

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

April 2, 2020

5:00-7:00 PM

**Virtually via Zoom**

**Minutes**

**Trustees Present**

**Trustees Not Present**

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

**Also Present**

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

Ely Rosenthal, Chief Financial Officer

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

Nikki Pullin, Dean of Culture, Philadelphia Hebrew Public (PHPCS)

Victoria Zayat, Kindergarten Teacher, Philadelphia Hebrew Public (PHPCS)

**I. Call to Order**

Klissa Thomas called the meeting to order at 5:03 PM.

**II. Approval of Prior Meeting Minutes – February 27, 2020 (Schedule A)**

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

**III. Leadership Reports**

1. Introducing Nikki Pullin, Dean of Culture at PHP
2. Emily Hurst presented COVID-19 Crisis Timeline
  - 2.1. Sent home packets with families within hours of decision to close on March 13th, which included plans for asynchronous learning with ABC Mouse & IXL and synchronous Office Hours schedule.
  - 2.2. PHP closed for a single day for staff PD to get ready for online learning, which started March 17th.
  - 2.3. Phase I (March 17-April 17): connection with students, provide structure, connect with families to provide resources & guidance, and review/enrichment (not teaching new content)
    - 2.3.1. Elyssa Yuen explained daily schedule for students, differentiation and working towards getting related services up and running
    - 2.3.2. PD: teachers learned how to teach online (how to use the platform, content resources, etc.) and did a dry run

- 2.3.3. Created rules for virtual global citizenship & focusing on joy (spirit week, virtual field trips, virtual art show)
- 2.4. PHPCS Coronavirus Emergency Fund
  - 2.4.1. Targeting funds Chromebooks at the moment, but will shift to fund other priority materials for home learning. Requested headphones to maintain confidentiality during related services & group; also for families who have multiple children at home
  - 2.4.2. Current distribution plan is UPS to limit exposure to COVID for staff and families.
- 2.5. Phase II (launch Monday, April 20): maintain connection, but largest difference is launching new planned instruction with focus on differentiation
  - 2.5.1. Mix of synchronous and asynchronous instruction--will not start until all families have tech & internet access
  - 2.5.2. In-depth continuity of education plan is in the works, will need to be board approved
- 3. Emily Hurst presented the Performance Dashboard (Schedule B)
  - 3.1. Still fully enrolled, same as February. Enrollment is frozen starting March 13. SY21 enrollment applications goal has been surpassed, over 50% with complete registration.
  - 3.2. No withdrawals or suspensions.
  - 3.3. Attendance has been large push, parents keeping children at home out of fear of COVID in March.
  - 3.4. Hiring is in full force! Entire hiring process was shifted online--demo lesson virtually, virtual interview & student panels
  - 3.5. Continuing with build out of the building for grade 2 -- how do we need to adjust for next year given the gaps we may see with current students? How do we prepare the community to shift back to online learning if there is another closure?

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

- I. Elly Rosenthal presented finance report (Schedule C, D, E)
  - a. Finance Committee met on March 27<sup>th</sup> to review liquidity, balance sheet, enrollment, and P&L. Key points include importance of grant from Hebrew Public to support cash flow. Notice that Title I & II funds higher than anticipated.
  - b. Finance Committee also reviewed special education expenses and revenues. Detailed analysis shows average expense of over \$38,000 per student with special education needs. Fundraising is helping fill difference from SPED per pupil revenues. Deep concern about potential cuts in Governor Wolf's budget to SPED funding formula.
  - c. Team refined five-year financial projections based on modest revenue assumptions. Will now need to revisit given COVID's impact on funding and expense.

## **V. Board Actions**

1. Approval of 11 New Positions for Staffing Model SY 21 (Schedule F)
  - a. Hedra Packman made a motion to approve the new positions for 2020-21 SY. Maria Pajil Battle seconded the motion and it passed unanimously.
2. Approval of Finance Report (Schedule C,D,E)
  - a. Fernando Trevino made a motion to approve the finance report. Maria Pajil Battle seconded the motion and it passed unanimously.
3. Approval of Emergency Board Meeting Prior to April 17
  - a. No vote yet because no set date.
4. Approval of 20-21 SY Calendar
  - a. Starting date for new hires, August 12 (3 days to orient to PHP)
  - b. Starting date for returning staff, August 17 (2 full weeks PD & set-up)
  - c. Rolling start for students: Kindergarten starts on 9/1 to give extra support, 1<sup>st</sup> and 2<sup>nd</sup> grade begin on 9/2.
  - d. Hedra Packman made a motion to approve the start dates for the 20-21 SY. Max Weisman seconded the motion and it passed unanimously.

## **VI. Public Comment**

- I. No public comment.

## **VII. Closing and Adjournment**

Hedra Packman moved to adjourn the meeting at 6:33 PM. Chanel Ward seconded the motion and it passed unanimously.