

**Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting**

September 26, 2023

5:30 PM

**3300 Henry Avenue and Virtually via Zoom**

**Minutes**

**Trustees Present**

**Trustees Not Present**

Klissa Thomas	Daniel Bell
Jon Rosenberg	Keli McLoyd
Katy Tipson	
Hedra Packman	
Max Weisman	

**Also Present**

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

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

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

**I. Call to Order & Adoption of Agenda.**

Klissa Thomas called the meeting to order at 5:46 pm. Jon Rosenberg moved to approve the amended meeting agenda with the addition of the revised Title I Schoolwide Plan. Hedra Packman seconded the motion and it passed unanimously.

**II. Approval of Prior Meeting Minutes – August 7, 2023**

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

**III. Leadership Reports**

- I. Elyssa Yuen, Head of School, and Emily Hurst, Executive Director, presented PHP Updates
  - a. First Six Weeks of School
    - i. Lots of fun, joy, and new things such as STEM
    - ii. Focus on school climate

- iii. Building routines, norms, expectations
- iv. Network priorities - Intellectual prep, global citizenship, multi-tiered support system
- b. Strategic Plan Spotlight
  - i. Network priorities - Knowing content and students, Creating environments where all students can thrive, bring mission to life
  - ii. GAMETIME - Goals Are My Everything - helping students with emotional support needs as supplemental support, students given feedback every 5-7 mins, while working on SAM skills
  - iii. Low-incidence - students with significant learning needs receive mixed categorical support (separate K-2 and 3-5)
  - iv. School Culture - OLAM points and monthly celebrations, after-school sports, new partnerships - Playworks, Healthy NewsWorks
  - v. Family & Community partnership - several Fall events (BBQ, Back-to-School Night, Curriculum Night)
- c. Board Dashboard
  - i. Enrollment - budget is 474, currently enrolled at 493 after 10-day drops (on track)
  - ii. Attendance - major focus for SY24 with a goal of 93% average daily attendance
- d. Talent Updates
  - i. 96% staffed for SY24
  - ii. Vacancies - permanent STEM Lab Teacher, Hebrew teachers
- e. Charter Renewal Timeline
  - i. Charter School Office will be at next board meeting
  - ii. Completed file audits for personnel, student health, and ELs
- f. Fundraising: EITC.
  - i. Friends of PHPCS is an approved EIO organization to support PHP's innovative model. Please review the list of approved businesses and reach out to Emily with any contacts for potential introductions.

#### **IV. Board Reports**

- I. Hedra Packman, Treasurer, presented the Finance Report
  - a. Finance Committee reviewed the unaudited financials for FY23. As a note, there are several invoices from vendors that are still outstanding so the surplus will go down.
  - b. Finance Committee reviewed the July and August financials including the check register. Enrollment is strong and budget projections seem on track, though September financials will give us a better picture.

- c. Income artificially lower due to delay in SDP payments (challenge of growth), which will be reconciled in October.
- d. Facility expenses have increased due to expansion space
- e. ESSER fund sunset end of fiscal year 2024
- f. Revised budget will be presented during the October meeting

## **V. Board Actions**

1. Appointment of Katy Tipson to Board of Trustees (Schedule B)
  - a. Jon Rosenberg made a motion to approve the Appointment of Katy Tipson to Board of Trustees (Schedule B). Hedra Packman seconded the motion and it passed unanimously.
2. Approval of Finance Report (Schedule C, D)
  - a. Jon Rosenberg made a motion to approve the Finance Report including (Schedule C, D). Max Weisman seconded the motion and it passed unanimously.
3. Approval of Deposit Repayment (Schedule E)
  - a. Hedra Packman made a motion to approve the Deposit Repayment (Schedule E). Max Weisman seconded the motion and it passed unanimously, with Jon Rosenberg recusing himself from voting because of conflict of interest given role his role as Hebrew Public's CEO.
4. Approval of Playworks Contract (Schedule F)
  - a. Klissa Thomas made a motion to approve the Playworks Contract (Schedule F). Jon Rosenberg seconded the motion and it passed unanimously.
5. Approval of Instructional Coaching Contracts (Schedule G)
  - a. Jounce
    - i. Jon Rosenberg made a motion to approve the Instructional Coaching Contract for Jounce (Schedule G), pending the clarification of 1.5 units of coaching for PK. Hedra Packman seconded the motion and it passed unanimously.
  - b. Foundations, Inc. for Interim Director of Special Education services,
    - i. Klissa Thomas made a motion to approve the Contract of Interim Director of Special Education (Schedule G). Max Weisman seconded the motion and it passed unanimously.
  - c. Foundations, Inc. for ELL Specialist
    - i. Klissa Thomas made a motion to approve the Contract for an ELL Specialist (Schedule G). Max Weisman seconded the motion and it passed unanimously.
  - d. Foundations, Inc. for consultant for close-out of cyclical monitoring and coaching
    - i. Klissa Thomas made a motion to approve the Contract for a

Consultant (Schedule G). Max Weisman seconded the motion and it passed unanimously.

6. Approval of Related Services Contract (Schedule H)
  - a. Klissa Thomas made a motion to approve the related services contract with Therapy Source for a school psychologist (Schedule H). Katy Tipson seconded the motion and it passed unanimously.
7. Approval of Title I Plan
  - a. Jon Rosenberg made a motion to approve the Title I Plan. Katy Tipson seconded the motion and it passed unanimously.

#### **VI. Public Comment**

None.

#### **VII. Executive Session**

Confidential personnel matters.

#### **VIII. Closing and Adjournment**

Katy Tipson moved to adjourn the meeting at 7:36. Jon Rosenberg seconded.