

Harambee Institute of Science and Technology Charter School

Board of Trustees Public Meeting Minutes

Board Meeting Minutes **Wednesday, November 30, 2022**

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

Open Session

Board Members Present:

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

Board Members Absent:

Larry Bell

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
Goldie Barnes	Teacher
Harambee Students	

Meeting Called to Order

The meeting was called to order at 6:33 p.m.
by Board Chairman Maurice Baynard

Libation (Mama Renee Whitby)

Libation was lead by cultural leader and Board member Renee Whitby

Introduction of Visitors and Others Present

Students from Harambee and teacher Goldie Barnes were introduced to members of the Board and indicated that they would provide a presentation from their trip to HBCU college campuses.

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.

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

Dr. Baynard asked if there were any corrections and/or additions to the minutes. He opened the floor to Board members for comments. There were no additions or corrections. Board member Joseph made a motion to accept the minutes as presented, seconded by board member Wade. All were in favor, none were opposed and there was a unanimous motion to accept the minutes as presented.

CEO Report, Greg Shannon

Greg thanked Dr. Archer, Goldie and Danny who were all instrumental in working with the students to captivate the student's minds around post secondary education at HBCU colleges and universities. He also mentioned that Harambee students were victorious for the 4th consecutive year in winning 18 to nothing against WP Aces.

Greg then advised members that everyone is in receipt of the Board updates, which could be read at their leisure. He said that members are welcome to call the senior leadership team or even set up a meeting to review any of the details contained in the reports should they have questions.

He informed members that they would have four (4) boxes to check this evening.

- HBCU Tour presentation
- Comprehensive Plan per PDE presented by Nakia Brown & Michelle Thornton
- Vote by the Board to accept the Comprehensive Plan
- Financial Audit presented by Michelle Thornton

Greg turned things over to Danny for their 1st annual HBCU tour presentation. Danny introduced each of the students and asked them to expound on their individual experiences at each of the universities. They attended Lincoln University, Delaware State, Morgan State and Howard universities. The students shared what they found most exciting and shared clips of some of the activities that they participated in on each of the college campuses.

Greg informed members that there were videographers in the building at Harambee today. He said that they shot a video with students giving testimonials about the HBCU tour and their experiences. He indicated that the video that they were shooting will be used for promotional purposes to post on their website, their social media platforms and for any of the board members that would like to use the video to support fundraising and development for the HBCU tour. He said that the video project should be complete by the New Year.

Greg turned the meeting over to Michelle and Nakia to present the Comprehensive Plan. He noted that later this evening they would ask the Board to vote to accept the Comprehensive Plan as presented. Michelle opened to give the Board some context about the plan and how it came about. She explained that the Pennsylvania Department of Education established the Future Ready Comprehensive Plan portal with the idea of centralizing some of the reporting that schools in the state of PA are required to submit. She pointed out that the portal includes the Annual Charter School Plan, the Federal programs title I plan and the Comprehensive Plan. Michelle turned the presentation over to Nakia for further detail on the plan.

Nakia noted that members were all in receipt of a copy of the Comprehensive Plan with the Board reports. She explained to members that the plan is broken into three sets; Ready, Set and Go. She described the first area in the **Ready** section as their LEA Profile with their Mission, Vision and Educational values. She said that the second is their **Set** section, which is where the bulk of their academic targets are listed. She noted that they completed a needs assessment and a school wide walkthrough that provided the opportunity for them to gather additional data and create an action plan. She then indicated that the **Go** section is where they articulate their plan and how they respond to what the data is showing them and then develop a plan accordingly. Nakia opened the floor for questions from members.

Board member Wade asked how would the School District use the plan. Michelle took the question and explained that it is a state tool and a framework for the organization. She said that it is an advantage for them to have a comprehensive framework for their goals, expectations and planning over the next couple of years. She said that it could also be used for monitoring.

