

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, July 19, 2017, 7:00 p.m.

MINUTES

Present: Martin Chan, Heather Davis Jones, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

Staff Present: David Brown and Ellen Somekawa

I. Call to Order: Selina Morales

II. 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 June 21, 2017.

Moved: Neeta Patel

Seconded: Amanda Thai

Yes: Martin Chan, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

Abstain: Heather Davis-Jones, Laurence Tom

IV. Finance Report David Brown

- Presentation and adoption of the June 30, 2017 Financials will be delayed until the August or September meeting due to the need to close out the fiscal year (recording payables, receivables, accruals, etc.)
- Presentation of preliminary estimates of how we will end the 2016-17 fiscal year.
 - Current projections show that we may end the year with a surplus of \$100,000 or more. The Fund Balance will therefore rise accordingly.

V. Development Committee Rebecca Rathje

- Report on the Committee meeting
- Development Committee is meeting monthly
- 5K: emphasizing the role of the board in seeking corporate sponsors and starting fundraising teams.

Commitments to approach potential sponsors:

TD Bank: Neeta Patel

CHOP, St. Chris, Einstein, Cozen O'Connor: Amanda Thai

Phil Siu, Whole Foods, Vanguard: Laurence Tom

Ricoh, WB Mason, Athenian Razak: Staff

PECO, D&H: Selina Morales

VI. Charter Expansion

Ellen Somekawa

- Updates: Newcomer Program, Facilities, Charter School Office

Newcomer Program (Stars): Enrollment:

- Six enrolled
- Two enrollment sessions coming
- Ellen Send: New Enrollment Forms to Board
- Spanish Speaking Radio Announcement
- Selina: Independence Branch

- Charter Amendment

VII. Executive Session:

- Legal Matters
- Real Estate Matters

VIII. Public Session

IX. Items for Action

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes Funds for Learning, LLC, to continue to act as FACTS' agent and on our behalf on all E-rate matters related to the preparation and processing of FACTS' E-Rate application and other E-Rate related forms and approves a contract in the amount of \$7500 for rendering these services.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School certifies that, to the best of its knowledge and belief, the information in the 2016-17 Application for Charter School Lease Reimbursement Program is true and correct.

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the purchase of 30 Lenovo Thinkpad Laptop computers from Amazon.com in an amount not to exceed \$10,000. [Quotes were received and examined from three vendors. The Board voted at its last meeting to approve the bid by VIG for computers with the same specifications. However VIG changed its warranty and therefore was no longer considered a good value compared to Amazon. This resolution will supercede the resolution from the June 19, 2017 board meeting; therefore a total of 30 laptop computers are being ordered.]

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the purchase of Eureka Math Books from Great Minds Publishing in an amount not to exceed \$6,200.

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the purchase of Newcomer Curriculum Materials from Cengage Learning in an amount not to exceed \$8,000.

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the purchase of Singapore Math Books from Singapore Math in an amount not to exceed \$11,000.

Moved Resolutions # 2 - #7 as a bloc: Amanda Thai

Seconded: Rebecca Rathje

Voted Yes: Martin Chan, Heather Davis Jones, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves proffering a Letter of Intent to United Development for the purpose of initiating discussions concerning entering into a transaction to lease a real property suitable for the development of a public charter school facility.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves paying a deposit of no more than \$20,000 to United Development pending the satisfaction of terms outlined in the Letter of Intent.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School amends the Admissions Policy as attached.

Moved Resolutions # 8 - #10 as a bloc: Amanda Thai

Seconded: Ed Nakawatase

Voted Yes: Martin Chan, Heather Davis Jones, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

X. Adjournment

Moved to Adjourn: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Martin Chan, Heather Davis Jones, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, August 16, 2017, 7:00 p.m.

MINUTES

PRESENT: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom, Ted Wong

STAFF: David Brown, Pheng Lim, Ellen Somekawa

INTERPRETER PRESENT: Sophia Niu

- I. **Call to Order:** Selina Morales

- II. **Principal's Report** Pheng Lim
 Executive Director's Report Ellen Somekawa

- III. **Board Training** Pat Hennessy
 - The duties and responsibilities of charter school Boards of Trustees, PA Charter School Law

- IV. **Executive Session**
 - **Legal Matters**
 - **Real Estate Matters**

- V. **Public Session**

- VI. **Charter Expansion**
 - Updates: Newcomer Program, Facilities, Charter School Office

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves signing the Charter Amendment proffered by the School District of Philadelphia.

Moved: Neeta Patel

Seconded: Rebecca Rathje

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom, Ted Wong

- VII. **Finance Report** David Brown
 - Presentation and approval of the June 30, 2017 financial statements.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of June 30, 2017.

Moved: Ed Nakawatase

Seconded: Amanda Thai

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom, Ted Wong

VIII. Development Committee

Rebecca Rathje

- Report on the Committee meeting. Met July 17. Focused on the 5K. We are moving ahead and have gotten some new sponsors as well as returning sponsors. Do a final push in September.
- Important to have a strong Board presence at this event. Board members are encouraged to start fundraising teams. Start with registering yourself. Make a team. Invite people as donors or runners.

IX. Items for Action

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School contract with Greg Hallquist for Development Consulting Services in an amount not to exceed \$8,000.

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Accurate Trash for waste management services in an amount not to exceed \$10,000. [this would represent a large reduction from the cost of our current vendor]

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves procuring cyber security insurance from Hiscox Insurance Company 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 Wordsworth Academy for the provision of summer Extended School Year Program services in an amount not to exceed \$10,150.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves entering into an agreement with the University of the Arts to serve as a contractor, providing Work-Study employment opportunities for students.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2017-18 employment contracts with the employees on the schedule below.

