

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

Board Meeting Minutes Wednesday August 28th 2024

The meeting of the Board of Trustees Public Meeting was held on Wednesday, August 28th 2024 at 6:33 p.m.

Open Session

Meeting Called to Order

Board Chairman Maurice Baynard called the meeting to order at 6:33 p.m.

Board Members Present:

Maurice Baynard
Jan Gillespie- Walton
Larry Bell
Charis Jackson
C. Wade Mosely

Board Members Absent:

Renee Whitby
Donna Holmes Lockett
Shawn Blue

Others Present:

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

Libation (Board member Renee Whitby)

Introduction of Visitors and Others Present

There were no visitors present at this meeting

Roll Call

Board Chairman 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 and approval of the June 26th Board Meeting Minutes

Dr. Baynard asked if there were any corrections and/or additions to the June 26th Board Meeting Minutes. He opened the floor to Board members for comments.

There were no additions or corrections. Board member Jan made a motion seconded by Board member Wade 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: 5 AYE: 0 Nays: 0 Abstentions: 0 Absent: 3

Board Chairman Maurice Baynard 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 reported that Harambee would be officially dedicating the courtyard in honor of Joe Foster on Sunday September 22nd at 3:00 p.m. He shared his screen with members and thanked Nakia who has been coordinating the event with Joe Foster’s wife and family. He asked everyone to mark their calendars for the date of the dedication and he spoke about the beauty of the courtyard in preparation for the celebration of the life of Joe Foster.

Summer Program 2024

Greg reported that they had a robust summer program facilitated through their 21st century grant. He said that they had a program that was filled with great opportunity and joy. There were opportunities around Stem activities and enrichment for the children coordinated by Ms. Johnson their 21C coordinator. He thanked the staff and Board for providing and facilitating these opportunities that engaged the students throughout the summer.

Summer Leadership Retreat

Greg reported that they had a great leadership retreat on July 17th, 18th and 19th that focused on the MTSS program and student support. He said that over previous years they focused on Mission, Vision and Core Values and then moved on to being Data Driven and Systems Aligned and over the past two years they placed their focus on Instruction and now that those have been accomplished they are focused on the MTSS process, to provide students with support around social and emotional learning. He said that the learning that took place during the retreat is being implemented during the school year with two formal MTSS meetings per month. In their last Charter Renewal the feedback that they received indicated that they had the components of MTSS but it wasn't put together in a formal process.

School Year Opening Activities

Greg reported that the school opening this year was very orderly, organized and safe. They have 8 new teachers, 5 in Special Education and 3 in General Education. He said that the HR team has done an outstanding job in the recruitment of new staff and establishing the interview process.

They have also facilitated an audit of the HR files to insure that staff are appropriately certified and credentialed for the position that they hold. For those staff that are Para professionals and do not have college degrees, they are continuing to monitor and track their progress towards obtaining a college degree. They currently meet with those staff members three times per year. He said that it is an evidenced based meeting to track their progress and enrollment. They are required to bring their transcripts and appropriate documentation chronicling their progress. For those that hold college degrees and are certified as teachers they have been placed in the administrative leadership program getting their credentials for Administrative Leadership and the appropriate Principal certifications.

Teacher Institute and Professional Development

Greg reported that they had an amazing Professional Development and Teacher Institute, which kicked off on August 12th and concluded on August 20th. He said that it is exciting to build on the success of last year. They had goals and targets around instruction and incidents and they exceeded or met all of those targets. They will be sharing that data when it comes out officially in about 30 days. He thanked the Board and his Executive Leadership team in helping to facilitate a really successful school year last year and a really successful school opening

this year. Greg concluded his report and opened the floor for questions and comments. Board member Wade asked if they have any preliminary numbers on enrollment. Greg responded that preliminarily on paper they were looking at 632 but that number has come down to around 620 or so. He said that they would have a more accurate presentation after they level the building after the 10th consecutive day of school. Greg turned the meeting to Nakia for her report on Instruction, Curriculum and Assessment.

