

**YouthBuild Philadelphia Charter School
Board of Trustees Meeting
1231 North Broad Street – 5th Floor
March 16, 2018**

MINUTES

Present: Martin Brigham, Erin McNamara Horvat (arrived 9:30 a.m.), Kiley Smith Kelly (until 10:37 a.m.), Scott Lillis, Melanie McCottry, Michael McPhilmy, James Mergiotti, James Multari (except 9:30 – 9:45 a.m.), Robert Totaro.

Attending by phone: Jared Farbman (until 10:48 a.m.), Nathan Norstrud (joined at 8:55 a.m.), David E. Thomas (until 9:57 a.m.), Sai Yerrapathruni (from 8:55 – 9:30 a.m.).

Absent: Alfred Essandoh, Khalilah Lawson, Roxanne Tillman.

Guests: Keith Anderson, Chuck Esser, Sean McDermott, Tiffanie Talley-Baines.

Staff: Ameen Akbar, Scott Emerick, Adesanya Karade, Brian Leffler, Eva Lexie, Meredith Molloy.

Staff guests: Ted Molloy, Nikkia Moss. Sarah Burgess with academic teachers Peter Celona, Richard Chalme, Jody Cohen, Rebekah Dommel, Christina Neilson, Kenya Ramey and Erin Young attended for presentation on academics. Ricky Strickler and Robin Walker attended for conversation on connecting with students.

The meeting was chaired and called to order at 8:50 a.m. by Board Chair M. Brigham.

Welcome and Approval of Minutes: (M. Brigham)

- Board Chair M. Brigham gave a brief update regarding plans for a meeting with OIC board and senior management members regarding issues relating to our leased space in the building.
- The minutes of the regular board meeting of February 2, 2018 were distributed to the board in advance of this meeting. Ten board members were present to vote on the following resolution:
- **Motion** by J. Mergiotti: **To approve the minutes of the February 2, 2018 board meeting as submitted.** M. McPhilmy second, motion **unanimously approved.**
- N. Norstrud and S. Yerrapathruni joined the meeting following the vote on the minutes.

Presentation on Academics at YB Philly: (S. Burgess and teachers)

S. Burgess, Director of Curriculum and Instruction, along with seven academic teachers, spread out among the attendees to have individual or small group conversations for ten minutes. Then S. Burgess gave a PowerPoint presentation (a copy of which is on file with these minutes) and answered questions for the full group.

Finance Update: (J. Mergiotti)

- Before the Finance update, M. Brigham announced that J. Mergiotti would be retiring from his position as the President of Peirce College in April. To honor his years of service at Peirce and in recognition of his continuing valuable work as a member of

our board, funds have been contributed to create a scholarship for YouthBuild Philly graduates who attend Peirce.

YBPCS financial statements as of 1/31/18

Financial statements as of January 31 were distributed to the board in advance of this meeting, and a copy is on file with these minutes.

- The statements show a strong cash position. Receivables are improved in comparison to the same time last year (and have continued to improve since the statements were issued).
- As with the previous statements, revenue from the School District is up due to an increased number of Special Ed students this year, but expenses associated with this are also up.
- The Learning Exchange line item appears underspent because the project is just getting up and running.
- A new grant from Philadelphia Works for \$344K will be retroactive to January but has not yet been received.
- Our financial position continues to be solid.

Finance retreat

- The committee held a retreat last week and covered several topics:
 - reviewed the financial statements
 - talked about the school's 401(k)
 - refined the dashboard
 - discussed future threats and opportunities in the revenue stream
 - considered potential future staffing needs
 - reviewed the committee's existing strategic plan document to prioritize what should carry over to the next plan.
- S. Yerrapathruni left the meeting and E. Horvat arrived during the Finance update.

Fundraising Update: (K. Smith Kelly)

- A Fundraising Committee Report handout was distributed, and a copy is on file with these minutes. K. Smith Kelly reviewed progress against goals.
 - We are at 75% of the overall goal for the year so far.
 - Annual giving is ahead of where it was last year at this time.
 - United Way and Student Support giving will increase towards the end of the year.
 - Board gifts for the year are already close to 100%.
 - The annual fundraiser event is scheduled for May 3. Ticket sales are a little low but it is nothing unusual at this point. Board members should send out a save the date to those they are inviting by the end of March. We have \$19K in sponsorships so far, but can still use more. Board members are asked to contribute an in-kind gift for the silent auction or raffle. Student volunteers will attend the event.
- Some special events are planned:
 - YouthBuild Starbucks week will be April 23-29. There will be a launch event at one store, but every cup in all regional stores (from Ocean City, MD up to Trenton, NJ) will have a YB Philly sticker with donation information, and we hope to have some celebrity guest baristas.

- A March Madness pool organized by J. Multari is expected to bring in over \$700 to YB Philly. Proceeds will support a student basketball tournament with other YouthBuild programs in Pennsylvania.

