

**YouthBuild Philadelphia Charter School
Board of Trustees Meeting**

December 11, 2020

9:00 – 11:00 am

Location: Zoom

Present: Alicia Smith, Chuck Esser, Erin Horvat, Graham Brent, Jared Farbman, Jim Mergiotti, Keith Anderson, Khalilah Lawson, Kiley Smith Kelly, Marty Brigham, Melanie McCottry, Nicole Connell, Sai Yerrapathruni, Scott Lillis, Tiffanie Talley-Baines, Tim Daniel

Absent: David Thomas

Staff: Scott Emerick, Adesanya Karade, Alejandro Baldwin, Allison Predjulek, Dannyelle Austin, Meredith Molloy, Tiffany Doyle, Jenna Dougherty

Students: Tysean Moore, Dominique Chrisholm, Maya Garner, Aspen Rhaney, Tyquan Watts

Guests: Maxwell Akuamoah-Boateng (joined late) and Deana Frank

Welcome & Approval Board Meeting Minutes

- Welcome guests Maxwell Akuamoah-Boateng and Deana Frank
- **Motion** by Graham Brent to approve **October 2020 meeting minutes**. Second by Nicole Connell, motion **unanimously approved**.

Networking Small Group Time with Students, Board, and Staff Time

- Reflection on Session from YouthBuild Student Leaders
- Why Do You Serve on the Board? - Reflection from Board Members
- What Makes YB Work for You and How Can We Be Better - Students, Staff and Board

Board Member Updates

- Finance Committee Leadership Update
 - Finance Committee Chair Jim Mergiotti term ends in June 2021. Scott Lillis will be taking over as Chair in July 2021
- Board Member Transition Update
 - Sam Olshin will be transitioning off the Board at the conclusion of this meeting
- Board Announcement - required public posting of Board Member email addresses
 - Due to a new compliance requirement, all current board member email addresses are to be posted on YouthBuild Philly website. Reach out to Jenna Dougherty if you would like to provide an alternate email address

Business Items for Board Vote Approval (9:25-9:30 am)

- Review and Approve Annual Audited Financial Statement
 - Another clean audit this year with no items of concern expressed by auditors

- Appreciation for the Finance team at YouthBuild for another clean audit and balanced budget for the year
- **Motion** by Chuck Esser to approve **Annual Audited Financial Statement**. Second by Khalilah Lawson, **unanimously approved**

Safety and Risk Management Update

- Health & Safety Updates for School
 - Classroom Without Walls Overview document provided to Board with details on Programming changes due to COVID-19
 - Academic instruction has been virtual all year, however service opportunities and vocation worksites were in person adhering to all health and safety guidelines.
 - Due to the city's work from home order, effective on November 20th all instruction, vocation, and service is happening virtually
- Process and Timing Update on Risk Management Committee
 - Committee was formed almost a year ago but was put on hold due to COVID-19 and limitations in a virtual setting. However the committee has decided to move forward with this strategic goal set by the Board
 - First meeting is scheduled for January 14th and if anyone else on the Board is interested in joining the committee reach out to Jenna or Jim for the calendar invite.

School Programming Update

- Attendance and Retention update including second cohort admitted in November
- Overview of Session 1 Grades for students in academics and vocation and information specifically on ELL and IEP students. Session 1 grades also sorted by Graduation Pathway groups or GPS groups
- Placement rates provided for class of 2020 in comparison with 2018 and 2019
- CSI Priority 1 - Quarter 1 update
 - CSI Priority 1 focuses on instructional spaces and how to make sure all the instructors in vocation, academics, and specialized services are learning from each other using best practices.
 - Professional learning community meetings conducted bi-weekly on ways to measure student engagement and learning in a virtual context.
- CSI Priority 2 - Quarter 1 update
 - Focuses on School Wide Responsibilities, Restorative Practices, and Social Identities work
 - Goals for CSI 2
 - All supervisors to measure supervisees growth in school wide responsibilities
 - Reframe restorative form to also include positive shout outs and to have full

staff participation so that every students receives a shout out

Governance Committee Updates

- Design Thinking next steps and updates
 - Continue to incorporate Design Thinking actions items from Board retreat to improve board communication, engagement, and relationships.
- Board Member Pipeline update
 - Numerous candidates interested in being apart of YouthBuild Board
 - Khalilah and Scott conducting interviews with interested candidates and next steps
 - Reminder for Board Self-Evaluation survey
- Discussion on how to more evenly distribute members throughout the committee based on need.
 - Suggestions included rotating all members through committees to evenly distribute resources or requiring board members commit to primary and secondary committees
 - Requiring members rotate through committees might limit expertise within committee limiting who can Chair a committee

Development Committee Updates

- Capital Campaign highlights
 - Dunleavy conducted a Readiness Survey with select staff and board members and shared the results with YB Development staff and Fundraising Committee Chair
 - Dunleavy reviewed all YB donor data to determine ranges for donations and 45 were selected to complete a feasibility study. Goal is to have 24 potential donors complete the study.
- Fundraising Updates
 - The Annual Giving Campaign so far has been successful and is in line with past years, including excellent Board participation.
 - Additional ways to support include companies contributing to YouthBuild through United Way: Donor Choice campaign.
 - If any organizations that Board members are apart of have United Way campaigns please reach out to Kiley or Meredith to try and get their support
 - Looking ahead to be creative and inventive for fundraising this year including merchandise campaigns.

Facilities Committee Updates

- Due Diligence Phase is continuing on 2309 N. Broad
 - Moved forward with Agreement of Sale that includes a long due diligence process with a number of contingencies
 - Ballard Spahr is providing pro bono legal counsel throughout this process
- RFP Process for Architectural & Design Services
 - Deadline for firms to respond with a proposal is Friday December 18th
 - Looking next to partner with a buying agent to manage this construction project and capital campaign

Finance Committee Updates

- Financial Statement review
 - October 31 Financial Statements are in good shape with strong cash receivables
- Payroll Protection Plan update
 - Last meeting the Board gave the Finance Committee the approval to manage the payroll protection loan. The committee determined the amount to keep in reserve, the amount to pay back, and the amount that qualifies for loan forgiveness

HR Committee Updates

- Highlights from HR Committee report
 - YouthBuild is implementing a new HRIS and Payroll system known as Paylocity to support HR department automation and systems improvement
 - YouthBuild working to partner with Healthwell for their COVID-19 system as a health and safety resource and help support contact tracing
 - Benefits enrollment for staff completed in October.
- HR Department to increase support for staff as it relates to wellness and climate and culture
- HR Committee to improve support by sharing open positions and vacancies with network and asks for Board members to do the same

Social Identities Workgroup Updates

- Remind Board of YouthBuilds goals around Social Identities work
 - Develop **shared language** and **common frameworks** for continuing conversations about how our social identities and the systems that shape our society impact our work at YouthBuild.
 - Prepare staff to have **conversations** with students and alumni about how social identities impact their journey at YouthBuild and especially with partners.
 - Stay grounded in the original **vision of YouthBuild**, which focuses on social justice.
- Social Identities work is continuing at YouthBuild internally

- This year most of the work has been driven by departments
 - Every department is creating its own competencies for Socially Identities work to be incorporated into mid year and year end performance reviews
- HR has also integrated conversations around Social Identities work and competencies for performance evaluations within the recruitment and interview process
- Invite Board to participate in YB Social Identity Books & Beyond Club
 - Staff and Board members to self select one of options and join the 2-3 meetings happening between January and March.

Motion by Melanie McCottry to end December 11th, 2020 Board of Trustees meeting. Meeting adjourned.