Dr. Baynard, Board Chairman asked how they measure improvement year after year for teachers. Nakia responded that they have a three tier-coaching model that is completed in cycles for teachers. She said that at the end of the six-week cycle the coaches and Nakia sit down with the teachers to review their goals and to evaluate whether or not the teacher has achieved the goal and where the evidence of achieving the goal was found. Nakia said that at the end of the coaching plan they provide a narrative associated with each goal and it is then summarized for the teacher. She said that it is also reflected in the teachers' final classroom evaluation.

Dr. Baynard asked if Nakia could provide some data giving the Board an overview of where the teachers are and showing which tier each of the teachers are on. Nakia agreed that they would be able to provide the Board with information on the progress of teacher's performance.

Board member Wade asked how long has the three tier assessment system been in place. Nakia indicated that the tier system is a new model that they started this year in alignment with best practices around instructional coaching, although there had been a coaching plan already in place last year.

Greg opened the floor for any questions regarding the Comprehensive Plan. There were no further questions from the Board. Greg thanked both Michelle and Nakia for working diligently on the presentation. Dr. Baynard gave kudos to the entire leadership team on the wonderful job that they are all doing. Dr. Baynard turned the meeting back over to Greg and he asked that the Board vote on the plan so that they can upload it tomorrow to the PDE portal.

Action Items:

Vote to accept the Comprehensive Plan as presented

Motion: Board member Wade made a motion to accept the plan as presented seconded by Board member Joseph, all were in favor, none were opposed and the plan was unanimously passed.

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

Greg turned the meeting over to Michelle Thornton for a presentation on the Annual Financial Audit.

Financial Audit, Michelle Thornton

Michelle reported that the Audit is due on December 31st and they want to have it available for a vote at the December 14th Board meeting. She stated that they expected to have it for today's Board meeting but their auditor was not finished with it. She reported that the auditor did send it to her an hour ago, but she wanted to have the opportunity to review the draft before sending it out to members.

Michelle asked that members give her until tomorrow morning or afternoon and she would email the draft to all Board members, which will give them two weeks to review it before the next Board meeting. She noted that they will have the final report at that time and it will give them the chance to meet with the Finance Committee before the next Board meeting on December 14th at which time they would be expecting a vote from the Board.

She reported that she did have the opportunity to peak at it and there were no findings on the final report. She said that they are showing an increase in their net

assets and the ESSER funding did put them in a higher bracket of their Federal programs funding. This caused a single audit around those items, which took a longer time, however they are expected to meet their December 31st deadline and will be prepared with a final report for the next meeting. Michelle opened the floor for questions.

Dr. Baynard requested that Michelle create a memo or note with the audit highlighting for members the areas that they should look for. This way, there will be less conversation around the report and Board members will know that there were no findings and they can simply pass it on. Michelle agreed that she would include highlights and points of focus for members when she sends the report. She also mentioned that the Auditor would be in attendance at the next Board meeting and will provide an official presentation. Michelle turned the meeting back to Dr. Baynard and he asked if there were any other items for discussion or any old business that members would like to discuss.

Old Business:

Board member Wade noted that they have hired ICS to do the work for the professional management for their capital improvements in the building. He said that they are out for bid for the scope of the work and that they hope to bring contractor recommendation awards to the Board in December.

Dr. Baynard informed members that Barbara McNeil's official report is almost complete and that they are going to try to reschedule a Board Retreat. He said that prior to that they are going to set up a board governance committee to help walk through all of the items and recommendations that have been discussed including scheduling and board trainings. Dr. Baynard also noted that Barbara is open to any Board member reaching out individually to discuss any concerns that they may have. He said that they hope to have an official Board Retreat in January. Dr. Baynard opened the floor for final comments.

Comments:

Greg had one last comment to the Board. He thanked all Board members for the support that they provide to the students and the organization. He said that he also wanted to publicly thank Board member Wade for his expertise in construction, design and construction management. He commented on how wonderful it is to have someone in the meetings and on the calls with the ICS team that has Board member Wades skill set. He gave a special thanks to Board member Wade.

New Business:

None

Public Concerns:

There were no public concerns

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

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

Next Public Meeting:

The next Board meeting will be held on Wednesday, December 14th 2022

Submitted by Jenita Lunsford, Board Liaison