

Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

June 22, 2021

5 PM

Virtually via Zoom

Minutes

Trustees Present

Trustees Not Present

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

Also Present

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

Emily Fernandez; Chief of Schools, Hebrew Public

1. Call to Order & Adoption of Agenda.

Jon Rosenberg called the meeting to order at 5:05 PM. Hedra Packman made a motion to approve the agenda. Maria Pajil Battle seconded the motion and it was passed unanimously.

II. Approval of Prior Meeting Minutes – May 18, 2021 and June 9, 2021 (Schedule A)

Maria Pajil Battle made a motion to approve the prior meeting minutes. Chanel Ward-Biddle seconded the motion and it passed unanimously.

III. Leadership Reports

1. Madison Gould, Director of Operations, presented end of the year reflection
 - a. Highlights from last week of school
 - b. Building and staff closeout
2. Madison Gould, Director of Operations, presented the PHP performance dashboard
 - a. Limited change from May

- b. Ended the year in a positive financial position
 - c. Well positioned for next year's enrollment
 - d. Academic performance data
 - i. Actually lower data than what we know was the case due to testing irregularity
 - ii. Administered online remotely in the fall and similarly in the spring
 - iii. Valuable assessment but does not quite capture academic growth we saw for our students
 - iv. Will inform targeted interventions for students in the fall
3. Emily Fernandez, Chief of Schools, presented Tripod data
- a. Staff survey regarding school leadership and structures impact on student achievement (22 out of 30 respondents)
 - i. Continued improvement on 4 out of 5 indicators over time, with 4 out of 5 rated at a 4 or above
 1. School Leadership
 2. Academic Press
 3. Professional Development Quality, Evaluation Quality
 4. 89% of staff responded positively to COVID safety measures
 5. 96% of staff are satisfied with the current learning model at our school
 - ii. Slight decrease in professional learning communities (currently about 3.3)
 1. Specific definition vs. current school development model
 2. Modest efforts to incorporate more PLC but staying the course
 3. Staff indicated concerns regarding effects of COVID for the coming school year, including peer relationships, social emotional wellbeing, behavior, and academic concerns
 4. 35% of staff indicated administrators visit class to observe teaching for at least 20 minutes
 - a. In line with current model of more frequent brief walkthroughs
 - b. Will consider longer observations for coming school year
 - b. Family survey feedback indicating satisfaction of school (100 respondents)
 - i. Highlights

1. Decrease in family assessment of child stress and anxiety
2. “How satisfied are you with the way your school’s staff interacts with you?” 80% of families satisfied or very satisfied, 12% neutral, 8% dissatisfied or very
3. “How satisfied are you with your child’s school?” 83% satisfied or very, 13% neutral, 4% dissatisfied or very
- ii. Areas of improvement
 1. Overall decrease in family ratings when looking across all questions (3.19 from 4.24); favorability from 43% from 79%
 - a. In-line with trends across education responding to COVID-19 pandemic
 - b. Specific growth areas include consistency, parent engagement, school program model, increased communication
 2. Retention remains very high
 3. Reflections and feedback incorporated into strategic planning for the coming school year
4. Jon Rosenberg, CEO, presented Promise54 data
 - a. Non-profit organization founded to support education organizations to build and sustain healthy, inclusive, and equitable environments where a diverse set of staff can thrive
 - b. Survey designed to help understand perspectives about diversity, equity, and inclusive practices based on staff experience survey
 - c. Promise54 believes there is a strong correlation between school policies and actions regarding DEI and likelihood of staff to recommend others to work there, known as the “net promoter score”
 - i. Non-leadership staff responses indicate a net promoter score of 63, one of the highest
 - ii. Aligns to diversity, equity, and inclusion index questions which were all similarly high (83-94%)
5. Elly

IV. Board Actions

1. Approval of FY22 Final Budget (Schedule F)
 - a. Elly Rosenthal, Chief Financial Officer, presented the SY2021-2022 Final Budget
 - i. Conducted an in-depth walkthrough of the proposed 2021-2022 budget last week

- ii. Projections for the current school year of \$700,000 against remaining budget of \$77,000
 - 1. Savings due to adjusted school model
 - 2. Enrollment remained strong in 2020-2021
 - a. 2% difference in per pupil funding
 - b. Adding an additional grade in 2021-2022
 - c. Larger special education population than initially anticipated in 2020-2021 included in budget for 2021-2022
 - d. Increase in budget for special education for the coming school year
 - 3. Additional revenue
 - a. Philadelphia School Partnership grant scheduled to receive \$350,000 in 2021-2022
 - b. ESSER funds
 - i. In 2020-2021 PHP received \$116,000 in ESSER I funds
 - ii. ESSER II anticipated funding to a total of \$900,000
 - 1. Budgeted \$530,000 for the coming year
 - 2. \$400,000 for 2022-2023
 - c. ESSER funds are temporary infusion of funds, so additional savings are necessary to support growth of school and variable funding over time
 - d. ESSER III funds details to come
 - 4. Expenses
 - a. Benefits and payroll taxes remain steady at 25%
 - b. Contractual services significantly increased for special education services and nursing services
 - i. Nursing services were limited as facility was remote until March
 - c. Shift to new food service management company resulting in increased budget
 - d. Additional square footage impacting rent, utilities
- b. Fernando Treviño-Martínez made a motion to approve the 2021-2022 budget. Chanel Ward-Biddle seconded the motion and it passed unanimously.

