



**YouthBuild Public Charter School  
Board of Trustees Meeting  
June 18, 2020 - 5pm EDT  
Meeting Minutes**

**Board Members Present:**

Steve Lanning  
Mark Jordan  
Suraj Patel  
Mary Blatch  
Giselle Jones  
Liz Grant

**YouthBuild and TenSquare staff present:**

Claire Libert  
Janalee Jordan-Meldrum  
Jeff Cooper

Board Chair, Steve Lanning, called the meeting to order at 5:07 pm.

Leadership Update - Ms. Libert provided an update on school operations, including a recap of the distance learning program and communication and outreach efforts during the distance learning period.

Trustee Giselle Jones joined the meeting at 5:15pm.

Ms. Libert continued the leadership report and described plans to continue food support over the summer. She noted the biggest challenges have been obtaining consistent participation from students, special education, and the construction education/HBI certification.

Ms. Jordan-Meldrum presented information on the city's re-opening plans and the potential effect on school operations. She reviewed the current recommendations from the city and noted that every school must have a re-opening plan in place by the end of July that will be submitted to OSSE and PCSB.

Ms. Libert stated that the expectation is that there will be some form of in-person instruction at the start of the SY20-21; the question is how much will be in-person vs. virtual.

There was a discussion of expected difficulties in meeting enrollment targets for the SY20-21 in light of COVID-19.

Trustee Liz Grant joined the meeting at 5:40pm EDT.

Ms. Libert provided an update on the status of the school's requested enrollment cap increase. She will present the request to the PCSB at its June 22<sup>nd</sup> meeting.

Finance Update - Mr. Cooper provided a financial update through the end of April. The school is in good financial condition. He then turned his attention to the budget proposal.

He noted that plans included increasing funds for student stipends and additional costs related to COVID-19 prevention measures. Mr. Cooper noted that the budget was conservative, because it increased expense and funding contingencies to compensate for a potential reduction in per pupil spending.

***ACTION: Upon motion and second, the Board unanimously approved the proposed budget for SY20-21.***

Mr. Cooper explained the yearly contribution the school makes to employees' 401k accounts and requested the Board approve the contribution as requested.

***ACTION: Upon motion and second, the Board unanimously approved the calendar year 2019 contribution to staff 401k accounts.***

***ACTION: Upon motion and second, the Board unanimously approved the February and April board of trustee meeting minutes as submitted.***

Steve Lanning adjourned the meeting at 6:30 p.m.