YouthBuild Philadelphia Charter School
Board of Trustees Meeting
Virtual Meeting via Zoom
June 5th, 2020
9:00-11:00 am

MINUTES

Absent: None
Staff: Scott Emerick, Adesanya Karade, Meredith Molloy, Allison Predjulek, Brian Leffler, Dannyelle Austin, Jenna Dougherty

Processing YBP Response to Racist Police Violence and Murder
- Conversations with students & staff
- Actions that YB as a community can take (i.e. march, etc)
- Board to have separate space to continue discussion & sharing

Board Votes
- **Motion** by Marty Brigham to approve FY 2020-2021 Board Calendar. Second by Chuck Esser, the motion **unanimously approved**.
  - Going to add in additional touch points between formal meetings
- **Motion** by Khalilah Lawson to approve Student Health Policy. No substantive change, update required by school code. Second by Jim Mergiotti, the motion **unanimously approved**.

Updates on Budget Adjustments and Finances
- School and Staffing Updates and Impact
  - Combination of COVID-19 and impact on funding sources and school district rates/funding
  - Providing support for those that were laid off (job support, severance, end date July 15)
  - Setting up for long term sustainability while also ensuring we achieve our mission
  - Recruitment for FY21 – now named Year 0
    - Still conducting panels, interviews, etc. online
    - Forums to discuss vocation opportunities prior to joining YB
    - 200 applicants in first month
    - Less applicants over last 5 weeks, due to COVID-19
DRAFT to be approved August Board Meeting

- **April Updates**
  - Increase in cash due to the receipt of the PPP loan
  - Increase in revenue due to some unbudgeted contribution
  - Decrease in expenses due to COVID and non-spending on activities

- **Approval Vote – FY 2020-2021 Proposed Budget**
  - Adesanya Karade reviewed the FY20 projections & FY21 budget
    - Roll over of activities/events into FY21 due to the closures
    - Reduced expenses to achieve balanced budget
    - Mission aligned, still providing quality services to students
    - Conservative as it comes to revenue & expectations
    - Unrestricted includes donations, United Way, Nutritional Development, Interest Income, Ready to Learn
  - Possibly submit for reimbursement to FEMA for PPE & COVID related supplies
  - Currently working with the OIC on reopening and costs we will need to incur
  - **Motion** by Tim Daniel to approve FY 2020 - 2021 Proposed Budget. Second by Khalilah Lawson, the motion **unanimously approved**.

**Re-opening Strategy Committee**
- Still many variables associated with the re-opening, planning for re-opening at some point in July for staff
- Hybrid learning model to include in-person & online options
- Weekly updates at staff meetings & SLT meetings
- Board members with interest to help be a part of the planning, Melanie McCottrey and Erin Horvat
- Plan for vocational site work – will be on worksite 2 days a week in small numbers (hybrid model)

**Facilities - OIC updates**
- OIC will no longer be providing cleaning services included in rent and we will need to pay for cleaning moving forward.
- Working on legal ramifications with OIC & the lease (5 years left on lease)

**Facilities - Building search updates**
- Callowhill Partners chosen as Financial Advisors.
  - They have experience with Charter Schools
  - They are reviewing financials and will work with Finance Committee to present to the Board
• Capital Campaign – Update from Kiley & Meredith
  ○ Sent out RFP to 4 or 5 contacts
  ○ Received back 4, Fundraising Committee (with help of Sai) will select those for in
    person presentations
  ○ Plan to have decision by end of June (should still be on track for timing)
• Spaces – Update from Sam
  ○ Still working with the Flynn Group
  ○ Front runner location 2309 N. Broad property
  ○ Building with an empty lot in the back – how can we use this space?
    ■ Sports area/recreation, apartments, etc
  ○ Building is currently gutted, a lot potential for customization
    ■ YB students help with construction for worksite experience
  ○ Purchased price & build = approximately $13M (building only, not vacant lot)

**Board Functioning in New Reality**

• Board engagement
  ○ Continue with racial identity work
  ○ Hold additional meetings between formal board meetings
  ○ Identifying & engaging prospective board members, continuing recruitment
  ○ Taking care of one another as a Board
• Secretary Recruitment
  ○ Juanita Miller has transitioned from YouthBuild and Jenna Dougherty assumed
    new role of Business Administrator and will provide less support to Governance
    Committee
  ○ Board Secretary to assist with Governance Committee
• HR Committee Update
  ○ Close to filling Senior Director of HR position
  ○ Update from Tiffanie – she will be stepping down as Chair. Looking for
    Chair/CO-Chair. She will still be active within the committee
• Board Retreat
  ○ Having components of Board Retreat (via several Zoom meetings)
  ○ Still accomplish the goals of the retreat in a virtual setting

**Good News**

• YB PA Coalition – virtual day on Wednesday
  ○ Attended by numerous Board members
  ○ Supporters in the State House spoke along with student speaker Kaeem Baker
• Charter School Reauthorization
  ○ Selected as 1 of 2 for early approval in November
• May Fundraising Event
  ○ Reached fundraising goal ($35k)
  ○ Great energy and leadership in virtual spaces
• Other Appreciations and celebrations

**Adjournment**
• **Motion** by Tim Daniels to adjourn. Second by Chuck Esser, **unanimously approved.**