

Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

June 22, 2023

5 PM

Virtually via Zoom

Minutes

Trustees Present

Trustees Not Present

Klissa Thomas	Fernando Treviño-Martínez
Jon Rosenberg	Max Weisman
Daniel Bell	
Hedra Packman	

Also Present

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

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

Madison Gould, Senior Director of Regional Operations, Hebrew Public

Soren Barnett, Operations Coordinator, Philadelphia Hebrew Public (PHPCS)

I. Call to Order & Adoption of Agenda.

Klissa Thomas called the meeting to order at 5:03 pm. Hedra Packman moved to approve the meeting agenda. Daniel Bell seconded the motion and it passed unanimously.

II. Approval of Prior Meeting Minutes – May 18, 2023

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

III. Leadership Reports

- I. Emily Hurst, Executive Director, presented SY22-23 Reflections
 - a. Positive feedback on after-school program and new student experiences
 - b. Cyclical monitoring was a success
 - c. Strategic plan sprint to address evolving needs
 - d. Acute staff shortages and turnover management were a challenge

- but handled well
 - e. Positive progress on student culture with reduced referrals
 - f. First base-line year since Covid-19 (only year since opening without widespread quarantines and closures interrupting instruction)
 - g. Challenges and grows
 - i. Staff shortages and mid-year transitions
 - ii. Additional programming to address acute student need and trauma
2. Emily Hurst, Executive Director, presented SY24 Strategic Planning
 - a. Increased emotional support programming
 - b. Expansion of low incidence SpEd programming
 - c. More joy and aligned culture systems
 - d. Creative and sustainable scheduling
 - e. Strategic deployment of additional space
 3. Madison Gould, Senior Director of Regional Operations, presented Enrollment Updates
 - a. 94.4% retention rate from SY22-23
 - b. Mostly enrolled for SY23-24, but still back-filling some grades
 - c. Planning to drop a section in 3rd grade as we hit our enrollment cap during SY23-24 and are planning for physical space constraints
 4. Emily Hurst, Executive Director, presented SY24 Talent
 - a. 93% staffed for SY23-24
 - b. Vacancies include STEM lab teacher, low-incidence SpEd teacher, social worker
 5. Emily Hurst, Executive Director, presented Facilities Update
 - a. Amending the lease to re-occupy the Two Falls 3rd floor space for two years at a reduced price. Space will be used for specials, offices, and additional programming, but not homeroom classrooms
 6. Madison Gould, Senior Director of Regional Operations, presented Safety Presentation from SY22-23
 - a. In compliance on drills - conducted 1 security, 10 fire drills
 - b. Full staff completed ALICE training in person (full-day interactive training paid for by the PCCD Safety & Security Grant).
 - c. Threat Assessment Team:
 - i. Leadership Team and Social Work convene regularly to review any threats
 - ii. Multiple student risk assessments completed by social worker based on student language
 - iii. Two parent investigations resulting in warning letters
 7. Emily Hurst, Executive Director, presented Charter Renewal Timeline
 - a. Charter School Office members will attend one board meeting between August and November, and later conduct interviews

- b. Growth Plans: Original charter application applied for K-8 with a total student enrollment of 702 students. Charter agreement caps PHP enrollment at 468 students in kindergarten through 5th grade in the first charter term. Charter renewal includes request to grow to include grades 6 through 8 with 702 students per charter agreement.
- 8. Emily Hurst, Executive Director, presented Governance and Nominating Committee
 - a. PHP parent as a new potential board member - to serve a one-year term as family representative
- 9. Emily Hurst, Executive Director, presented SY24 Budget
 - a. Key Revenue Drivers
 - i. Enrollment: Goal to budget is 468, but plan to over enroll by 8% to build a buffer. Projecting 110 SpEd students (23% of student body)
 - ii. Reimbursement rate: Per pupil rates seem high, so budgeting more conservatively (6% increase) in the event that there is a correction
 - iii. Federal revenue: ARP ESSER funds will be spent
 - iv. Fundraising: \$300,000 unrestricted fundraising goal for this year. Will also be applying for 21st Century Grant.
 - b. Key Expense Drivers
 - i. Personnel: Significant investment in new teacher compensation system. Progressive COLA (e.g. \$2,000 or 2%) for staff not on the teacher scale
 - ii. Rent: Negotiated highly discounted 2-year lease amendment for additional space.
 - c. Budget build to have a positive balance as well as \$100,000 contingency fund.

