

**FOLK ARTS-CULTURAL TREASURES CHARTER SCHOOL
BOARD OF TRUSTEES MEETING**

1023 Callowhill Street, Philadelphia, PA 19123
Wednesday, December 18, 2019, 6:30 p.m.

MINUTES

Present: Pooja Agarwal, Heather Davis-Jones (late), Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Nanme Zheng (interpreter)

I. Call to Order: Selina Morales

II. Principal's Report Pheng Lim

- Celebration of Peace: This was the first Celebration of Peace for T. Alexis, our new music teacher. It is challenging to step into a longstanding tradition. The program was wonderful. Proud of students and staff.
- A teacher's maternity leave is being covered by a long-term substitute, T. Weixia, a certified teacher
- Kindergarten: Need for extra support. Seeking to hire a classroom assistant.

Executive Director's Report Ellen Somekawa

Board Chair Remarks Selina Morales

Reflecting on the October annual meeting of the American Folklore Society: I have been attending for almost two decades. For the past two years, T. Linda has been bringing teacher/researchers from FACTS. I look forward to attending the FACTS session because I'm so proud and also because I learn more about FACTS. The session this year was remarkable, moving, and well-attended. I heard good feedback. T. Eric (Art), T. Deb (Soc. Studies), T. Lucinda (Stars), T. Linda (Folk Arts Education Specialist) presented. Each talked about a project they were doing with students, and they engaged participants in folk arts education activities. T. Linda supports teachers in publishing about the impact, methods, and pedagogy they use at FACTS. FACTS is getting very well known among people across the country who use folk arts pedagogy in classrooms.

[Ed Nakawatase entered]

III. Approval of the Minutes

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of November 20, 2019.

Moved: Neeta Patel
Seconded: Tim Matheney

Yes: Pooja Agarwal, Tim Matheney, Selina Morales, Ed Nakawatase,
Neeta Patel, Alan Phan

IV. **Finance Report**

Report on the Finance Committee

Neeta Patel

Finance Committee is meeting monthly. The committee discussed questions raised about funds in banks that are above the limits insured by FDIC. The school's reserve funds are in Asian Bank and are protected through the cash sweep method in which our savings are spread across multiple banks with all account balances under the FDIC limits. Our operating accounts do exceed the FDIC limits because our level of operating expenses require the availability of funds that exceed the FDIC limits. Our operating accounts do exceed the FDIC limits because our monthly operating expenses require the availability of funds that exceed the FDIC limits. But these operating funds are continually moving in and out of our accounts and so are not as susceptible to risk.

Report on the November Financial Statements

David Brown

We are 40% into the year. Income and expenses are on track. The flurry of beginning of the year spending is beginning to level out. Now the surplus from last fiscal year is beginning to materialize. Funds will be deposited into our reserve accounts when we achieve a sufficient level of operating funds to justify it. The school will be able to absorb some additional expenses such as need for additional Kindergarten aide.

Why did we have a negative \$52,000 in Accounts Receivable? FACTS expenses Title funding on a monthly basis. The funds come in at a higher than what is being booked every month. Therefore, it showed up as a negative credit.

We are starting to move towards creating the new budget.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of November 30, 2019.

V. **Approval of the 990**

The Board's Role in Reviewing the Form 990

David Brown

The Finance Director affirmed that the numbers accurately reflect what is in the audit. The Finance Director walked the Board through the Form 990 using "The Board's Role in Reviewing Form 990; a checklist" by BoardSource.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Form 990 for fy 2018-19 to be submitted to the IRS.

Moved Resolutions # 2, #3: Pooja Agarwal
Seconded: Simon Liu

Voted Yes: Pooja Agarwal, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan

[Heather Davis-Jones entered]

- VI. Admin Council's Action Learning Project** Ellen Somekawa
Presentation about the major restructuring of the school's master schedule

VII. Approval of the Amendments to the By-laws

Report from the Policy Committee Neeta Patel

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the By-Laws as amended (Draft December 2019).

Moved: Heather Davis-Jones

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan

VIII. ACTION ITEM

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves amending the Truancy Policy by revising the following sentence:

"For the third unexcused absence, the Charter School will send the parent/guardian notice by certified-mail within 10 school days of the child's third unexcused absence that the child has been truant."

Moved: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan

IX. Designation Responsibilities to the Finance Director

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School designates the Finance Director as the person responsible for receiving all funds for the school, making payments and investments from the school's funds on proper orders, and settling accounts with the School District of Philadelphia.

Moved: Heather Davis-Jones

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan

IX. Strategic Planning Process

Go Around: Topics board members have on their minds as we enter the Strategic Planning Process

- How to make a decision about expanding, moving, staying.
- How to handle linking our mission with possible changing demographics of the student body.
- Building in a mechanism for measuring performance against our past and future Strategic Plan.
 - Reflecting on accomplishments
 - Addressing shortcomings in the remaining time
- Using the Strategic Planning process as we think about sustainability, facilities, and advancing the financial resources of the school. There are lesser charter schools that have better fundraising and better facilities than we do. We need to use Strategic Planning Process as a way of getting a first-class facility for our students and a financial plan that will take care of us during a recession or good times
- The mission and its relation to other schools (our goal of making FACTS as an exemplar in its impact on education in Philadelphia); how does that look now. As a charter school skeptic, I want to understand the relationship of the charter school to public [traditional district] education.
- Need to find someone on the board with a background in fundraising and a CPA. Regarding the school moving; tax abatement change will impact prospects. Staying in Chinatown is becoming hard; there are not many options. Will we have to consider moving to the surrounding area where it is more affordable.
- How we maintain the culture of our school as we expand and get an influx of both new students and new teachers.
- There is change ahead and we want to manage the change with adherence to our mission with comity and confidence. Want to have a process where we stay together, unified.

Selina and Ellen will send a document from our consultant about the Roles and Responsibilities in the Strategic Planning Process

X. Act 55 Board Training

Selina Morales

This presentation is tabled until the next meeting.

XI. Other Committee Reports

Development

Selina Morales

- Development Timeline
- Amazon Wishlist Donations to Date
- Board Commitments

XII. Adjournment

Moved: Heather Davis-Jones

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan