

Harambee Institute of Science and Technology Charter School

Board of Trustees Public Meeting Minutes

Board Meeting Minutes Wednesday, September 28, 2022

The meeting of the Board of Trustees Public Meeting was held on Wednesday September 28, 2022 via Zoom at 6:30p.m.

Open Session

Meeting Called to Order

The meeting was called to order at 6:30 p.m.
by Board Chairman Maurice Baynard

Board Members Present:

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

Board Members Absent:

None

Others Present:

| | |
|-------------------|---|
| Gregory Shannon | CEO |
| Michelle Thornton | CFO |
| Deleah Archer | Assistant Principal of Specialized Services |
| Nakia Brown | Assistant Principal of Instruction |
| David Rosario | Assistant Principal of School Operations |
| Danielle Bryant | Executive Assistant to the CEO |
| Jenita Lunsford | Board Liaison |

Libation (Mama Renee Whitby)

Libation was lead by cultural leader and Board member Renee Whitby.

Roll Call

Board Chair Maurice 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.

Introduction of Visitors and Others Present

The Board Chair introduced Barbara McNeil; she stated that she would be working with the Board on Strategic Planning and Board Development

Review of the August Board Meeting Minutes (Approval of minutes)

Dr. Baynard Board Chairman asked if there were any corrections and/or additions to the August meeting minutes. The Board chairman noted that there was one correction to the minutes from August. The minutes reflected her absence; instead the Board had received a letter from Board member Lakiesha Creighton issuing her resignation from the Board. The correction will be made and will reflect receipt of her resignation.

Board member Wade made a motion to accept the August minutes with the correction above seconded by Board member Joseph. All were in favor, none were opposed, and there was a unanimous motion to accept the minutes as presented.

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

CEO Report, Greg Shannon

Dr. Baynard Board Chairman turned the meeting over to Greg for leadership reports.

Organizational Leadership

Property Acquisition

Greg reported that they are back on track with the property acquisition with the site at 6710 Haverford Avenue. The ownership group is now in the process of finalizing an agreement with Dollar Tree, which will allow Harambee to further pursue the space at that location. He said that he and Michelle have been in touch with the real estate broker from the Flynn Group and they are in the process of reengaging.

Act 55 Training

Greg gave thanks to the Board members that participated in the Act 55 training with Barbara McNeil. They are in the process of developing a new Board member Stephon Fitzpatrick and once he is officially on the Board they will move forward with aligning him with the ACT 55 training.

Back to school Night

Greg reported that they had a robust Back to School Night. They held the event

carnival style with food and exhibits. He said that 235 parents attended and there were 400 participants in total. Each teacher did a playbill of information, which made it successful.

Get on the Bus HBCU College Tour

Greg reported that Harambee students are scheduled for their first Get on the Bus HBCU College Tour. This will occur in October and will begin with 27 students both 7th and 8th graders. They will have 5 participating chaperones that include Goldie, David, Doug, Dr. Archer and Dannie. He advised everyone that their first stop would be Lincoln University. They will board the bus at 8:00 a.m. on Thursday October 20th and will visit Lincoln University and get a tour and lunch in the cafeteria with the students from Lincoln. Greg reviewed the itinerary that was included in the Board packets. He said that they would conclude their tours on Saturday October 22nd. He thanked everyone that participated in the spring fund raising event as those dollars helped to contribute to this event.

African Schools Partnership

Greg reported that Harambee is participating in a partnership with Imhotep and Sankofa, which is a program that occurred years ago and is now being revitalized. He informed members that he, Board member Joe and Nakia attended the first meeting in early September that was held at Imhotep where the leaders of all three organizations came together. He indicated that they focused on how they could come together and strategize on how to work together to support each other and most importantly work together to help their students.

Greg stated that they have been asked to host the second event, which Harambee will host at The Pyramid Club on October 12th. The gathering is being held for CEO's, CFO's, Instructional Leadership and members of the Board to discuss instructional strategies and business and finance procurement. He said that they added a cultural piece to the agenda on how they can better work together to support their African culture and African cultural practices and norms.

