

# Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

January 19th, 2023

5 PM

Virtually via Zoom

## Minutes

### Trustees Present

### Trustees Not Present

Trustees Present	Trustees Not Present
Jon Rosenberg	Fernando Treviño-Martínez
Daniel Bell	
Hedra Packman	
Klissa Thomas	
Max Weisman	

### Also Present

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

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

Phillip Smith; Director of Specialized Services, Philadelphia Hebrew Public (PHPCS)

Elly Rosenthal; Chief Financial Officer, 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 6:02 pm. Hedra Packman moved to approve the meeting agenda with the revision as stated by Emily Hurst, with its contents found under “Board Actions.” Jon Rosenberg seconded the motion and it passed unanimously.

### **II. Approval of Prior Meeting Minutes – December 15, 2022**

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

### **III. Leadership Reports**

1. Phillip Smith, Director of Specialized Services, presented Cyclical Monitoring
  - a. Facets of Cyclical Monitoring
    - i. Facilitated staff assessment
    - ii. Parent and Teacher Interviews
    - iii. Classroom Observations
    - iv. Student, Parent, and Teacher Surveys
    - v. Administrative Interview
    - vi. File Review
  - b. Expected corrective actions: paperwork, timelines of evaluations for students and parental notification, psychologists, parent trainings (has been affected by Covid and staffing challenges)
  - c. Surrogate Parent Policy
    - i. Proposing a parent from parent association for if it is needed (to advocate for a student if no one else in in their family can), but the surrogate parent would need training
  - d. Independent Educational Evaluation (IEE)
    - i. Payment timeline for outside psychologist
  - e. Positive Behavior Support Policy
    - i. Who can restrain students, what types of restraints, the process following a restraint
2. Elyssa Yuen, Head of School, presented Head of School leave plan
  - a. Interim head of school - Veronica Williams
  - b. Larger leadership team and some contracted external individuals to increase capacity
3. Emily Hurst, Executive Director, presented Key Performance Indicators
  - a. Enrollment
    - i. PHP began a bit under budget for SY22-23
    - ii. Staffing shortages and school culture challenges prompted a pause on enrollment
    - iii. Following some withdrawals, now opening and trying to fill 20 seats, to reach PHP revised budget numbers
    - iv. Planning enrollment lottery strategy for next year
  - b. Staffing
    - i. 13 new positions created and/or filled in December, still looking to fill a few positions
4. Statement of financial interest and training for re-elected board members

### **IV. Board Reports**

1. Hedra Packman presented the Single Audit Financial Report
  - a. Single audit designated as all clear/good

- b. Currently devoting more focus to projections over actuals
  - i. SDP funds under budget because of enrollment and SpEd delays
  - ii. Projection for end of year is lower than original budget
  - iii. ESSER II is above budget, funds from last year
  - iv. Salary and benefits will be over budget at the end of the year
  - v. Schools have option to put liquid assets into bank (liquid assets) with 4% interest
  - vi. Want financials to have no deficits while hitting renewal

## **V. Board Actions**

1. Surrogate Parent Policy (Schedule B)
  - a. Jon Rosenberg made a motion to approve the Surrogate Parent Policy (Schedule B). Daniel Bell seconded the motion and it passed unanimously.
2. Independent Educational Evaluation Policy (Schedule C)
  - a. Hedra Packman made a motion to approve the Independent Educational Evaluation Policy (Schedule C). Max Weisman seconded the motion and it passed unanimously.
3. Positive Behavior Support Policy (Schedule D)
  - a. Daniel Bell made a motion to approve the Positive Behavior Support Policy (Schedule D). Jon Rosenberg seconded the motion and it passed unanimously.
4. Approval of Finance Report (Schedule E)
  - a. Daniel Bell made a motion to approve the Approval of Finance Report (Schedule E). Max Weisman seconded the motion and it passed unanimously.
5. Presentation and approval of FY22 Single Audit Report (Schedule F)
  - a. Hedra Packman made a motion to approve the FY22 Single Audit Report (Schedule F). Daniel Bell seconded the motion and it passed unanimously.
6. Liquid Asset Account
  - a. The Board should resolve to open a Pennsylvania Liquid Asset Fund account and to continuously revisit the appropriate amount to invest as the year progresses.
  - b. Jon Rosenberg made a motion to approve the Liquid Asset Account. Hedra Packman seconded the motion and it passed unanimously.

## **VI. Public Comment**

## **VII. Executive Session**

## **VIII. Closing and Adjournment**

Klissa Thomas moved to adjourn the meeting at 6:00 pm. Hedra Packman seconded.