

**YouthBuild Philadelphia Charter School
Board of Trustees Meeting
via conference call
August 9, 2018 at 9:00 a.m.**

MINUTES

Present (attending by phone): Keith Anderson, Graham Brent, Martin Brigham, Timothy Daniel, Kiley Smith Kelly, Scott Lillis, Melanie McCottry, James Mergiotti, James Multari, Tiffanie Talley-Baines, David Thomas, Roxanne Tillman.

Absent: Charles Esser, Jared Farbman, Erin Horvat, Khalilah Lawson, Robert Totaro, Sai Yerrapathruni.

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

The meeting was chaired and called to order at 9:03 a.m. by Board Chair M. Brigham.

Approval of Minutes:

The draft minutes of the June 8, 2018 annual board meeting were distributed to the board in advance of this meeting. There were no corrections. Twelve board members were present to vote on the following motion:

- **Motion by J. Mergiotti: To approve the minutes of the June 8, 2018 board meeting as submitted.** D. Thomas second, motion **approved** with G. Brent and T. Daniel abstaining and all others in favor.

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 invited questions, comments and concerns about any of the documents, but there were none. Twelve board members were present to vote on all of the following motions.

Program

- **Motion by R. Tillman: To re-approve the unchanged Grievance Policy; and to approve the updated Student Admissions Policy and Process, the replacement English Learners Policy, and the revised Drug-Free School Policy as submitted.** M. McCottry second, motion **unanimously approved**.
- **Motion by R. Tillman: To approve the 2018-19 Student Handbook, including the updated School Calendar, as submitted.** M. McCottry second, motion **unanimously approved**.

Finance and Operations

- **Motion by J. Multari: To approve the revised Finance Policy Manual, the new Employee Dating Policy, The new Student Loan Repayment Program policy, and the Annual Financial Report of the Friends of YouthBuild Philadelphia Charter School as submitted.** D. Thomas second, motion **unanimously approved**.

- **Motion by J. Multari: To approve and certify the “2017-2018 Application for Charter School Lease Reimbursement Program” as submitted.** D. Thomas second, motion **unanimously approved.**

Expulsion:

An expulsion hearing was held on August 7, 2018 for student TL with Director of Student Life Ameen Akbar, and David Thomas attending as the Board representative. A memorandum summarizing the hearing and related recommendations was provided to board members in advance of this meeting. A. Akbar reviewed the background that led up to the hearing, and explained that student TL chose not to attend the hearing. The recommendation was that TL be expelled for the remainder of the school year, and that if TL chooses to reapply for the Class of 2019 or reengage for Year 2 services, the student must first complete the restorative process.

- **Motion by M. McCottry: To approve the recommendation to expel student TL for the remainder of the school year through August 10, 2018, and to require completion of the restorative process before any future services are offered to the student.** R. Tillman second, motion **unanimously approved.**

Other motions:

Staffing

An HR Report and an updated list of staff for the 2018-19 school year was distributed in advance of this meeting and copies are on file with these minutes.

- There was a discussion about staff turnover, some of which is normal every year. The two director-level vacancies have been challenging to fill. We do exit interviews with departing staff members, and no trends have been noted.
- **Motion by K. Smith Kelly: To approve the YouthBuild Philadelphia Charter School staff as presented for the 2018-2019 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.** T. Daniel second, motion **unanimously approved.**

Updates to program and curriculum

Updates to program and curriculum for the current school year are contained in the Student Handbook and were explained in the documents distributed to the board in advance of this meeting. There were no questions or further discussion.

- **Motion by G. Brent: To approve the updates to the program and curriculum as described in the Student Handbook.** S. Lillis second, motion **unanimously approved.**

Proposed Bylaws Amendments:

- Proposed amendments to the bylaws were distributed to board members in advance of this meeting. Amendments must be submitted for discussion at one meeting, and cannot be voted on until the next meeting. The proposed amendments:
 - Clarify that the term of office for trustees elected at the annual meeting begins on the first day of the new fiscal year.
 - Permit the Governance Committee to nominate new candidate(s) for a partial term at a meeting other than the annual meeting, if there is a vacancy or a

need during the year. A partial term of six months or less will not count towards the calculation of term limits.

- Clarify that if a trustee has been convicted of a felony or any crime involving moral turpitude, that trustee will be immediately and automatically removed from the board without requiring a vote.
 - Permit the Executive Committee to schedule meetings as needed, rather than requiring meetings at least quarterly.
 - Permit the Treasurer to recommend and the Board to approve additional persons as needed to have the authority to execute checks drawn on funds of YouthBuild Philadelphia, in addition to the Chairperson, the Treasurer and the Executive Director.
- There were no questions or objections regarding the proposed amendments, which will be brought to a vote at the next regularly scheduled meeting.

Updates:

S. Emerick provided brief updates on the following:

- We received a grant from the William Penn Foundation for our Learning Exchange. It provides \$275K over 2.5 years to cover staffing costs, training expenses and to fund the participation of other WP Foundation grantees in the Learning Exchange.
- We had hoped to arrange a lease through the People's Emergency Center in West Philadelphia in order to start a social enterprise café where our Business Administration/ Customer Service training could be housed. Two spaces we looked at with them have not worked out, so we are still looking for a location. We expect to receive a grant in the next couple of months to fund our social enterprise café and need to find an appropriate space. R. Totaro and M. Brigham have supported YB staff in this search for appropriate cafe space.
- The Pennsylvania YouthBuild Coalition made up of six YB programs was launched last spring and has its own website. The coalition is creating a new 501(c)(3) and looking to hire one full-time employee. The organization will seek state funding and private grants for the work of all six YB programs.
- Any board members interested in joining our ad hoc Government Relations Committee please speak to S. Emerick.
- The Facilities Committee continues to work on potential time horizons for a future facility, as well as ongoing conversations with our current landlord.

Closing and Adjournment:

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

- **Motion by J. Mergiotti: To adjourn the meeting.** R. Tillman second, motion **unanimously approved.**

Respectfully submitted,

Eva S. Lexie