

FOLK ARTS-CULTURAL TREASURES CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, March 18, 2020, 6:30 p.m.

MINUTES

Present: Pooja Agarwal, Heather Davis-Jones, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

I. Call to Order: Selina Morales

II. Principal's Report:

Pheng Lim

- Had a Zoom meeting with staff and reviewed expectations for this week: teachers are calling students and parents, collecting data on families' access to computers and internet. Strict Dept of Education Guidelines on equity and access. Focus on connection this week. Instruction not starting yet until we figure out how to get access for everyone. Right now we have optional learning activity packets for students.
- Sent home parent communication.
- Timeline for beginning remote instruction.
- Next week we will invite Board members to participate in some optional Zoom activities: examples may be having a Morning Meeting, and Social and Emotional Learning.

Discussion:

- If it moves to online learning, will it be scheduled at a particular time?
 - We're not there yet.
- Have parents communicated concerns to us yet?
 - Main question is: When are we returning?
- Teacher phone calls to families created space for parents to raise any concerns or issues.
- We should settle in for the likelihood that this will be for the long haul.
- Do we have good phone numbers for all parents?
 - We will learn more about this after the teachers have made all of their phone calls.
 - Expectation is that every child would receive a phone call.
 - Lovely that Pheng is making this happen. It is so meaningful.
 - As a small school we can do this.
- Staff appreciated connecting through Zoom, brings connection and a sense of normalcy.
- We should think about the anti-Asian bias associated with this crisis.

Executive Director's Report: Ellen Somekawa

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 February 19, 2020.

Moved: Allaire Wohlgemuth

Seconded: Heather Davis-Jones

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

IV. Finance Report

Finance Committee Report:

Neeta Patel

Report on the February Financial Statements:

David Brown

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

Tabled until the April meeting.

Finance Committee reviewed the February Financial Statements. The negative number in the Balance Sheet was due to closing one account and opening another after the fraudulent activity on our account.

Report on the Board request for information on the added cost of raising the lowest hourly pay to \$15/hour and raising the wages of those currently at \$15/hour to \$17/hour.

- Projected added cost: would be a \$20,000 impact on the 2020-21 budget.
- Potential cascading impact on salary scale of this move: there are a half dozen other employees whose salary might need to be reconsidered.

Discussion: Pay rate for part time hourly workers

- Our goal was to start at \$12/hour and then reach \$15 quickly by giving an increase of a dollar an hour until they reach \$15.
- How much does a recess aide make per year? People can't make a sustainable level of pay as a part time aide.
- Are staff, including part time staff, being paid while school is closed?
 - Yes. If our funding stops flowing, then we would have to reconsider.
- This is a values decision. As a Board, it's hard to defend a wage less than \$15/hour. It's a moral issue. We should figure out how to get to \$15 as expeditiously as possible.
- Can we set a date to reach \$15/hour?
- \$20,000 is a do-able amount to increase in our budget if we don't let it impact all of the other staff's salaries/wages.

V. Presentation of the Draft Budget:

David Brown

Presentation of Draft Budget with Budget Assumptions and a five-year outlook.

Budget projected out five years shows a surplus for the 2020-21 year, but by Year 4 it goes into a deficit which grows large by Year 5. Our Fund Balance would be in the range of \$2.5 million by Year 5.

Questions and comments from the Board:

- How do we understand the issue of going into the red in Year 4?
 - Taking the long view, we have had to face going into a deficit in the past. It is something that we need to look at seriously, but have a cash reserve to manage it for a limited period of time.
- For the next iteration, we might look to a zero % increase for 2022-23. We will experience a recession. If it hits the School District next year, then it would hit us in 2022. Would like to see a version of the budget with a zero or .5% increase in per pupil allocation.
- This ties in to our Strategic Planning process. But for the purpose of passing the budget, we are looking only at next year's budget.
- We need to make contracts with staff. We can't wait until we receive the per pupil allocation and health insurance and other major expense to issue contracts. We would like Board approval for staff salaries based on the salary scale passed last year so that we can issue staff contracts.

VI. Coronavirus Situation: Ellen Somekawa

- Current understanding of the situation
- Steps FACTS has and is taking
- Planning for policy issues and financial impact of the uncertain future

Discussion

- Admin will share major communications to our community with Board members.

VII. Development Committee:

Alan

Phan

- Updated materials (5K sponsors packet, informational brochure)
 - Ricque produced an updated 5K package. It now includes specific details of how we used the funding raised at the last 5K. Also included the total that has been raised in the past four years.
 - Please give feedback
 - Ask the Board to reach out to networks and contacts to gain 5K sponsorships.
- Ricque updated the fact sheet about FACTS for use for NAAAP fundraiser (now cancelled).
 - Having a one/two pager is very useful for doing outreach and fundraising.
 - Making it an ongoing project to improve would be worth working on.
- Grant writing
 - FACTS does not have dedicated personnel working on grant writing. Board should consider bringing in some grantwriting expertise. FACTS only has two foundation grants.
 - Grant seeking is important, but it is hard to find them for schools which aren't typically eligible for a lot of foundation grants.

- Selina offered to work with Alan to explore grant seeking opportunities.
- Recruiting help for Development Committee
 - Want to have an email communication to the FACTS community to solicit help with fundraising for FACTS.

VIII. Strategic Planning:

Selina

Morales

Update: Expect that the timeframe for our Strategic Planning is likely to spread beyond our original timeframe given the current crisis. Board members are encouraged to make their calls to stakeholders, update the spreadsheet, and fill out the survey. Board members are encouraged to assess if this is a good or inopportune time to interview various people.

IX. Other Action Items

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the staff hiring [attached] for the 2020-21 school year.

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves purchasing with Lintons food services for the provision of breakfast food items and dry goods in an amount not to exceed \$45,000 over a 12-month period. [Bids were publicized, evaluated and documented per federal procurement (UGG) guidelines]

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves purchasing with Acme Paper and Supply Company for the provision of kitchen supplies and goods in an amount not to exceed \$11,000 over a 12-month period. [Bids were publicized, evaluated and documented per federal procurement (UGG) guidelines]

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves purchasing with Wawa for the provision of milk in an amount not to exceed \$31,000 over a 12-month period. [Bids were publicized, evaluated and documented per federal procurement (UGG) guidelines]

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with IXL for the provision of on-line personalized learning services in an amount not to exceed \$9,000.

Moved Resolutions #3-#7: Allaire Wohlgemuth

Seconded: Tim Matheney

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

X. Adjournment

Moved: Allaire Wohlgemuth

Seconded: Heather Davis-Jones

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