

Harambee Institute of Science and Technology Charter School

Board of Trustees Public Meeting Minutes

Board Meeting Minutes Wednesday, October 26th 2022

The meeting of the Board of Trustees Public Meeting was held on Wednesday October 26th 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
Renee Whitby
Stephon Fitzpatrick
Larry Bell

Board Members Absent:

Charis Jackson

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

There were no visitors present at this meeting

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

Dr. Baynard, Board Chair announced that the September Board meeting minutes along with this evenings minutes would be reviewed by Board members and approved at the November Board meeting.

CEO Report, Greg Shannon

Dr. Baynard Board Chairman turned the meeting over to Greg for leadership reports. Greg announced that they would not have Board updates this evening and that members were welcome to review the Board packages that were distributed to them at their leisure.

Greg reported that there were two salient points that he would like to highlight this evening.

1) Get on the Bus HBCU College Tour

Greg shared with the Board that students from Harambee received guided tours of all of the universities. He shared video and pictures of the students on University campuses. He said that they took 27 students on the tour and visited Lincoln University, Delaware State, Morgan and Howard universities. He reported that it was an eye opening experience for the students.

Greg also mentioned that one of the highlights of the tour happened when they visited Morgan University and one of the students from Morgan noticed that the students were wearing Harambee logo. He approached the students and indicated that he had graduated from Harambee and they all began to recite the Harambee pledge. Greg said that on Friday the students were able to witness a Howard University homecoming step show and on Saturday the students were able to attend the Howard University homecoming football game and witness the battle of the bands.

Greg informed members that next month in November they would have a full-scale presentation of the HBCU trip where members will hear directly from the students about their experience. Dr. Baynard commended Greg on completing his vision and plans to take Harambee students on a tour to visit HBCU's. He said that it is a testament to both Greg's vision and leadership.

2) Data Presentation: Baseline Instructional Data; Understanding Diagnostic

Data and the Instructional Action Plan

Greg turned the meeting over to Nakia to present and share the baseline assessment data in ELA and Mathematics. He said that Nakia would provide a presentation and that they would share their plan of action to address the data. Nakia reported that their testing window was from September 12-16th and in order to take the diagnostic test they needed to get the Chrome books distributed. She gave kudos to David and his team for meeting the target date. She informed members that IReady for reading is new to the school and that they are no longer using IXL. She said that IReady allows them to better understand what students know and how to better address instructional priorities and make data driven decisions. She informed members that they are using data driven and system aligned practices throughout the school.

Nakia pointed out key areas in her presentation and shared the student's academic performance targets for the 2021-2022 school year. She reviewed the school wide Reading scores in the report while explaining each of the groups that were highlighted to members. She discussed overall placement and placements by domain. Nakia reviewed School wide scores of student's grades 3-8 and showed that 19% were proficient, 24% were basic and 57% were below basic in ELA.

She then moved to School wide Math Scores. She reviewed the Math scores with members and found that 6% were proficient, 30% were basic, and 64% were below basic. She then moved to the Instructional Foci and the Action plan for the scores above.

She showed that the Instructional Foci would be based upon Instruction, Assessment, Reteach/Enrichment and Mastery. She stated that they must teach for understanding, create rigorous learning experiences and cultivate a transfer of knowledge. Nakia then reviewed the Action Plan and shared that the coaches are teaching a Master class once per week. She said that the action plan should consist of the following:

- An increase in academic Rigor
- Inquiry based learning
- Effective teacher coaching
- Assessment planning
- Tiered professional development
- Effective utilization of the pacing guides in ELA and Math
- Use of the data to inform Instruction

Nakia moved to the next category and discussed the areas that are new to the Instructional Program. She highlighted several areas that they are focusing upon and discussed how students are placed within their intervention classes according to the data. She noted that teachers sit with students after their test to review which

students need additional support in either ELA or Math. She said that they have student data chats, teacher data chats and parent data chats. They also have data trackers and binders that are used to track each student's progress. They are currently engaging in bi-weekly leadership meetings to discuss the data with senior leaders as well. Nakia reiterated that all of their instruction decisions are driven by data and how they can increase student achievement. Nakia concluded her presentation on Baseline Data and opened the floor for questions.

