



## **HLA Board Meeting Agenda**

March 10, 2026, 6 pm

1. Call to Order & Reminder for Public Comment(s) Sign Up
2. Adoption of February 2026 Agenda
3. Approval of January 2026 Minutes
4. Approval of Amendment to Credit Card Policy within the Financial Policies & Procedures
5. School Report
6. Network Report
7. Public Comments
8. Adjournment



## **Board of Trustees Meeting Minutes**

February 10, 2026, 6 pm

**Meeting Locations:** 2186 Mill Ave, Brooklyn, NY 11234 & Zoom

### **Trustees Present**

Ellen Green
Valerie Khaytina
Mike Tobman
Brian Tobin
Alice Li
Stella Binkevich

### **Also Present:**

Lauren Murphy, Director of External Relations, Hebrew Public  
I Member of the public

### **1. Call to Order**

Ellen Green called the meeting to order at 6:02 p.m. and reminded members of the public that at this time, they may sign up to make a public comment; they also may sign up before all board meetings by emailing [boardhla@hebrewpublic.org](mailto:boardhla@hebrewpublic.org).

### **2. Adoption of February 2026 Agenda**

Ellen Green asked for a motion to adopt the February 2026 meeting agenda. Mike Tobman made a motion, and Brian Tobin seconded the motion. The board voted unanimously to approve the motion.

### **3. Approval of January 2026 Meeting Minutes**

Ellen Green asked for a motion to approve the minutes from the January 2026 meeting. Brian Tobin made the motion, and Mike Tobman seconded the motion. The board voted unanimously to approve the motion.

#### **4. School Leadership Report**

The school leadership report was postponed due to scheduling/emergency conflict.

#### **5. Network Report**

Valerie Khaytina provided a network update, sharing that the 8th-grade Capstone and Ambassador trips to Israel will take place over February break, with 14 students from across the network and seven ambassadors participating. She noted that schools have completed interim assessments and are finishing winter MAP testing, with school and network teams using the data to inform instructional adjustments and maximize student growth ahead of state exams. The network is working closely with Heads of School and the Talent Team on staffing structures for the upcoming school year and continues to support school leaders with teacher coaching as the spring evaluation window approaches. Operationally, the network is providing lottery and hiring support to PHP, addressing HVAC and plumbing issues at HLA2 related to extreme cold weather, and supporting Digital Literacy grant reimbursements at HLA. Valerie also shared that the talent hiring season has officially launched following joint professional development for leaders focused on candidate cultivation and hiring practices. She concluded by noting the successful first interschool soccer tournament on February 1 and the upcoming national Hebrew Public fundraiser scheduled for April 23, 2026, at the West Side Comedy Club.

The board discussed the update, and no action was taken.

#### **6. Public Comments**

No public comments were received.

#### **7. Adjournment**

Ellen Green adjourned the meeting at 6:10 pm. The board will meet next on March 10, 2026.



March 2026

**Board Memo:** Amendment to Credit Card Policy within the Financial Policies & Procedures

**Background:**

The current Financial Policies & Procedures (FPP) establishes a credit card limit of \$5,000 per card for school leaders. In practice, schools occasionally reach these limits while managing operational expenses. When this occurs, purchases are sometimes completed using the Hebrew Public Operations Director's credit card in order to avoid delays.

While this approach has allowed operations to continue smoothly, it limits the ability to maintain clear financial controls and makes it more difficult to appropriately monitor school-level spending or detect and flag potential fraudulent transactions.

**Proposed Amendment:**

The Finance team is proposing an amendment to the Credit Card Policy that removes the fixed \$5,000 limit currently written into the FPP and instead allows credit card limits to be determined based on operational need and approved by the CEO and CFO.

This change is intended to reduce reliance on shared credit cards, improve transparency and accountability at the school level, and strengthen financial oversight and fraud prevention measures. The proposed amended policy and redlined version are included on the following pages for the Board's review.

**Board Action:**

The Board will vote on the approval of the amended Credit Card Policy within the Financial Policies & Procedures, as presented at the March meeting.

## **Credit Card Policy**

### **Credit Card Purchases**

- The School maintains a credit card account in the name of the School, with cards issued to the Head of School and Director of Operations, as authorized by the CMO.
- All cardholders must sign and adhere to the Credit Card Guidelines.
- Credit card account limits shall be established and adjusted by the CMO CEO and/or CFO based upon the operational needs of the School.
- Credit limits assigned to individual cardholders shall be commensurate with their respective roles and anticipated operational expenditures.
- Cardholders are required to submit a monthly report of all purchases made with corresponding receipts to their designated approver. The Director of Operations submits to Head of School or CMO Leadership and Head of School submits to CMO Leadership.
- The credit card statement reconciliation report is reviewed by the preparer for accuracy and legitimacy and then submitted for review and approval before it is uploaded/synced into the accounting system.
- The Director of Operations may delegate the use of the credit card, for approved purchases, to the purchasing manager.

### ***Responsibilities of Cardholder***

The cardholder is responsible for the safekeeping of the card, and will be held accountable to:

1. Ensure that the card is used only for legitimate school purposes;
2. Adhere to the Credit Card Guidelines;
3. Maintain original receipts, invoices, purchase documents and correspondence including all detail related to the purchases on file for audit purposes, and to provide the School with copies of such documents upon request; and
4. Advise the School of any incorrect charges/transactions in order to follow-up and obtain credit from the issuing institution if warranted.

### ***Cancellation and Renewal of Cards***

All relevant cards will be canceled should an individual cardholder leave his or her position or role with the School and if any of the above policies, procedures, and guidelines are not followed.



***Rewards Program***

If applicable, any rewards/points earned on the credit card will be redeemed monthly and credited towards the amount due or used for school related purchases.



## Red Lined Credit Card Policy

### Credit Card Purchases

- The School maintains a credit card account in the name of the School, with cards issued to the Head of School and Director of Operations, as authorized by the CMO.
- All cardholders must sign and adhere to the Credit Card Guidelines.
- ~~A CMO approved credit card account in the amount of \$5,000 will be maintained with the School's bank to minimize the School's risk.~~
- Cardholders are required to submit a monthly report of all purchases made with corresponding receipts to their designated approver. The Director of Operations submits to Head of School or CMO Leadership and Head of School submits to CMO Leadership.
- The credit card statement reconciliation report is reviewed by the preparer for accuracy and legitimacy and then submitted for review and approval before it is uploaded/synced into the accounting system.
- The Director of Operations may delegate the use of the credit card, for approved purchases, to the purchasing manager.

**We would strike out the third bullet shown above and replace it with the 2 bullets in green show below**

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