William Levensgood	Para Educator Grades 6-8	33,000
Mariko Franz	Teacher: 3rd Math	38,000
Leticie Almiron	Teacher: Intermediate Grades ESOL	57,020
Victoria Chau	Teacher: Grades 7-8 ELA	38,500

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves signing the grant agreement for \$300,000 over two years with the Philadelphia Schools Partnership.

Moved Resolutions #4-#10: Ted Wong

Seconded: Simon Liu

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom, Ted Wong

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the amended Purchasing Policy.

12. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Travel Reimbursement Policy.

Moved: Laurence Tom

Seconded: Amanda Thai

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom, Ted Wong

X. Adjournment

Moved: Amanda Thai

Seconded: Ed Nakawatase

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom, Ted Wong

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

1023 Callowhill Street, Philadelphia, PA 19123
Wednesday, September 20, 2017, 7:00 p.m.

MINUTES

Present: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Ted Wong

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Interpreter Present: Wei Chen

I. Call to Order: Selina Morales

II. Principal's Report Pheng Lim
Executive Director's Report Ellen Somekawa

Discussion:

- P. Pheng will circulate copies of the articles by FACTS staff that have been published.
- Admin will give a presentation on FACTS' 2017 PSSA scores at the next Board meeting.

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 July 19, 2017, as amended.

Moved: Neeta Patel

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai

Abstained: Simon Liu, Ted Wong

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of August 17, 2017.

Moved: Ted Wong

Seconded: Rebecca Rathje

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Ted Wong

Abstained: Heather Davis-Jones

IV. Finance Report David Brown

- Presentation and approval of the August 2017 financial statements.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of August 31, 2017.

Moved: Neeta Patel

Seconded: Simon Liu

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Ted Wong

V. Executive Session

- Real Estate Matters

VI. Return to Public Session

VII. Development Committee

Rebecca Rathje

- 5K Report

We have raised \$19, 575 already. Last year at this point, we had only raised \$2000+. Board members should keep registering teams and asking for sponsorships. Simon will ask the Asian American Senior Association and the Fujian Fraternal Association for sponsorships. Rebecca's email appeal can be used as a sample by other Board members.

VIII. Parent Involvement Policy

Ellen Somekawa

- Report on Survey Results of Title I Parent Surveys
- Report on school plans to seek parent input and involvement

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revised Parent Involvement Policy and Compact.

Moved: Martin Chan

Seconded: Rebecca Rathje

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Ted Wong

IX. Schedule of Committee Meetings

Selina Morales

There will be a regular schedule of Board Committee Meetings

- Development Committee: the 2nd Monday of every month, 12 noon at Cozen O'Connor
- Governance Committee: the 1st Wednesday of every month, 1:30 pm at FACTS
- Finance Committee: the Friday before the monthly Board meeting at 8:30 am at FACTS

X. Items for Action

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Memorandum of Understanding with the Philadelphia Folklore Project (PFP).

Discussion: Morales reported that historically PFP has had a staff member working at FACTS who was contracted to support the folk arts program. This PFP staff member, Linda Deafenbaugh, has helped to integrate and deepen folk arts education practice at FACTS. As a manifestation of this growth in the program, it makes sense for Deafenbaugh to be on the staff of FACTS rather than as a subcontractor. This change in the MOU represents FACTS taking on more weight in planning and implementing the trajectory of folk arts education at FACTS. PFP is still invested in and committed as a partner of FACTS. Somekawa reported that FACTS still needs help with the selection of and contracting with folk artists; this is still in the proposed MOU.

[Selina Morales disclosed a conflict of interest as ED of PFP and recused herself. Morales left the meeting.]

Discussion: There was discussion over the competing priorities for the use of our funds. Arguments in favor of the resolution included that: folk arts is in the mission of our school; folk arts education is a brand promise that we've made to families we serve; folk arts education is what stands out about FACTS; folk arts education is a way that we teach students to love themselves and affirm their cultures.

Moved: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Ted Wong

Voted No: Simon Liu

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Public Consulting Group for the transfer of data in an amount not to exceed \$8,000.

Discussion: FACTS is working to negotiate down the amount of this contract and is seeking other solutions to getting our data in order to switch to our new IEP software. Approval of the resolution speaks to the maximum amount of the contract, not the actual contract amount.

Moved: Ted Wong

Seconded: Heather Davis-Jones

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Ted Wong

XI. Adjournment

Moved to Adjourn: Heather Davis-Jones

Seconded: Ted Wong

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales,
Neeta Patel, Rebecca Rathje, Amanda Thai, Ted Wong

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, October 18, 2017, 7:00 p.m.

MINUTES

Present: Martin Chan, Heather Davis-Jones, Simon Liu, Ed Nakawatase, Amanda Thai, Laurence Tom

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Interpreter Present: Wei Chen

I. Call to Order: Heather Davis-Jones

II. Presentation on PSSA Test Results Pratima Agrawal

Discussion:

- How do we view the usefulness of the PSSAs?
- How are we caring for students who are struggling?
- Appreciation for FACTS' Intentionality Statement around PSSA tests.
- Does FACTS set goals for PSSA performance?

III. Principal's Report Pheng Lim
Executive Director's Report Ellen Somekawa

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 September 20, 2017.

Moved: Martin Chan

Seconded: Simon Liu

Yes: Martin Chan, Heather Davis-Jones, Amanda Thai, Simon Liu

Abstain: Ed Nakawatase, Laurence Tom

V. Finance Report Martin Chan

- Presentation and approval of the September 30, 2017 financial statements.

