

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

Wednesday, February 21, 2024, 6:30 p.m.
via Zoom

MINUTES

Board Members Present: Leana Cabral, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung (left the meeting at 8:19pm), Alison Lin (left meeting at 8:12pm), Nancy Nguyen

Board Members Absent: Xu Lin

Staff Members Present: Ellen Somekawa, Pheng Lim, David Brown

Members of the Public Present: Ella Simmons

I. **Call to Order:** 6:34pm Thierry Saintine

II. **Public Comment**
N/A

III. **Principal's Report** Pheng Lim
Discussion: N/A

Executive Director's Report

Ellen Somekawa

Discussion: For the studies about the building how much does it cost and does it require board approval? Only those studies costing \$5,000 or more need board approval, and of the studies together will be a total of \$20k for all. These things were built into our budget for this year. How does the L&I rating affect us with SDP? It will affect us on the annual report card we get from the SDP but does not affect funding or charter approval. L&I has found FACTS compliant, but this will not be reflected in the upcoming SDP ratings.

IV. **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 January 17, 2024.

Moved: Neeta Patel

Seconded: Leana Cabral

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

V. **Finance Report**

Presentation

Neeta Patel

Discussion: New employees don't participate in PSERS—they do PSERS Alternative Plan/403b instead. We stopped enrolling new employees in PSERS in 2016. Benefits to employees of both plans are comparable.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Financial Statements for the period ending January 30, 2024.

Moved: Neeta Patel

Seconded: Alan Phan

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

VI. Reserve Account Resolutions

3. BE IT RESOLVED that the General Reserve Account was established as a board designated emergency reserve fund. This fund is to preserve a minimum balance of at least three months of operating expenses. The withdrawal of funds that would result in reducing the emergency reserve fund below the minimum threshold must be approved by a resolution of the Board of Trustees. The balance of the account is to be reported to the Board of Trustees at each meeting.

The General Reserve Account may also be used to maintain general operating funds in FDIC insured accounts while maximizing interest income. Funds in excess of the minimum threshold described above may be moved to the school's operating accounts at the discretion of the Finance Director with the approval of the Executive Director.

This resolution supersedes all previous resolutions regarding this account.

Discussion: This will allow the Finance Director to move all "extra funds" above the 3 month minimum without requiring board approval each time. We have not specified the actual dollar amount as the operating costs change from year to year and the 3 month minimum changes as a result. If there was ever a need to move funds in a way that would dip into the minimum then that would require board approval.

Moved: Alan Phan

Seconded: Jeff Koung

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

4. BE IT RESOLVED that the Board of Trustees approves moving \$500,000 from the General Reserve Account to the Board Designated Building Reserve Fund for the purpose of building expansion and/or renovation.

Discussion: N/A

Moved: Alison Lin

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen
Abstained: N/A

VII. Approval of the 990

Presentation

David Brown

The Board's Responsibility in Approval of the 990

Discussion: Board member names reflect board members that were on the board during the 22-23 fiscal year.

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the submission of the Form 990 for the year ending June 30, 2023.

Moved: Allaire Wohlgemuth

Seconded: Leana Cabral

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

VIII. Revision of the School Wellness Policy

Report on the Assessment compliance with the Wellness Policy

Report on work to improve compliance with the Wellness Policy

Discussion: Are the services provided by Vetri to support wellness would be free to us

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the Wellness Policy.

Moved: Alan Phan

Seconded: Leana Cabral

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/a

IX. Revision of the Travel Policy

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves revising the per diem rates within the Travel Reimbursement Policy as follows:

The standard mileage rate for business travel for the year 2024 when using one's personal vehicle is .67 cents per mile.

The standard rate for meals when traveling out of town on official FACTS business is as follows: Breakfast \$18.00 Lunch \$20.00 Dinner \$36.00

Moved: Alison Lin

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

X. Approval of the 2024-25 School Calendar

Discussion: We are starting a week later than SDP but our end date is the same. We can do this by counting hours vs days of school.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2024-25 School Calendar.

Moved: Nancy Nguyen

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

XI. Approval of staff travel to conferences

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves four staff members traveling to and attending the PA Department of Education Data Summit in Hershey, PA from March 11 to 13 and for five staff members traveling to and attending the National Council of Teachers of Math Conference in New Orleans, LA from June 17 to 19.

Discussion: Board approval is needed because current conference policy limits staff participation to travel conferences to 2 people and they would like to send more.

Moved: Alan Phan

Seconded: Pooja Agarwal

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

XII. Executive Session

Discussing personnel matters
Collective bargaining update

XIII. Return to Public Session

XIV. Committee Reports

- Development Committee: Discussion: FACTS 5k sponsor letters, etc are approved as of now and will be sent out to the board so we can start moving on sponsorships. Looking at a new site for registration for the 5K. Also keeping an eye out for smaller grants. Want to think about a bigger event for 2025 as it's the 10 year anniversary of the 5k and 20 year anniversary of FACTS as a school. Need folks to do the remaining thank you cards and some addresses are missing
- Nominations Committee: Discussion: N/A

XV. Other Action Items

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Clarkson + Varick for the provision of full evaluation of FACTS's elevator equipment in an amount not to exceed \$6000.

Moved: Alison Lin

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of LaVerne Frazier for the position of Certified School Nurse at a salary of \$82,000.

Moved: Alison Lin

Seconded: Pooja Agarwal

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

Abstained: N/A

XVI. Adjournment 8:22pm

Moved: Allaire Wohlgemuth

Seconded: Pooja Agarwal

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Nancy Nguyen

Abstained: N/A