

**YouthBuild Philadelphia Charter School
Board of Trustees Meeting
Virtual Meeting via Zoom
October 9, 2020
9:00-11:00 am**

MINUTES

Present: Melanie McCottry, Alicia Smith, Nicole Connell, Kiley Smith Kelly, Chuck Esser, Jim Mergiotti, Marty Brigham, Jared Farbman, Khalilah Lawson, Scott Lillis, Tim Daniel, Sai Yerrapathruni, Graham Brent, Keith Anderson, Samuel Olshin

Absent: Erin McNamara Horvat, Tiffanie Talley-Baines, Darroll Davis

Staff: Scott Emerick, Dannyelle Austin, Jenna Dougherty, Allison Predjulek, Adesanya Karade, Meredith Molloy, Tiffany Doyle, Alejandro Baldwin,

Students: Melanie Osborn, Ajua Bartlette, Dominique Chrisholm

Welcome and Board Approvals:

- Welcome to new Youthbuild Senior Leadership Team staff member: Alejandro Baldwin Senior Director of Engagement of Retention
- **Motion** by Tim Daniels to approval **August 2020 meeting minutes**. Second by Marty Brigham, motion **unanimously approved**.
- **Motion** by Kiley Smith Kelly to approve **Enrollment Policy updates**. Second by Jim Mergiotti, motion **unanimously approved**.
- **Motion** by Alicia Smith to approve **Employee Handbook update**. Second by Sia Yerrapathruni, motion **unanimously approved**.
- **Motion** by Nicole Connell to approve **Electronic Signature Policy**. Second by Jared Farbman, motion **unanimously approved**.

Program Updates

- YB Student perspectives
 - Panel of current students Melanie Osborn, Ajua Bartlette, and Dominique Chrisholm on why they chose YouthBuild
- Enrollment, Attendance and Engagement
 - 183 students enrolled at the start of the year.
 - Significant current student data includes location (zip code), English Language Learners, IEPs, employment status, and parenting status.
 - Student Mental Toughness this year was completely virtual except for one in-person day for students to get to know workforce tracks.
 - Daily attendance has been an issue and so YB is working on solutions including home visits to students struggling with attendance
- Virtual and Hybrid learning
 - Session 0: student introduction to YB programming.
 - One week intro for Academics and one week intro for Vocation

- Second entry point for the second cohort will begin in November.
 - Includes new applicants as well as past applicants who were invited and did not complete mental toughness
- YBP connecting students with technology needs such as comcast digital essentials for internet and supporting digital literacy skills
- Working to ensure that at least 70% of the students enrolled in Nov. will be retained

Finance Updates

- 6/30 Preliminary Financial Statements
 - Preliminary statement prior to the completion of Audit.
- 7/31 Financial Statements
 - First month statement for FY21
- FY21 Budget Modification & PPP Loan Review
 - Modification in the budget is based on expected changes in enrollment
 - Lowered enrollment goal for both first and second cohort including a worst case, likely case, and best case scenario.
 - PPP loan will be used to balance any deficits due to enrollment and retention.
 - **Motion** by Chuck Esser to approve **FY21 Budget Modification & PPP Loan Review**. Second by Khalilah Lawson, the motion **unanimously approved**.

CSO Reauthorization

- YBP began a five year charter renewal process in May. YBP charter was last renewed in 2016 and ends in 2021.
 - Reauthorization application has been reviewed by Charter School Office
 - Formal observations have been cancelled but all other requirements have been completed.
 - Vote originally scheduled in November but due to COVID-19 that has been delayed

Health & Safety Update

- Strict safety policies, procedures, and protocols have been put in place by Senior Leadership Team and Re-opening Safety Committee since late August.
- Academic instruction is virtual however, small socially distanced groups of staff and students meet up in person for worksite, community service, CASAs testing, chromebook pick up etc.
- Will continue to update the Board as we move closer to re-opening.

Fundraising Update

- Capital Campaign: more information to be shared soon including the Boards work with vendor
- Annual Giving
 - Board to update contact list for electronic or mailer information as soon as possible. Mailer and emails to be sent on November 9th
- Recruitment: need more Board members to join the Fundraising Committee

Facilities Update

- Facilities and Finance committees met together for a deep dive review of the current financing model for the purchase of a building
 - The financing model is an estimate based on current financial information, past history, as well as a number of qualitative and quantitative factors
- Analyzed several financing options with a public tax exempt bond structure being the preferred method
- Current financing model is stressed and so there are several options being reviewed for cost reduction. Recommendation from committees is to move forward with the draft agreement for sale with contingencies to eliminate financial risk.
- Environmental Impact study and other due diligence measures to be completed at a later date
- Dunleavy is our Capital Campaign vendor and will complete work in three phases
 - Phase 1: Assessing internal capacity, community resources, and donor prospects
 - Phase 2: Auditing community interest through feasibility study
 - Phase 3: Building fundraising campaign infrastructure

Design Thinking Update and Next Steps

- Review of Design Thinking process and overview of Board Retreat work using Design Thinking to try and solve the problem of board engagement
 - What does it look like to be an engaged Board Member?
- Poll conducted for Board members to vote on potential solutions
 - Jenna to download poll results and share with the Governance Committee for action items and next steps.

Closing Appreciations and Next Steps

- Governance Committee is hosting a Board Meet & Greet on October 22nd for potential members and interested candidates
- Appreciations for all who attended the Board Retreat and Staff work on re-opening and student engagement
- **Motion** by Graham Bell to close meeting.