

YouthBuild Philadelphia Charter School
Board of Trustees Meeting Minutes
October 14, 2022
9:00 - 11:00 AM

Present: Melanie McCottry, Scott Lillis. Alicia Smith (arrival 9:15 am), Maxwell (arrival 9:20), Jared Farban (virtual), Chuck Esser (virtual), Darrol Davis (virtual), Zachary Vingeult (virtual)

Absent: Kiley Smith Kelly, Erin McNamara Horvat, Carnisha Kwashie

Staff: Scott Emerick, Meredith Molloy, Theo Molloy, Adesanya Karade, Jenna Dougherty

Welcome

- Approval of minutes will be postponed until later in the meeting when quorum has been reached

Financial Statements

- Review of June Financial Statements
 - Cash & Cash Equivalents – decrease due to \$600k of reserves used to pay down the \$2.56M purchase loan with The Reinvestment Fund (TRF), in addition to other cash outflows related to 2309 N. Broad Street.
 - Capital Campaign Cash & Pledges Receivable – funds from the Capital Campaign for 2309 N. Broad Street. These funds are being used to pay down the \$2.56M loan from TRF.
 - 1231 N. Broad – increase due to build out of the development of new student management software and purchase of Chromebooks for students
 - 2309 N. Broad – completed purchase of the new property in Nov. 2021
 - Notes Payable – increase due to the loan with The Reinvestment Fund for the purchase of 2309 N. Broad Street and subsequent pre-development loan in May 2022.
 - As of 5/3/22, the PPP Loan was fully paid off.

Business Items:

- **Motion** by Chuck Esser to approve the August 2022 Board meeting minutes, Second by Scott Lillis, motion **unanimously approved.**
- **Reminder to all board members to complete Conflict of Interest and Board Expectations forms. Each will take about five minutes to complete and are crucial for compliance with the Charter School Office.**

Upcoming Requests for Board Engagement

- Appreciations for Melanie McCottry for attending Staff Mental Toughness and presenting to all staff on the basics of what the YouthBuild Philly Board of Trustees is and how they serve YouthBuild.
- Invitation and request from M. McCottry for Board members to attend school events and engage with students and staff

- Invitation YouthBuild Site Visit on October 28th .
- Stomping Grounds Anniversary celebration on October 28th 1:00 -4:00

Student Leaders, Board Leaders & Staff Leader Conversation

- Welcome to student leaders Daja Edwards (Healthcare), Sabriyya Freeman (Business Administration), Charlie Grimes (Healthcare), and Jahlel Latimer (Advanced Construction)
- Board was able to hear directly from students their thoughts on YouthBuild Philly and specifically why they chose apply and commit to this program
-

Programming Updates

- All materials provided prior to meeting for review
- Review of student demographics based on information taken throughout the enrollment and intake process
- Review of 2022-2023 application, enrollment, retention goals vs current performance as of October. All targets were met or exceeded
 - Thank you to all the staff who contributed to our 22-23 enrollment cycle. Special shout out to FinOps, Danny House, and the Student Success Team.
- Program 22 -23 Goals
 - Graduation Rate: At least 75% of YBP students cross the finish line and graduate from our program.
 - Staff Perception: 90% of staff members agree or strongly agree to the following statement “YBP is a great place to teach and learn”
 - Student Attendance: At least 75% of students attend school for 75% of the school year
 - Staff Performance: At least 80% of staff meet or exceed their annual goals

Facilities & Finance Committee

- Design schematic, project schedule, master project budget, and financing models provided to Board prior to meeting
- Welcome Paul J. Avazier from Atkin Olshin Schade Architects (AOS) and Craig Morton from Aegis Property group. Here to present the current building design and the most up to date project budget and schedule.
- New building space highlights:
 - P. Avazier describes the current floor plan including the shell of the 3rd floor. The 3rd floor is still pending due to financing, however planning is moving forward so all are ready to approve if possible.
 - Updates to Cafe and Culinary area after conversations with YouthBuild leaders and the workforce instructors of the cafe and culinary vocation tracks.
 - Currently right on track with the proposed schedule with the next step being an RFP process for a Construction Manager and then RFP for a General Manager (GMP). The GMP will be selected and in place for groundbreaking by March 2023.

- The master project budget summary includes all costs associated with the new building and includes one column for base bid buildout and a second column for the 3rd floor shell option.
 - The budget does not include anything related to the lot space that was also included in the purchase of the new building
- Scott Lillis to present highlights of the new building financing model created and discussed by the Finance Committee.
 - Numbers are not finalized and are just estimates pending approval of the RACP Grant and New Market Tax Credit (NMTC)
 - News regarding RACP grant should be finalized in the next week or two
 - The other funding variable is the Capital Campaign and the final cost they are able to raise. Current goal is 5 million.
 - Current interest rates listed are estimates based on the current market but is an important variable on the cost side.

Human Resources Committee

- HR report provided with board materials
- Highlights include:
 - Ten positions in all have been filled since the last meeting in August. This including school Dean, Assistant Dean, HR Director, and teachers for the new school year
 - Successful completion of annual Benefits Open Enrollment
 - Recruitment and onboarding for all new hires listed in report
- HR Committee Update
 - The HR Committee is taking a pause and will resume at a later time. This is due to the challenges of participation and staff transitions.
 - Alicia Smith will remain on the Executive Committee to ensure HR is still a part of Board conversations.

Development Committee Update

- Sai Yerrapathruni has resigned from the Board as of Oct 13, 2022
- Capital Campaign Summary
 - Pledges Received in Cash \$ 1,468,338
 - Committed Pledges Receivable \$ 1,369,112
 - Prospective Fundraising \$ 145,500
 - Eighty one total confirmed pledges and ten pending
- New Building Walkthrough October 18, 2022
 - Presentation and tour of new building space with current and prospective donors and partners