

**YouthBuild Philadelphia Charter School
Board of Trustees Meeting
1231 N. Broad St. Philadelphia, PA 19122
5th Floor- Sky Room
February 21, 2020
8:45 - 11:00 AM**

Minutes

Present: Kiley Smith Kelly, Melanie McCottry, Chuck Esser, Timothy Daniel, Jim Mergiotti, Jared Farbman, Marty Brigham, Darrell Davis, Erin McNamara Horvat, Khalilah Lawson (telephone), Nicole Connell (telephone), Sai Yerrapathruni (telephone)

Absent: Scott Lillis, Keith Anderson, Graham Brent, Jim Multari, Samuel Olshin, Tiffanie Talley-Baines, David Thomas

Staff: Scott Emerick, Meredith Molloy, Brian Leffler, Adesanya Karade, Dannyelle Austin, Juanita Miller, Allison Predjulek (guest), Mike Noel (guest), Justine Philyaw (guest), Annette Ortiz-Molina (guest)

Welcome and Approval of Minutes

- **Motion** by Tim Daniel to approve last meetings minutes. Second by Kiley Smith Kelly, the motion **unanimously approved**.

Business Items

- **Motion** by Chuck Esser to approve Updated Timesheet Policy. Second by Jim Mergiotti, the motion **unanimously approved**.
- **Motion** by Chuck Esser to approve Updated Enrollment Policy. Second by Tim Daniel, the motion **unanimously approved**.
- **Motion** by Jim Mergiotti to approve Homeless Youth Policy. Second by Martin Brigham, the motion **unanimously approved**.

Board Reminders

- Financial Disclosure Document distributed during meeting must be completed by every Board member according to Charter School Office regulation.
 - Additional guidance for completing form will be shared to the Board
- Reminder for new Board members to complete PDE Mandatory Training

Financial Statements

- Presentation of Financial Statements highlights
 - Received a significant reduction in funds from School District in comparison to estimated FY 20 budget
 - YouthBuild Senior Leadership Team (SLT) has reworked current budget to account for loss of income to balance the FY 20 budget
- **Motion** by Time Daniel to approve FY 20 Budget Modification. Second by Chuck Esser, the motion **unanimously approved**.
- Highlights from Finance Committee Retreat
 - Finance Committee and SLT creating a long term plan to account for changes in funds from School District
 - Financing and funding planning for YouthBuilds eventual move to new facility

Programming for Improved Outcomes

- Presentation of Outcome Data
 - Current retention rate at 78% compared to about 83% last year
 - Placement rates on track while retention and graduation rates are lower than goal percentage
- Retention Pilot program used to collect data to determine what significant factors that affect retention. Data collected also informs what YB can and cannot measure or analyze.
 - Used demographic information collected from students to determine if there is any correlation to retention and graduation rates
- YB hosted a staff and student Open Space conversation to collect thoughts, ideas, and suggestions on how to improve attendance

Upcoming Events

- The Board Retreat is scheduled for April 17. Governance Committee is still finalizing the Agenda but the idea is a deep dive on YB programming
- Lion's Story and Racial Literacy event for the Board: tentative date March 27th
- Annual Fundraising Event scheduled for Thursday May 7th at the Hive

Risk Assessment/ Management

- We received one proposal and the consultant search is ongoing
- Meeting schedule with ad-hoc committee to discuss next steps with consultant candidates

Facilities Committee

- New President and CEO of Philadelphia OIC
- New building search continues with a site visit scheduled for 7-9 properties in March

Human Resources Updates

- New Senior HR Director hired and set to start beginning of March.
- HR report summary from HR Manager
 - Updates on open and filled positions as well as staff and student professional development opportunities

Closing and Report

- Hired first full time staff member of YouthBuild PA Coalition
- Government Relations Committee work on supporting state and federal policies that support YB including the AmeriCorps program
- YB Café planning continues with ongoing search for contractors for buildout
- Learning Exchange creating a student fellowship program to include more student voice
- Internal Social Identities work updates including ongoing student Lion's Story workgroup and more staff and student spaces to discuss race and identity
 - Invite to direct partners to join in the race and social identity conversation
- **Motion** to adjourn by Kiley Smith Kelly. Second by Tim Daniel, motion **unanimously approved.**