

Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

September 24, 2019

5:00-7:00 PM

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

Minutes

Trustees Present

Trustees Not Present

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

Also Present

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

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

Emily Fernandez, Chief Schools Officer, Hebrew Public

I. Call to Order

Chanel Ward opened the meeting at 5:07 pm.

II. Approval of Minutes

Chanel ward made a motion to adopt the previous meeting's minutes, respectively. Hedra seconded and the motion carried unanimously.

III. Introduction of Emily Fernandez

Emily Fernandez introduced herself to the board as the Hebrew Public Chief Schools Officer.

IV. Leadership Reports

- a. Leadership provided an overview of Summer Institute. The board was treated to a video of snapshots from the three weeks in August where PHP staff was engaged in PD. The staff spent time participating in culture building exercises, receiving content instruction and learning responsive classroom techniques. The staff also spend time in NYC meeting and sharing with the other schools in Hebrew Public network.
- b. Leadership reviewed the “glows and grows” of the first four weeks of school.
 - i. School leadership shared with the board areas that started off strongly and areas that require more work. Strong areas include enrollment (which is full),

staffing (which is cohesive, engaged and hardworking) and commitment to the mission. Growth areas include tweaking of arrival and dismissal procedures, fundraising, and building culture support capacity.

- ii. Emily Hurst shared an update on Performance Dashboard (Schedule B)
- iii. October 1st Reporting Requests. Emily provided opportunity for board members to provide updated resumes for the Oct. 1st deadline.

V. Board Reports

- i. Handbook Updates (Schedule C and D)
 - a. Student and Family Handbook: Includes a section on promoting nutritious foods.
 - b. Employee Handbook Addition of new parental leave policy.
- ii. Board Recruitment
 - a. Members discussed recruitment and selection process including the chance for families to meet current board members. Application process will be announced via family weekly electronic newsletter.
 - b. Officers will lead board selection process with an aim to appoint a new member by December board meeting
- iii. Grand Opening
 - a. Emily Hurst presented overview/schedule of the grand opening
 - b. Emily Hurst shared about a prospective dinner at Zahav on Sunday
- iv. Finance Committee
 - a. Elly Rosenthal shared revenue expense from July and August

VI. Board Actions

- i. Approval of Finance Report
 - a. Maria Pajil Battle made a motion to approve the budget. Hedra Packman seconded the motion carried unanimously.
- ii. Approval of Expenditures & Contracts
 - a. Leadership presented a contract for a related services provider after soliciting proposals and recommending CORA. Maria Pajil Battle made a motion to approve the CORA contract. Max Weisman seconded the motion carried unanimously.
 - b. Leadership presented a contract for a substitute company on a per diem basis. Maria Pajil Battle made a motion to approve the Educators on Call contract. Hedra Packman seconded the motion carried unanimously.
 - c. After the termination of the previous cleaning company for breach of contract, Leadership returned to the second lowest responsible bidder presented CleanNet for approval. Hedra Packman made a motion to approve the CleanNet contract. Maria Pajil Battle seconded the motion carried unanimously.

- d. Leadership presented the opportunity to partner with Camelot KAPS program as an approved private school placement. Hedra Packman made a motion to approve the Camelot KAPS contract. Maria Pajil Battle seconded the motion carried unanimously.
- iii. Approval of revisions to Health Policy
 - a. Provide physicals for students/families who have not received physicals
 - b. Provide dental exams for students/families who have not received dental exams
 - c. Hedra Packman made a motion to accept these changes, Maria Pajil Battle seconded the motion and the motion passed unanimously.

VII. Public Comment

No public comment.

VIII. Closing and Adjournment

Klissa Thomas moved to adjourn the meeting at 7:10 PM.