Finance Committee met to review the financial statements. Income is on track. FACTS Currently projecting a loss of \$134,000. Balance Sheet shows that we have increased our assets and reduced our liabilities. We are in healthier shape than last year.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of September 30, 2017.

Moved: Amanda Thai
Seconded: Laurence Tom
Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Ed Nakawatase,
Amanda Thai, Laurence Tom

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School acknowledges the H&S is defunct and the liability should be removed from FACTS books.

Moved: Amanda Thai
Seconded: Laurence Tom
Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Ed Nakawatase,
Amanda Thai, Laurence Tom

- **Constitute an Audit Committee:** It is a separate function from the finance committee. The Audit Committee's main function is to oversee the audit and communicate with the auditor.
 - Recommendation that two members of the Board plus representative(s) of the Finance Committee. [Suzanne, Martin, Decided: Martin will reach out to other board members to see who will join the audit committee.

VI. Review of the Anti-Bullying Policy

The Principal reported that there has been a complaint of bullying. The Principal and Director of School Culture promptly investigated the complaint in a timely way, consulted with the state Safe Schools Office, and met with the parent to inform them of the conclusion. The Principal and Director of School Culture concluded the charge of bullying is not supported by the evidence.

VII. Review and Approval of the Draft Comprehensive Plan

- This Comprehensive Plan must be posted on FACTS' website for 28 days for public review and comment.
- The Draft Comprehensive Plan was circulated to all board members.
- Recommendation is for an ad hoc committee of the Board to carefully review the Draft Plan and approve it for public posting. [Heather Davis-Jones, Selina Morales]

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes an ad hoc committee of the Board to approve the Draft Comprehensive Plan for public posting and public review.

Moved: Ed Nakawatase
Seconded: Amanda Thai
Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Ed Nakawatase,
Amanda Thai, Laurence Tom

VIII. Development Committee

Ellen Somekawa

- Report on the 5K

We exceeded our fundraising goal for the 5K, raising \$35,000 (net) for the school. Fundraising expenses and time investment are very low for this event compared to other types of fundraisers and the event supports FACTS community-building, family involvement and wellness goals, making it a highly effective fundraiser.

IX. Executive Session

- Real Estate Matters

X. Return to Public Session**XI. Items for Action**

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the amended employment agreements with the following employees due to a revision of the FACTS salary scale:

Employee	Position	2017-18
Lily Cavanagh	Teacher	41,000
Carin Jin Xie	Teacher	40,500
Jaeun Lee	Teacher	41,500

Moved: Laurence Tom

Seconded: Ed Nakawatase

Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Ed Nakawatase, Amanda Thai, Laurence Tom

XII. Adjournment

Moved: Martin Chan

Seconded: Simon Liu

Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Ed Nakawatase, Amanda Thai, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, November 15, 2017, 7:00 p.m.

MINUTES

Present: Selina Morales, Ed Nakawatase, Simon Liu, Rebecca Rathje, Heather Davis-Jones, Amanda Thai, Neeta Patel

Staff Present: Pheng Lim, Ellen Somekawa, David Brown

I. Call to Order: Selina Morales

II. Principal's Report Pheng Lim

- Folk Arts Family Night was a big success
- Pheng is a senior thought partner for a Principal who is applying to the Academy of School Leaders.
- Developmental Reading Assessment (DRA): FACTS is working out discrepancies with the School District about what DRA levels represent reading at grade level.
- Curriculum Council is analyzing the decline in SPP score
- Expecting to enroll three new Stars students

Executive Director's Report Ellen Somekawa

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 October 18, 2017.

Moved: Heather Davis-Jones

Seconded: Ed Nakawatase

Yes: Heather Davis-Jones, Ed Nakawatase, Simon Liu, Amanda Thai

Abstained: Neeta Patel, Rebecca Rathje, Selina Morales

V. Finance Report David Brown

- Presentation and approval of the October 31, 2017 financial statements.
 - School District still has not increased our reimbursement to reflect our increased enrollment. Although FACTS has already gotten its first adjustment, we are still not being reimbursed for additional students.
 - Income is up.
 - Projected deficit is lower than prior projection.

- Audit must be approved at the December board meeting. Audit committee will be convening

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of October 31, 2017.

Moved: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Selina Morales, Ed Nakawatase, Simon Liu, Rebecca Rathje, Heather Davis-Jones, Amanda Thai, Neeta Patel

VI. Discussion of FACTS's Role in Responding to Developments Impacting Public Education

Ed Nakawatase

- Discussion

In the past, FACTS board has made statements related to fair funding of public education and the crisis of funding for public education. There are occasions when the board should make such statements. The Board should discuss what triggers might be to initiate these position statements. For example, there was the recent issue of the abolition of the SRC and the return to local control; but the board taking a stand on this was overtaken by events. Comments by the Board on such issues should be infrequent, and time should be taken to craft them.

Reasons to speak on an issue could include:

- We have standing as a charter school and some autonomy
- We are in the unusual situation of being a charter school but we represent an opinion that is sometimes different from other charter schools.
- We are on contested terrain about what charter schools represent and who we ally with.
- We believe it is important that we take stands for students as well since our role as a school is to sharpen students' understanding of citizenship.
- There are also tactical considerations involved, weighing what risks to take.

If FACTS were to make a statement, the board would determine who the statement is aimed at and whether we are communicating with the school community or broader.

Board members should not speak on behalf of the Board on public issues.

