

YouthBuild Philadelphia Charter School
Board of Trustees Meeting Minutes
1231 N. Broad Street, 5th Floor
Friday, December 10, 2021
9:00 - 11:00 AM

Present: Jared Farbman, Alicia Smith (late), Melanie McCottry, Kiley Smith Kelly, Nicole Connell, Erin Horvat, Zachary Vigneault

Virtual: Scott Lillis, Nicole Connell, Carneisha Kwashie (late) Darrell Davis (late)

Staff: Jenna Dougherty, Theo Molloy, Allison Predjulek, Adesanya Karade, Kathryn McKenzie-Zeigler

Absent: Keith Anderson, Chuck Esser, Sai Yerrapathruni, David Thomas, Chuck Esser

Guest: Zuri Stone (staff) and YouthBuild student leaders

Networking with Students, Board members, and Staff

- Student leaders share YouthBuild experience, reflections, and why they chose YouthBuild
- Board members asked questions and heard student perspective on programming, attendance challenges, pros and cons of virtual learning, what YouthBuild offers that is different from previous schools
- What is leadership? Perspectives shared from both Board members and students
 - Dorothy Stoneman (founder of YouthBuild) definition of leadership: Leadership is taking responsibility for making sure things go right for yourself, your family, your program, and your community

Strategic Plan Updates

- The request for proposal document, included with the Board materials, was sent out in mid-November to select companies based on
- Strategic plan process highlights:
 - RFP was created and reviewed by Senior Leadership Team, Program Operations, and Program Committee
 - RFP listed the need for a three year strategic plan to be completed by August
 - RFP is due on December 16th and plan to select the firm in the first week of January
 - Selection committee includes staff from across departments throughout YouthBuild with input mostly from the Program Committee of the Board.
- Primary Goals of the Strategic plan
 - Reflect on changes, external and internal, impacting students in the environment they live in.
 - Evolve the program model to match the needs of a changing city and population
 - Mission statement and core values are not changing but reflecting on ways to better achieve our mission and vision
 - Ensure staff, board, students, and alumni are engaged in this process and contribute to decision making
 - Focused on programming and updating the program model
 - Big picture review to include areas of recruitment, year 0, academics, and vocation

- The Program Committee will be leading the strategic planning process from the Board perspective and will update the entire Board regularly. Get advice from the selected firm on how to engage the full Board in the process
- The RFP was sent to ten firms and we received three as of this meeting

School Programming and Committee Updates

- Effective March 1st Nicole Connell will be resigning from the YouthBuild Philadelphia Board of Trustees due to changes in personal life
- N. Connell will be making recommendations to the Governance committee for new members for the Program Committee and possible Board service
- Appreciations for Board Chair and members for N. Connell's contributions to the Board and the school
- Quick Overview of School Program update provided in the Board materials (55:11)
 - Analysis of attendance trends and lists the most common barriers staff hear from student
 - Slight uptick in Session 2 across all GPS groups
 - Attendance on Wednesdays (all virtual day) is significantly lower than in person days
 - Program team discussing the possibility of starting in person engagement on Wednesdays
 - Currently on third round interviews with two Chief Program Officer candidates.
 - Plan is to hire the CPO before principal
 - Plea to the Board to share open positions with networks and help YouthBuild recruit for key open positions

Governance Committee Update

- Melanie McCottry has joined the Governance Committee following Graham Brent's resignation
- Melanie attended Leadership Philadelphia Board Recruitment fair for more potential candidates for the pipeline
- The committee is thinking through ways to rethink recruitment to get new members who have the bandwidth to really support the board. Such as retired or part time professionals.
- Board also agrees that we need to recruit community leaders and members from the community to serve on the Board our in committees
- Committee chairs to recommend anyone currently serving on the committee who may be a good fit to serve on the Board

Development Committee

- The Committee has already met their fundraising goal for the year
- Annual Giving campaign has also surpassed their goal for the year
- Reminder to the Board of their contribution commitments due before the end of the school year
- Save the date for 30th year anniversary on May 5th

Facilities

- Written update provide with the Board materials
- Closed on building purchase of 2309 N. Broad in early November
- RFP out to pre-construction firms and RFP for project management services
- Reminder that the facilities committee is an ad-hoc committee and has worked closely with the Finance and Capital Campaign committees up to building purchase. Now that the building has been purchased the focus should move back to facilities and less on financing and fundraising

Finance

- Independent audit of YouthBuild is complete.
 - Audit was clean with no findings
 - Appreciation for Adesanya, Allison, Brian and Scott for all their hard work

Welcome and Business Item Approvals

- **Motion** by K. Smith Kelly to approve **audited 6/30 Financial statements**. Second by J. Farbman, motion unanimously approved
- **Motion** by J. Farbman to approve **October Board Meeting minutes**. Second by N. Connell, motion unanimously approved

HR Committee

- HR report was distributed with the Board materials
- Appreciations for Adesanya and team for keeping HR department running through transitions and hiring a new HR department
- Board welcomes the new Human Resources Director, Kathryn McKenzie-Zeigler to YouthBuild
- The HR Committee would like to stress the importance of being community based and recruiting mission driven people whether that's for staff recruitment, board membership, or giving campaigns
- The HR Committee is recruiting for new committee members

Closing

- Appreciations for work completed by YouthBuild staff and Board members
- Board meeting adjourned at 10:45 for the closed Executive Session