

**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, Danyelle 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 Danyelle Austinas **signers for YBPCS bank account**. Second by Tim Daniel, motion **unanimously approved**
  - b. **Motion** by Graham Brent to approve Melanie McCottry, Scott Emerick, and Danyelle 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 Mergitotti 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.