

**YouthBuild Philadelphia Charter School**  
**1231 N Broad St, Philadelphia PA, 19122**  
**Board of Trustees Meeting**  
**August 4, 2023 | Hybrid Meeting**  
**5th Floor Sky Room | Meeting ID: 958 0463 6407 | Passcode: s0eQ7k**  
**9:00 - 11:00 AM**

**Minutes**

**Present:** Melanie McCottry, Kiley Smith Kelly, Scott Lillis, Whitney A. E. Arjun, Jared Farbman, Erin McNamara Horvat, Carneisha Kwashie, Zachary Vigneault, Chuck Esser, Darrell Davis, Alicia Smith.

**Absent:** April D. Voltz, Maxwell Akuamoah-Boateng

**Staff:** Le'Yondo Dunn, Kazmir Davis, Scott Emerick, Kianna Cooper, Theo Molloy, Megan Gundogdu, Allison Predjulek, Taylor Uyehara, Joshua Nielson

**Guest:** Keith Richardson

**Welcome and Business Items (Kiley Smith Kelly):**

- All business items and documents needing approval are provided to the Board for review prior to the meeting.
- **Motion** by S. Lillis **to approve June Board Meeting minutes.** Second by J. Farbman, motion unanimously **approved.**
- **Motion** by E. Horvat **to approve Le'Yondo Dunn as CEO.** Second by W. Arjun, motion unanimously **approved.**
- **Motion** by J. Farbman **to approve Kazmir Davis as Principal.** Second by S. Lillis, motion unanimously **approved.**
- **Motion** by E. Horbat **to approve August Board Meeting minutes thus far.** Second by S. Lillis, motion unanimously **approved.** The Board notes that approval of the rest of the August Board Meeting minutes will take place at the October meeting.
- **Motion** by M. McCottry **to approve Board Agreement and Expectations.** The Board notes a conditional approval with the following additions: (1) to review the Board Agreement annually, (2) clarify funder expectations of Board, (3) create an individual scorecard so Board Members can track performance, (4) adjust language to allow proactive conversations to take place when Board Members can not meet the expectations set forth, and (5) how the Board will manage non-compliance to expectations. Second by E. Horvat, motion unanimously **approved.**
- **Motion** by J. Farbman **to approve the 2023-2024 Student Handbook.** Second by M. McCottry, motion unanimously **approved.**
- **Motion** by S. Lillis **to approve the 2023-2024 Employee Handbook.** Second by C. Esser, motion unanimously **approved.**
- **Motion** by C. Esser **to approve the Revised Admissions Policy.** Second by E. Horvat, motion unanimously **approved.**

**Board Governance (Kianna Cooper and Le'Yondo Dunn):**

- All business items and documents needing approval are provided to the Board for review prior to the meeting.
- L. Dunn notes that once changes are made to Board Agreement and Expectations, Board Members will add their signatures.
- L. Dunn notes that Board Members are able to e-sign documents moving forward.

### **CEO Report (Le'Yondo Dunn)**

- L. Dunn shares a progress update for the 23-24 school year. Enrollment numbers are back to pre-pandemic numbers.
- L. Dunn shares an update to the Yass Prize. The application was submitted on July 15th, and Dunn has participated in a peer review process with five other applicants.
- L. Dunn shares the PA State Budget was approved yesterday afternoon.
- K. Smith Kelly shares a proposal for new Board Committee structures. Changes she proposes are (1) considering the change or dissolution of the Program Committee to one to two Program liaisons, and (2) more direct engagement with YouthBuild through the Governance Committee.
- K. Smith Kelly lets Board Members know they can discuss proposed changes further in scheduled 1-1 meetings. Board Members agree to vote on K. Smith Kelly's proposal at the next meeting.
- L. Dunn shares upcoming engagement opportunities and events for Board Members.

### **Committee Updates (Allison Predjulek and Theo Molloy):**

- All business items and documents needing approval are provided to the Board for review prior to the meeting.
- Finance Committee:
  - A. Predjulek shares changes to Finance Policy.
  - **Motion** by S. Lillis **to approve Finance Policy**. Second by J. Farbman, motion unanimously **approved**.
  - A. Predjulek shares updates to FY24 Budget Modification.
  - **Motion** by M. McCottry **to approve FY24 Budget Modification**. Second by E. Horvat, motion unanimously **approved**.
- Development Committee:
  - T. Molloy shares Annual Giving Campaign introduction and expectations.
  - T. Molloy shares upcoming Development Committee Retreat will take place on August 14th.

### **IT Policy Updates (Joshua Nielson and Kieth Richardson):**

- All business items and documents needing approval are provided to the Board for review prior to the meeting.
- J. Nielsen introduces himself as the IT Support Specialist, and introduces K. Richardson
- K. Richardson shares reasoning behind updates to IT Policies, and shares that policies regarding personal use of computers in the workplace will follow soon.

- **Motion** by M. McCottry to approve the following IT Policies: (1) Clear Desk Policy, (2) Continuity Policy, (3) Disaster Recovery Policy, (4) Incident Response Plan, and (5) the Information Security Plan. Second by E. Horvat, motion unanimously approved.

#### **New Building Update (Scott Emerick and Allison Predjulek):**

- A. Predjulek shares an update on the new building construction progress. Construction is on track to finish for the 2024-25 school year.
- S. Emerick shares highlights and other updates on the new building with regard to the owner's work, the parking lot, the Capital Campaign, and monthly site visits.
- S. Emerick agrees to share monthly updates from Aegis to Board Members, and encourages them to attend monthly site visits.

#### **Strategic Planning Update (Taylor Uyehara):**

- T. Uyehara shares that the Strategic Plan is on track, and zooms in on Year 1 Post Secondary Plan Development.
- T. Uyehara shares student facing documents with Board Members containing a checklist of postsecondary planning activities.
- L. Dunn gives a shout out to T. Uyehara for his great work.

#### **Program Team Update (Kazmir Davis):**

- All business items and documents needing approval are provided to the Board for review prior to the meeting.
- K. Davis introduces herself to the Board as the new Principal, and gives some background information on her personal and professional career.
- K. Davis shares an update on what she's been working on during her first 25 days at YouthBuild.
- K. Davis shares YouthBuild is on-track to outpace 22-23 enrollment, and on-track to exceed enrollment target of 245 students.
- K. Davis shares 2023-2024 Key Priority updates, and shares an update for a new graduation rate goal - from 64% to 70%.

#### **Human Recourse Update (Megan Gundogdu):**

- All business items and documents and updates are provided to the Board for review prior to the meeting.
- M. Gundogdu gives a compensation and salary structure update. She shares that the average raise at YouthBuild was 6.1%.
- M. Gundogdu shares staffing updates including new hires and open positions that will be posted on August 7th.
- M. Gundogdu shares feedback from employees regarding feelings surrounding pay that was positive overall.

- L. Dunn agrees to share feedback from staff and exit interviews with the Board in the October meeting.

**End - Adjourn Board (Kiley Smith Kelly):**

- S. Emerick thanks Board Members who attended Graduation on June 30th.
- **Motion** by E. Horvat **to adjourn the Board Meeting.** Second by S. Lillis, motion unanimously **approved.**