African American Charter School Coalition Saturday Algebra Program

Greg reported that black owned and operated Charter Schools wrote a grant around teaching algebra in middle schools. He said that there are 12 organizations and 22 schools. They will be sending 15 students from Harambee every Saturday to a full day of instruction with a focus on algebra. Greg concluded his reports and opened the floor for questions. Dr. Baynard asked Greg if he could offer the opportunity for Board members and other African centered Charter Schools to participate in the Get on the Bus HBCU College Tour next year. Greg said that it would be a great idea and certainly something that they would consider in their planning for next year. Greg concluded his reports and opened the floor for questions.

Board member Larry indicated that his comment is just a gentle reminder regarding the property acquisition. He indicated that the finance committee is still waiting for a

business plan. Greg acknowledged and agreed. Board member Donna asked if the students participating in the Get on the Bus HBCU College Tour would have a question and answer time with the students. Greg said yes the students will get a full tour of the university, inclusive of the kinds of academic programs that each university may choose to highlight or focus upon.

Operations, David Rosario

Maintenance Work Order System

David reported that they have tweaked their Maintenance Work Order System which is working through their website. He said that they have been promoting it a great deal for the use of teachers and other staff. They are using it as a data tracker so that they can monitor time and materials. This way they can see where their time and energy is being utilized to best support the school and instruction.

Emergency Management and Safety Drills

David reported that they have had two successful Emergency Management and Safety Drills this year. They performed a fire drill and a shelter in place drill and they are 100% in compliance with their Emergency Management and Safety Drills. They will continue to remain in compliance with the schedule for Emergency Management and Safety Drills.

Positive Based Intervention and Supports (PBIS) Update

David reported that he met with staff to review and provide feedback on their material in an effort to roll out PBIS.

Chrome book Distribution Update

David reported that they had chrome book distribution to take care of their early baseline testing. He said that they started with the creation of the form to distribute to parents. The goal was to secure parent permission to have a 1:1 ratio with students. He said that they had a very successful drive and chrome books have been distributed and the students are able to participate in lessons, testing and all instruction.

COVID-19 Parental Consent Forms Update

David reported that as they prepared for school year 2022-2023 they had to look at how to prepare for COVID 19. They reviewed the standards from Philadelphia School District and Philadelphia Department of Health and what it would look like for Harambee in alignment with those entities. They learned that they needed to get parental consent forms completed first. He said that most of the parents returned the forms to give consent and only a few returned opting out of consent. David concluded his report and opened the floor for questions.

Board member Wade asked if the contract with ICS and capital improvements are

now under David's oversight. He replied yes that they have had ongoing meetings with ICS and they have been going through the building and preparing for vendors to submit their bids. Those meetings are taking place frequently and the recommendations are being sent back from ICS. Michelle also mentioned that they are in the final phase of finalizing their designs.

Board member Renee asked if parents are trained on the use of chrome books. David thanked her for the question and said that the focus had been upon training the students, but he would take the question into the next meeting to consider. Greg said that parents have been trained in the past but they will consider doing some re-training for parents.

Curriculum and Instruction, Nakia Brown

Nakia reported that in the area of curriculum they have added new resources. She reported that they have added TCI-Social Studies Alive and grades 5-8 now have digital access to all of their social studies textbooks. In their IREADY classroom for both reading and math they have the technology version of I-Ready as well the textbooks. She said that in addition, all of their teachers have access to the resources and online portals. Nakia informed members that the students are continuing with their writing portfolios and grade level book lists across all grades.

Focus

Nakia reported that they are continuing to use the Charlotte Danielson framework for teaching and they focused on Domain 2a & 2b for classroom environment. During that time they focused on Quick visit observations where they looked at their rituals, protocols and cultural norms. They are now in the process of analyzing all of the data as they create their coaching plans for teachers. Their first coaching cycle for teachers begins on October 3rd.