Program Update: (B. Leffler)

- Director of Student Life A. Akbar reviewed the process for expulsions and described what happens in the hearings. The participation of board members is very important to the process. He mentioned that there may be a need for a hearing in the next week, and asked for board volunteers to participate in future hearings. M. McCottry, M. McPhilly, E. Horvat and R. Totaro all expressed interest.
- D. Thomas left the meeting at this time.
- B. Leffler distributed and reviewed a handout, a copy of which is on file with these minutes. He touched on some highlights of the report.
 - Support for alumni in year 2 has led to good placement and retention. We are still working on quality of placement in a meaningful career path.
 - We have added resources in our efforts to support our increasing numbers of Special Ed students. We are considering making this a stand-alone Specialized Services department distinct from the Academics department.
 - This would not affect how we integrate Special Ed students into mainstream classes, but would give the department more visibility and support.
 - There was a discussion about the effects of uncertainty, danger, and volatility in our social and political environment; stress and trauma on young people. We try to create protective factors to counteract these things. Is there is more we can do for them? Do we have enough therapeutic help? How is this affecting our graduation rate? This could be a topic for more discussion at a future meeting.
 - The Program Committee has been focusing on three initiatives:
 - Creating impact with data: a lot of data has been collected and the next step is to better measure program effectiveness.
 - Performance management: staff members have work plan goals, and we are defining best supervision practices and tying work plan conversations with performance evaluations.
 - Developing restorative culture: we are focusing on building community through relationships and community agreements.

Governance Update: (E. Lexie)

- Board members were reminded to complete and return their two mandatory forms, the Statement of Financial Interests and the Conflict of Interest Annual Disclosure, to E. Lexie by the end of March.
- Individual board member self-assessment rubrics, as well as committee effectiveness assessment forms, were distributed in advance of the meeting and also available in hard copy at the meeting. Board members were asked to complete and return a self-assessment, and one committee assessment for each committee on which they serve. Staff and non-board committee members were also asked to complete committee assessments.

- The Governance Committee plans to use the individual rubrics as a basis for a one-on-one conversation with board members about their satisfaction with board service and their aspirations going forward.

Other Updates: (S. Emerick)

Social Identities

- S. Emerick thanked K. Lawson for the initiative to get this training started. He opened the floor for those who had attended the training on Social Identities to give their feedback. There were several positive comments on the value of the training and the desire to do more.
- Going forward we need to find a way to offer this to all those who weren't able to attend, as well as making it part of our orientation for new board members.
 - There is a parallel working group among staff, and we may be able to tap their expertise to help with board training in the future.

Strategic plan

- We reached out to some potential paid consultants about managing the overall planning process, but because we were looking at doing portions of our four “deep dive” topics under pro bono or other consultants, we were advised to complete that work first. We will do that, and will also have the committees analyze their portions of the previous plan to determine what should be prioritized going forward.
 - PennPAC is providing pro bono support for the business model of the Learning Exchange.
 - We will be doing work on the Facilities question before our retreat, hopefully with Stone Sherick consultants who have been recommended to us. We are hoping for a financial analysis of our options, as well as models of capital campaigns done by other schools.
 - The other two case studies, on possible expanded enrollment and on comprehensive risk assessment, will launch at our board retreat.
- K. Smith Kelly left the meeting during the strategic plan update.

Board retreat

- The retreat will be all day on May 11, at the HIVE at Spring Point, starting at 8:30 a.m. Full attendance by the board is strongly encouraged. The facilitators will be Sangeeta Tyagi and Jody Cornish. The Governance Committee is working with them to create an agenda, which will focus primarily on the strategic plan, but will include a conversation on our mission and vision statements, as well as potentially hearing from a panel of alumni. The agenda will be distributed as soon as it is final.

Learning exchange

- S. Emerick congratulated Robin Walker on being hired as the new Director of the Learning Exchange, and invited her to introduce herself. S. Emerick briefly described plans for launching the exchange on May 14, with a focus on how we build partnerships.
- J. Farbman left the meeting during the Learning Exchange update.

Connecting board members with students

- There was a discussion about ways for board members to have additional opportunities to connect with students. We have offered the Level Up mentoring initiative working with alumni this year, but what more could we be doing?

- Board members were invited to attend the Mega Presentations of Learning in April, and/or to schedule attendance at students' digital portfolio presentations in May and June. A reminder email will be sent with details.
 - Could board members help with advising during the preparation process as well as hearing the final presentation?
- There was a suggestion of gathering a group of perhaps 8 students to give 5-7 minute "TED talks" to share with the community, and also potentially as a great fundraising tool.
- Could presentations be shared on Webex or another online platform?
- Board members who wish for more guidance in their mentoring of alumni were invited to stay for a few minutes after the close of the meeting for a conversation with some staff members who have expertise in this area.

Closing and Adjournment:

- M. Brigham invited board members to suggest topics for substantive conversations at future board meetings.
- Nine board members were present to vote on the adjournment resolution.
- **Motion** by J Mergiotti: **To adjourn the meeting.** J. Multari second, motion **unanimously approved.**

Respectfully submitted,

Eva S. Lexie