Should there be a public policy committee? Or do individual board members simply raise issues for the board to consider?

In case of a clear, gross injustice, FACTS needs to speak out.

VII. Development Committee

Rebecca Rathje

- Report on November Development Committee Meeting
Development Committee met. Debriefed the FACTS 5K. There was a big increase in raising corporate sponsors. In addition to the thank you calls and thank you letters going out now, we will send the sponsors and donors news updates. It would be useful for board members to make thank you phone calls and being the steward of those relationships that they bring to the 5K. It is important to help donors feel connected and see the impact of their gifts (e.g. maybe offering a tour of FACTS). We should aim for three contacts before we approach donors for another gift: for example, a thank you call, breakfast and a tour, a newsletter update.

We decided to move the Annual Appeal to the spring. We will still send an appeal to those who regularly make end of year gifts.

VIII. Executive Session

- Real Estate Matters
- Personnel Matters

IX. Return to Public Session

X. Adjournment

Moved: Ed Nakawatase

Seconded: Neeta Patel

Yes: Selina Morales, Ed Nakawatase, Simon Liu, Rebecca Rathje, Heather Davis-Jones, Amanda Thai, Neeta Patel All

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, December 20, 2017, 7:00 p.m.

MINUTES

Present: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom (late)

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Interpreter Present: Sophia Niu

I. Call to Order: Selina Morales

II. Principal's Report Pheng Lim

- The Celebration of Peace happened and we received wonderful feedback from parents. The staff team carried the responsibility for the event.
- The Philadelphia Academy of School Leaders released a video about Principal Pheng. We will also share it.
- Administration held a staff appreciation luncheon.
- In Professional Development we are opening up space for conversation between Special Education teachers and regular education teachers.

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 November 15, 2017.

Moved: Amanda Thai

Seconded: Ed Nakawatase

Voted Yes: Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

Abstained: Martin Chan

IV. Finance Report David Brown

- Presentation and approval of the November 30, 2017 financial statements.
 - The school is basically on track with expenses
 - FACTS is not yet being paid by the School District of Philadelphia for our increased enrollment, but we were informed that we will receive reimbursement retroactive to the beginning of the school year.
 - The bank accounts for cash reserves were consolidated into Asian Bank. Interest is much higher. We are in the process of completing the

paperwork for the Cash Sweep in order to make sure that deposits are FDIC insured.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of November 30, 2017.

Moved: Rebecca Rathje

Seconded: Amanda Thai

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

V. 2016 Audited Financial Statements Martin Chan & Selina Morales

- Report from the Audit Committee and approval of the 2016 Audited Financial Statements
 - We received a clean audit.
 - The Single Audit found that FACTS's internal controls are working correctly.
 - Financial Highlights are on page 4.
 - The auditor noted that FACTS has bank accounts above the level insured by FDIC
 - For the 2017 audit, we will provide documentation about how the Cash Sweep works.
 - FACTS's general operating account is around \$350,000 at any given time. It's hard to make it smaller than that since our monthly expenses are around \$400,000. The Finance Committee will discuss whether this is a problem or not.
 -

[Laurence Tom arrived]

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2016 audited financial statements.

Moved: Martin Chan

Seconded: Amanda Thai

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

Abstained: Laurence Tom

VI. Development Committee Rebecca Rathje

- Report on the December Development Committee Meeting

The Development Committee met in December and strategized around spreading out donor appeals. We had agreed to move the main appeal to the spring so it isn't so close to the 5K fundraiser, but there is a small number of donors that give at the end of the year.

- The end of year email appeal went out to non-parents from Pheng and highlighted the Peace Celebration and Tibetan Mandala Residency. The Spring appeal will go out to complete donor list.
- The end of year appeal should go out to everyone.
- A suggestion that Board and friends can ask for gifts to FACTS instead of holiday gifts. ("Instead of a gift, please join me in donating to FACTS.") Rebecca will draft an email. People respond to appeals from the heart. Each board member should be thinking of two or three people to ask personally.
- We need to have 100% board giving this fiscal year, like every year.
- We are also receiving gifts through Amazon Wish List, and purchasing through Amazon Smile.

VII. Executive Session

- Real Estate Matters

VIII. Return to Public Session

IX. Facilities Planning

Selina Morales

- Brainstorming of resources, experience, contacts and relationships that could contribute to a successful expansion to a new facility

Next Steps:

- Selina and Neeta will Co-Coordinate this process
- They will call each board member, fill in more information, and compile the data

X. Action Items

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2017-18 employment contract with the Gabrielle Wilkinson as a Long-Term Substitute with an annual salary \$40,500 which will be pro-rated to the actual days worked.

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appreciates the dedicated service of Ted Wong as a Board member and vice chair of the Board of Trustees and acknowledges his resignation from the Board.

Moved Resolutions 4 and 5: Amanda Thai

Seconded: Neeta Patel

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

XI. Adjournment

Moved to Adjourn: Neeta Patel

Seconded: Amanda Thai

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, January 2, 2018 6:00 p.m.

(Special Meeting)

MINUTES

Present by Phone: Heather Davis-Jones, Selina Morales, Ed Nakawatase, Rebecca Rathje, Amanda Thai, Laurence Tom

Present in Person: Neeta Patel (late)

Staff Present in Person: Ellen Somekawa

I. Call to Order: Selina Morales

II. Hearing Officer Elections

Nominations for Hearing Officer Positions:

- Amanda Thai
- Heather Davis-Jones

Election of Hearing Officers: All those in favor of electing Heather Davis-Jones and Amanda Thai as Hearing Officers:

Voted Yes: Heather Davis-Jones, Selina Morales, Ed Nakawatase, Rebecca Rathje, Amanda Thai, Laurence Tom

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Amanda Thai and Heather Davis-Jones as Hearing Officers.