Assessments

Nakia reported that they in the process of creating assessment plans for the students for formative assessments that will allow for reteach plans. They are still in their assessment window and are now finishing their baseline assessments, which are about 90% complete in ELA and Math. She said that they will be following be following data protocols that will be layered and will allow for data chats. On Friday they will hold workshops to train staff to implement those protocols. Nakia concluded her report and opened the floor for questions.

Board member Donna asked how it is going with Science and will they be assessing to determine students needs in Science. Nakia said that Science will be in the new phase and one new thing that they have added in Science is Scope and Sequence, which will help to assess the needs in Science in their next testing cycle. She said that their Science assessments are coming up next.

Board member Wade asked when can the Board anticipate the findings on the

baselines and how the students are actually progressing. Nakia said that they would present the data report at the October Board meeting.

Specialized Services, Deleah Archer

BSE Audit SY 22-23

Deleah reported that they have an audit this year. She explained that every six years the state does an audit of every Public and Charter School for Special Education. She told members that they will be on site in January to do a physical review of records and interviews with the teachers and administration. She also noted that they are currently in the process of preparing for another audit, which is the McKinney-Vento Audit for homeless students and families. She reported that there would be a virtual audit for that program scheduled for October 25th. She also informed members that they currently have a total of 74 students with IEP's in the building.

MTSS Handbook

Deleah reported that they have an active and finalized MTSS handbook.

Gifted Screening

Deleah reported that they will begin screening for more Gifted students and English Language learners. She noted that they would be in the process of starting the screenings in late fall/early winter. Deleah concluded her report and opened the floor for questions.

Business, Finance and HR, Michelle Thornton

Michelle reported that she would have just a few brief updates for this evening. She informed members that the Finance committee met this month and she thanked them for their participation. They are in the process of their financial audit, which is going well. She also reported that they have a new portal, which is making their process easier and running more smoothly. She noted that they did have to bring in support staff to help in the process with opening the new school year.

Michelle advised members that she has included in the Board packets an income statement of a budget vs. actual previewing the final 21-22 financial performance. The report shows an estimated increase in net assets of 300,000. She informed members that it is a good position to be in. In the report she highlighted certain areas and gave explanations on the reason for some variances.

Human Resources

Michelle reported that they are fully staffed in teaching and support staff. She noted that they will be bringing in two (2) new paraprofessionals this week. She said that they want to have a paraprofessional in every grade. Michelle noted that Dr. Archer currently has a vacancy in her department for a paraprofessional and informed her that they have a candidate coming through very soon for that position. Michelle also

mentioned that they have been engaged in a team effort with the interviewing process for new staff. She noted that the leadership team sits in on many of the interviews.

Other highlights

Michelle reported that they are currently working on two grants, a food service equipment grant that she will be working on with David to replace or repair items in their cafeteria. She also stated that there is a second grant that Board member Joseph introduced last month for Crime and Safety. She said that they were unable to apply within the time frame, but received a call from the state indicating that it will reopen and they intend to apply for that one as well. Michelle concluded her report and opened the floor for questions.

Old Business:

Board member Joseph acknowledged that the Fall Board retreat would be scheduled for November 18th and 19th. He indicated that one of the dates (November 19th) might be problematic for him. He asked all Board members to review their schedules and get back to him on whether those dates will work for everyone. Barbara McNeil suggested that they meet on Friday at 4:00 P.M. and on Saturday between 10 or 11 A.M. Members agreed to check their respective schedules and report back. Greg announced that the location for the retreat would be Belmont Mansion.

New Business:

Action Items:

Vote for new Board member Stephon Fitzpatrick

Motion: Board member Joseph made a motion to accept Stephon Fitzpatrick as a new Board member. Board member Wade seconded the motion and all members were in favor and none were opposed.

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

Public Concerns:

There were no public concerns

Motion: Board member Wade made a motion to adjourn the meeting, seconded by Board member Larry. All were in favor none were opposed.

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

Next Public Meeting:

The next public Board meeting will be held on Wednesday, October 26th 2022

Submitted by Jenita Lunsford, Board Liaison