

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, January 19, 2021, 6:30 p.m.

Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

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

Newly Appointed Board Members: Leana Cabral, Nancy Nguyen

Board Members Absent: Allaire Wohlgemuth

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

I. Call to Order: Selina Morales

II. Public Session

- No public comments

III. Nominations Committee Nominations

Selina & Heather

- Introduction of nominees:
 - Leana Cabral
 - Nancy Dung Nguyen
- Questions and Discussion

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Leana Cabral to the Board of Trustees for a three year term.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Nancy Dung Nguyen to the Board of Trustees for a three year term.

Moved Resolutions #1 and #2: Heather Davis-Jones

Seconded: Xu Lin

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

IV. Swearing in Leana Cabral

Selina Morales

I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

V. Swearing in Nancy Dung Nguyen

Selina Morales

I do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

VI. Board Commitments

Selina Morales

- Committing to serve in the 2022-23 year
- Interest in Committees and Officer Roles
- Mandatory Act 55 Training; please complete by June
- Timeline

VII. Principal's Report

Pheng Lim

- We had increases in COVID cases. Last week we had about 60 students learning concurrently. Now we are down to 30. We have had about 20 staff members who tested positive. A lot of the positive cases were asymptomatic but were found because we asked parents to get their students tested. Our staff were amazing in pivoting quickly. Nurse Sapan has been invaluable during these times.
- We have started the interview process for the Music Position.
- We have three teachers who have announced their intention not to return: two are moving out of state and one is retiring.
- Our Building Subs have been super helpful
- January 28, our 8th graders will begin receiving their high school admissions.
- The leadership team is studying *Smart Leaders, Smarter Teams*.
- We shared with teachers that we will be filling some seats. Nine students withdrew since September.
- Two Stars students have progressed to the point of being able to exit and join the regular education classrooms. We will be filling the spots opened up in the Stars Program.
- Lunar New Year Celebration will be on January 31. We will share the link
- We received PSSA results that we will share. We will also share a statement by Ellen about our perspective on the PSSAs.

Executive Director's Report

Ellen Somekawa

VIII. Approval of the Minutes

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of December 15, 2021.

Moved: Thierry Saintine

Seconded: Alan Phan

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

Abstained: Leana Cabral, Nancy Nguyen, Kenzo Sung

IX. Finance Committee Report

Finance Committee Report

Neeta Patel

The Finance Committee met and reviewed financial statements. Student enrollment numbers had gone down. We are working our way through the cash flow problem caused by the slow roll out of ESSER funding. There are still a lot of outstanding receivables. We are trying to grow our reserves. We want to get up to a four month reserve. We are seeking to save for a possible building expansion, for anticipated cuts in per pupil allocations, and for rising prices.

Finance Director Report

David Brown

As federal funds start to come in (upwards of \$750,000 are anticipated), we plan to pay back the amount we took out of our reserve.

Discussion:

- Is the current reserve at \$2.6 million?
 - \$2.6 million is our total cash on hand which includes all of our operating accounts as well as what is saved in what we call our cash reserve
- Does local revenue on the Board Summary include only tax funded dollars or also fundraising revenues?
 - Local revenue on the summary includes fundraising revenues such as individual and corporate donations, fundraising events revenue and foundation grants.
- David and Neeta would be happy to meet with new board members to go over how to read our financial statements.

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

Moved: Thierry Saintine

Seconded: Alan Phan

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

Abstained: Leana Cabral, Nancy Nguyen

X. Policies for Board Approval:

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves amending the Employee Handbook by adding the following provision to the section on Family and Medical Leave of Absence.

A request for extended leave beyond the 12 weeks of FMLA may be approved by the Executive Director or their designee on a case-by-case basis. If extended leave is approved, the employee will be responsible for health insurance premium payments for the time of the extended leave, following the normal procedures for COBRA.

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves amending the Purchasing Policy section on Bids and Approvals as follows:

Bids and Approvals

FACTS bidding policies will follow the more restrictive of the federal or state procurement thresholds.

~~*For purchases in excess of \$10,000, written bids must be solicited from at least three qualified vendors. Final approval by the Board of Trustees must occur prior to incurring the expense.*~~

~~*For purchases between \$5,000 and \$10,000, at least two competitive bids are required. Telephone bids are acceptable if documented. Final approval by the Board of Trustees must occur prior to incurring the expense.*~~

~~*For purchases between \$500 and \$5,000, competitive bids are not required.*~~

~~*Purchases made through a Cooperative Purchasing Program (approved by the relevant federal, state entity) do not require a competitive bidding process.*~~

The School Business Administrator will submit to the Board of Trustees a monthly list of all disbursements that includes all checks issued during the month.

The School Business Administrator will ensure that no contract for purchase of materials, supplies, equipment or services resulting in a financial commitment of \$4,000 or more shall be awarded unless funds have been appropriated, have been approved by Board Resolution, and are available for the purchase.

~~*Professional services may be awarded without competitive bids. up to \$25,000. No commitment or contract will be authorized prior to approval of the Board of Trustees.*~~

The ED is hereby authorized to establish a checking account for the purpose of petty cash. The ED will be authorized to sign petty cash checks up to \$499 and report to the Board of Trustees monthly with a list of checks issued and their amounts.

All checks other than petty cash will require two signatures.

Moved Resolutions #5 and #6: Pooja Agarwal

Seconded: Kenzo Sung

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

Abstained: Leana Cabral, Nancy Nguyen

X. Amendment of the Minutes of September 15, 2021

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the amendments to the Board of Trustees Meeting Minutes of September 15, 2021.

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

Abstained: Leana Cabral, Nancy Nguyen

XI. Executive Session

- Considering the purchase or lease of real property.
- Discussing agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law

XII. Return to Public Session

XIII. Committee Reports

- Development Committee

Alan Phan

Thank you to the Board members for writing and sending out thank you notes to donors. The Committee will be meeting to talk about a capital campaign and . The Development Committee would welcome new members.

[Departed the meeting: Leana Cabral, Nancy Nguyen]

XIV. Other Action Items

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Engie for the provision of electrical services in an amount not to exceed \$50,000.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the participation of three employees (Lisa Pankey, Special Education Supervisor, Galen Fitzpatrick, Instructional Data Coordinator, and Ricque Porter, Associate Director) in the Pennsylvania Department of Education Data Summit to be held in Hershey Pennsylvania.

Moved: Thierry Saintine

Seconded: Neeta Patel

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

XV. Sharing Staff feedback about not being included in the Teacher Retention Bonus

A letter from a staff member was shared with the board.

XVI. Adjournment

Moved: Pooja Agarwal

Seconded: Heather Davis-Jones

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