

**YouthBuild Philadelphia Charter School  
Board of Trustees Meeting Agenda  
February 24, 2023 via Zoom  
9:00 - 11:00 AM**

**Minutes**

**Present:** Kiley Smith Kelly, Scott Lillis, Chuck Esser, Maxwell Akuamoah-Boateng, Alicia Smith, Jared Farbman, and Scott Lillis.

**Absent:** Melanie McCottry, Erin Horvat, Zachary Vigneault, Darrell Davis,

**Staff:** Scott Emerick, Jenna Dougherty, Adesanya Karade, Allison Predjulek, Megan Gundogdu, Theo Molloy, Meredith Molloy

**Guest:** Marty Brigham, Whitney Arjun

**Business Items and Approvals**

- Vice Chair Kiley Smith Kelly is facilitating today's Board Meeting during Melanie McCottrys absence.
- All business items and documents needing approval are provided to the Board one week in advance for review prior to the meeting
- **Motion** by Chuck Esser for approval of the **December 2022 Board Meeting Minutes** Second by Scott Lillis, motion unanimously **approved**.
  - Minutes reviewed and approved by Board secretary prior to meeting
- **Motion** by Scott Lillis for approval of the **FY23 Budget Modification and 990 Form**. Second by Jared Farbman, motion unanimously **approved**.
  - FY23 Budget Modification and 990 form reviewed and approved by Finance Committee during the Finance Committee meeting before the Board meeting
- Annual distribution of the Statement of Financial Interest Forms. Each Board member during the 2022 calendar year is required to submit the form and send the completed document to Jenna Dougherty. The due date is March 10th.
- **Motion** by C. Esser for approval of Friends of YouthBuild Board By-Laws Amendment. Second by S. Lillis, motion unanimously **approved**.
  - The amendment to the Friends By-Laws was reviewed and approved by the Friends Board prior to the board meeting.

**New Board Member Election and Oath of Office**

- Nomination of Whitney A.E. Arjun to join the YouthBuild Philadelphia Board of Trustees
  - Resume provided to the full board in meeting materials for review
- **Motion** by C. Esser to approve the **addition of Whitney Arjun to the Board for the remainder of the calendar year** to start immediately. Second by J. Farbman, motion unanimously **approved**

\*Draft to be approved during June Board meeting

- K. Smith Kelly and W. Arjun completed the Oath of Office per PA Public School Code of 1949 following the nomination approval
- The Governance Committee is excited to also nominate Dr. April Voltz to the Board. She was unable to attend the meeting due to a sudden personal matter but is ready and set to join the Board.
  - Although Dr. Voltz was unable to attend, the Governance Committee and Board members in attendance agreed to follow through with her nomination and complete the Oath of Office at the next board meeting
- **Motion** by C. Esser to approve the **addition of Dr. April Voltz to the Board for the remainder of the calendar year** to start immediately. Second by Maxwell Akuamoah-Boateng. Motion unanimously **approved**.

### Strategic Planning Updates

- Slide deck overview provided in Board materials prior to meeting for review
- Process update and reminder of the work completed so far and next steps forward
- Two main pillars (focuses) of the Strategic plan
  - Pillar 1: Aligning Quality Programming
    - SMART goals and action items for Program Model Year 1, Program Model Year 2, and Data-Informed Systems
  - Pillar 2: Developing YouthBuild Staff
    - SMART goals and action items for Organizational Health, Performance: Strategic Alignment of Goals and Evaluation
- More information and detailed discussion to occur with the Board and the Board Retreat in April

### Priority School Updates

- Program update provided with board materials prior to meeting for review
- Ongoing All Staff Professional Development on Restorative Practices with Dr. Malik Mohammad of Akoben
- Student retention and special education services updates
- YouthBuild is trending up on the percentage of students who are on track with graduation requirements including vocational work, academic work, attendance, and service hours
- Enrollment updates
  - Enrollment for the 23-24 SY is underway
  - To date, we have received 103 applications which is on par with pre covid enrollment updates

### Committee Reports

- **Committee reports provided to Board in materials**

- **Human Resources Update**
  - Heavy focus on staff recruitment and ask for the Board to share job postings with networks
  - Six new hires since December Board meeting and a variety of positions still available
- **Finance Committee**
  - Budget Modification Discussed in Opening
  - More information to come during the 2309 building update
- **Development Committee**
  - On track to meet annual fundraising goals
  - Annual Grow YB Fundraising Event on May 4th at the Discovery Center. Expectations from the Board to attend the event, help sell tickets, and donate raffle ticket prizes
- **Governance Committee**
  - Board Retreat in April 28th and planning is well underway
  - Reminders for upcoming site visits on March 15th and May 12th to help connect people with YouthBuild and Board pipeline

### **2309 Building Update and Capital Campaign Update**

- Welcome to Marty Brigham, Capital Campaign Chair, who will be providing updates on the campaign
- Currently have about 3.5 million dollars with a goal of 5 million in donations. There are three specific asks in the works now that are pending
- **Motion** by S. Lillis to approve **the full financing model presented, including the 3rd floor and the approval of using up to one million dollars of cash reserves to support the building close as needed**. Second by J. Farbman, motion **unanimously approved**.
- **Motion** S. Lillis to approve closing document, **Sponsor Resolutions - YouthBuild Philadelphia (1195715)** with pending clarification on designation of “officer”. Second by J. Farbman, motion **unanimously approved**.
  - Sponsor Resolution is the formal documentation that needs to be submitted for New Market Tax Credit that lists all the details regarding the new building financing discussed and approved by the Board.

*End of public board meeting with the remaining 15 minutes for the special Executive Session of just Board members and Executive Director to discuss personnel matters.*