2. Hedra Packman presented the Finance Committee report (Schedule C)
 - a. Financials remain positive
 - b. 2021-2022 per pupil rate decrease from \$10,836 to \$10,639; Special education per pupil rate increase from \$30,442 to \$31,099
 - c. Per pupil revenue depends on school district expenditures
 - i. ESSER and other federal grant spending will not be captured in SDP expenditures that determine per pupil amounts
 - d. Benchmarks in financial summary
 - i. Liability to asset ratio 7.19%; standard is greater than 1%
 - ii. Cash on hand as of May 31st is 117.75 days; school district standard is 60 days
 - iii. Debt to asset ratio is 12%; school district standard is less than 85%
 - e. \$100,000 of \$705,000 end of year income committed to school year 2021-2022
 - f. Net income increasing while expense vs. revenue remains positive
 - g. Additional district income noted due to student moving out-of-district
 - i. School district of residence compensates PHP for student who initially enrolled in Philadelphia and relocates out of district
 - ii. Not included in 2021-2022 budget
 - h. Chanel Ward-Biddle motioned to approve the finance report. Fernando Treviño-Martínez seconded the motion and it was approved unanimously.
 - i. Additional discussion of funding advocacy
 - i. Ongoing conversations in PA regarding long-term funding for charter schools
 - ii. PHP continues to partner with Philadelphia Charters for Excellence and engaging in advocacy
3. Madison Gould, Director of Operations, presented the FY22 Board & Officers roster (Schedule D)
 - a. No changes to board members and officers
 - b. Max Weisman made a motion to approve the 2021-2022 board and officer roster. Hedra Packman seconded the motion and it was approved unanimously.
4. Madison Gould, Director of Operations, presented the 2021-2022 Employee Handbook and 12-month PTO (Schedule E)
 - a. Adjustment to accrual of PTO for the coming school year
 - i. 1.6 days per month for a total of 14 PTO days
 - ii. Shift from 20 days of PTO

- iii. Total PTO (inclusive of all school closures) remains 43 days
 - iv. Adjustment due to closure of operations during Spring Break
 - v. Observing additional holidays (Rosh Hashana, Yom Kippur, additional February break day)
 - b. Staff may now request PTO in increments of 2 hours
 - i. Current practice but codifying in manual
 - c. Summer pay clarified in handbook
 - i. Any 10-month staff member terminated or resigned before the end of the academic year will receive a pro-rated payment based on the number of pay periods worked during the school year
 - ii. Example: if a staff member worked 10 of 20 payments in the academic year, will receive 50% of pay
 - iii. 10-month employees work during academic days (teachers, specialized services team)
 - 1. Accrue 10 days over school year as opposed to 14
 - 2. 10-month staff salary is pro-rated and paid out over 12 months
 - iv. 10 or 12-month status is role-specific
 - d. Post-employment reference checks or inquiries directed to the school or network needs to be referred to HR
 - i. PHP will not release information about prior or current employees to organizations outside of Philadelphia Hebrew Public other than dates of employment and job title except where required by law or requested by an employee
 - ii. Any individual employee that is approached for a reference may provide a reference but is acting independently and not on behalf of the school
 - iii. HR fields all specific communications and questions regarding circumstances of termination
 - e. Hedra Packman made a motion to approve the 2021-2022 Employee Handbook. Chanel Ward-Biddle seconded the motion and it was approved unanimously.
- 5. Madison Gould presented 2021-2022 Staff Contracts Schedule G)
 - a. Current listing of all staff members and positions for school year 2021-2022
 - b. Will be updated in August

- c. Chanel Ward-Biddle made a motion to approve the 2021 Staff Contracts. Fernando Treviño-Martínez seconded the motion and it was approved unanimously.
6. Madison Gould presented the 2021-2022 Food Service Contract (Schedule H)
- a. Bid was awarded to Linton's based on cost
 - b. Contract awaiting approval by Department of Food and Nutrition, to be signed by Elyssa Yuen upon approval
 - c. Contract to begin July 1st
 - d. Will provide for additional staffing including a full-time food service manager and part-time food service worker, as well as a district manager
 - e. Optional renewal up to 5 years
 - f. Chanel Ward-Biddle made a motion to approve the Food Service Contract. Hedra Packman seconded the motion and it passed unanimously.
7. Madison Gould presented the ARP ESSER Health & Safety Plan (Schedule I)
- a. Required health and safety plan for ESSER funds
 - b. Beginning in May, PHP had 0 primary cases since May
 - c. No evidence of community transmission
 - d. 125 students quarantined during 2021-2022 school year
 - e. Adjustments to 2021-2022 plan
 - i. Based on CDC recommendations
 - ii. Adjusted to 3 feet of social distancing
 - f. Masks continue to be required
 - g. Temperature checks, screeners still required
 - h. Plans will continue to be updated based on guidance
 - i. Remote accommodation planning is ongoing
 - i. 90% of families indicated intent to return in-person on Tripod survey
 - ii. Robust programming to attend to our students' social and academic needs during the summer
 - j. SDP will continue to provide transportation and manage enforcement of health and safety protocols; PHP will continue to provide feedback
 - k. Staff are required to provide vaccine card to PHP; not currently required to receive vaccine
 - l. Hedra Packman made a motion to approve the ARP ESSER Health & Safety Plan. Chanel Ward-Biddle seconded the motion and it was approved unanimously.

VII. Public Comment

IX. Closing and Adjournment