Moved: Amanda Thai

Seconded: Heather Davis-Jones

Voted Yes: Heather Davis-Jones, Selina Morales, Ed Nakawatase, Rebecca Rathje, Amanda Thai, Laurence Tom

[Neeta Patel joined the meeting]

III. Oath of Office Selina Morales

"I, Heather Davis-Jones, having been elected to the position of Hearing Officer for the Folk Arts-Cultural Treasures Charter School in the state of Pennsylvania, do solemnly affirm that I will support, obey and uphold the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity."

"I, Amanda Thai, having been elected to the position of Hearing Officer for the Folk Arts-Cultural Treasures Charter School in the state of Pennsylvania, do solemnly affirm that I will support, obey and uphold the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity."

IV. Status of January 4 Special Board Meeting

The Board will be informed of whether the Special January 4 meeting will need to be held or not. The meeting will likely be cancelled.

V. Adjournment

Moved to Adjourn: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Heather Davis-Jones, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, January 17, 2018, 7:00 p.m.

MINUTES

Board Members Present: Martin Chan, Heather Davis-Jones, Simon Liu, Ed Nakawatase, Neeta Patel, Laurence Tom, (Selina Morales present by phone)

Staff Present: Ellen Somekawa

Interpreter Present: Sophia Niu

I. Call to Order: Heather Davis-Jones

II. Principal's Report Pheng Lim
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 December 20, 2017.

Moved: Neeta Patel

Seconded: Laurence Tom

Voted Yes: Martin Chan, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Laurence Tom

Abstained: Heather Davis-Jones

IV. Finance Report Martin Chan

- Presentation and approval of the December 31, 2017 financial statements.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of December 31, 2017.

Moved: Martin Chan

Seconded: Simon Liu

Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Laurence Tom

V. Board Commitments for 2018-19

- Review of our process for recommitting to the Board for next school year.
- Discussion, filling out commitment and pledge forms.

Selina as Board Chair plans to check in on each Board member

VI. Vice Chair Nomination, Election, and Swearing In

- Nominations for Vice Chair: Neeta Patel
- Neeta Patel was elected as Vice Chair by consensus:
Voting Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Laurence Tom
- Swearing in Next Month

"I do solemnly swear (or affirm) 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 the office of Vice Chair with fidelity."

VII. Board/ Administrative Council Retreat

- Presentation of the idea and purpose Selina Morales
 - Build the Team
 - Admin and Board get to know each other
 - March or April, 6 hours
 - Getting some piece of work done
- Discussion
 - Do we have the capacity to hire a facilitator so everyone can participate?
 - Part of the work of the retreat could be building the message, taking a step towards the capital campaign
 - Creating conditions so that the work we do together will become clearer
- Finding a date
 - Selina: will come up with options for hiring a facilitator and present options at the next board meeting
 - Ellen: Consult with Admin Council, Circulate doodle poll for dates

VIII. Action Items

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2017-18 employment contract with Linda Deafenbaugh with an annual salary \$40,000 which will be pro-rated to the actual months worked.

Moved: Ed Nakawatase

Seconded: Neeta Patel

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Laurence Tom

IX. Adjournment

Moved to Adjourn: Neeta Patel

Seconded: Martin Chan

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales,
Ed Nakawatase, Neeta Patel, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, February 21, 2018, 7:00 p.m.

MINUTES

Present: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom [late]

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Nanme Zheng (interpreter), Tim Matheney

I. Call to Order: Selina Morales

II. Introduction of Tim Matheney, prospective Board Member

III. Principal's Report Pheng Lim

- Lunar New Year Celebration was 2/15. Inspiring presentation by the Stars students doing calligraphy.
- Family Literacy Night was also 2/15.
- Curriculum Council discussed a school walk out in support of safe schools. Will develop talking points for different grade bands. Middle School Leadership Elective will help lead it.

Executive Director's Report Ellen Somekawa

IV. Swearing in of Neeta Patel, Vice Chair Selina Morales

“I do solemnly affirm 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 the office of Vice Chair with fidelity.”

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 January 2, 2018.

Moved: Rebecca Rathje

Seconded: Heather Davis-Jones

Yes: Heather Davis-Jones, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje

Abstained: Martin Chan, Simon Liu

2. 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, 2018.

Moved: Neeta Patel
Seconded: Selina Morales
Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales,
Ed Nakawatase, Neeta Patel
Abstained: Rebecca Rathje

VI. Finance Report

David Brown

- Presentation and approval of the January 31, 2018 financial statements.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of January 31, 2018.

[Laurence Tom arrived]

Moved: Martin Chan
Seconded: Ed Nakawatase
Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales,
Ed Nakawatase, Neeta Patel, Rebecca Rathje
Abstained: Laurence Tom

VII. Revision of the School Calendar

Ellen Somekawa

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the 2017-18 School Calendar to include a Professional Development Day on March 12, 2018 and to change the date of the Professional Development Day from May 8 to May 15.

Moved: Rebecca Rathje
Seconded: Heather Davis-Jones
Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales,
Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

VIII. Board/Admin Council Retreat: Save the Date: April 20, 2018

Selina and Ellen will work on planning the retreat. Focus on building relationships and doing work around how we want to present our growth to our communities. Facilitation practice could help build our sense of team.

