

YouthBuild Philadelphia Charter School
Board of Trustees Meeting Minutes
October 15, 2021 9:00 - 11:00 AM
Via Zoom

Present: Scott Lillis, Jared Farbman, Alicia Smith, Keith Anderson, Graham Brent, Chuck Esser, Melanie McCottry, David Thomas, Sai Yerrapathruni, Carniesha Kwashie, Kiley Smith Kelly, Nicole Connell, Darrell Davis

Staff: Jenna Dougherty, Theo Molloy, Allison Predjulek, Adesanya Karade, Dannyelle Austin, Meredith Mollloy, Kim Paulus and Natasha Toney (Cafe update)

Absent: Erin Horvat, Zachary Vigneault

Guest: YouthBuild student leaders, Ardita Kola (EY),

Welcome and Student Leader Conversations

- YouthBuild Student Leaders met in small groups with YouthBuild staff and Board members to discuss why they chose Youthbuild, their current workforce track and goals for life after YouthBuild.
- Board members and student leaders participated in a Q&A so that the students could learn more about the Board of Trustees and for board to learn more about the students

Business Item Approvals

- **Motion** by Graham Brent to approve **August 2021 minutes**. Second by Jared Farbman, motion unanimously **approved**.
- IT Policies for approval presented by Adesanya Karade and Keith Anderson
 - **Motion** by Kiley Smith Kelly to approve **Acceptable Use Policy**. Second by Sai Yerrapathruni, motion unanimously **approved**.
 - **Motion** by Scott Lillis to approve **Email Policy**. Second by Jared Farbman, motion unanimously **approved**.
 - **Motion** by Chuck Esser to approve **Internet Use Policy**. Second by Sai Yerrapathruni, motion unanimously **approved**.
 - **Motion** by Jared Farbman to approve **Password Construction Guidelines**. Second by Scott Lillis, motion unanimously **approved**
 - **Motion** by Sai Yerrapathruni to approve **Remote Access Policy**. Second by Chuck Esser, motion unanimously approved

Executive Committee Report

- Staff Transition Updates and Executive Committee Actions
- Chief Program Officer Dannyelle Austin is transitioning from YouthBuild at the end of November.
- Due to recent transitions of YouthBuild staff, the Board decided the Executive Committee meet to determine how the Board can support the school and its staff
 - Board leaders are interviewing all YouthBuild Directors and a group of 15 randomly selected staff and having one on one conversations to hear directly from staff on what they are experiencing at YouthBuild and how the Board and SLT can support.
 - When interviews are complete the Executive Committee will meet to review the information and

share analysis with the Board and Senior Leadership Team.

Programming Updates

- Overview of demographics for class of 2022
 - Program Operations team continues to collect and analyze data to determine ways to boost recruitment and retention
- Enrollment & 2nd Cohort
 - Enrolled a total of 175 students
 - Second entry point will be happening again this year with the goal of enrolling another 15-25 students.
- Retention & Attendance
 - Majority of students are showing up sporadically and is a challenge
 - Program team working to understand both external and internal factors that contribute to attendance and retention.
 - Reviewing data from other alternative schools to see trends and patterns throughout the city
- Stomping Grounds Cafe Updates
 - Kim Paulus and Natasha Toney announce Grand Opening event on October 29th
 - Stomping Grounds have begun marketing efforts via social media, local business partnerships, and on the ground flyer distribution.
 - Ways for the Board to get involved
 - Cafe Opening
 - Loyalty Rewards program
 - Pay it forward campaign
 - Follow the Cafe on instagram @stompinggrounds_sjcafe
 - Introducing Ardita Kola from EY who is a part of the EY Ripple pro bono team supporting the YouthBuild Cafe.

Health & Safety Updates

- School Nurse JoAnne Bell-Sokolski hired by YouthBuild who is at the school three times a week helping with COVID testing, contact tracing, vaccine education, health screening and reviewing student vaccine histories to ensure compliance
 - JoAnne is testing staff and students at the school each week and submitting to our CVS partners on processing results
 - Assisting with the review and updates (as needed) on YouthBuilds COVID-19 policies and procedures as well as updates to the Health Department.
- Students are kept in cohorts to limit exposure and easier contact tracing
- Ongoing vaccine education for students including a Community Meeting conversation with Dr. Ala Stanford from the Black Doctors consortium
- Difficult securing COVID-19 specific funds for our student population since they are over the age of 18

Finance Updates

- Review of June 2021 Financial Statements
 - Audit is ongoing so statements will be finalized by December meeting

2309 North Broad Update

- Close was originally planned for October 21s but will likely be delayed to later in the month
- Financial Projections for new building were presented to the Finance Committee and approved to move forward to present to Board for approval on purchase and close on 2309 North Broad
- Overview of the decision to choose 2309 North Broad as the new site
 - Close to 30 properties were considered but based on a number of factors including location and layout 2309 was chosen.
 - Huge appreciation to professional partners who have contributed to this process including AOS architecture firm, Ballard Spahr legal services.
 - Review of total cost for building and adjacent lot with The Reinvestment Fund helping to secure loan.
- Capital Campaign Update
 - Capital Campaign has raised 1.6 million from family and friends of the Board.
 - Focus on fundraising moving forward will be on individuals, foundations, and corporations
 - New Building event in November for people who have donated or pledged to donate as appreciation for their contribution.
- Review of debt analysis for new building purchase
 - Funding uses include acquisition cost and estimates on general, administration, construction, and building fit out.
- Question and answer session from Board on building close details and concerns.
- **Motion** by S. Yerrapathruni to approve **purchase and closing on 2309 North Broad**. Second by Kiley Smith Kelly, motion unanimously approved.

Q&A Regarding Written Committee Updates

- Update provided on Annual Giving campaign by Theo Molloy and what is still needed from the Board.
 - Updates for contacts lists and personal messages for friends and family mailers.
- To stay within time for the meeting, the Board is asked to review written reports of each committee and reach out to Committee Chairs with any questions.

Closing

- Appreciation for all the work completed by YouthBuilds staff towards new building close
- Reminder to attend Cafe Grand Opening and New Building events.