

## YouthBuild Philadelphia Charter School

Board of Trustees Meeting  
1231 N. Broad St, 5th. Floor  
Philadelphia, PA 19122

June 3, 2022  
9:00 - 11:00 AM

### Minutes

**Present:** Melanie McCottry, Scott Lillis, Kiley Smith Kelly, Sai Yerrapathruni, Chuck Esser, Alicia Smith, Carniesha Kwashie, Zachary Vigneault, Jared Farbman

**Absent:** Keith Anderson, Erin Horvat Anderson, Dave Thomas, Darrell Davis

**Staff:** Scott Emerick, Adesanya Karade, Brian Sullivan, Meredith Molloy, Theo Molloy, Jenna Dougherty, Danny House (joined 10:45 -11:15 for update to Board)

### Welcome

- Request for Board members to indicate for future meetings whether they will be attending in person or virtual

### Business Items and Approval

- **Motion** by C. Esser to approve **February board meeting minutes and April special meeting minutes**. Second by K. Smith Kelly, motion unanimously **approved**
- **Motion** by S. Lillis to approve **PDE Form 418 for Rent Reimbursement**. Second by C. Esser, motion unanimously **approved**
  - Standard annual reimbursement approval
- Review and approval of FY23 budget will need to be rescheduled for a special meeting once the school district provides the rates for the new school year.
- **Motion** by K. Smith Kelly to approve to **pay down portion of the TRF loan** by 600,000 based on current funding and revenue projections. Second by S. Lillis, motion unanimously **approved**
- **Motion** by C. Esser to approve Resolution on Compliance with PA Public Official and Employee Ethics Act. Second by S. Yerrapathruni, motion unanimously **approved**
  - Standard annual approval(?)
- **Motion** by S. Yerrapathruni for approval of **Comprehensive School Improvement Plan Update**. Second by C. Esser, motion unanimously **approved**
  - Made a 3 year commitment and due to COVID have opted into a fourth year. The plan consists of school wide improvement goals meant to increase graduation rates and a grant is given to participating schools
  - 2022-2023 CSI plan is very similar to what the board approved for 2021-2022 school year with some modifications for clarity and setting goals
  - This will be the fourth and final year off YBPCS will be participating in this program
- **Motion** by J. Farbman for approval of **YouthBuild Bullying Policy**. Second by S. Lillis unanimously **approved**
  - Approval is required every 3 years and is therefore being presented to the Board with very minor edits to approve for compliance
- **Motion** by K. Smith Kelly for **Approval of Career Readiness & Compulsory School Attendance Policy**. Second by S. Lillis, motion unanimously **approved**
  - Policy has been updated to reflect the Board vote to approve the enrollment of 17 year olds into YBPCS
  - Slight changes for 17 year olds that requires a parent or guardian's signature agreeing to the standard

lateness and restorative policies of the school. This allows all YouthBuild student to adhere to the same

### **Board Exit, New Term Votes, & Election of Officers**

- Appreciations and recognition for Board member transitioning off Board
  - Dave Thomas term with the Board is ending and will not be renewing his term. Huge appreciation for his years and service and expertise as a board member and Program Committee chair.
- New Board member vote at August meeting
  - Currently one new candidate ready for vote on August meeting
- Votes to extend terms of service for relevant Board members
  - **Motion** by K. Smith Kelly for **two year term extension for Carniesha Kwashie and Zachary Vigneault**. Second by J. Farbman, motion unanimously **approved**
  - **Motion** by J. Farbman for three year term extensions for Alicia Smith, Darrell Davis, Chuck Esser, and Sai Yerrapathruni. Second by S. Lillis, motion unanimously **approved**
- Votes to extend terms of service for Officers
  - **Motion** by C. Esser to **re-elect Melanie McCottry as Board Chair**. Second by S. Yerrapathruni, M. McCottry abstaining, motion **approved**.
  - **Motion** by S. Yerrapathruni to **re-elect Kiley Smith Kelly as Vice Chair**. Second by S. Lillis, K. Smith Kelly abstaining, motion **approved**.
  - **Motion** by K. Smith Kelly to **re-elect Scott Lillis as Board Treasurer**. Second by J. Farbman, S. Lillis abstaining, motion **approved**.
  - **Motion** A. Smith to **re-elect Chuck Esser for Board Secretary**. Second by M. McCottry, C. Esser abstaining. Motion **approved**.

### **Friends of YouthBuild Philadelphia Board**

- **Motion** by C. Esser to appoint Marty Brigham to **Friends of YouthBuild Board**. Second by S. Lillis, motion unanimously **approved**.

### **Capital Campaign Updates**

- Written report provided to full board prior to meeting for review.
- The capital campaign has raised 37% of total goal and have received 72 total gifts
- Next phase is for individual donors to reach out to their networks and extend the prospecting list and launching Giving Circles
- Prospecting next with Foundations and Corporations with examples listed in the materials
- Capital Campaign promotional videos are available for sharing with networks and on social media

### **School Health/Safety Updates**

- Masks have been mandated in YouthBuild spaces the entire year to eliminate confusion and consistency for staff and students. Overall staff and student positivity rates have been relatively low in comparison to rates within the city and in other schools
- Plan for 2022-2023 school year is for full in person for staff and students the entire year. Contingencies will be in place pending positivity rates in the city and the school.

### **Development Committee Updates**

- Written report provided to Board prior to meeting for review
- Highlights:
  - Overall total funds raised has surpassed the goal in 2022
  - Annual Giving Campaign goal was surpassed
  - Increased funding donated for student support fund

### **Program Committee Updates**

- Written update provided to Board prior to meeting for review
- Highlights include:
  - Welcome to Danny House the new Associate Director of Admission and Enrollment at YouthBuild Philadelphia.
  - Request to the Board for any recommendations or resources they can provide towards Year 0 recruitment
  - Suggestion from K. Smith Kelly to reach out to local representatives for spreading the word about YouthBuild within those communities
  - New workforce track for the 2022-2023 school year: BAS Culinary Arts and Wellness
  - Conversations from the Board on how to support the staff and students of YouthBuild around the huge impact that gun violence in Philadelphia has had on our school community
  - Update in the organizational structure of the Program team include the hiring of a Chief Program Officer and a school Principal
  - Expanding Greenbuild construction and career pathways

### **Facilities Committee Updates**

- Finalized the \$600K Pre-construction Loan with TRF that the Board approved in our February Board meeting.
- Addressed basic safety conditions in the building with YB construction students
- Planned schoolwide and community service / clean-up event at new building / surrounding blocks on May 31st
- Moved forward with New Market Tax Credit plans, partners at SB Friedman report very strong interest from relevant NMTC lenders
- Continued pre-construction design (AOS), cost estimates (Perryman Shoemaker), and project management (Aegis) with funds from TRF loan
- Continued due-diligence on RACP - conversation regarding potential lobbyist

### **HR Committee Updates**

- Written Report provided to board prior to meeting
- Highlights:
  - Annual Staff Performance Evaluation process started in May
  - New hires include Chief program officer, Principal, Special Education Coordinator, Success Coordinator and Human Resources Specialist
  - Request for Board to support in recruitment of open positions at the Board and specifically for the Senior Director of Development and Director of Human Resources

### **Closing, Next Steps and Appreciation**