

**YouthBuild Philadelphia Charter School**  
**Board of Trustees Meeting Minutes**  
**1231 N. Broad St, 5th Floor**  
**February 25, 2022**  
**9:00 - 11:00 AM**

**Present:** Melanie McCottry, Kiley Smith Kelly, Keith Anderson, Scott Lillis, Jared Farbman,

**Virtual attendees:** Sai Yerrapathruni, Carneisha Kwashie, Charles Esser, Alicia Smith, Zack Vingeault, David Thomas (late), Darrell Davis (late)

**Absent:** Nicole Connell, Erin Horvat

**Staff:** Scott Emerick, Meredith Molloy, Adesanya Karade, Allison Predjulek, Theo Molloy, Anna Latshaw

**Guests:** Jose Aguirre, Whitney Arjun (virtual)

**Business Items**

- **Motion** by Scott Lillis to approve **December Board Meeting Minutes**. Second by K. Smith Kelly, motion unanimously **approved**.
- **Motion** by K. Smith Kelly to approve **Emergency Instructional Time Template**. Second by S. Lillis, motion unanimously **approved**.
- **Motion** by J. Farbman to approve FY22 Budget Modification. Second by Scott Lillis, motion unanimously **approved**.
- Distribution of Statement of Financial Interest Forms to be completed by all Board members and senior staff for 2021 calendar year. Completed paper or electronic forms to be submitted to Jenna by March 31st.

**Strategic Planning Updates**

- Introduction of Bloom team and overview of information provided by A. Latshaw and S. Emerick.
  - The Bloom team presented to all of YouthBuild Staff during an all staff meeting on February 16th.
  - The presentation slide deck was provided in the Board materials for review prior to meeting
- The Program Committee is taking lead on work with Bloom and the strategic plan with regular updates to be provided to the full board.
- The Bloom team will also be regularly meeting with YouthBuild senior program staff as well as specific meetings with staff, students, and alumni.

**2309 Building Update and Capital Campaign Update**

- Tony Smith from SB Friedman met with the Facilities Committee and reviewed the potential financing structure and timeline for 2309 N. Broad Street, including an in depth look at New Market Tax Credits
  - Structure would include; Construction to Perm Debt, New Market Tax Credit, Capital Campaign, and Redevelopment Assistance Capital Program (RACP)

- Capital Campaign still going strong with Committee continuing to focus on fundraising efforts and next steps
- Scott Lillis described a full overview of The Reinvestment Fund loan terms and conditions for pre-construction financing
- **Motion** by K. Smith Kelly to approve additional loan terms provided by The Reinvestment Fund. Second by K. Anderson, motion unanimously **approved**.

### **Primary Content Updates**

- Social Identity Work
  - The Social Identities Committee organized a second year of Books & Beyond small group discussions with all staff. Staff self selected into one of five groups that included three books and two podcasts.
    - Each group was facilitated by a volunteer staff and met for the discussion/reflection during all staff meetings once a month.
    - Books & Beyond will conclude with group share outs at staff meeting
  - Plan for Board engagement
    - A few Board members participated in the first Books & Beyond discussion last year and found the space to interact with YouthBuild staff around Social Identities valuable and great resource to get to know more about staff and students
    - A small scale Books & Beyond discussion to be added to the Board Retreat in April
      - More details from Governance Committee to follow
- Processing Pandemic Impact and Recovery
  - Attendance and engagement have been a consistent issue this year particularly on virtual Wednesdays
  - Program team contemplating the idea (pending Charter School Office approval) of accepting and enrolling 17 year old students
  - **Motion** by C. Esser to provisionally approve **changing the age of acceptance for YouthBuild Philadelphia to include 17 year olds**. Second by S. Yerrapathruni and J. Farbman abstained. Motion is **approved**.
- IT Security Update
  - Information sent out to board for review in the materials
  - Update and presentation led by K. Anderson who has been working closely with Adesanya to ensure YouthBuilds data and information is secure and protected.
  - IT policies and security procedures have been reviewed with all staff and implemented to limit exposure to cyber threats

### **Committee Reports**

- **HR Committee**
  - YouthBuild Organizational chart and Compensation Study highlights shared to Board for review in Board materials

- Organizational chart for reference particularly with the Program Committee during strategic planning conversations
    - Compensation study completed to ensure YouthBuild is offering competitive salary to help recruit or retain employees. Senior Leadership and HR Committee reviewed full results and YouthBuild is directly in line with other similar organizations in the field and size
  - The HR department intensely focused on recruitment.
    - Plea to Board to share any and all open positions within their networks to increase candidate pool
    - Priority positions include Chief Program Officer and Principal positions
  - For full list of new hires, staff transitions, and vacant positions review HR Committee Report included in the materials
- **Program Committee**
  - As mentioned at the December Board meeting Nicole Connell is resigning from the Board as of March 1st, 2022 and opens up another spot on the Program Committee
  - The Program Committee plays an essential role in the strategic plan process and is actively recruiting members
  - If anyone is interested in joining the Program Committee or has recommendations please reach out to Governance Committee or Melanie directly
- **Finance Committee**
  - December 2021 Financial statements provided in board materials for review
  - Changes to Balance Sheet are explained in packet highlights
- **Development Committee**
  - #GrowYB 30th Anniversary Fundraiser event on May 5th.
    - Event is in person and sponsorship packet was shared with all Board members
- **Governance Committee**
  - Board Retreat is scheduled for Friday, April 22nd.
    - Agenda to be shared from the Governance Committee and will include a deeper dive with Bloom partners and the strategic plan, Board participation in Social Identities work, and external speaker(s)
  - YouthBuild is hosting its first Site Visit since the pandemic and have invited a number of candidates from the Board and committee pipeline
  - Board Assessment to be shared as soon as possible to be reviewed and analyzed by the committee
- **Closing Remarks**
  - Meeting adjourned at 10:58 am.