

**YouthBuild Philadelphia Charter School  
Board of Trustees Meeting  
1231 North Broad Street – 5<sup>th</sup> Floor  
August 9, 2019**

**MINUTES**

**Present:** Melanie McCottry, Chuck Esser, Samuel Olshin

**Attending by phone:** Jim Mergiotti, Tiffany Talley-Baines, Roxanne Tillman, Erin Horvat, Timothy Daniel, Sai Yerrapathruni

**Absent:** Marty Brigham, Graham Brent, Jim Multari

**Guests:** N/A

**Staff:** Scott Emerick, Juanita Miller, Adesanya Karade (by phone), Meredith Molloy (by phone), Brian Leffler (by phone)

**Staff guests:** Allison Predjulek (for Finance Policy), Annette Ortiz-Molina (for HR Report)

**The meeting was chaired and called to order at 8:35 a.m. by Board Chair M. McCottry.**

**Welcome and Approval of Resolutions:** (M. McCottry)

M. McCottry welcomed guests to the meeting.

Minutes:

- The minutes of the regular board meeting of June 6, 2019. There were no corrections to these minutes. Eleven (11) board members were present to vote on the following resolution:
- **Motion** by E. Horvat: **To approve the minutes of the June 6, 2019 board meetings as submitted.** T. Talley-Baines second, motion **unanimously approved.**

Program

- **Motion** on Student Handbook by Second, motion unanimously approved.

Finance, HR & Operations

- **Finance:** A. Predjulek updates in Finance Policies include updates allowing policies for reconciliation of gift card tracking, a transportation policy for reconciliation of transpasses for students and staff, our Per Diem policy and recording of Lyft charges. A pre-paid expense policy was added setting a limit of the amount of pre-paid expenses being recorded to avoid recording. A policy was also added for the school lunch program implemented this year for reconciliation and cash collection.
- Minor updates to handbook policies to include ACH payments, credit card, member travel, and petty cash, cash receipts to align with current procedures. Wording updates to Student Success Grants Policy (formerly Need-based Grants Policy) along with title updates to align with current employee structure were added as well. **Motion** on Finance Policy by J. Mergiotti. E. Horvat second, motion **unanimously approved.**

- **HR:** A. Ortiz-Molina presented updates on the Employee Handbook. The Employee Handbook will now include updates to the dress code. Sick leave will now reflect time approval for part-time employees. 401K will now reflect the language of our broker, Vanguard. New policies include for Internship for academic and paid interns. An Incident Reporting policy and guidelines will be included in a new Safety Handbook, which will be submitted, to be approved at a later date. **Motion** on updates to policies in Employee Handbook by E. Horvat. T. Daniel second, motion **unanimously approved**.
- E. Horvat appreciation for the update
- **Motion** on Grievance Policy by R. Tillman, C. Esser second, motion **unanimously approved**.

#### Annual Report Friends Board Update

- S. Emerick updated that R. Totaro will be chairing Facilities Committee, which will be working with Friends of YouthBuild Board. Given the decisions pending around the building space search, having Friends of YouthBuild remain as a placeholder is useful and necessary. Bob will serve as intermediary between Facilities Committee and Friends of YouthBuild and will likely become president of FYB board-- timeline yet to be determined. No substantive change in terms of finances or charge of committee. **Motion** on minimal account activity on financial report by T. Daniels moved. C. Esser second, motion **unanimously approved**.

#### HR Staffing Updates

- Within HR Report enclosed with these meeting minutes are the current vacancies at YouthBuild. With growth and turnover of staff, as well as transition of AmeriCorps members, we are currently welcoming new staff (Executive Assistant, Literacy Specialist and Special Education Teacher) and recruiting for new AmeriCorps members and a Director of Workforce Development. Appreciation to Annette with a transition within HR department, as she works diligently through all of these transitions while we currently recruit for a new Senior Director of HR. Also, with Isaiah Johnson, who has recently joined YouthBuild Philly as a Community Projects Coordinator, was also a new board member, and will be stepping down from his Board position. This motion is called for on a yearly basis, as it is a charter requirement. **Motion** to fill vacancies by J. Mergiotti second by C. Esser, **unanimously approved**.

#### General Announcements

- Next Week, Mel Staff Mental Toughness. Board will be represented by Chair, M. McCottry
- Graduation Invitation to Board as a whole at Zion Baptist Church
- Next Board Meeting Scheduled for October 11, 2019
  - Invitation to bring agenda items
- Site visit schedule to be distributed within the one week

