YouthBuild Philadelphia Charter School
Board of Trustees Meeting
June 4, 2021
9:00 -11:00 am
Location: Zoom

Present: Graham Brent, Jim Mergiotti, Jared Farbman, Marty Brigham, Scott Lillis, Alicia Smith, Darrell Davis, Chuck Esser, Tim Daniel, Sai Yerrapathruni, Dave Thomas, Khalilah Lawson, Nicole Connell, Melanie McCottry
Absent: Erin McNamara Horvat, Tiffanie Talley-Baines, Keith Anderson
Staff: Scott Emerick, Dannyelle Austin, Jenna Dougherty, Tiffany Doyle, Adesanya Karade, Brian Sullivan, Meredith Molloy, Allison Predjulek

Business Items and Approvals

1. Motion by Marty Brigham for approval of April Board Retreat minutes. Second by Sai Yerrapathruni, motion unanimously approved.
2. Motion by Marty Brigham for approval of February meeting minutes. Second by Sai Yerrapathruni, motion unanimously approved.
3. Finance Approvals
   a. Motion by Graham Brent to approve Melanie McCottry, Scott Lillis, Scott Emerick, and Dannyelle Austin as signers for YBPCS bank account. Second by Tim Daniel, motion unanimously approved
   b. Motion by Graham Brent to approve Melanie McCottry, Scott Emerick, and Dannyelle Austin as signers for Investment Accounts. Second by Tim Daniel, motion unanimously approved
   c. Motion by Marty Brigham for approval of PDE Form 418 for Rent Reimbursement. Second by Sai Yerrapathruni, motion unanimously approved.
   d. Motion by Nicole Connell for approval of FY22 Budget. Second by Chuck Esser, motion unanimously approved.
4. Motion by Tim Daniel for approval of Resolution on Compliance with PA Public Official and Employee Ethics Act. Second by Chuck Esser, motion unanimously approved.
5. Motion by Dave Thomas for approval of Comprehensive School Improvement Plan Update. Second by G. Brent, motion unanimously approved.
6. Discussion of Charter School Reauthorization status update
   a. School District Board vote was delayed again and so no movement needed yet from the YouthBuild Board.
7. Motion by Graham Brent for approval of Board Calendar for FY 22. Second by Scott lillis, motion unanimously approved.
8. Motion by Khalilah Lawson for approval of Student Records Policy. Second by Marty Brigham, motion unanimously approved.
9. Motion Tim Daniel for approval of Dissolution Policy. Second by Chuck Esser, motion unanimously approved.
**Board Term Limits, New Term Votes, and Election of Officers**

- Appreciations and recognition for Board members transitioning off Board Khalilah Lawson, Jim Mergiotti, Tim Daniel, Marty Brigham and Tiffanie Talley Baines
- **Motion** by Khalilah Lawson to extend the terms of service for Kiley Smith Kelly, Graham Brent , and Melanie McCottry. **Second** by Marty Brigham, unanimously approved.
- **Motion** by Chuck Esser to approve the election or re-election of Melanie McCottry as Board Chair, Scott Lillis as Financial Chair/Treasurer, and Nicole Connell as Secretary. **Second** by Graham Brent, motion unanimously approved.
- Graham Brent chosen as the new Governance Committee Chair and Sai Yerrapathruni as Vice Chair
  - Governance committee asks Board members and particularly Committee chairs to aid in recruitment of new Board members
  - Governance committee asks that each committee elect a Vice Chair to help ease the transition when members leave or term off the Board
  - Also looking for new members to join Governance committee

**Capital Campaign Updates**

- Review of written report provided in Board Materials
  - Creation of Capital Campaign Steering Committee which consists of 15 members
  - Fundraising goal is for October and so this summer will be very busy for this committee and the Board
  - Case of support document has been drafted and shared

**Development Committee Updates**

- Review of written report provided in Board Materials
- YouthBuild has exceeded its annual fundraising goal due to a very successful annual giving campaign and the annual fundraising event held in May
- Board member funding contributions have been significant however committee asks entire Board to also prioritize attending events and engaging directly with school
- Kiley Smith Kelly is transitioning from Development Committee chair to work completely on the Capital Campaign. Sai will be taking over the duties on the Development committee.

**School Reopening Status and Health/Safety Plans**

- Review of written report provided in Board Materials
- Updated Health and Safety plan is due to the Charter School Office by the end of July.
  - A few key updates based on CDC, CSO, and PDE guidance: social distance requirement changes from 6 ft to 3 ft, masks still required indoors at YB sites, discontinued temperature checks, and RUVNA program for screening
and contract tracing program

- **Motion** by Jim Mergiotti to approve the current **School Reopening Health & Safety plan**. Second by Chuck Esser, motion **unanimously approved**

**Program Committee Updates**
- Review of slide deck information
  - Review of retention rates by key data points such as IEP status, parenting status, entry point, gender, and GPS
  - Review of attendance rates by IEP and GPS
  - Percentages of students on track to graduate for Workforce and Academics
- Workforce focusing on creating and strengthening internship programs in all workforce tracks to have a solid pipeline to employment opportunities for all students

**Facilities Committee Updates**
- Review of report provided in Board Materials
- July 21 Zoning hearing for the new building
- Financing: 3 major phases
  - Purchase-money down and mortgage
  - Construction-long term financing and grants
  - Move in - long term and/or tax exempt bonds
- Capital Campaign pledge goal is essential to financing for purchase
- AOS architect firm and Facilities committee working on contingency plans for expected inflation costs on construction

**HR Committee Updates**
- Review of written report provided in Board materials
- Request for proposal sent to six firms for brokerage and benefits consulting services and a firm will be selected beginning of June
- Compensation Study being conducted with the assistance of a local firm
- Review of changes in staff positions and vacancies including changes due to FY 22 budget

**Finance Committee Updates - J. Mergiotti**
- Review of April Statements and meeting minutes
- Financials are in great shape for year end from the revenue and expenses side
- Shout out to Adesanya Karade and Allison Prejulek for all their hard work and how far the Finance department and committee has come since they joined YouthBuild

**Closing, Next Steps and Appreciation**
- Appreciation for all Board members throughout this tough year and special thanks to those transitioning off the board for all their contributions.