Proposed State of the School Meeting: May 3 (alternative: May 10)

IX. Nomination and Election of Board Member

- Nomination of Tim Matheney to the Board of Trustees Selina Morales &
Ed Nakawatase
- Discussion

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Tim Matheney to the Board of Trustees.

Moved: Laurence Tom

Second: Rebecca Rathje

Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

X. Executive Session

- To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained

XI. Return to Public Session

[Martin Chan, Pheng Lim, David Brown left]

XII. Development Committee Report

Rebecca Rathje

How to tie the FACTS 5K into the growth project. Should we hire a consultant to conduct a capital campaign feasibility study? March 6 training: Are you ready for a Capital Campaign? Heather and Ellen

XIII. Other Action Items

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2017-18 employment contract with Anna Lee as a Special Education Para Educator with an annual salary \$30,000 which will be pro-rated to the actual dates worked.

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves renewing the contract with RCN Business for Internet Services with a term of 24 months at an annual rate of \$24,000; this rate does not include the E-rate discount. [This contract was bid using E-Rate procurement processes and is contract renewal quoted at a discount from last year's rate]

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves renewing the contract with RCN Business for Voice Over Internet (VOIP) Services with a term of 24 months at an annual rate of no more than \$14,000. [This contract was bid using E-Rate procurement processes and is contract renewal quoted at a discount from last year's rate]

Moved Resolutions 5,6,7 as a bloc: Neeta Patel

Seconded: Heather Davis-Jones

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

XIV. Filling out Statements of Financial Interest and Board Commitment Forms

XV. Adjournment

Moved to Adjourn: Rebecca Rathje

Seconded: Heather Davis-Jones

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Selina Morales,
Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123
Wednesday, March 21, 2018, 7:00 p.m.

MINUTES

Present by phone: Heather Davis-Jones, Tim Matheney, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom
Staff Present by phone: David Brown, Pheng Lim,
Staff Present at 1023 Callowhill Street: Ellen Somekawa

I. Call to Order: Selina Morales

II. Swearing in Tim Matheney, Board Member Selina Morales

“I do solemnly affirm 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 the office of Board of Trustees Member with fidelity.”

III. Approval of the Form 990 David Brown
1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Form 990 for submission.

Moved: Selina Morales

Seconded: Heather Davis-Jones

Voted Yes: Heather Davis-Jones, Tim Matheney, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

VI. Action Items

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2018-19 school calendar.

Moved: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Heather Davis-Jones, Tim Matheney, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

IV. Executive Session

- To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained

V. Return to Public Session

VI. Action Items

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes the Executive Director to sign a lease agreement with Spring Garden Marketing & Investment, LLC which consists of the final negotiation of lease terms as presented to and agreed to by the Board in Executive session on February 21, 2018 and March 21, 2018 after review and final assurance of the lease for signature by the charter school's attorney, Conrad O'Brien, P.C.

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes the payment of a Security Deposit payment to Spring Garden Marketing & Investment, LLC in the amount of one month's rent upon signing the lease agreement.

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes the Executive Director to prepare and submit a request for amendment of the 2015 charter agreement for a change in facility from the school's current location to 421 N. 9th Street, Philadelphia, PA 19123 per the School District of Philadelphia Charter School Amendment Policy 406.

Moved Resolutions 3, 4, 5: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Heather Davis-Jones, Tim Matheney, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

VII. Adjournment

Moved: Selina Morales

Seconded: Heather Davis-Jones

Voted Yes: Heather Davis-Jones, Tim Matheney, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

FOLK ARTS-CULTURAL TREASURES CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, April 18, 2018, 7:00 p.m.

MINUTES

Present: Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai [late], Laurence Tom [Late]

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Nanme Zhang (interpreter)

I. Call to Order: Selina Morales

II. Principal's Report Pheng Lim

- Science Olympiad: FACTS won first place
- Had a Safe School Assembly and Gathering (K-4, 5-8)
 - K-4: What we do to be safe at FACTS
 - 5-8: Commemoration of Gun Violence Victims
- Pheng is going to self-care workshops, and taking self care steps; as one of these steps, she is going on vacation
- Black Heritage Day, have a K-8 spiraling unit (class lesson and buddy lesson); assemblies, staff choir sang Ella's Song at lunch
- Invitation to Monkey King Shadow Puppet Play May 4

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 21, 2018 as amended.

Moved: Rebecca Rathje

Second: Neeta Patel

Voted Yes: Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje

Abstained: Tim Matheney

[Amanda Thai entered]

2. 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 21, 2018 as amended.

Moved: Tim Matheney

Seconded: Amanda Thai

Voted Yes: Tim Matheney, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai

Abstained: Simon Liu, Ed Nakawatase

IV. Finance Report

David Brown

- Presentation and approval of the March 31, 2018 financial statements.

[Laurence Tom arrived]

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of March 31, 2018.

Moved: Amanda Thai

Seconded: Ed Nakawatase

Voted Yes: Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

Discussion

- How is recruitment and enrollment projections for the Stars (Newcomer) Program?
 - Recruitment efforts: We have to work on getting the information out to communities. Put in newspapers
 - SDP placement process changed with testing and placement now happening at neighborhood schools; therefore the idea of getting referrals from the SDP is not working as anticipated.
 - Roll out of the program this year poses challenges
 - We are reviewing our marketing: need to educate new immigrant parents about charter school options
 - Collecting testimonials from current students
 - We have made an effort to connect to Puerto Rican refugee serving organizations, but there is such a robust Puerto Rican network and several schools serving the community
- Presentation and Discussion of the Draft 2018-19 Budget
 - We still don't know what the per pupil allocation will be for 2018-19. We budgeted for it to remain the same as this year
 - We are budgeting for 14.5% of students being Special Education (this year it is 15-16%)
 - Conservative budgeting for grant income (Local Funding)
 - David will double check the staffing increase (how is it that there are a lot of added staff and a salary increase but there is not very much net change)
 - Why did "Instruction" decrease?
 - What percentage of benefits is health insurance?

