

**YouthBuild Philadelphia Charter School**  
**Board of Trustees Meeting**  
**Virtual Meeting via Zoom**  
**April 17, 2020**  
**9:30-11:00 am**

**MINUTES**

**Present:** Melanie McCottry, Chuck Esser, Samuel Olshin, Kiley Smith Kelly, Jim Mergiotti, Marty Brigham, Jim Multari, Jared Farbman, Khalilah Lawson, Tiffanie Talley-Baines, Nicole Connell, Scott Lillis, Tim Daniel, Darrell Davis, Sai Yerrapathruni, Graham Brent, Darroll Davis, Keith Anderson,

**Absent:** Erin McNamara Horvat, Roxanne Tillman

**Staff:** Scott Emerick, Juanita Miller, Adesanya Karade, Meredith Molloy, Brian Leffler, Dannyelle Austin, Ted Molloy

**School Updates and Planning Effort for COVID-19**

- Academic & Career Programming
  - Innovation in re-thinking traditional course work for Session 7 to support students to complete core requirements for August graduation
  - Daily attendance 55-65% average daily attendance
  - Chromebooks distributed at OIC and neighborhood locations to increase attendance and engagement
  - Program Team meets once a week to assess data and make adjustments as needed
- Student Support & Wellness
  - Success Coordinators doing weekly check-ins and support staff are present in classroom spaces, office hours, tutoring sessions, etc.
  - Year 0 Information Sessions with YB staff, potential students, and a panel of student alumni continuing virtually.
  - COVID-19 resource drive for staff and students with information regarding support services: food assistance, childcare supplies, and City resources
  - Counselors available for students for mental health and wellbeing
  - Student Support Team creating a process for modifications of graduation requirements for any students facing extenuating challenges
- Funder Updates
  - Most funder relationships are positive with funders offering support by redefining outcomes for certain grants, allowing reallocation of funds based on new needs (example: chromebooks), offer opportunities to apply for more funding
  - WIOA grant has been secured along with DOL, Americorp, Springpoint for next year

- Finance, Operations, and HR Updates
  - Finance is operating smoothly and running online via Positive Pay through PNC
  - OIC has been opening the building every Wednesday for YouthBuild to distribute food, transpasses, chromebooks, etc for students.
  - IT team setup of 150 chromebooks and running help desk for staff and students
  - Updated HR policies: Work from Home and FMLA leave
  - Applied and secured PPA loan through TD bank
  
- Overall Contingency
  - School will continue online until at least June 18<sup>th</sup>
  - YB will consider opening in late June or July based on recommendations and guidance from the Health Department, School District, and Charter School office
  - Shout out to YB staff in response to the online shift in learning, support, mentoring, counseling, etc.

#### Board Votes and Reminders

- **Motion** by Khalilah Lawson: **to approve Continuity of Education Plan as submitted.** Second by Martin Bringham, motion **unanimously approved.**
- **Motion** by Charles Esser to vote on Payroll Protection loan acceptance. Second by Tiffanie Talley-Baines and opposed by Tim Daniel, motion **approved**
- **Motion** by Graham Brent to **approve expansion of standard Federal FMLA benefits due to COVID-19.** Second by Darrell Davis, motion **unanimously approved.**
- Statements of Financial interest by all members are due to the Charter School office by May 1st. Please share with Juanita Miller as soon as possible.
- All 1<sup>st</sup> year and 5<sup>th</sup> term Board members are required by state to complete a Board training. Please reach out to Juanita for more information

#### Risk Mitigation Plan & Next Steps

- Hired a consultant Jim Kreiser from Clifton Lawson Allen. Jim will work on the planning and discovery phase to help create the criteria to determine and assess risk.
- The Finance Committee and SLT of YouthBuild will use this criteria to identify risk areas and create a risk register.
- Jim will come back in the back end and do an independent review and critique the risk register
- The Process and Ad Hoc committee still stands but was put on hold due to COVID-19

#### Board Retreat Rescheduling and Preparation

- Retreat Goals and Content
  - Goal to build and develop Board relationships and reconnection
  - Board development: request for referrals of potential Board members
  - Have a zoom Social call with current Board, potential board members, YB staff representative

- Board retreat priorities: evolution of programming and evolution of Board engagement
  - Operational and strategic plan is the secondary focus
- Design Thinking Plan
  - Retreat to use Design Thinking to reflect on the long standing challenges with the Board.

### Facilities Committee Update

- 1231 N. Broad update
  - Relationship with landlord has not improved
  - Overview update on issues: dedicated elevator does not function efficiently and OIC unwilling to correct without charge to YB, OIC to start charging YB rent on garage space we use for Green Build, OIC to also start charging for cleaning service.
- New Facilities search and Financing Updates
  - Began interviewing with potential financial partners or advisors including Callow Hill Partners and the Reinvestment fund.
  - Next step is to interview with one or two more companies to canvas the market and then decide on full scope of work for chosen company
  - On March 12<sup>th</sup> a number of Board members, Facilities Committee, and SLT went to look at 4 or 5 sites mostly on North Broad Street quarter.
    - 2309-2313 N. Broad was the most promising space.
      - Meets the requirement of 35,000 ft
      - Open piece of ground in the back for additional space: garage, housing, worksite, outdoor space etc
      - Would mostly likely be eligible for historic tax credit
  - Sam Olsen did a 2nd visit with Dumas for a cost estimate on buildout and help with potential financing.
  - We are continuing to work with Flynn Group, our Real estate broker, to continue to look at other properties and land options.

### Capital Campaign Updates

- Meredith, Kiley, and Sai drafted RFP and sent to 7 or 8 organizations
  - Intent to apply response in 2 weeks and application deadline in 1 month
- New Café space progress
  - Café space is ready for buildout. Stay at home order has delayed construction but will be choosing General Contractor next week
  - Moving forward in search of a consultant to help think through menu, hours, training materials, vendors, suppliers, etc

## Other Committee Highlights as Needed

- Development
  - Annual fundraiser had been moved to online in weeklong event with various events throughout the week
  - Currently still looking for items for the Silent Auction. Board members are required to sell 5 tickets and provide 2 items for the Silent Auction
- Finance
  - No further updates
- Government Relations
  - Transitioned the state coalition work with five other PA YouthBuilds and hired a Director of the State Coalition Michael Galvin.
  - Initial meeting of state coalition members occurred and discussed future goals to train YB students on how to lobby and advocate for themselves with local legislators.
  - Working on statewide work as well as local to Philadelphia and connecting staff and students across Youthbuilds