

**YouthBuild Philadelphia Charter School**  
**1231 N Broad St, Philadelphia PA, 19122**  
**Board of Trustees Meeting**  
**February 23, 2024 | Hybrid Meeting**  
**Meeting ID: 958 0463 6407 | Passcode: s0eQ7k | Sky Room**  
**9:00 - 11:00 AM**

**Minutes**

**Present:** Kiley Smith Kelly (*Chair*), Carneisha Kwashie (*Vice Chair*), Scott Lillis (*Treasurer*), Charles Esser (*Secretary*), Whitney A. E. Arjun, Jared Farbman, Darrell Davis, Alicia Smith, Jon Smollen, Alvin McLaughlin, Melanie McCottry, Maxwell Akuahmoah-Boateng

**Absent:** April D. Voltz, Erin McNamara Horvat, Zachary Vigneault

**Staff:** Le'Yondo Dunn, Kazmir Davis, Kianna Cooper, Theo Molloy, Megan Gundogdu, Allison Predjulek, Adesanya Karade, Taylor Uyehara

**Guest:** Catie Wolfgang

**Welcome, Opening Remarks, and 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 December Board Meeting minutes**. Second by M. McCottry, motion unanimously **approved**.
- Motion by M. McCottry **to approve 2021 CSI Comprehensive Plan**. Second by J. Smollen, motion unanimously **approved**.
- Motion by S. Lillis **to approve Article II and Article IV Bylaw Amendments**. Second by J. Farbman, motion unanimously approved.
- Motion by C. Esser **to approve a vote to nominate Catie Wolfgang to the YBP Board of Trustees**. Second by M. McCottry, motion unanimously **approved**.
- Motion by C. Esser **to approve Catie Wolfgang as a YBP Board Member effective February 23, 2024**. Second by M. McCottry, motion unanimously **approved**.
- C. Wolfgang affirms Board Member Oath of Office with right hand raised.
- K. Cooper introduces Statement of Financial Interest forms to Board Members - to be signed electronically or in-person by March 4th, 2024.

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

- L. Dunn shares with Board Members an update on an incident involving a gun being brought into the building on February 12th, 2024.
  - A staff member intercepted two young people in a heated discussion and noticed a weapon in one of the students' bags.
  - A piece of hate mail containing indirect threats was sent to the school in response to the incident that took place - the police have been contacted and notified.

- Upon notification of a weapon in the building, a stay-in-place lockdown took place and the police were notified.
  - School was paused the following two days while a weapons detection system was installed in the building. A security guard was hired to man the system for the remainder of the school year.
- K. Davis shares that students were notified of the weapons detection system prior to coming to school. Conversations involving a student's concern for their safety while traveling to school without a weapon have taken place.
- C. Kwashie asks about the parent and family response to the incident.
  - K. Davis shares that a zoom call for all parents and families took place following the incident.
- C. Esser asks about preliminary conversations taking place prior to the school year starting for students who are concerned about their safety.
  - K. Davis shares that at the beginning of the year students were encouraged to share any safety concerns in traveling to school with at least five staff members, and safety concerns were addressed.
- L. Dunn shares that staff have supported students who have safety concerns with Ubers and inconsistent school scheduling.
- L. Dunn shares that outside organizations who specialize in violence prevention have been, and will continue to be, contacted to further address the incident.
- M. McCottry asks about conversations that took place with OIC in regard to the incident.
  - L. Dunn shares that an open conversation took place, and that OIC's President and Board Chair approved installation of the metal detectors on the third floor. Students now enter the building via the stairs.
- C. Kwashie asks about the disposal procedure for confiscated items, and ADA procedure for individuals with physical disability.
  - K. Davis shares that all weapons confiscated are reported to the police, and items such as mace are disposed of outside of YouthBuild
  - K. Davis shares that students with physical disabilities and expecting mothers are given an elevator pass once approved. Staff are allowed to use the elevator, but are encouraged to take the stairs and walk through the metal detector.
- K. Davis shares that the two students involved are currently serving extended suspensions. A hearing will take place to review the incident - the students' full academic and disciplinary histories will be reviewed, and the students will be allowed to make a statement prior to a decision being made on their enrollment status at YouthBuild.
- C. Esser touches on virtual learning in the future as an accommodation for students with safety concerns. C. Kwashie furthers the discussion as an accommodation for other students such as expecting mothers.
  - L. Dunn shares that Act 158 allows for accommodations within the program for select students.
- K. Davis shares that the response from students has largely been frustration, as the response to the incident does not feel warranted. Many student's feel as though it's not a big deal.
- W. Arjun asks about other conversations that have taken place in regard to safety outside those stemming from the incident.

- L. Dunn shares that conversations about weapons detectors were taking place prior to the incident occurring, and that hiring a safety consultant has been discussed.
- C. Kwashie highlights parent engagement as a positive outcome.
- C. Esser suggests an Open House for parents and families involving Board Members.
- L. Dunn asks Board Members if they are open to consulting a safety consultant.

*The Board Meeting breaks for 10 minutes, during which staff take groups of Board Members to see the new weapons detections system.*

- L. Dunn shares an update on YouthBuild's "I can, I will" Black History Month Campaign on Instagram - to be featured on the Inquirer - as well as other updates involving recent events and successes surrounding the YouthBuild community.
- L. Dunn to share an update on the Chief Development Officer vacancy at the next Board Meeting.
- L. Dunn shares an update on the status of the third floor in the new building, as well as the funeral home next door.

#### **Committee Updates (Scott Lillis, Theo Molloy, and Melanie McCottry):**

- Finance Committee:
  - S. Lillis shares that finances are in great shape.
  - S. Lillis shares that the Finance Committee retreat took place last week. The following was discussed: debt paydown, cash levels, third floor cost, and the group took a visit to the new building.
  - A. Predjulek asks K. Smith Kelly, S. Lillis, C. Esser, L. Dunn, and K. Davis to sign documents at the end of the meeting to further establish a line of credit with Truist.
- Development Committee:
  - T. Molloy shares progress on unrestricted funds target goals.
  - T. Molloy shares that the annual fundraiser event will now involve the new building unveiling.
  - T. Molloy shares updates in regard to the annual fundraiser event progress - currently looking to acquire more organization sponsors.
    - Board Member support: reach out to contacts
- Governance Committee:
  - M. McCottry shares an update on the upcoming Board Retreat in April.
  - L. Dunn shares that he will be in contact with new Board Members for Board Member Orientation.

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

- T. Uyehara shares that the Strategic Plan tasks are ongoing and progressing as expected.

#### **New Building Update (Allison Predjulek):**

- A. Predjulek shares an update on the owner's work, the parking lot, and solar installation.

- A. Predjulek shares upcoming site visits to the new building with Board Members
- A. Predjulek shares third floor cost is currently being negotiated - to be finalized next week.

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

- M. Gundogdu shares job analysis project has been implemented - new job description template that aligns with new compensation structure and philosophy, and mid-year review process is underway.
- M. Gundogdu shares current openings - Director of Operations and Director of Vocational Education.
- M. Gundogdu shares Parental Leave Policy Adoption.
  - Motion by C. Esser **to approve Parental Leave Policy Adoption**. Second by J. Farbman, motion unanimously **approved**.
- J. Farbman asks for a retrospective of how YouthBuild's organizational structure has evolved over time in the near future.

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

- Motion by M. McCottry **to adjourn Board Meeting**. Second by J. Smollen, motion unanimously **approved**.