- Discussion of the importance of making sure there is a step increase for salaried.
- Discussion: Changing the policy to make the 403B Plan mandatory for new hires (Currently prospective employees who are already on PSERS from another employer have the option of choosing either PSERS or 403B plan. Those who are not already on PSERS do not have an option)
 - Talking to other charter schools who do this, found that they do not feel they have lost prospective staff because of it.
 - Lament the demise of defined benefits plans in the broader environment.
 - Importance for budgeting purposes to change our policy

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves changing its policy so that the only retirement benefits program FACTS offers to new hires is the 403B plan.

Moved: Neeta Patel

Second: Simon Liu

Voted Yes: Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

V. Executive Session

- To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained
- To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law
- Personnel matters

VI. Return to Public Session

VII. Upcoming Events

- State of the School Meeting, April 19 at 6 pm
- Board and Admin Council Retreat, April 20, 11:30 am to 4 pm

VIII. Annual Charter Evaluation

Ellen Somekawa

- Presentation and Review
- Questions, Comments and Concerns
 - Why did we not meet the standard for ELD instruction?
 - According to the BEC (guidance from the state), every ELD student needs to get five days of ELD instruction per week. This is impossible to achieve unless we roster all ELD students in one class and all SPED students in another class. FACTS has been philosophically opposed to making that change.
- Action Steps taken or proposed by Administration Pheng Lim

IX. Action Items

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Engie for electricity services in an amount not to exceed \$60,000 per year.

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Clark Food Service Equipment for food service design services in an amount not to exceed \$5,500.

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the submission of an application to the US Department of Education's Charter School Program Fund for the Replication and Expansion of High Quality Charter Schools in the amount of \$654,880 over three years.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes the Executive Director or her designee to sign a Letter of Intent with Spring Garden Marketing LLC for the rental of real estate.

Moved: Ed Nakawatase

Seconded; Simon Liu

Voted Yes: Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase,
Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

X. Filling out Statements of Financial Interest

XI. Adjournment

Moved: Amanda Thai

Seconded: Rebecca Rathje

Voted Yes: Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase,
Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, May 16, 2018, 7:00 p.m.

MINUTES

Present: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Nanme Zheng

- I. Call to Order:** Selina Morales
- II. Principal's Report** Pheng Lim
Executive Director's Report Ellen Somekawa
- III. Executive Session**
- To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained
- IV. Return to Public Session**
- VII. Preparing for Expansion**
- Feedback on the Retreat Selina Morales
 - Feedback on the Retreat from Admin Ellen Somekawa
 - Feedback on Expansion Concerns by Teachers Pheng Lim
 - DeBriefing the State of the School Meeting Selina Morales
- Action Steps:
- Selina, Pheng, Ellen work over the summer about ways for staff to learn more about each other
 - Board on the Welcome Bulletin Board
- VI. Appreciating Teachers and Staff**
- Suggestion from Ed Nakawatase: create a fund for reimbursing teachers for things they buy for teaching
 - Other suggestions:
 - FACTS is coming up on 15 years. Do we have any long-term service recognition? 5 year. 10 year. 15 year people. Recognizing five-year milestones. Do a Board and Admin planned party for 15-year. Certificate.
 - Could we do this sooner? Doesn't have to be tied to the school's anniversary

- Those who stay through the expansion should be considered Founding Teachers.

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves changing its policy to permit the unlimited accumulation of paid sick leave time; the policy remains that there is no pay out at the end of an employee's employment at FACTS for unused accrued sick time.

Tabled to discuss more in June

What are the risks?

- How to calculate potential monetary liability
- What are the risks of abuse

Want to see the Employee Handbook policy more developed before considering this

V. Approval of the 2018-19 Budget

Presentation of the 2018-19 Budget (Revised Draft)

David Brown

- Discussion

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2018-19 Budget.

Moved: Laurence Tom

Seconded: Martin Chan

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

IV. Finance Report

- Presentation of the April financial statements David Brown
- Report from the Finance Committee Martin Chan
 - Revenues are up due to growth from Newcomer Program
 - Increased is mostly legal and consultant costs due to the facility project
 - Projecting a surplus. When number is finalized, the Board should take action on where to put the surplus.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of April 30, 2018.

Moved: Ed Nakawatase

Seconded: Neeta Patel

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

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 April 18, 2018 as amended

Moved: Neeta Patel
Seconded: Tim Matheney
Voted Yes: Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase,
Neeta Patel, Laurence Tom
Abstained: Heather, Martin, Amanda

VIII. Action Items

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the staff contracts [names, positions, salaries attached]

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Pediatric Therapeutic Services in an amount not to exceed \$125,000.

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the amendment of the School Calendar to make June 19 a full school day and to add June 20, 2018 as a school day.

Moved as a block: Amanda Thai
Seconded: Tim Matheney
Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney,
Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

Discussion of Front Office Staffing

- Recognize budget restrictions, but concern about the need for bilingual Mandarin speaking staff at the front desk
- Concern about reliance on Language Line when some of the interpretation through telephonic interpretation is inadequate.
- FACTS should have a permanent staff who has position as interpreter

IX. Adjournment

Motion to Adjourn: Heather Davis-Jones
Seconded: Amanda Thai
Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney,
Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, June 20, 2018, 7:00 p.m.

