

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

Minutes

Present: Melanie McCottry, Chuck Esser, Kiley Smith Kelly, Scott Lillis, Whitney A. E. Arjun, Darrell Davis, Jared Farbman, Erin McNamara Horvat, April D. Voltz, Carneisha Kwashie

Absent: Maxwell Akuamoah-Boateng, Zachary Vigneault, Alicia Smith

Staff: Le'Yondo Dunn, Scott Emerick, Deniqua Antoine, Theo Molloy, Megan Gundogdu, Allison Predjulek, Taylor Uyehara, Adesanya Karade, Brian Sullivan, Meredith Molloy

Guest: Catie Wolfgang

Welcome and Business Items (Melanie McCottry):

- All business items and documents needing approval are provided to the Board for review prior to the meeting.
- **Motion** by C. Esser to **approve February Board Meeting minutes**. Second by K. Smith, motion unanimously **approved**.
- **Motion** by J. Farbman to **approve the 23-24 School Calendar and 23-24 Board Meeting Calendar**. Second by S. Lillis, motion unanimously **approved**.
- Approval of Resolution on Compliance with PA Public Official and Employee Ethics Act will occur at a later date.

CEO Report (Le'Yondo Dunn):

- L. Dunn shares a working draft of 23-24 Board Expectations to be approved during the first meeting of FY24.
- L. Dunn shares a poll for preferred Board Meeting time.
- L. Dunn shares that YB is on track to outpace 22-23 enrollment and on-track to exceed enrollment target of 235 enrolled students for 2024.
- L. Dunn shares hiring of new Executive Assistant and Board Secretary - first day 6/12. C. Esser points out that YB should consider a change in title as "Board Secretary" is an elected position.
- L. Dunn shares Charter Amendment to update location to new building will need to take place in near future.
- L. Dunn shares Gender Non-Conforming Dress Code Policy will need to be approved by the Board in August.
- L. Dunn Shares YB will have a new Principal beginning on 6/26 - Kazmir Davis.

Board Term Votes and Officer Elections (Melanie McCottry):

- L. Dunn notes that Board Members are not voting for themselves.

- **Motion** by K. Smith to **approve a vote to extend terms of service** - 2 years for M. Akuamoah-Boateng, and 1 year for J. Farbman, S. Lillis, and E. Horvat. Second by S. Lillis, motion unanimously **approved**.
- A. Voltz affirms Board Member Oath of Office with right hand raised.
- **Motion** by C. Esser to **approve a vote for the first full year of Board Members** W. Arjun and A. Voltz. Second by S. Lillis, motion unanimously **approved**.
- **Motion** by J. Farbman to **approve a supermajority vote to extend K. Smith term for 3 more years** beyond her 9-year term. Second by C. Esser, motion unanimously **approved**.
- K. Smith reaffirms Board Member Oath of Office with right hand raised.
- **Motion** by K. Smith to **approve C. Esser to be Board Secretary** - effective July 1, 2023. Second by S. Lillis, motion unanimously **approved**.
- **Motion** by J. Farbman to **approve S. Lillis to be Board Treasurer** - effective July 1, 2023. Second by C. Esser, motion unanimously **approved**.
- **Motion** by S. Lillis to **approve K. Smith as Board Chair** - effective July 1, 2023. Second by J. Farbman, motion unanimously **approved**.
- The election of Board Vice Chair will occur in the fall.
- **Motion** by C. Esser to **approve G. Jenkins to be on the Friends of YouthBuild Board of Directors**. Second by K. Smith, motion unanimously **approved**.

Committee Updates:

- All documents needing approval are provided to the Board in advance for review prior to the meeting.
- Finance Committee Updates (Allison Predulek):
 - **Motion** by K. Smith to **approve PDE Form 418 for Rent Reimbursement**. Second by C. Esser, motion unanimously **approved**.
 - **Motion** by A. Voltz to **approve the Cost Allocation Plan**. Second by J. Farbman, motion unanimously **approved**.
 - **Motion** by J. Farbman to **approve FY24 Budget**. Second by K. Smith, motion unanimously **approved** contingent upon School District rates which will be confirmed within the next week.
 - **Motion** by C. Esser to **approve bank signers update**. K. Smith as Board Chair, S. Lillis as Board Treasurer, L. Dunn as CEO, and K. Davis as Principal to be approved for bank accounts. K. Smith, L. Dunn, and K. Davis to be approved for Investment accounts. S. Lillis excluded from investment accounts due to conflict of interest. Second by K. Farbman, motion unanimously **approved**.
 - Review of April 2023 Financial Statements and New Market Tax Credit Structure
- Development Committee Updates (Theo Molloy):
 - T. Molloy shares updates and expectations of Board gifts.

Strategic Plan Updates (Taylor Uyehara):

- All documents presented during the meeting are provided to the Board in advance for review.
- T. Uyehara shares an overview of the last month and recaps Strategic Plan.

- T. Uyehara shares a working draft of the Graduate Profile for the Board to review.

Human Recourse Update (Megan Gundogdu):

- All documents presented during the meeting are provided to the Board in advance for review.
- M. Gundogdu shares an update on Staff Wellness Day that took place on May 16, 2023 and its success.
- M. Gundogdu shares Final HR Report with the Board for review.
- M. Gundogdu shares HR is partnering with Consultant Shaketa Hall from The Hallways Consulting Firm to develop a compensation philosophy and pay structure for YB.
- M. Gundogdu shares recruitment updates and current openings at YB.

Workforce Consultant Project Update (Catie Wolfgang):

- Consultant's report presented during the meeting is provided to the Board in advance for review.
- C. Wolfgang shares breakdown of livable wages and proposes a Career Pathway Framework to set students up for success.

End of Public Board Meeting with remaining time for Executive Session with Board Members and Executive Director to discuss personnel matters.