Instruction, Nakia Brown **Curriculum**

Nakia reported that they have spent the last 60 days preparing for the upcoming school year. They have spent the time updating curriculum documents to ensure that they are aligned to date with their embedded assessments and professional development opportunities. They had to order, inventory and deliver all of those curriculum materials. She said that this year they added the Foundations program for grade 2 to ensure that the students are getting a more rigorous opportunity to learn Foundations. They also had some remedial training for their 3rd grade Para professional coach to provide support as well.

Instruction

Nakia reported that during their Summer Institute they had in depth training that was informative and user friendly for their curriculum programs. They had a great training from HMH, which is their Science curriculum provider for middle school. They also had an I-Ready training and a vocabulary training for their new vocabulary program. All of the programs were in response to the data that they received. She said that the teachers were really excited about the trainings and they received great feedback.

Nakia told members that they also spent time on classroom setup during the month of August. They had a new instructional coach join their team along with two new Para professional coaches that are teachers that have now moved into different roles so they had intense training around their instructional coaching model.

Assessment

Nakia reported that they are moving ahead with their assessment calendar being updated. Tomorrow will begin their first baseline in Writing. They will begin their baseline in English Language Arts, Mathematics and Science on September 9th through September 30th. They are looking forward to continuing to use their data to inform instructional practices and make strong instructional decisions to improve student achievement.

Nakia concluded her report and opened the floor for questions and comments. Dr. Baynard asked if she would share the assessment data and she agreed to provide the assessment calendar at next months meeting. Greg turned the meeting to David for his report on Operations.

Operations, David Rosario

Operations

Summer Refresh

David reported that they were able to program their school flashers to be in alignment with their school calendar for added safety for the students. He said that the city came out to provide training to the security staff to be sure that things were linked to have extra safety and support for the students.

Fresh Fruits and Vegetables Program

David reported that they were extended for the Fresh Fruits and Vegetables Program. This will give which gives students, continued exposure to some fruits and vegetables that are not common to their geographical area.

Smoothies Health Initiative

David reported that they are in the process of finalizing fruit and vegetable smoothie stations for the students as an addition or alternative for breakfast. David concluded his report and opened the floor for questions and comments. Greg turned the meeting to Dr. Archer for her report on Specialized Services.

Specialized Services, Deleah Archer

Compliance

Deleah reported that they have a new firm for psychological testing and behavioral support. The new firm is Inspire.

Operational

Deleah reported that the MTSS training has been completed. She told members that they have developed the MTSS calendar and trainings throughout the school year. Deleah concluded her report and opened the floor for questions and comments. Greg turned the meeting to Michelle for her report on Business, Finance and HR.

Business, Finance and HR, Michelle Thornton

Michelle reported that they have been working to close out the 2023-2024 school year and open for the new school year. They are closing out their financial records, preparing for audits and closing old contracts and opening new ones. She said that the HR department has hired 2 new staff members in the Business, Finance and HR department. They have 1 new Business Assistant and 1 new HR position that has been filled.

They also have been working on a project that is a great need for the organization and one that she has been working on for a while. She said that they were looking for an electronic form for processing their purchase and procurement requests. Michelle said that they are now set up on a digital platform that allows for a requestor to submit electronically and then allows the documents to be funneled through a work flow and approval process. She told members that this was piloted over the summer with their executive leaders. She

said that they are still working out a few tweaks in the process, but they now have it in place. Michelle told members that the document that she shared in the Board packets provides statistical information and gives a head count from August 2023 to August 2024. She reported that they had the highest number of new hires for this school year. She said that the report indicates additions and terminations with 11 new hires and 6 terminations. It also includes length of service, total employee turnover, termination dates and reason for termination. Michelle concluded her report and opened the floor for questions and comments.

Action Items

None

Old Business

None

New Business

None

Public Concerns

None

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

Approval: AYE: 5 Nays: 0 Abstentions: 0 Absent: 3

Next Meeting: Wednesday, September 25th 2024

Submitted by Jenita Lunsford, Board Liaison