

**YouthBuild Philadelphia Charter School  
Board of Trustees Meeting  
December 16, 2022 via Zoom  
9:00 – 11:00 am**

**Minutes**

**Present:** Melanie McCottry, Scott Lillis, Chuck Esser, Jared Farbman, Carneisha Kwashie ( 9:07), Maxwell Akuamoah-Boateng (9:10), Zack Vingeulat (late), Alicia Smith (late)

**Absent:** Kiley Smith Kelly, Erin Horvat, Darrell Davis,

**Staff:** Scott Emerick, Jenna Dougherty, Allison Predjulek, Le'Yondo Dunn, Megan Gundogdu, Theo Molloy, Adesanya Karade

**Guest:** Florence Torson-Hart, Margaret Robinson, Shawn Gauthney, AOS and Aegis

**Welcome and Business Item Approvals**

- All business items provided to the full Board a week in advance for review prior to meeting.
- **Motion** by C. Esser to approve **October Board Meeting Minutes**. Second by J. Farbman, motion unanimously **approved**.
- **Motion** by S. Lillis to approve four Special Education policies for Pennsylvania Department of Education (PDE) audit and review. These policies include **Child Find Policy, Confidentiality of Student Information, IEE Policy, and Positive behavior Support Policy and Procedures**. Second by C. Esser, motion unanimously **approved**.
- **Motion** by C. Esser to approve two updates to the Friends of YouthBuild Philly Board. First update is an **amendment to Friends of YouthBuild bylaws** to permit the election of Friends' Board members outside of the annual meeting in June. Second update is the **election of Dr. Dave Thomas and Melissa Jackson-Schmidt** to serve on the Board. Second by S. Lillis, motion unanimously **approved**.
- Board welcomes YouthBuild Senior Director of Human Resources Megan Gundogdu.
- **Motion** by J. Farbman to approve the updated Employee Policy changing eligibility of staff for the Education Assistance Program. Second by S. Lillis, motion unanimously **approved**.

## **Strategic Plan Updates**

- Strategic plan materials provided to the Board prior to the meeting.
- Review of Vision for Impact and elicit feedback and reactions from Board
  - Questions emerge around how external relationships play a role in the impact statement and strategic plan overall.
    - While the plan will focus more internally on the work for program alignment and building staff culture, there will be opportunities in later years to revisit as well as time to re-evaluate the plan and its implementation at the end of each year.
- Review of Strategic Plan Pillars and Goals
  - Pillar 1: Aligning Quality of Programming
    - Goals: Program Model Year 1, Program Model year 2, and Data-informed Systems
  - Pillar 2: Implementing Consistent & Equitable School-wide Culture
    - This pillar is going to be integrated into other pillars. This will ensure our anti-racist work internally and externally is not just a pillar of youthbuild but is integrated in everything we do as a program.
    - Goals: Anti-Racist Internal Culture (integrated into Pillar 3) and Anti-racist Actions w/ External Partners (later years of plan)
  - Pillar 3: Developing YB Philly Staff
    - Goals: Staff Growth and Development, Performance Alignment of Goals and Evaluation, and Organizational Health
- Board Engagement
  - Next steps for Board Ways to engage in the strategic plan process.
    - Board to review the pillars and vision for impact and send any comments and feedback to S. Emerick.
    - At the February Board meeting, we will be able to clarify and share details of the action planning.
    - Request for Board members to share any consultants or educational leaders that are doing great work in program development or organizational health. Senior Leadership welcomes any research or recommendations board members may have on these topics.

## **New Building Updates**

- Financing Model Updates
  - Current model provided to Board in materials prior to meeting for review.
  - 3.5 million dollar RACP award, close to 6 million in NMTC, and 3.2 million

- in Capital Campaign,
  - Review of four options which include a 30 year mortgage with and without 3rd floor addition and a 25 year mortgage with or without the 3rd floor addition
    - All options include funding sources listed such as Capital Campaign, Green Energy Loan Fund (GELF), New Market Tax Credit (NMTC), Redevelopment Assistance Capital Program (RACP) , The Reinvestment Fund loan (TRF)
- Building Construction Updates
  - Sam Olshin and Paul Avaiser join the call to provide these updates
  - AOS is on schedule to release a bid set in January for permit and bidding purposes for construction managers. The bid is then released to subcontractors to be competitively bid to offer the best cost option. This will finalize the actual cost of the building
  - Board will be asked to vote on the 3rd floor addition at the February Board meeting.

### **School Programming and Program Committee Update**

- 22-23 Student Retention current performance is 86% which is up from YouthBuild (YB) average of 82%. However we are continuing to work on increasing that retention number.
- Welcome and shout out to Dean Boone and Dean Smith who support school culture and student life.
- Specialized Services Update
  - Currently there are 59 students with Individual Education Plans (IEPs) and receive special education services. All 59 were reviewed and re-evaluated between September and December.
  - The team is also in the midst of a very in-depth audit with the PDE that occurs every six years and includes review of student files, documentation, student and staff interviews, and more
    - Currently on track to have no significant findings
- Programming Update
  - Data trends for students as it relates the the graduation requirements Academic Coursework, Vocational Coursework, and Service Hours
  - The student information system will be transitioning from Google to Power Schools for the 2023 -2024 school year. Select staff are currently operating and testing the system and will be rolled out to all staff in August 2023.
  - On the Horizon:

- Vocational Program study, Student Graduate Profile, and Employability skills

### **Finance Committee Updates**

- Review of FY22 Audited Financial Statements
  - Audit completed by our accounting firm BDM
  - No material changes or findings during the audit.
  - Recognition for Adesanya, Allison, and Finance team for all the hard work and completion of the audit
- Review of unaudited October 2022 Financial Highlights
- **Motion** by S. Lillis to approve the **FY22 audited Financial Statements**. Second by J. Farbman, motion unanimously **approved**

### **Development Committee Updates**

- Maxwell Akuamoah-Boateng has taken over the role of Development Committee Chair following S. Yerrapathrunis departure from the YB Board
- Reminder for upcoming campaigns and events: Save the date!
  - Annual Giving campaign end of year push
  - Next Site Visit scheduled for January 11 11:00 -1:00pm
  - Student Support Spring Break
  - Annual Fundraiser on May 4th, 2023 at the Discovery Center in Fairmount
- Review of Fundraising Update as of 12/9/2022 including Board Gifts, Annual Giving, Employee Giving, Student Support Fund, and Fundraising Event.
- Overall fundraising goal is \$175,000

### **Governance Committee Update**

- Reminder to the Board that since Board meetings have been moved to virtual and members do not have that opportunity to be at the building that everyone finds other times to opportunities to meet with staff and students. Events like the Thanksgiving Luncheon and Site Visit are great examples of how the Board can be involved in the school community.
- February Board meeting will include the nomination of two new Board members which include Dr. April Voltz from CCP and Whitney Arjun from PennState Abington.

Official close to December 16th, 2022 public Board meeting.