FOLK ARTS-CULTURAL TREASURES CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
Wednesday, April 19, 2023, 6:30 p.m.
via Zoom

MINUTES

Board Members Present: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth
Board Member on Leave of Absence: Leana Cabral
Staff Present: David Brown, Pheng Lim, Ricque Porter, Ellen Somekawa
Public Present: Nanme Zheng (interpreter), Anna Wojtas, Jill Lingenfelter, May Low, Lauren McCutcheon, Hong Mao, Marya Camilleri, Ni Ni Myint

I. Call to Order
Selina Morales

II. Public Comment

III. Federal Programs Stakeholder Engagement
Ricque Porter
Presentation and discussion
- Review survey data and opportunity to suggest amendments to our current Parent and Family Engagement policies
- Explanation of federal Title funding
- Needs Assessment: Reviewing student achievement data to identify academic priorities
Input from the Board and Stakeholders Present

III. Presentation of Academic Growth and Proficiency Data
Pheng Lim
Presentation and discussion

Discussion:
- Are there plans for adding Algebra 1 to 8th grade curriculum in the near future? [We hope to pilot a program to offer Algebra 1; it would be offered to students who meet criteria for the program.]
- Will this result in a Keystone Exam? [We are looking into it]

V. Principal's Report
Pheng Lim

Executive Director’s Report
Ellen Somekawa

Discussion:
- Are the budget assumptions accounting for contract negotiations and changes that are coming up? [Not yet as we have not heard yet from the union as to what their needs/requests will be]
- Are we feeling that the discussion for the yellow buses for 7th & 8th grade is over…will we continue to try to work on this? [We are not feeling hopeful. Any further intervention would require more political clout and Ellen doesn’t have the capacity to mobilize a full campaign for this.]
- Would it be helpful if parents took photos of the Callowhill corridor during parent pickup time, when there are cars / trucks parked on sidewalks, etc? [We have already sent this to the powers that be in addition to letters from many stakeholders (Cliffs, FACTS, PCDC, Callowhill Neighborhood...]}
Association, etc). Suggestion that we take the temperature of board members and parents to see if they have the energy to take on this challenge]

- Could FACTS do their own busing? [No. Financially it would be too expensive]

[Nancy exited the meeting at 7:30]

VI. 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 March 15, 2023.

   Moved: Alan Phan
   Seconded: Thierry Saintine
   Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Alan Phan, Thierry Saintine, Allaire Wohlgemuth
   Abstained: Selina Morales, Neeta Patel
   Absent: Nancy Nguyen

VII. Finance Report

   Finance Committee Report Neeta Patel

   We are nearing the close of the fiscal year, so the financial statements include a new column of end of year projections. Our financial situation has not changed. Our revenue is down because of fluctuating enrollment, fewer students who qualified for Special Education services, and lower per pupil allocation. Expenses are higher than budgeted due to new line items including expenses related to collective bargaining and higher costs due to inflation. Our operating deficit will be higher than anticipated. The deficit can be covered by using ESSER funding but this will lower our reserves.

   Revised budget reflected the reduction in per pupil allocation. But the end of year projections will be lower even than our revised budget due to continuing fluctuations in enrollment. There is an increase in the number of students in Approved Private Schools. Legal fees are running high.

   [Nancy Nguyen returned to the meeting]

   Discussion:
   - Is the per pupil allocation higher for students with 504 plans? [No]
   - What is the cost of APS? [About $125,000 per student, on average]
   - How concerning is our current situation? [We were running an operating deficit already; we were covering this through ESSER funds. We are spending more of the ESSER funds this year than we were planning for. We are spending more of the federal funding this year than planned. It will not last as long into the future.]
   - ESSER funds allowed us to maintain business as usual. When ESSER funds run out, we will have to start balancing programming versus losses.
2. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of March 31, 2023.

   Moved: Theirry Saintine  
   Seconded: Jeff Koung  
   Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth  
   Abstained: Nancy Nguyen

[Nancy Nguyen left the meeting]

VIII. **Executive Session**  
For the purpose of holding an information, strategy and negotiation session related to the negotiation of a collective bargaining agreement.

IX. **Return to Public Session**

X. **Presentation of the Draft FY 2023-24 Budget**

   Presentation: David Brown

   - Presentation of the draft budget for discussion and questions
   - Target of approving the budget at the May Board meeting
   - Compliance Deadline of submitting the board approved budget to PDE by the end of June.

Discussion:

