

**YouthBuild Philadelphia Charter School
Board of Trustees Meeting
August 5, 2022 via Zoom
Meeting Minutes**

Present: Melanie McCottry, Scott Lillis, Kiley Smith Kelly, Jared Farbman, Carniehsa Kwashie, Darroll Davis, Zachary Vigneault, Sai Yerrapathruni, Chuck Esser (joined 9:30)

Absent: Erin McNamera Horvat, Alicia Smith

Staff: Scot Emerick, Jenna Dougherty, Allison Predjulek, Theo Molloy, Le'Yondo Dunn, Ebony Hatter

Guest: Maxwell Akuamoah-Boateng

Business Items and Approvals

- **Motion** by S. Lillis to approve minutes from the **June 3rd Board meeting and June 29th Special Board meeting**. Second by S. Yerrapathruni, motion unanimously **approved**
- **Motion** by K. Smith Kelly to approve **YBP Admission and Enrollment Policy updates**. Second by S. Lillis, motion unanimously **approved**
- **Motion** by Z. Vigneault to approve Truancy Policy. Second by K. Smith Kelly, motion unanimously **approved**
- **Motion** by K. Smith Kelly to approve **2022 -2023 Student Handback**. Second by Jared Farbman, motion unanimously **approved**
- **Motion** by S. Lillis to approve **HR Employee Manual updates**. Second by J. Farbman, motion unanimously **approved**
- **Motion** by S. Lillis to approve **YBP Finance Policy updates**. Second by J. Farbman, motion unanimously **approved**
- **Motion** by S. Yerrapathruni to approve new **Chief Program Officer Le'Yondo Dunn as a signer on the PNC, TD, Vanguard, and TD Ameritrade bank accounts**. Second by S. Lillis, motion unanimously **approved**

Board Member Election Vote

- New board member candidate Maxwell Akuamoah-Boateng up for election for one year term
 - Resume provided in board materials for review prior to meeting
 - Current member of the Development Committee and referred by Committee Chair Sai Yerrapathruni for board membership
- **Motion** by K. Smith Kelly for **Maxwell Akuamoah-Boateng to join YouthBuild Board of Trustees** for a one year term. Second by S. Yerrapathruni, motion unanimously approved.

Program Update

- Introduction to Le'Yondo Dunn the new Chief Program Officer
- Welcome to Ebony Hatter the new YouthBuild Principal
- Program Update provided in materials for board to review prior to meeting
- Recruitment Updates for 22-23 School Year
 - Currently on target to reach goal of 600 applicants and enrollment target of 200-225 students

- Recruitment is currently very competitive in Philadelphia for other similar programs and therefore the recruitment team is starting to plan strategically for future enrollment cycles
- Two more remaining Info Sessions for applicants before start of the Student Mental Toughness
- **Priorities for 2022-2023 School Year**
 - Supporting the entire young adult
 - Academics - Real-world instructional application
 - Vocation and Service driven by market and economic trends to ensure graduates leave YouthBuild with the skills to earn a liveable wage.
 - Post-secondary and alumni support
- **Highlight Reflections on Program Assessment after ~45 Days**
 - Positive trends from stakeholder conversations include mission alignment, sense of community, staff felt their feedback is valued, and the whole student is supported by YouthBuild with an emphasis on barrier removal
 - Growth areas from stakeholder conversations include instructional effectiveness, culture norms, staff development, and program efficacy with a mission aligned approach
- **Next Steps with Relaunching Program Committee**
 - Focus on pipeline partners and networks to ensure young people have direct access to opportunities after graduation and develop programming to support the skills needed for those opportunities

Health & Safety Updates

- Based on current COVID-19 guidance there is no plan for social distancing throughout the building.
- With support from the school nurse and safety committee there will be availability for covid tests and masks as requested.
- Whether masks are required or recommended during Staff and Student Mental Toughness will be finalized closer to the end of month

Facilities Updates

- Facilities update provided in materials to board prior to meeting for review
- The YB team is currently working with Cozen to schedule relevant meetings with elected officials regarding RACP funding.
- Also working on applying for the New Market Tax credit as another main funding source

Capital Campaign Updates

- Ultimate goal of the Capital Campaign is 5 million with a goal for 2 million by March of 2023
- Two main focuses are on Foundations (goal is 2.5 million) and Individual Giving (2.2). The third option is corporations
 - Currently targeting 8 specific foundations with 2 applications submitted
 - Event in October will be at the new building for individual giving / giving circles
- Ask for Board to tap into their networks and connect them with the capital campaign as potential funders or partners

Governance Committee

- Materials provided to full Board prior to meeting for review
- Keith Anderson resigned from the YouthBuild Board of Trustees in June
 - He is still engaged with work at YouthBuild around IT infrastructure and Cyber security
- M. McCottry providing recap of Board Assessment results which members completed back in April
 - Governance committee will continue to analyze results.
 - Many of the questions were scored at 3 (never agree or disagree) which is not a clear metric on where we stand as a board. Would like to move the board opinion to either agree or disagree so there can be clear action steps for improvement
- Reminder to Board to complete the required documentation provided by Jenna

Strategic Plan Process update

- Materials from our partners at Bloom provided to full board prior to meeting for review
- Vision for Impact statement draft by school wide leadership team
- Strategic plan timeline has been updated from completion by the end of summer to November to ensure staff engagement

HR Committee update

- HR report provided in materials for full board for review
- Heavy focus on recruitment to be as prepared as possible for the new school year
 - Overview of positions filled and those still open

Development Committee

- Surpassed overall fundraising goal for FY22
- Raised the target goal for Annual Giving, Student Support Fund, and Fundraising Event for FY23

Closing

- Reminder of invitation to Board to join YouthBuild class of 2022 graduation on August 5th at Temple University Performing Arts Center