

**YouthBuild Philadelphia Charter School
Board of Trustees Meeting
via conference call
August 11, 2017 at 9:00 a.m.**

MINUTES

Present (attending by phone): Martin Brigham, Alfred Essandoh, Kiley Smith Kelly (joined 9:12 a.m.), Scott Lillis, Melanie McCottry, James Mergiotti, James Multari, Roxanne Tillman (joined 9:07 a.m.).

Absent: Jared Farbman, Erin Horvat, Khalilah Lawson, Michael McPhilmy, Nathan Norstrud, Shannon Phillips, David Thomas, Robert Totaro.

Staff: Scott Emerick, Adesanya Karade, Brian Leffler, Eva Lexie.

The meeting was chaired and called to order at 9:04 a.m. by Board Chair M. Brigham.

Approval of Minutes:

- The draft minutes of the 6/21/17 special meeting and the 7/6/17 expulsion meeting were distributed in advance of this meeting. There were no corrections. Six board members were present to vote on the following resolution:
- **Motion by J. Multari: To approve the minutes of the June 21, 2017 and July 6, 2017 board meetings as submitted.** J. Mergiotti second, motion **unanimously approved.**

Approval of Policies and Documents:

Drafts of all the documents to be approved were distributed to the board in advance of this meeting and copies are on file with these minutes. Explanations of the proposed changes were also distributed. M. Brigham asked for questions, comments and concerns about any of the policies.

- R. Tillman and K. Smith Kelly joined the meeting during this time.
- There was a discussion about how “bullying” applies to our students who are young adults.
- No other issues were raised.

Program and Finance

- Eight board members were present to vote on the following motion:
Motion by J. Mergiotti: To re-approve the unchanged Grievance Policy; and to approve the updated Bullying Policy, the new Suicide Awareness Policy, the updated Admissions Policy, the new Student Health Services Policy, the new and updated Employee Handbook Policies and the updated Finance Policy Manual, as distributed. K. Smith Kelly second, motion **unanimously approved.**

Lease reimbursement

The School applies annually to the Pennsylvania Department of Education for lease reimbursement. A copy of the required form PDE-418 “2016-2017 Application for Charter School Lease Reimbursement Program” was distributed to board members in advance of the meeting and a copy is on file with these minutes.

- Eight board members were present to vote on the following motion:
Motion by R. Tillman: To approve and certify the “2016-2017 Application for Charter School Lease Reimbursement Program” as submitted. A. Essandoh second, motion **unanimously approved.**

Staffing

An HR Report and an updated list of staff for the 2017-18 school year was distributed in advance of this meeting and copies are on file with these minutes.

- Eight board members were present to vote on the following motion:
Motion by J. Mergiotti: To approve the YouthBuild Philadelphia Charter School staff as presented for the 2017-2018 school year, and to authorize the Executive Director to fill vacancies as they occur, provided that the board is informed at each board meeting of any staffing changes. R. Tillman second, motion **unanimously approved.**

Other Business:

Some items on the agenda for this meeting could not be approved without a minimum of nine votes in favor, and therefore these items were tabled. It was agreed that an additional special meeting would be called before September 1 to vote on these items:

- Student Handbook
- School calendar
- Updates to program and curriculum
- Staff salaries.

In addition, J. Mergiotti stated that the board would likely be asked to approve a change to our line of credit agreement with The Reinvestment Fund. The Finance Committee will be vetting a proposed new agreement for a five-year commitment instead of our current one-year renewal. If they recommend going forward, the board will need to approve the change at a special meeting.

Closing and Adjournment:

- M. Brigham commented on the difficulty of scheduling board conference calls during the summer, and suggested that the Governance Committee be asked to explore legal ways to vote by proxy when needed.
- Eight board members were present to vote on the adjournment resolution:
Motion by K. Smith Kelly: To adjourn the meeting. J. Multari second, motion **unanimously approved.**

Respectfully submitted,

Eva S. Lexie