Board member Larry asked Nakia how much of this information is new because he remembers meeting with staff and putting together goals for some of the same information before the pandemic.

Nakia reported that most of the information including IReady for the entire school is new this year. She said there might have been a comparison to the previous year but they were not a full IReady school and they have just recently added the Intervention paraprofessionals to the school. She noted that the use of data to inform instruction and the four-tier data cycle of school, teacher, student, and parent is all new to the school. She also pointed out that they are now holding teacher's accountable and using assessment plans and planning and scheduling timelines. She acknowledged that some of the information may sound familiar but these are all new initiatives that they are rolling out this year.

Dr. Baynard stated that he has two questions and the first was in reviewing slide number 5, for academic performance targets in ELA and Math growth.

He commented that he was wondering how they set the targets that appear in the presentation and if they were mirroring district targets, or are they internal targets that have been set.

He stated that the second question was regarding Math and Math proficiency in slide number 6 where it indicates 64% below basic in math proficiency. He asked if there is a math specific plan to aggressively address those deficits.

Nakia responded and indicated that she would answer the ladder question first and would then give the floor to Greg to expound on second question. She explained that Math has always been problematic for them but through the efforts of senior staff they now have a very strong math department especially in their testing grades. She stated that they have been seeking certified math teachers that come with a proven track record of being able to help students achieve in mathematics. She told members that they have two math teachers that are new to Harambee and two returning math teachers, which is an investment that they made in the math program.

In addition, they have invested in two new programs, IReady classroom and Math Study Island. She informed members that they have also increased the use of small group instruction and have placed a significant focus on it by sending all of their

math teachers out to be trained in small group instruction. Nakia turned the floor over to Greg and asked him to expound on the first question. Greg spoke to members and talked about what was needed to out pace similar schools. He explained that one year ago as they were approaching charter renewal and understanding that they had received the renewal, he and Ericka looked at the ACE reports over the past three years. They found that in order to keep pace with and out perform similar schools, they would have to perform at a rate of growth starting at 18, 40 and 41% over the 2021-2022 school year PSSA. He said that looking at the instructional data on their ACE reports set the targets.

Board member Wade asked how they decided to select IReady and is it a proven system that will meet the needs of Harambee.

Nakia responded yes, that they were already using the IReady platform for math but did not have IReady classroom. She explained that IReady is a researched based and evidence based program to help students grow, especially in becoming a data aligned school and using data for instruction. She stated that it allows them to track the data in house and to look back over a two-year period and still have data reports. It also offers imbedded professional development for their teachers, which is an additional reason that they selected IReady.

Comments: Michelle commented that they will be starting the after School Program on November 1st and they are looking for two teachers for 7th and 8th grade Math and ELA. She asked the group if they know of anyone that might be looking to please send them to her. She told Board members that she would send a flyer and information about the program.

Board member Stephon thanked everyone on behalf of the National Manners Organization for Harambee's Middle School students attending the region I Manners conference. Greg thanked Board member Stephon for exposing the students to the opportunity.

The Board Chairman stated that there would not be any voting business for the evening and opened the floor for further questions and comments from the Board.

Board member Renee mentioned that she had a cultural awareness meeting with Nakia and the new cultural awareness teacher last Friday. As a result of the meeting she will be meeting with the teacher once a month to mentor her and to help with the information that she is providing to the students.

Board member Larry asked if there is an agenda for the upcoming Board Retreat. The Board Chairman noted that the retreat is a follow up to the work with Barbara McNeil and that he would provide details on what each of the sessions will entail. He indicated that he would have the information out to members by the end of next week.

Board member Wade asked if a location for the retreat had been selected. Greg indicated that they are working on a location. They tentatively have the Hilton on City Line Avenue and have placed phone calls to other venues and are waiting to hear back. They will have a final decision by the close of business tomorrow.

Action Items:

None

Old Business:

None

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 Larry. All were in favor and none were opposed

Next Public Meeting:

The next public Board meeting will be held on Wednesday, November 30th 2022

Submitted by Jenita Lunsford, Board Liaison