

YouthBuild Philadelphia Charter School
Board of Trustees Meeting Virtual Meeting via Zoom
August 7th, 2020
9:00-11:00 am

MINUTES

Present: Melanie McCottry, Sai Yerrapathruni, Scott Lillis, Jared Farbman, Martin Brigham, Charles Esser, Samuel Olshin, Jim Mergiotti, Kiley Smith Kelly, Timothy Daniel, Khalilah Lawson, Nicole Connell, Keith Anderson, Graham Brent

Staff: Scott Emerick, Adesanya Karade, Tiffany Doyle, Meredith Molloy, Dannyelle Austin, Jenna Dougherty

Welcome and Approval of Minutes (M. McCottry)

- **Motion** by Marty Brigham for approval of February minutes. Second by Nicole Connell, the motion **unanimously approved**.
- **Motion** by Tim Daniel for approval of June 5th and June 26th minutes. Second by Sai Yerrapathruni, the motion **unanimously approved**.

Business Items: Approval of Updated Policies

- **Motion** by Marty Brigham to approve Student Handbook. Second by Nicole Connell, the motion **unanimously approved**.
- **Motion** by Jim Mergiotti to approve Employee Manual updates Second by Kiley Smith Kelly, the motion **unanimously approved**.
- **Motion** by Charles Esser to approve updated Finance Policies. Second by Jim Mergiotti, the motion **unanimously approved**.
- **Motion** by Charles Esser to approve Rent Reimbursement. Second by Graham Brent, the motion **unanimously approved**.
- **Motion** by Jim Mergiotti to approve Account Registration and Agreement. Second by Scott Lillis, the motion **unanimously approved**.
- **Motion** by Nicole Connell to approve CSI Year 2 Plan with PDE, Second by Jim Mergiotti, the motion **unanimously approved**.
- **Motion** by Graham Brent to approve Health & Safety Plan. Second by Sam Olshin, motion **unanimously approved**.
- **Motion** by Charles Esser to approve School Schedule & Instructional Hours. Second by Sai Yerrapathruni, the motion **unanimously approved**.
- **Motion** by Jim Mergiotti to approve CS Admission Policy and Process. Second by Jared Farbman, the motion **unanimously approved**.

Capital Campaign Updates

- Introduction with Dunleavy & Associates, the chosen partner for the Capital Campaign
 - Dunleavy team: Marta Kiesling, Renetta Holloway, Diane Mallery, Kelly Belmonte

Facilities Committee

- Sam Olshin presented two prospects: 2309 North Broad & Studebaker Building
 - Review of concept drawings and photos for each space
 - Discussion of current use of each space and thoughts on YB build out
 - Questions from the Board concerning zoning issues, parking regulations, and building capacity for school growth.
- Scott Lillis provided current Financial Models from Callowhill Capital partners.
 - COVID-19 has created economic uncertainty but also some opportunities such as lower interest rates
 - Discussions around financing options; long term tax exempt financing bonds are likely the best option
 - Next step is a deep dive into the models with the YBP Finance Committee

Programming Updates

- 2019-2020 Year in Review
 - Accommodations in Programming made for students due to challenges from COVID-19 and civil unrest in Philadelphia
 - Data review including graduation rates of all workforce tracks, students with IEPs, students without IEPs, and placement and retention rates for class of 2019.
- Recruitment Updates
 - Enrollment date delayed until September 8th
 - Constant outreach and focus on recruitment for Year 0 from all YB staff
 - Program Team looking into a second entry point for students sometime in January to increase enrollment numbers for the year.
- 2020-2021 Programming Updates
 - Classroom Without Walls: Outdoor in person & Online
 - Safety protocols in place for all in person engagement
 - Update on YBP Café space, Stomping Grounds: A Social Justice Café
 - Currently interviewing candidates for Senior Director of Engagement & Retention for YouthBuild.
 - Director will be leading the Program Operations, Student Life, and Student Alumni Success teams
 - Updates on the Childcare workforce track

Financial Statements

- Fiscal Year 20 on track and expect to meet all projections for the year
 - Fiscal Year 21 budget will be impacted due to expected issues with enrollment and retention because of COVID-19
- **Motion** by Charles Esser to give the Finance Committee authority to apply for loan forgiveness for the PPP loan. Second by Nicole Connell, motion **unanimously approved.**
- Funds from PPP loan will be used to cover any deficits due to recruitment impact on revenue.

Upcoming Events

- Risk Assessment and Mitigation
 - Assessment is delayed to physical closure and will resume when the building is fully open.
 - Board Retreat – September 25th
 - Virtual retreat focused on Design Thinking and Board Engagement
 - Board Meet and Greet scheduled for October 22nd

Election of New Board Members

- Motion by Jim Mergiotti to elect Alicia Smith to the YouthBuild Board and HR Committee Chair. Second by Graham Brent, the motion **unanimously approved.**

Human Resources Updates

- HR Board Report on climate and culture, safety protocols, policy updates, and staffing updates
- Open positions are advertised on LinkedIn, Indeed, Handshake, and on the YouthBuild Website.

Motion by Charles Esser to adjourn August Board meeting. Second by Khalilah Lawson, the motion **unanimously approved.**