Baynard thanked the leadership team for another successful school year.

Board member Wade asked if there has been any further contact with the Charter School Office with regard to the Charter Renewal. Greg said that there has not been

any further contact and they are in the process of preparing the charter renewal application.

**Action Items**

None

**Old Business**

None

**New Business**

None

**Public Concerns**

None

**Motion to Adjourn:** Board member Wade made a motion to adjourn, seconded by Board member Larry. All were in favor; none were opposed and it was passed unanimously.

**Approval:** 7      AYES:0      Nays: 0      Abstentions: 0      Absent: 2

**Next Meeting: Wednesday, August 27<sup>th</sup> 2025**