

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

1023 Callowhill Street, Philadelphia, PA 19123
Wednesday, April 15, 2020, 6:30 p.m.
Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

Present: Pooja Agarwal, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Nanme Zhang, interpreter

I. Call to Order: Selina Morales

II. Principal's Report Pheng Lim

- Currently continuing with Review and Enrichment assignments being shared via Plus Portals. Transitioning to non graded, participation
- Still researching how to grade/assess
- Morning Meetings are on-going, teachers are taking over this week.
- We are using Zoom but asking staff to use highest security precautions
- Thinking about how promotion will be celebrated for 8th graders
- Will continue to share family communications
- Four Core Priorities for remote instruction, using a Trauma Informed Perspective: Predictability, Flexibility, Connection, Empowerment
- Grades K-5 will be asynchronous instruction. Grades 6-8 will include synchronous as well as asynchronous instruction. Student schedules are taking into consideration that many students may be sharing devices so the synchronous sessions do not overlap conflict with each other.
- Teachers will have office hours, with always at least two adults present.

Discussion:

- Do you have data on how many students are participating in any of the instruction?
 - We are collecting data now. Will share when we have it organized.
- Do you know how many families lack access to technology?
- How will attendance be taken?
 - We are developing those procedures now.
- Can synchronous instruction be recorded and provided to those who can't be present during the session?
 - Yes, but we are working to figure out how to do this in a way that does not violate student privacy rights (FERPA)
- Seeing the scale of this undertaking. It's a huge laboratory for how remote learning can occur. There will be lots of lessons learned and lots to analyze.
- Want to acknowledge the incredible amount of work being done by staff. Appreciate the thoughtfulness of how FACTS is approaching this. So often staff can get fixated on academics only, while FACTS is thinking about the emotional health of our students.

- Support for teachers who are teaching and who have children?
 - Teachers pair up with their colleagues.
 - Our schedules take into consideration teachers' varied home lives.
- Shared folklife resource for how students can create their own backgrounds that represent who they are. They can also serve to help protect student and family privacy.

Executive Director's Report

Ellen Somekawa

Discussion:

- Taken aback that we are not rolling out planned instruction until the week of May 4. Appreciate the thoughtful planning. However, we are weeks behind what New Jersey and other districts are doing. We need to hold ourselves to a higher standard than other urban districts. We shouldn't be waiting for the donation of devices when we could be purchasing equipment using our cash reserves.
- New Jersey is a different ballgame. Their level of support for public schools is different. And as a parent, it has taken this long to get to a place to support the robust remote learning of their students. The SDP is anticipating a major deficit next year. It's hard to think of spending our money in the bank on devices when we knew the donation was on its way.
- Philadelphia has to stop using the poverty of our district as an excuse of not educating our students.
- Part of the work is to communicate with parents and students to prepare for instruction. Parents have appreciated efforts of FACTS to check in with every child, and to continue the student rights to education under IEPs.
- Social work perspective. Social workers in schools are working extraordinarily long days. The basic needs of students need to be addressed before they are in a position to be ready for learning.
- If a family is situated or in a position for learning, then they should be provided with rigorous education. It should be provided to those who are able to participate even if not all are ready.
- Students have been getting work this entire time. They receive teacher feedback. But it isn't graded because it's an equity issue for those who lack resources.
- We are moving at a pace that is respectful to teachers and who had Spring Break during this time. My kids have been deeply engaged since the first morning meeting which occurred the first Tuesday after FACTS closed.
- Perhaps there is a gap in my knowledge of what education students are being provided, not being a FACTS parent.
- Students receive weekly assignments. For my own third grade child, we received a grid that provides exercises in ELA, math, social studies, and science. Students can reply to teachers and participate in discussion boards with teachers. For K-2, it requires a lot more parent involvement, which not all parents are able to do.
- Staff are having to learn new platforms. We had Admin run activities first on these platforms in order to learn the procedures and protocols needed to run Zoom meetings safely.
- It's hard being a working parent and supporting young children being taught remotely. Have to acknowledge how hard it is for working parents.

This also raises equity issues, especially when it comes to grading. Important that we're also thinking about the emotional needs of parents as well.

IV. Approval of the Minutes

The Board of Trustees Meeting Minutes of March 18, 2020 will be approved at the next meeting

V. Finance Report

Finance Committee Report

Neeta Patel

Financial reports for February and March did not raise any concerns. Don't have worries about cash flow or deficits. We expect to still have a surplus. We now have more than three months operating expenses in our reserve accounts. We are continuing to pay staff for the rest of the year despite school closure. Uncertain as to what next year will bring.

