

Hebrew College Board of Trustees
Minutes of Meeting December 14, 2022

Present [by video]: Mark Atkins, Nancy Belsky, Harvey Chasen, Carl Chudnofsky, Sharon Cohen Anisfeld, Jevin Eagle, Jack Eiferman, Deb Feinstein, Lydia Kukoff, Van Lanckton, Myra Musicant, Andy Offit, Susan Schechter, Myra Snyder, Steve Targum and Diane Troderman with Keith Dropkin, Rosa Franck, Tom Muldoon, Kevin Quinn, and Susie Tanchel

1. Andy called meeting to order at 4:03pm.
2. Kevin Quinn from AAFCPAs presented the Audit Report.
 - a. Board approved by unanimous vote the Audit Report – Attachment A
3. Board approved by unanimous vote the Minutes of November 17, 2022 meeting - Attachment B
4. Van presented the Governance Committee Report.
 - a. Nancy & Steve joined Governance Committee
 - b. Next meeting will be in late January/ early February
 - i. Discussing potential new candidates for Trustees and Secretary for FY24
 - ii. Planning trustee retreat for September 2023
5. Keith presented the Finance Committee Report.
 - a. Investment Committee would like to open a money market account with Eastern Bank
 - b. Board approved by unanimous vote to allow management to open money market account with Eastern Bank.
6. Susie presented on the MATaRoT program.
 - a. Professional development for Jewish Educators
 - b. In its first year, MaTaRoT offered professional development opportunities to supplementary school educators including leadership coaching, monthly workshops, project-based learning, & short courses, and communities of practice
 - i. 298 registrants and 242 unique learners from across Massachusetts, Atlanta, New Jersey, North Carolina, New York, Texas & Amsterdam
 - ii. Generated a surplus of 88K
 - c. Next year, MaTaRoT is planning to expand into offering programs for Day School educators & working within our Graduate Leadership program.
 - i. Offering new possibilities for graduate level certificates and Masters of Jewish Education degrees (MJEd).

- ii. The MJEd will be 30 credits comprised of 3 certificates followed by a research project and field experience. Students will be able to enroll in the graduate certificate program and then switch to the MJEd if they so choose.
 - iii. Our first two certificates will be focused on Spiritual Development and Instructional Leadership
 - iv. These programs are designed to be affordable to students and financially sustainable from the first year.
7. Sharon presented the President's report.
- a. Move to the new campus has begun
 - i. Completed by December 23
 - ii. Campus closed December 24 – January 2
 - iii. Reopening for business on January 15
 - b. Celebrate the move
 - i. Hanukkah Event December 20
 - ii. Chanukat HaBayit with our new campus neighbors on January 26
 - c. Rabbinical School Leadership Transition
 - i. Applications due January 5
 - ii. Zoom Interviews mid-January
 - iii. Finalists visit campus week of February 9 and 16
 - iv. Recommendation to Present & decision made by late February/early March
 - d. Interfaith Policy Review Timeline
 - i. January 9, 10, & 11- small group Board discussions about faculty recommendation
 - ii. January 19- Board vote on approval of faculty recommendation
 - iii. January 31- Announcement to community
8. The meeting adjourned at 5:54pm and continued in executive session, which adjourned at 6:25pm.



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December 14, 2022

To the Board of Trustees and
Management of Hebrew College:

We have audited the financial statements of Hebrew College (the College) for the year ended June 30, 2022, and have issued our report thereon dated December 14, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 1, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the College are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during fiscal year 2022. We noted no transactions entered into by the College during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Depreciable lives of property and equipment, which are based on management's expectation of the period of time the class of asset will provide future economic benefit to the College.
- Allowance for doubtful accounts, mortgage receivable, and pledges and grants receivable, which is based on specific identification of probable losses and an estimate of additional losses based on historical experience.
- Valuation of investments without readily determinable market values, which is based on the College's equity in the net assets of the investment vehicle.
- Valuation of the annuity payable, which is based on life expectancy and present value factors.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties dealing with management in performing and completing our audit.

Significant Audit Matters (Continued)

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected the attached material misstatement detected as a result of audit procedures.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 14, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the College's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information (Supplementary Schedule of Financial Responsibility Data and Schedule of Expenditures of Federal Awards) accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Discussion Items for Management Consideration

Prior Year Items Addressed

- The College completed a 3-year strategic plan which included a risk assessment policy.
- The College utilized enhanced IT security through Combined Jewish Philanthropies during fiscal year 2022.

Current Year Item

Real Estate Development Accounting

The College incurred significant costs associated with the development of its' new shared campus. During our audit, we noted that the accounting records did not agree with the development requisition that captured all costs incurred through the end of fiscal year 2022. Management should create a reconciliation process which will ensure that all development costs are recorded in the proper reporting period.

This information is intended solely for the use of the Finance Committee, Board of Trustees, and management of the College, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

AAFCPAs, Inc.
Certified Public Accountants

Client: **67308 - Hebrew College**
 Engagement: **67308 - Hebrew College**
 Period Ending: **6/30/2022**
 Trial Balance: **TB - Trial Balance**
 Workpaper: **AJE Report FY22**

Schedule A

Account	Description	W/P Ref	Debit	Credit	P&L Effect
					Unadjusted changes in net assets \$ 5,068,559
Adjusting Journal Entries					
Adjusting Journal Entries JE # 1		UV-02			
To properly state construction in progress for the year ended June 30, 2022.					
1881	Construction/Development Costs		1,083,479.00		
2001	Accounts Payable			856,650.00	
2009	Accrued Expense - Other			226,829.00	
Total			1,083,479.00	1,083,479.00	-
	Total Adjusting Journal Entries		1,083,479.00	1,083,479.00	
	Total All Journal Entries		\$ 1,083,479.00	\$ 1,083,479.00	

Adjusted changes in net assets \$ 5,068,559

Hebrew College Board of Trustees
Minutes of Meeting November 17, 2022

Present [by video]: Mark Atkins, Harvey Chasen, Carl Chudnofsky, Sharon Cohen Anisfeld, Jack Eiferman, David Hoffman, Van Lanckton, Sara Lee, Tara Mohr, Myra Musicant, Andy Offit, Susan Schechter, Susan Shevitz, Ross Silverstein, Myra Snyder, Steve Targum, and Diane Troderman with Keith Dropkin, Rosa Franck, Susie Tanchel. Nancy Belsky joined the meeting after she was voted in

1. Andy called meeting to order at 4:03pm.
2. Board approved by unanimous vote minutes of August 25, 2022 meeting - Attachment A
3. Board approved by unanimous vote Nancy Belsky's nomination to Board of Trustees
4. Board approved by unanimous vote the Title IX Sexual Harassment Policy – Attachment B, subject to such further editorial, non-material changes as approved by Van Lanckton
5. Board approved by unanimous vote the Non- Discrimination Policy – Attachment C
6. David presented Finance Committee report – Attachment D
 - a. 1st Quarter Results show budget positive by ~\$42,000
 - b. Capital Expenditures for the new building is up by ~\$200,000
 - c. Bridge Loan locked in at rate of 3.5%
 - d. Audit In progress
 - e. Board of Managers for Hebrew College and Temple Reyim working to build trust & determine financial responsibilities for each organization
7. Steve presented Onboard Fellowship report.
 - a. Reviews board self-assessment
 - b. "Areas of Responsibility" where we scored highest
 - i. Financial Oversight, CEO Partnership, & Mission/Vision/Strategic Direction
 - c. "Areas of Responsibility" where we scored lowest
 - i. Board culture, Board Composition (Diversity), & Program Oversight
8. Sharon presented the President's report.
 - a. Successful T'shma prospective student event
 - b. Rabbinical School Recruitment - increased numbers of prospective students
 - c. Title IX Policy
 - i. Susie Tanchel is new Title IX Coordinator
 - ii. Title IX team went through intensive training this fall
 - iii. Education for staff, faculty, and students in March 2023

d. Move to new campus

- i. Movers pack and move 160 Herrick Rd from December 14- 23
- ii. Hebrew College Closed from December 23- January 2
- iii. Staff moves into new campus from January 3-11
- iv. Reopen for business on January 15

9. The meeting adjourned at 5:40 pm and continued in executive session, which adjourned at 6:30pm.

10. Board unanimously approved a three-year contract for President Anisfeld, with a term from July 1, 2023 to June 30, 2026