

Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

August 11, 2020

5:00 pm

Virtually via Zoom

Minutes

Trustees Present

Trustees Not Present

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

Also Present

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

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

Elly Rosenthal, Chief Financial Officer, Hebrew Public

Lauren Murphy; External Relations Manager, Hebrew Public

Abby Dubinchik, Charter Choices

Mike Whisman, Charter Choices

I. Call to Order

Klissa Thomas called the meeting to order at 5:04 PM. Klissa Thomas motioned to approve agenda, Hedra Packman seconded the motion and it passed unanimously.

II. Approval of Prior Meeting Minutes – June 25 & July 28, 2020 (Schedule A & B)

Maria Pajil Battle made a motion to approve the June 25, 2020 meeting minutes.

Fernando Treviño-Martínez seconded the motion and it passed unanimously.

Maria Pajil Battle made a motion to approve the July 28, 2020 meeting minutes. Hedra Packman seconded the motion and it passed unanimously.

III. Leadership Reports

I. Elyssa Yuen, Head of School of PHPCS presented SY 2020-21 priorities & goals

a. Strong and clear culture systems

- b. Leadership and Coaching with a focus on practice
 - c. Data-Driven Culture
 - d. DEI (diversity, equity, and inclusion) Storytelling; Windows & Mirrors
 - e. Family Partnership
2. Elyssa Yuen, Head of School of PHPCS, introduced the new leadership team!
 - a. Nikki Pullin, Dean of Culture
 - b. Dr. Veronica Williams, Dean of Academics
 - c. Madison Gould, Director of Operations
 3. Emily Hurst, Executive Director of PHPCS, presented a preview of staff institute & family orientation
 - a. Staff Institute:
 - i. New staff will be arriving 8/12, PPE will be provided, no-contact temperature checks will be implemented
 - ii. In tandem with Hebrew Public's Network, a schedule was created to include instruction, culture, and safety
 - iii. There will be a significant focus on reinforcing safety procedures in the classroom, batching, social distancing, etc.
 - b. Family Orientation:
 - i. Will be one-hour with the objective that families and students are set up for a strong start to the remote learning curriculum
 - ii. Students will meet their teachers in person while entering/exiting the building using a staggered schedule.
 - iii. There will be an average of six kids per classroom accompanied by one adult. They will experience Morning Meeting, and technology will be distributed & demonstrated
 - iv. All members of the PHPCS team will be supporting entry and exit safety

IV. Board Actions

1. Abby Dubinchik, Director of Compliance from Charter Choices presented the revised financial policies & procedures for approval (Schedule C)
 - a. After transitioning to Charter Choices as our business management provider, we asked their team to do a careful review of our policies and recommend any important shifts. The biggest revision is the addition of Annex 3, 4, and 5 to comply with uniform grant guidance in receiving federal funds (Title funds, etc.)
 - b. Hedra Packman made a motion to approve the Revised Financial Policies & Procedures. Maria Pajil Battle seconded the motion and it passed unanimously.
2. Approval of Health & Safety Plan (Schedule D)

- a. A first draft of the plan was shared with the Charter School Office and is currently being reviewed to provide feedback within the next week. This plan outlines a 6-week remote opening that will be revised as needed and re-presented to the board at the September meeting **prior** to welcoming any students into the building if a transition to the in-person hybrid program in October can take place.
 - b. Jon Rosenberg made a motion to approve the Health & Safety Plan. Fernando Treviño-Martínez seconded the motion and it passed unanimously.
3. Approval of Emergency Instructional Time Template (Schedule E)
 - a. Pennsylvania Department of Education (PDE) requires a submitted waiver for any hybrid or virtual model to maintain compliance with School Code requirements of 180 days or 900 hours.
 - b. Hedra Packman made a motion to approve the Emergency Instructional Time Template. Maria Pajil Battle seconded the motion and it passed unanimously.
4. Approval of Custodial Contract (Schedule F)
 - a. After a competitive bidding process, PHP is recommending CJ Maintenance as the lowest responsible bidder.
 - b. This company has glowing references and is ready to staff immediately.
 - c. Maria Pajil Battle made a motion to approve the Custodial Contract. Max Weisman seconded the motion and it passed unanimously.
5. Approval of Nursing Contract (Schedule G)
 - a. PHP is recommending to renew the contract with Bayada nursing. The current plan is to extend hours to have a nurse on-site whenever children are in the building.
 - b. Maria Pajil Battle made a motion to approve the Nursing Contract. Hedra Packman seconded the motion and it passed unanimously.
6. Approval of Revised Employee Handbook (Schedule H)
 - a. The handbook was amended to reflect the new employee PTO accrual policy which is aligned with all schools in the Hebrew Public Network
 - b. Max Weisman made a motion to approve the Revised Employee Handbook. Maria Pajil Battle seconded the motion and it passed unanimously.

IX. Closing and Adjournment

Max Weisman moved to adjourn the meeting at 6:26 PM.