

Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

January 16, 2020

5:00-7:00 PM

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

Minutes

Trustees Present

Trustees Not Present

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

Also Present

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

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

Elly Rosenthal, CFO, Hebrew Public

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

I. Call to Order

Klissa Thomas called the meeting to order at 5:12 PM. Requested to flip order of agenda given time conflicts for one member and begin with board action.

II. Approval of Prior Meeting Minutes – (Schedule A)

Max Weisman made a motion to approve the prior meeting minutes. Hedra Packman seconded the motion and it passed unanimously.

III. Board Actions

1. Approval of Finance Report - (Schedule D). Elly Rosenthal presented on the financial including P&L and cashflow. Hedra Packman reported on discussion and findings from Finance Committee meeting on January 10, 2020. Noted will do a deeper dive into cost drivers during board reports. Max Weisman made a motion to approve the finance report. Hedra Packman seconded the motion and it passed unanimously.
2. Approval of Dean of Culture/Instruction Position – (Schedule E). Emily Hurst updated board on new position, which takes two previously approved and unfilled positions to pay for a dean of culture or dean of instruction for the remainder of the year. The Leadership Teams is posting for both positions to find the most highly qualified candidates given the time of the year. Max Weisman made a motion to approve the new position. Hedra Packman seconded the motion and it passed unanimously.

IV. Leadership Reports

1. Academic Data Dive: Elyssa shared reading data from the Teachers College assessment. Growth metrics are on par with network schools. Leadership has made a schedule adjustment for reading to create 70-minute reading blocks where two teachers are present so that content areas can be taught in smaller groups and implementing more reading checks between report card conferences – arc of growth: 1st and 2nd quarter growth can be slow because of getting acclimated to school and winter holidays; 3rd quarter is longest and the best place to make significant growth.

Hedra Packman asked about summer programming to prevent the “summer slide” based on current numbers and gaps seen in 1st grade students. Elyssa Yuen gave brief overview of extended school year program. H. Packman mentioned Read by 4th and Reading Captains websites. H. Packman asked about sending books home for the summer. H. Packman also shared about book event at the convention center that starts next Friday and runs through Sunday.

2. E. Yuen shared about the launch of OLAM time – student choice time – and how the students made choices; Spirit Week, and our first field trip.
3. E. Hurst reviewed the Performance Dashboard (Schedule B)
 - a. Enrollment is steady at 157 and school is backfilling when any vacancies.
 - b. School is seeing demand in 2020-21 SY application (260 applications for kindergarten seats to date) aiming for 360 to be able to enroll four kindergarten classes.
 - c. Attendance: Leadership is launching attendance campaign. Currently at 92% and aiming for 95%. Major barrier is transportation for kindergarten. SAP meetings focus on helping problem solve including connecting families to Neighborhood Networks.
 - d. Staff composition is stable.
4. E. Hurst presented Tripod Data (Schedule C), including family, staff, and student surveys

IV. Board Reports

1. Family Board Representative
 - a. Klissa Thomas shared that the board received one partial application. Have contacted the applicant to see if she can complete the application and meet with the Executive Committee.
2. Act 55 Board Training
 - a. New legal requirement that is required for first year board members. There are two training options:

- i. Friday May 1st from 9:30AM – 1PM that is free through charter school coalition. Maria cannot attend. E. Hurst will look for other free options, including online
 - ii. Can hire a consultant for \$1,000.00
- 3. Statements of Financial Interest. Required for all board members and due May 1st
- 4. Security Audit.
 - a. E. Hurst shared donor connecting leadership to security expert to explore audits, and agreed to potentially cover any cost if school cannot receive audit from local police, state policy, or Department of Homeland Security in the near future.
- 5. Finance Committee
 - a. Elly Rosenthal returned to finance report and updated on Hebrew Public budget (runs on calendar year). Given PHP needs in startup year especially around student need and delay in special education payments, network board approved grant to PHP of \$175,000.00 to be paid in installment in December, February, and June.
 - b. H. Packman added that Friends of PHPCS has been launched and approved as an EITC-EIO organization to support the school’s innovative programming. Also secured the first contribution.
 - c. E. Rosenthal noted school doing a great job with the accuracy of lunch reimbursements from NSLP.
 - d. H. Packman pointed out high expenses in SPED, especially for 1:1 paraprofessionals. E. Hurst explained that the school has a number of students who qualify for TSS workers but students’ insurance agencies cannot staff positions right now. School must pay for temporary additional supports through sub agency to make sure students have support despite the fact that full-time TSS workers are approved. H. Packman has requested a SPED staff breakdown to understand full cost. E. Hurst and E. Yuen have been negotiating with CORA.
- 6. Fundraising
 - a. Klissa asked the board members to continue to consider making donations.
 - b. EH shared that just passed the \$90,000.00 mark and asked that each board member host a tour for prospective donors.

VI. Public Comment

- I. No public comments

VII. Closing and Adjournment

Hedra Packman moved to adjourn the meeting at 6:41 PM.