

YouthBuild Philadelphia Charter School
1231 N Broad St, Philadelphia PA, 19122
Board of Trustees Meeting
October 13, 2023 | Hybrid Meeting
5th Floor Sky Room | Meeting ID: 958 0463 6407 | Passcode: s0eQ7k
9:00 - 11:00 AM

Minutes

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

Absent: April D. Voltz, Alicia Smith.

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

Students: Iyanna Byard, Dayqonn Turner.

Guests: Keith Anderson, Catie Wolfgang, Ina Lipman.

Welcome and Opening Remarks (Le'Yondo Dunn, Iyanna Byard, and Dayqonn Turner):

- L. Dunn introduces D. Turner, GreenBuild, and I. Byard, Culinary, as students from the class of 2024.
- D. Turner shares that the best part of his experience at YouthBuild thus far is Science, where he was able to dissect a crawfish, and the caring and loving nature of staff.
- I. Byard shares that YouthBuild feels like home for her, and that she loves the experience students and staff provide. She is excited to see where her experience in Culinary will take her in the future.

Business Items (Kiley Smith Kelly and Le'Yondo Dunn):

- All business items and documents needing approval are provided to the Board for review prior to the Board Meeting.
- **Motion** by C. Esser **to approve August Board Meeting minutes**. Second by E. McNamara Horvat, motion unanimously **approved**.
- **Motion** by S. Lillis **to approve CSI Annual Plan**. Second by E. McNamara Horvat, motion unanimously **approved**.
- K. Smith Kelly calls out C. Kwashie as a nominee for Vice Chair of the Board of Trustees.
- **Motion** by C. Esser **to officially nominate C. Kwashie as Vice Chair of the Board of Trustees**. Second by W. Arjun, motion unanimously **approved**.
- **Motion** by J. Farbman **to call a vote for the confirmation of C. Kwashie as Vice Chair of the Board of Trustees**. Second by E. McNamara Horvat, motion unanimously **approved**. C. Kwashie is now Vice Chair of the Board of Trustees.

- K. Smith Kelly presents the new Board Committee Structures with an Executive Committee, Finance Committee, Governance Committee, Development Committee, and two Program Liaisons.
- **Motion** by S. Lillis **to amend the Bylaws language surrounding a Program Committee.** Changing from Program Committee to two Program Liaisons. Second by C. Esser, motion unanimously **approved.**
- C. Esser, S. Lillis, and W. Arjun volunteer as Disciplinary Hearing Support members for the 2023-2024 school year.
- **Motion** by C. Esser **to approve a change in the Employee Policy, Part 11 - Covid 19 related policies.** Second by E. McNamara Horvat, motion unanimously **approved.**

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

- L. Dunn presents the Board Member Agreement and Expectation with feedback provided by Board Members at the previous Board Meeting incorporated.
- Board Members sign the Board Agreement and Expectations.
- K. Cooper presents alternative times for the December Board Meeting due to a scheduling conflict. K. Smith Kelly to follow up.

School Leaders Update (Le'Yondo Dunn and Kazmir Davis):

- L. Dunn shares images of Staff Mental Toughness, YB Family Cookout, Student Mental Toughness, Truist Event and Partnership, and the All School Cookout.
- K. Davis shares YB 23-24 Goals and Priorities - to meet or exceed a 70% graduation rate, that 80% of Staff Report YBP is a great place to work, to successfully transitioning to 2309 N. Broad St., to meet the Strategic Plan benchmarks, and radical consistency in YB's approach and experience.
- K. Davis shares a video recapping Student Mental Toughness.
- K. Davis shares a 23-24 Enrollment and Retention Update.
- C. Kwashie shares PECO's Infrastructure Academy as an opportunity for students to get exposure to trade jobs that potentially lead to internships.

Committee Updates (Melanie McCottry, Scott Lillis, Maxwell Akuahmoah-Boateng):

- M. McCottry shares a Governance Committee update - finalizing a draft of the Scorecard, re-designing the New Board Member Orientation process, and building out the Pipeline for potential Board Member candidates.
- K. Smith Kelly shares Jon Smollen and Alvin McLaughlin as potential Board Member candidates to be voted on in December.
- T. Molloy asks for Board Members to complete a personalized note for their Annual Giving Contacts as part of the Development Committee update.

New Building Update (S. Emerick, A. Predjulek, and S. Lillis):

- S. Emerick shares that construction on the new building is progressing nicely, and shares images of the construction process.
- S. Emerick shares that we've exceeded our \$5M goal and are now working towards an increased goal of \$6.5M.
- L. Dunn shares the third floor as a potential community space in the new building.
- **Motion** by S. Lillis to **approve payment of the term loan up to \$500,000 pending understanding of future costs of the third floor.** Second by E. McNamara Horvat, motion unanimously **approved.**
- A. Predjulek shares June 2023 and August 2023 Financial Statements.

Strategic Planning Updates (Taylor Uyehara and Catie Wolfgang):

- T. Uyehara briefly reviews the Strategic Plan, annual milestones, and tasks dashboard.
- T. Uyehara zooms in on the Vocation Program Study.
- C. Wolfgang shares thoughts on projected job availability, wages, opportunities for advancement, students interest, feasibility, and partnership potential when thinking about new vocational tracks for students.
- T. Uyehara shares Vocational Program Study timeline.

IT Update (Keith Anderson):

- K. Anderson shares YBP ERM Cyber Security Program with Board Members to proactively address cyber-risk.

End - Adjourn Board Meeting (K. Smith Kelly):

- **Motion** by S. Lillis to **adjourn Board Meeting.** Second by E. McNamara Horvat, motion unanimously **approved.**

End of public Board Meeting followed by an Executive Session.