MINUTES

Present: Martin Chan, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

- | | |
|---------------------------------------------------------------|-----------------------------|
| I. Call to Order: | Selina Morales |
| II. Principal's Report
Executive Director's Report | Pheng Lim
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 May 16, 2018.

Moved: Amanda Thai

Seconded: Laurence Tom

Voted Yes: Martin Chan, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

Abstained: Rebecca Rathje

IV. Finance Report

- Presentation of the May financial statements David Brown

Per pupil allocation was increased, retroactive to the beginning of the school year. This will help rebuild our cash reserves. Expenses were on budget.

- Report from the Finance Committee Martin Chan

No issues from the Finance Committee. Revenues are up, Expenses are on target.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of May 31, 2018.

Moved: Tim Matheney

Seconded: Amanda Thai

Yes: Martin Chan, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

V. Update on the 2018-19 Budget

Update on the 2018-19 Budget

David Brown

FACTS received notification of the per pupil allocation for next year (and an upward revision for this year) that will significantly change the budget outlook for next year.

Discussion of the increased revenues per pupil

- The Board must consider how the increased funding can have a positive impact on the students. Do we need to buy more resources? Do we need to hire more teachers?
- Be mindful that the country's economy has been in a long period of expansion; chances of a recession are highly likely. The Board must remain conservative in our budgeting.
- As available cash grows, we should make sure that the funds are making the highest interest possible.
- Admin has requested for data on the salary scales of other high performing charter schools
- Concern about the impact of lower salary scale on diversity. Who can afford to teach at FACTS?
- Process: should there be a compensation committee?

VI. Board Policies

Report from the Policy Committee

Neeta Patel

Policy Committee is sorting out what is policy versus what is procedure or information that belongs in employee or parent handbooks (public communication), or in training. How to inform students and parents in way that is understandable.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School adopts the Title IX Policy.

Moved: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Martin Chan, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

Abstained: Amanda Thai

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School adopts the revised Student Records and Family Educational Rights and Privacy Act (FERPA) Policy.

First Day Packet: Can the documents be on the plus portal as well as sent home and can parents sign on line.

Moved: Laurence Tom

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

VII. Board of Trustees Calendar of Meetings for 2018-19

Establishing a schedule of Board of Trustees Meetings for 2018-19 for publication:
The FACTS Board of Trustees will meet the third Wednesday of every month at 6:30 pm with the exception of the November meeting which will be held on the second Wednesday of November.

July 18, 2018
August 15, 2018
September 19, 2018
October 17, 2018
November 14, 2018
December 19, 2018
January 16, 2019
February 20, 2019
March 20, 2019
April 17, 2019
May 15, 2019
June 19, 2019

The Development Committee will meet the second Monday of every month at 10:00 am at 1650 Market Street #2800.

The Governance Committee will meet the first Wednesday of every month at 1:30 pm at 1023 Callowhill Street.

The Finance Committee will meet the Friday before every Board meeting at 12:30 pm at 1023 Callowhill Street.

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Calendar of Board Meetings for 2018-19.

Moved: Rebecca Rathje

Seconded: Ed Nakawatase

Voted Yes: Martin Chan, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

VIII. Action Items

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the following staff contracts:

NAME	POSITION	SALARY
Aloia Repak, Debra	Teacher	69,865
Barton, Michelle	Teacher	64,876
Benowitz, Jill	Teacher	61,752
Buozis, Alison	Teacher	62,282

Fitzpatrick, Galen	Teacher	58,690
Gutierrez, Melanie	Teacher	61,061
Huynh, Judy	Teacher	61,221
Lei, Biaohua	Teacher	61,061
Megill, Lucinda	Teacher	59,864
Newberg, Noga	Teacher	59,354
Prevail, Janice	Teacher	56,370
Rivera, Marisol	Teacher	57,520
Arielle Warshawsky	Teacher	43,070
Patricia Wong	Building Substitute	30,000
Timothy Quinn	SPED Teaching Assistant	30,000

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with MetLife for the provision of Short Term Disability Benefits to staff in an amount not to exceed \$14,000.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Selective Insurance Company for the provision of Property, General Liability and Umbrella Liability Insurance in an amount not to exceed \$30,000.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with PGUI/Indian Harbor for the provision of Educators Legal Liability Insurance in an amount not to exceed \$10,000.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Hiscox for the provision of Cyber Security Insurance in an amount not to exceed \$5,000.

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Selective Insurance Company for the provision of Workers Compensation Insurance in an amount not to exceed \$30,000.

12. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Philadelphia Indemnity Insurance Company for the provision of Student Accident Insurance in an amount not to exceed \$4,000.

13. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with PHMC Integrated/Fairwold Academy for Extended School Year Program Services in an amount not to exceed \$11,000.

14. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Watchdog USA LLC for facilities project management services in an amount not to exceed \$25,000.

15. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with MACCS for the provision of school health services in an amount not to exceed \$60,000.

16. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with No. 1 Cleaning for school year cleaning services in an amount not to exceed \$70,000.

17. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with No. 1 Cleaning for summer and annual deep cleaning services in an amount not to exceed \$16,000.

Moved Resolutions 6-17 as a block: Tim Matheney

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom

IX. Executive Session

- To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained
- To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law

X. Return to Public Session

XI. Development:

Thank you notes for Spring Appeal Donations
5K Outreach and Sponsorship

XII. ED Review

A draft review will be prepared for discussion at August Board Meeting

XIII. Adjournment

Moved: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, Laurence Tom