Report on the February and March Financial Statements David Brown

The March Financial Statement begins to make adjustments for the end of year projections based on changes in revenue and expenses due to the school closure. We are spending unexpected money and certain income will be decreased (such as expecting a decline in 5K and online fundraising). We are also saving money unexpectedly (not paying substitutes, not making photocopies, etc.) due to the school closure.

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of February 29, 2020.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of March 31, 2020.

Moved Resolutions #1 and #2: Neeta Patel

Seconded: Allaire Wohlgemuth

Yes: Pooja Agarwal, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan, Allaire Wohlgemuth

[Allaire Wohlgemuth departed the meeting]

VI. Budget Discussion

David Brown

Draft Budget: Report on questions from the previous Board Meeting. The budget implications of varied scenarios.

- Health insurance premium came in at a 6% increase. This is less than the 10% of the past several years.
- Per pupil amount is still unknown. We don't know when we will receive that information.

The Board requested to see the impact of certain changes. These changes are reflected in the revised budget.

- Removing the increase in per pupil allocation to 0% increase in 2022-23. Also played out if there is a 0% increase in 2021-22. Likely that the reduction in increases in per pupil allocation will come sooner than we were thinking.
- Increased annual rent increase to 2.5%
- Increased the minimum payment of hourly staff to \$15/hour. Total impact is \$22,000.

Discussion:

- Are you worried about changes in revenue based on the pandemic?
 - Mostly worry about state funding and the impact on the per pupil rate.
 - Are assuming the 5K revenues and individual gifts will go down. Question whether we will have a 5K at all.
 - Other revenues on the margins: will we re-consider the student activity fee when many parents may not be working. And building revenues will go down, due to summer programs not happening.
- We could pass the budget now and then revise it if it is impacted by the per pupil allocation or other changes.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the fy 2020-21 budget.

Moved: Neeta Patel

Seconded: Simon Liu

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

VII. Policy Committee

Report of the Policy Committee

Pooja Agarwal

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School amending the Child Abuse Mandatory Reporting Policy.

Policy Excerpt with the proposed addition:

Employees are required to complete a minimum of three hours of training every five years in order to comply with the provisions of the Public School Code.

Employees are also required to obtain any training required under the Child Protective Services Law.

[[Addition: In addition to initial training and the training mandated by the Public School Code, each staff member shall receive annual abuse awareness and prevention training that will address:

- *the organizational abuse prevention policies,*
- *how offenders operate,*
- *how to recognize and prevent abuse,*
- *how to recognize signs of abuse,*
- *how to recognize high risk activities,*
- *how to prevent false allegations,*
- *how to report suspicions and concerns]]*

Moved: Heather Davis-Jones
Seconded: Ed Nakawatase
Yes: Pooja Agarwal, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan

[Allaire Rejoined the meeting]

VIII. Continuity of Education Plan

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the draft Continuity of Education Plan for submission to the PA Department of Education.

Moved: Pooja Agarwal
Seconded: Heather Davis-Jones
Yes: Pooja Agarwal, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan, Allaire Wohlgemuth

IX. Emergency Succession Plan

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Emergency Succession Plan.

Moved: Allaire Wohlgemuth
Seconded: Alan Phan
Yes: Pooja Agarwal, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Alan Phan, Allaire Wohlgemuth
Abstained: Neeta Patel

X. Other Action Items

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the acceptance of a grant in the amount of \$44,600 from the Philadelphia Schools Partnership for the purchase of computer hardware necessitated by the prolonged school closure due to the COVID 19 pandemic. The award will take the form of 200 donated Chromebooks.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Independence Blue Cross for the provision of employee health insurance in an amount not to exceed \$600,000.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with MetLife for the provision of employee dental insurance in an amount not to exceed \$50,000.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with MetLife for the provision of employee short term disability insurance in an amount not to exceed \$16,000.

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with WGL Energy for the provision of electrical service in an amount not to exceed \$35,000.

Moved Resolutions #7-#11: Pooja Agarwal

Seconded: Tim Matheney

Yes: Pooja Agarwal, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Alan Phan, Allaire Wohlgemuth

Abstained: Neeta Patel

XI. Strategic Planning Process

Altered Timeline

Selina Morales

We are pushing back our Strategic Planning timeline. Selina and Ellen continue to touch base with our consultant. Board members with interview assignments should make case-by-case decisions about whether it feels right to conduct the interviews at this time.

XII. Other Committee Reports

- Development

Alan Phan/
Allaire Wohlgemuth

The Development Committee is pausing for now. There are so many unknowns right now. We need to get a little bit to the other side of the pandemic crisis to reconsider what fundraising will look like. We need to consider either moving the timing of the 5K to the spring or changing its nature.

XIII. Adjournment

Moved to Adjourn: Heather Davis-Jones

Seconded: Allaire Wohlgemuth

Yes: Pooja Agarwal, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Alan Phan, Allaire Wohlgemuth