

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, November 17, 2021, 6:30 p.m.

Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

Present: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Heather Green, Jill Lingenfelter

I. Call to Order: Selina Morales

II. Public Session

- Has there been a consideration of student vaccination and making it mandatory? This might be one of the only ways that we get to a semblance of normalcy
 - The Board has not discussed this yet.

IV. Principal's Report Pheng Lim

- High School Admissions Process: appreciation to T. Griffin, T. Rachel, and T. Lucinda for helping students with the new admissions process. Including offering office hours for parents in the evenings.
 - Students need to do an on-demand essay. The scores determine eligibility to be included in the lotteries for Special Admissions Schools
- DRAs (reading tests): Happy to see progress from last October (40% meeting benchmark) to this year (54% meeting benchmark). Every grade has increased the numbers of students reading on grade level compared to June scores.
- COVID Cases
 - 5 in November alone
 - But no spread from the school so far
- Price Waterhouse Cooper Grant: FACTS received a \$25,000 grant from Price Waterhouse Cooper to support the integration of digital literacy and digital citizenship into our existing curricula.
- AAU Vaccine Clinic: AAU offered to conduct a series of vaccine clinics at, and in partnership with FACTS. This has taken a big burden off of the school since we were in the process of lining up partnerships with providers and intending to organize our own vaccine clinics.
- Honor Our Elders Day is this Friday. Sharing P. Pheng's video

Discussion:

- What does concurrent teaching mean?
 - It is when a teacher is teaching in-person and remotely at the same time. This year, FACTS is using it for when either student(s) or teacher(s) needs to quarantine or isolate at home.

Executive Director's Report

Ellen Somekawa

- Volunteers to receive and reply to emails from Stars: all board members

[Allaire stepped away]

III. Creation of a committee to revisit the Teacher Salary Scale

- Received emails from staff members requesting the board revisit the salary scale. Last time, we convened a committee that met with David and made recommendations to the board (made comparisons to other schools, analyzed the financial impacts, projected forward).
- A committee would consider and come back to the board with recommendations in the spring.
- Committee Members: Thierry Saintine, Xu Lin, Neeta Patel, Selina Morales

[Allaire returned]

V. 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 October 20, 2021.

Moved: Alan Phan

Seconded: Kenzo Sung

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

VI. Finance Committee Report

Finance Committee Report

Neeta Patel

Thank you to David for the useful report. No real changes from the last meeting. Things are still unfolding as far as pandemic impacts. Enrollment is still down; we made the decision to hold off on admitting more students due to concerns over distancing and this will be in place until we decide to revisit the decision. All federal funding sources are slow to come in this year including Titles funding, food program and some of the ESSER grants. Cash flow is not a problem, but we are keeping an eye on it. We are drawing down cash for expenses. We need to think about enrollment. Because we have opened up the enrollment process for next year, we need to think about our class sizes and how many students we are

admitting in the next lottery. Propose addressing this issue at the December meeting. ESSER funding is mitigating some of the impacts of reduced enrollment, but the impacts on our revenues will continue to reverberate.

Finance Director Report

David Brown

Nothing to add.

Discussion:

- What information will board members like to see to prepare for the December meeting?
 - What is the danger zone that will put us in the red in terms of enrollment?
 - ESSER funding will help with the shortfall in the short term.
 - But we have been advised to save some of our ESSER funding in the event that government funding will drop as anticipated from decrease
 - This year we are losing \$450,000
 - Request input from the Admin team
 - Re: next month's conversation on enrollment #: I'd like to hear from Pheng at the next meeting about any (suspected) correlation between smaller classroom sizes and our students reading levels or other academic successes in catching up/getting on grade level since going remote - thinking about some of the metrics in the comprehensive plan (like 80% reading on level) and how enrollment numbers might impact this.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the October 31, 2021 Financial Statements

Moved: Allaire Wohlgemuth

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

VII. Acceptance of the 2020-21 Audited Financial Statements

Presentation

Audit Committee

Thank you to the members of the Audit Committee. The charge of the Audit Committee is to oversee the process and procedures of the audit and also to receive the results of the audit with an eye to compliance issues and management issues such as internal controls. Some of the compliance issues revolve around PSERS liabilities and a requirement to have a single audit that is a test of federal programs. A good audit will have no findings and no concerns in the management letter, and this is what we got. Thank you to David and the admin team for that. David being

an operation of one: thank you for all that you make happen. We did disclose future concerns including being in a pandemic with uncertainty.

