

Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

May 18, 2021

5:30 PM

Virtually via Zoom

Minutes

Trustees Present

Trustees Not Present

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

Also Present

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

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

Madison Gould; Director of Operations, Philadelphia Hebrew Public (PHPCS)

1. Call to Order & Adoption of Agenda.

Klissa Thomas called the meeting to order at 5:32 PM. Jon Rosenberg made a motion to approve the agenda. Maria Battle seconded the motion and it was passed unanimously.

II. Approval of Prior Meeting Minutes – April 6, 2021 (Schedule A)

Jon Rosenberg made a motion to approve the prior meeting minutes. Maria Battle seconded the motion and it passed unanimously.

III. Leadership Reports

1. Emily Hurst, Executive Director, presented the Finance Report
 - a. Submitted both March 31st and April 30th financials
 - b. Continue to be in a good place; balance and P&L trending in the right directions
 - c. Cash on hand is over 90 days

- i. Important as reimbursement for new enrollees will not happen until October
 - d. Will be purchasing FY22 materials against FY21 budget
 - e. Number of regulatory changes forthcoming from Wolf administration
 - i. Will make it more challenging to obtain charters or renewals
 - ii. Additional board approval requirements and reporting
 - iii. Working closely with Charter Choices and PCE on advocacy
 - f. Chanel Ward Biddle made a motion to approve the financial report. Jon Rosenberg seconded the motion and it passed unanimously.
- 2. Emily Hurst, Executive Director, presented additional PHP updates
 - a. Summer programming
 - i. 90 students on site at PHP
 - ii. Students attending College Settlement day camp in Horsham, PA
 - iii. 3 students attending Ramapo overnight camp
 - b. Staffing updates
 - i. Expanding to 45 staff members
 - ii. Shavon Jordan promoted to Associate Dean of Student Supports
 - iii. Kamerin Jordan promoted to homeroom teacher

IV. Board Actions

- 1. Approval of FY22 Draft Budget (Schedule D)
 - a. Emily Hurst, Executive Director presented the 2021-2022 budget and 5-year financial projection
 - i. Four presented scenarios offering multiple perspectives to inform long term decision making
 - ii. Size of liability grows each year as school grows
 - 1. Year 4 & 5 will be challenging as PHP will hit its cap; fund balance essential
 - iii. Goal is to create a fund balance of 5-10% yearly for rainy day fund
 - iv. Budget included in this model is aligned to that goal, supported by federal funding (ESSER, etc.)
 - v. Most likely scenario is a flat-rate on Special Education funding and 3% decrease in per pupil funding
 - vi. Budget prioritizes:
 - 1. Retaining teachers
 - 2. Targeted instruction
 - 3. Facility expansion
 - vii. To be determined:

1. Per pupil funding
 2. ESSER II funding (impact for 2022-2023)
 3. Instructional technology model
- viii. Final budget to be presented on 6/22 for submission to the state
 1. Budget has been reviewed with finance committee and recommended for approval
 2. Budget has been reviewed by Hebrew Public and recommended for approval
 3. Maria Battle made a motion to approve the 2021-2022 school budget. Fernando Trevino seconded the motion and it was approved unanimously.
2. Approval of Fund Balance Policy (Schedule E)
 - a. Emily Hurst, Executive Director presented the Fund Balance Policy
 - i. Budgets with fund balances above a certain threshold are recommended to have restricted fund balances, often used specifically for rainy day funds
 - ii. Recommendation to place \$950,000 into a restricted fund balance
 - iii. Will leave PHP with a 6% unrestricted fund balance
 - iv. Chanel Ward Biddle made a motion to approve the Fund Balance Policy. Maria Battle seconded the motion and it was approved unanimously.
3. Approval of SY22 Board Calendar (Schedule F)
 - a. Emily Hurst, Executive Director, presented the SY22 Board Calendar
 - i. Required to have 9 meetings based on calendar
 - ii. No meeting in July
 - iii. Shifting back to Thursdays to support PHP team
 - iv. Potential to meet in person as COVID safety allows
 - v. Maria Battle made a motion to approve the SY22 Board Calendar. Chanel Ward Biddle seconded the motion and it was approved unanimously.
4. Approval of Lease Amendment (Schedule G)
 - a. Emily Hurst, Executive Director, presented the Lease Amendment
 - i. We are expanding quicker than anticipated
 - ii. Landlord has agreed to give us space initially planned for year 7 or 8 at \$10/sq ft for one year
 - iii. Lease amendment includes the cost of the temporary space at the \$10/sq ft rate
 - iv. Review of revised facility plans

1. Acquiring space on same floor as current instructional floor to approve flow of building
 2. Acquiring and renovating current commercial kitchen to allow for prep and service kitchen and larger cafeteria space with natural light
 3. Negotiations ongoing with landlord but they are open to requests
- v. Maria Battle made a motion to approve the Lease Amendment. Fernando Trevino seconded the motion and it was approved unanimously.
5. Approval of School Food Management Company RFP and Rubric (Schedule H)
 - a. Madison Gould, Director of Operations, presented the Food Service RFP
 - i. Electing to go out to bid for a new food service provider
 - ii. Current food service provider does not meet our staffing needs and we are losing money
 - iii. RFP process will include the opportunity to grow with the school over 5 years including financing kitchen purchases for expanded kitchen
 - iv. Ideally finances will be break even or better over the course of the contract
 - v. Pre-bid walkthrough will take place 5/24; Linton's and Nutrition Group have RSVP'd
 - vi. Rubric provides concrete rates for evaluating the RFP
 - vii. PHP needs to open bids on 6/9, sign and send contracts by 6/15, ratify contract with board on 6/22, and start new contract RFP submission providing on 7/1
 - viii. Chanel Ward Biddle made a motion to approve the RFP and the rubric. Maria Battle seconded the motion and it was approved unanimously.
6. Approval of Interim Signatory Coverage Plan (Schedule G)
 - a. Emily Hurst, Executive Director, presented interim signatory coverage plan
 - i. Maria Battle made a motion to approve Elyssa Yuen as the interim signatory on PHP supports. Chanel Ward Biddle seconded the motion and it was approved unanimously.

VII. Public Comment

VIII. Executive Session

IX. Closing and Adjournment

Klissa Thomas made a motion to adjourn the meeting at 6:55 pm. Maria Battle seconded the motion.