

Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

August 8, 2019

5:00-7:00 PM

**3300 Henry Avenue
Two Falls Center, Suite 200, Philadelphia, PA**

Minutes

Trustees Present

Trustees Not Present

Klissa Thomas	Maria Pajil Battle
Fernando Treviño-Martínez	
Hedra Packman	
Jon Rosenberg (via Zoom)	
Chanel Ward	
Max Weisman	

Also Present

Emily Hurst; Executive Director, Philadelphia Hebrew Public (PHPCS)

Elyssa Yuen; Head of School, Philadelphia Hebrew Public (PHPCS)

Amy Schulz; Director of Operations, Philadelphia Hebrew Public (PHPCS)

Elly Rosenthal, CFO, Hebrew Public

I. Call to Order

Klissa Thomas called the meeting to order at 5:11 PM.

II. Approval of Prior Meeting Minutes – April 24 and June 26 (Schedule A)

Max Weisman made a motion to approve the prior meeting minutes. Fernando Treviño-Martínez seconded the motion and it passed unanimously.

III. Leadership Reports

1. Emily Hurst previewed the PHP Performance Dashboard
 - 1.1. Hedra Packman asked to build in a fundraising section
 - 1.2. Emily Hurst highlighted enrollment numbers and student demographics
2. Emily Hurst provided an update on Family Engagement & Orientation
 - 2.1. Recent events
 - 2.2. Home visits
 - 2.3. Student/family orientation
3. Emily Hurst provided an overview of staff Summer Institute

- 3.1. Elyssa Yuen walked through the highlights of the three-week schedule
4. Elyssa Yuen shared goals for the first 6 weeks of school

IV. Board Reports

- a. Klissa Thomas shared an update on board committees
 - i. Finance Committee: Hedra Packman, Chanel Ward, Elly Rosenthal, and Emily Hurst.
 - ii. Executive Committee
 - iii. Development Committee will form if capacity allows
- b. Board recruitment
 - i. Will recruit 2 to 4 additional members, one of whom will be a parent or family member; hope to bring onboard in October
- c. Financial Report
 - i. Elly Rosenthal presented the financial report; preliminary actuals through June 30
- d. Grand Opening

V. Board Actions

- a. Officer and Committee Elections
 - i. Klissa Thomas shared slate for 2019-20 board officers.
 - ii. Fernando Trevino made a motion to approve board officers. Max Weisman seconded the motion and it passed unanimously.
- b. Approval of Expenditures & Contracts (Schedule B)
 - i. Emily Hurst presented expenses to date that are over \$5,000.
 - ii. Hedra Packman made a motion to approve expenditures and contracts. Max Weisman seconded the motion and it passed unanimously.
- c. Purchases Budgeted Policy (Schedule C)
 - i. Emily Hurst explained the purchases budgeted policy.
 - ii. Max Weisman made a motion to approve purchases budgeted policy. Fernando Trevino seconded the motion and it passed unanimously.
- d. Student & Family Handbook (Schedule D)
 - i. Emily Hurst gave overview of the Student & Family Handbook, which includes the Student Health Service Policy and Truancy Policy.
 - ii. Jon Rosenberg shared about the new Hebrew Public organizational values system – OLAM.
 - iii. Discussion about nutrition policy with request for further research.

- iv. Hedra Packman asked about unexcused absences; typo will be updated to clarify excused and unexcused.
- v. Pending revisions to above referenced sections, Fernando Trevino made a motion to approve the Student & Family Handbook, Student Health Service Policy, and Truancy Policy. Hedra Packman seconded the motion and it passed unanimously.
- e. Revised Employee Handbook (Schedule E)
 - i. Emily Hurst gave an update on the Employee Handbook and recent updates including addition of paid-parental leave policy.
 - ii. Hedra Packman made a motion to approve the Revised Employee Handbook pending legal review. Fernando seconded the motion and it passed unanimously.
- f. Safety Plan (Schedule F)
 - i. Amy Schulz provided an overview of the school safety planning process.
 - ii. Pending further legal review and ongoing updates with support of safety experts, Hedra Packman made a motion to approve the Safety Plan. Max seconded the motion and it passed unanimously.
- g. New Position: Operations Associate (Schedule G)
 - i. Emily Hurst provided context on the reason for new position and the candidate we would like to hire.
 - ii. Hedra Packman made a motion to approve the hiring of an Operations Associate. Max Weisman seconded the motion and it passed unanimously.

VI. Public Comment

No public comment.

VII. Closing and Adjournment

Klissa Thomas moved to adjourn the meeting at 6:55 PM.