- Please discuss line 12 from this year to next. What is causing the change? This is grants (foundation money) which we don’t budget for as they are unpredictable. It’s mostly miscellaneous income that we can’t count on.
- What are the assumptions based on as to the state funding? [State funding doesn’t typically increase. Amounts are flat and many haven’t changed in a decade. The small increase is based on rental reimbursement increasing due to increased students.]
- Federal funding goes down because ESSR disappears although federal money is expected to go up otherwise (Title funding, etc). As enrollment increases these things increase as well
- Decrease in benefits is related to payout to PSERS we had to do this year
- If the budget reflects a change in the salary scale, why is the salary line in the proposed 2023-24 budget current year not so different from the end of year projection for 2022-23. [David will investigate and get back to the Board]
- Why is the increase in rent services not consistent from year to year? Specifically, between 2024-25 and 2025-26. [David will investigate and get back to the Board]
- Why is there such a jump in costs for Property Services from the 2022-23 year to the new budget year? [David will investigate and get back to the Board]
- Did we budget for the expenses of the aging building? [Yes we baked that in]
- Does this budget take into consideration the use of computers by students? [K-2 will have shared computers and 3-8 will have their own
issued to each student to keep until graduation. Computers add $75-100k to the budget per year with no income to support that. This would be implemented next year.]
- Does the budget account for depreciation of the computers? [No. Chromebooks do not cost enough to depreciate]
- Salary line includes the planned increases proposed by the salary scale committee. Salary differences reflect the changes in expenses when existing staff leave and are replaced by folks who are on different steps of the salary scale.
- An operating deficit is not sustainable and we are looking to how to mitigate that. So we need to look at whether the operating deficits proposed are and whether we are comfortable with this level of deficit.
- These numbers set a priority for Strategic Plan and point to the need for a financial Strategic Plan. It sets a trajectory for building more financial capacity. We need a plan so this does not become our story. To build capacity will require an investment.
- I am comfortable with the deficit as it is, but would not be comfortable with a higher deficit. It has to be a board priority to close the deficit.
- One assumption is per pupil enrollment and expansion has been how we right size our school. To get on that pathway, then it is another level of capital campaign.
- We need to be walking down two paths; yes to expansion. But interim spending would be required to get there. But also raising fundraising capacity as we go.
- That's a long term plan. We need to think strategically about how to increase the pot. Do we feel comfortable with this level of perennial operating deficit?
- In growing the board, can we be more strategic about adding board members with experience in fundraising [Nominations Committee is working on this]
- Development Committee will be making a proposal after their next meeting. Are there expenses that David would need to know for budgeting? Selina could help put numbers together. Recommendation is a dedicated staff member for development as well as a consultant. We would like those numbers before the May board meeting.
- We anticipate changes in funding by Shapiro. Changes stemming from the fair funding lawsuit also provide reasons for some optimism. But we can’t base a budget on these anticipated developments.

XI. Conflict of Interest Policy - Uniform Grant Guidance
3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Conflict of Interest Policy - Uniform Grant Guidance.

Moved: Neeta Patel
Seconded: Jeff Kounq
Voted Yes: Pooja Agarwal, Jeff Kounq, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgeemuth

XII. Committee Reports
- Nominations Committee: Xu/allaire
Committee has conducted interviews with potential nominees. Hope to bring forward one or two nominations in June. Please forward potential board candidates to the Nominations Committee

- Development Committee  Alan/Allaire

The end of the fiscal year is coming up in June, so if you have not made your annual donation, please. Ellen will give board members an update on what they have given. Members please read the email by Nancy regarding development.

[Xu Lin departed]

XIII. Other Action Items

5. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Gen3 in an amount not to exceed $70,000 for improvements to the replacement of the front doors and door access system to increase security and replacement of the glass egress door with a non-glass emergency door. [This will be funded with grant funds from the Pennsylvania Crime and Delinquency Commission. A formal RFP process was conducted. Several bidders attended the walkthrough but only two bids were submitted.]

6. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the Pennsylvania School for the Deaf in an amount not to exceed $5000 for the provision, programming, training and 2 year warranty of Phonac Roger transmitters and Digimaster Soundfield speakers to support the needs of deaf and hard of hearing students.

7. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Literacy Strategies Consulting for professional development services in an amount not to exceed $12,000.

8. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the adjusting the salary of David Brown, Finance Director, to be $98,093 retroactive to January 1, 2023.

9. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves a stipend of $1500/month for Galen Fitzpatrick for taking on functions of the Special Education Coordinator until the SPED Supervisor position is filled.

10. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the following employees for the 2023-24 school year:

<p>| For the 2022-23 school year |   |   |   |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Grade Maternity Leave Long Term Sub</td>
<td>Katherine Neteler</td>
<td></td>
<td>$45,320 prorated</td>
</tr>
<tr>
<td>Kindergarten Assistant (SpEd focus) LTS</td>
<td>Josephine Barnabee</td>
<td></td>
<td>$18 hr</td>
</tr>
<tr>
<td>ELD Teaching Assistant (6th-8th) LTS</td>
<td>Tyrone Norwood</td>
<td></td>
<td>$18 hr</td>
</tr>
<tr>
<td>Building Substitute LTS</td>
<td>Lisa Phung</td>
<td></td>
<td>$20 hr</td>
</tr>
</tbody>
</table>

For the 2023-24 school year

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Grade Teacher</td>
<td>Katherine Mergott</td>
<td></td>
<td>$45,320</td>
</tr>
<tr>
<td>Chinese Teacher</td>
<td>Na Lin</td>
<td></td>
<td>$44,000</td>
</tr>
<tr>
<td>3rd Grade Teacher</td>
<td>Gerald McDermott</td>
<td></td>
<td>$62,686</td>
</tr>
<tr>
<td>ELD Teacher (6th-8th)</td>
<td>Soky Chhe</td>
<td></td>
<td>$55,042</td>
</tr>
<tr>
<td>7th/8th Math</td>
<td>Emily Cajigas</td>
<td></td>
<td>$79,502</td>
</tr>
</tbody>
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Moved #5-10: Neeta Patel
Seconded: Alan Phan
Voted Yes: Pooja Agarwal, Jeff Koung, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth
Not Present: Xu Lin, Nancy Nguyen

XIV. Adjournment

Moved to Adjourn: Allaire Wohlgemuth
Seconded: Thierry Saintine
Voted Yes: Pooja Agarwal, Jeff Koung, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth
Not Present: Xu Lin, Nancy Nguyen