Discussion

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School accepts the Audited Financial Statements for the year ending June 30, 2021.

Moved: Neeta Patel

Seconded: Heather Davis-Jones

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

VIII. Approval of the Comprehensive Plan

Presentation

Discussion:

- Appreciation for T. Ricque for shepherding the process

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2021-2024 Comprehensive Plan

Moved: Alan Phan

Seconded: Heather Davis-Jones

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

IX. FACTS's Use of ESSER (Federal COVID Relief) Funding

Presentation

Discussion:

- Broad support for the idea of retention bonuses for teachers
- Pre pandemic: we were looking at a deficit in three years; we were budgeting for a flat per pupil, a conservative projection. This year, we saw a decline in the per pupil for regular education. We need to find a balance between taking care of people and taking care of our long term financial health
- SDP: this year took steps that made staff feel good
 - \$1000 bonuses
 - Reimbursements for supplies
- Equity provisions?
 - Enrollment fell more proportionately among black students. Do we have a theory about why? Do we think it is the outsized impact of the pandemic on black (over 20% drop) and brown students, and multiracial students (15% drop). Can we be more proactive about why so many of them dropped. Can we do research to understand what happened to the students and the families who left?

- Students who left:
 - Two went to cyber schools (asked for a virtual option)
 - Others moved out of state; none moved to another school in Philadelphia
 - Families moving to the suburbs were all Asian
 - Why was it worse for black and multiracial students?
- Should we be more proactive in recruiting black and brown students?
 - Where are we recruiting?
 - Places like Children’s Village are becoming more diverse and recruiting there could help us reach a more diverse community
- Admin will discuss and come back to the board
 - Are doing something like exit interviews with families who are leaving? Something like a survey to capture why they are leaving.
- It wasn’t too long ago that we were worried about the decline of our ELD population. Since starting the Stars program, our percentage of ELD students has risen from 13% to 30%, so we have successfully addressed the problem of our diminished ELD population. But now, has the black population shrunk to a size that is now potentially marginalizing to black students?

X. Executive Session

- Considering the purchase or lease of real property.

XI. Return to Public Session

XII. Committee Reports

- Development Committee

Alan/Allaire

5K wrap up: Thank yous and prizes went out.

\$25,000 Price Waterhouse Cooper grant came through.

Amazon Wish List: is being updated

Requested Board members’ help with writing thank you notes to donors.

Will get volunteers a package of printed cards and list of donors to thank.

- Selina, Neeta, Thierry, Kenzo, Neeta, Allaire, Xu, Heather, Pooja, Alan
 - Board members would like to see the whole list to identify individuals they would like to thank personally
- Nominations Committee Heather/Selina
 - The committee is about to launch interviews with the five candidates with a goal of completing the interviews by December 31. A goal of inviting two new members. Will seek to keep those not invited to join the board engaged in other ways. Inviting new members to the board in the spring decouples the process of entering children in the lottery from joining the board.

XIII. Other Action Items

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with IQ Air for the provision of 23 room air purifiers (HEPA filters) in an amount not to exceed \$20,000.

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Gen3 for electrical services in an amount not to exceed \$5,000.

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with PJP for the purchase of convection ovens and a warmer in an amount not to exceed \$11,000.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with KIT Communications for the purchase of paging equipment and installation in an amount not to exceed \$24,000.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of Galen Fitzpatrick for the position of Instructional Data Coordinator with a 12 month salary of \$80,000.

Moved: Allaire Wohlgemuth

Seconded: Heather Davis-Jones

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Ed Ops for the provision of financial consulting services in an amount not to exceed \$12,000.

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Metcalfe Architecture and Design for the provision of architectural services in an amount not to exceed \$40,000.

Moved: Neeta Patel

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

XIV. Adjournment

Moved: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Selina Morales,
Neeta Patel, Alan Phan, Thierry Saintine, Kenzo Sung, Allaire
Wohlgemuth