

**YouthBuild Philadelphia Charter School
Board of Trustees Meeting
By conference telephone call
August 24, 2017 at 4:00 p.m.**

MINUTES

Present (attending by phone): Martin Brigham, Alfred Essandoh, Jared Farbman (joined 4:12 p.m.), Erin Horvat, Kiley Smith Kelly, Scott Lillis, Melanie McCottry, Michael McPhilmy, James Mergiotti (joined 4:06 p.m.), James Multari, David Thomas.
Absent: Khalilah Lawson, Nathan Norstrud, Shannon Phillips, Roxanne Tillman, Robert Totaro.
Staff: Scott Emerick, Brian Leffler, Eva Lexie.

This special meeting was called to vote on four items tabled from the August 11, 2017 board meeting, relating to the program and personnel; as well as to discuss and vote on proposed resolutions regarding a change to our line of credit agreement. The meeting was chaired and called to order at 4:05 p.m. by Board Chair M. Brigham.

Program and Personnel:

Drafts of 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. There were no questions. Nine board members were present to vote on the following motion:

- **Motion** by J. Multari: **To approve the Student Handbook for 2017-18 as distributed.** E. Horvat second, motion **unanimously approved.**

J. Mergiotti joined the meeting at this time. Ten board members were present to vote on the following motions:

- **Motion** by K. Smith Kelly: **To approve the School Calendar for 2017-18 as printed in the Student Handbook.** D. Thomas second, motion **unanimously approved.**
- **Motion** by M. McPhilmy: **To approve the updates to the program and curriculum as described in the Student Handbook.** A. Essandoh second, motion **unanimously approved.**
- **Motion** by J. Mergiotti: **To approve personnel salaries as included in the 2017-18 budget.** M. McPhilmy second, motion **unanimously approved.**

There was a discussion and agreement that next year a committee or representative of the board would review details of personnel salaries and make a recommendation to the board prior to budget approval.

Line of Credit:

- J Farbman joined the meeting at this time.
- The Finance Committee reviewed a proposal to increase the term of our line of credit with The Reinvestment Fund (TRF) from one year to five years. The previous agreement would have cost us at least \$4K annually, but the new agreement will cost

approximately \$5K for the entire five years. The committee recommends going forward with the new agreement.

- The new Certificate of Resolution and Incumbency from TRF was distributed in advance of the meeting, and a copy is on file with these minutes. J. Mergiotti reviewed the content of the resolution document, including the fact that it authorizes Executive Director Scott Emerick to execute the loan modification agreement. There were no further questions.

Eleven board members were present to vote on the following resolutions:

- **Motion** by E. Horvat: **To approve the resolutions in the TRF Certificate of Resolution and Incumbency as distributed.** A. Essandoh second, motion **unanimously approved.**
- **Motion** by K. Smith Kelly: **To approve extending the term of our line of credit to five years.** M. McPhilmy second, motion **unanimously approved.**

Closing and Adjournment:

Eleven board members were present to vote on the adjournment resolution:

- **Motion** by M. McPhilmy: **To adjourn the meeting.** E. Horvat second, motion **unanimously approved.**

Respectfully submitted,

Eva S. Lexie