IV. Board Reports

- 1. Hedra Packman presented Financial Report
 - a. End of June - will pay accrual costs
 - b. Preliminary FY23 audit underway
 - c. Increased deployments of ESSER funds
 - d. Benchmarks are positive and above SDP targets
- 2. Hedra Packman presented Proposed Budget
 - a. Balancing new teacher compensation model
 - b. Projecting strong enrollment
 - c. Balancing staffing shortages

V. Board Actions

- 1. Approval of Financial Report (Schedule B)

- a. Daniel Bell made a motion to approve the Financial Report (Schedule B). Jon Rosenberg seconded the motion and it passed unanimously.
2. Approval of Family Engagement Coordinator (Schedule C)
 - a. Hedra Packman made a motion to approve the Family Engagement Coordinator (Schedule C). Daniel Bell seconded the motion and it passed unanimously.
3. Approval of FY24 Staff Contracts (Schedule D)
 - a. Daniel Bell made a motion to approve the FY24 Staff Contracts (Schedule D). Hedra Packman seconded the motion and it passed unanimously.
4. Approval of FY24 Budget (Schedule E)
 - a. Hedra Packman made a motion to approve the FY24 Budget (Schedule E). Daniel Bell seconded the motion and it passed unanimously.
5. Approval of Fund Balance Policy
 - a. The board makes a motion to amend the Fund Balance Policy to restrict \$1.5 million for strategic future priorities.
 - b. Hedra Packman made a motion to approve the amended Fund Balance Policy with the approved language. Daniel Bell seconded the motion and it passed unanimously.
6. Approval of Lease Reimbursement
 - a. Board makes the motion to approve the submission of the 2022-2023 rental reimbursement document to PDE once the forms become available.
 - b. Klissa Thomas made a motion to approve the Lease Reimbursement. Daniel Bell seconded the motion and it passed unanimously.
7. Approval of Student & Family Handbook (Schedule G)
 - a. Daniel Bell made a motion to approve the Student & Family Handbook (Schedule G). Hedra Packman seconded the motion and it passed unanimously.
8. Approval of SY24 Board Calendar (Schedule H)
 - a. Klissa Thomas made a motion to approve the SY24 Board Calendar with a revision of Tuesday, September 26th date. (Schedule H). Jon Rosenberg seconded the motion and it passed unanimously.
9. Approval of Nursing Contract (Schedule I)
 - a. MACCS - new contract - full-service health service company
 - b. Hedra Packman made a motion to approve the Nursing Contract (Schedule I). Daniel Bell seconded the motion and it passed unanimously
10. Approval of Lease Amendment (Schedule J)
 - a. Daniel Bell made a motion to approve the Lease Amendment with IronStone to rent additional space for two years (Schedule J). Jon Rosenberg seconded the motion and it passed unanimously.
11. Approval of Policy on Transgender and Gender Nonconforming Students

(Schedule K)

- a. Klissa Thomas made a motion to approve the Policy on Transgender and Gender Nonconforming Students (Schedule K). Hedra Packman seconded the motion and it passed unanimously.
12. Appointment of parent representative for the board
- a. Jon Rosenberg made a motion to appoint Michelle McLoyd as a member of the board to serve as the parent representative for the 2023-24 school year. Hedra Packman seconded the motion and it passed unanimously.
13. Approval of food Service Management Contract
- a. Extensive contract and large expenditure (though reimbursed), so the board will vote on approval of this contract.
 - b. Hedra Packman made a motion to approve the Food Service Management Contract. Jon Rosenberg seconded the motion and it passed unanimously.

VI. Public Comment

None.

VII. Executive Session

The board convened in executive session to discuss a confidential student matter and complete the annual performance evaluation of the Executive Director.

VIII. Closing and Adjournment

Klissa Thomas moved to adjourn the meeting at 7:38 pm. Hedra Packman seconded.