

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, July 18, 2018, 6:30 p.m.

**MINUTES**

**Present:** Selina Morales, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom (late)

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

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

**II. Principal's Report** Pheng Lim

- Shared a list of Schools FACTS' 8<sup>th</sup> graders are going to
- New School Board members visited FACTS as a way of learning about charter schools.
- PCCY's Picasso Program visited FACTS to help advance its thinking about arts integration
- PSSA scores came out last week
  - Math PSSAs dipped slightly
  - ELA PSSAs went up slightly
- Summer planning for teachers: ELA Coordinators, Social Studies

**Executive Director's Report** Ellen Somekawa

- Thin summer staff: Government compliance and reporting going on and preparing for next year

**IV. Finance Report**

- Presentation of the June financial statements David Brown

Why we ended the year with a \$500,000+ surplus when we had anticipated a small loss. Income was \$378,000 higher than budgeted. The biggest change was that we had budgeted for a mid-year cut in the per pupil allocation from the SDP; this reduction did not happen and moreover, the per pupil allocation was increased late in the school year. Expenses were also over \$200,000 lower than budgeted. Some of this is accounted for by the fact that we budgeted before all hiring was complete; some staff salaries were lower than budgeted.

At the next meeting, there will be an end-of-year close out report.

**V. Establishment of a Compensation Committee**

Should FACTS establish a Compensation Committee to examine FACTS's Teachers' Salary Scale in comparison to other schools? What should be the

composition of this committee? Should this committee also evaluate management and non-instructional salaries?

- Composition:
  - Tim Matheney, Ellen Somekawa, Ricque Porter, David Brown
  - Others with experience in public schools (Tim might have ideas)
  - Charter Schools experts? Organizations or individuals
  - Should we see if PSP will fund a consultant to do the research?
- Phases:
  - Brainstorm questions and who might help answer questions
  - Perhaps ask people to contribute to a one time infusion of knowledge and after that make it an internal committee
  - Return to the Board with recommendations
- Timeline:
  - It would be good if there were a change for the 2019-20 year, before the move

## **VI. Development Committee**

Rebecca Rathje

Board support for the 5K Fundraiser: Action Steps

- 5K is October 13. Now is the time to be fundraising:
  - Getting sponsorships, getting teams together
    - We need to seek sponsorships early in the year. Many companies decide on sponsorships in the first part of the year.
  - Rebecca will send out the materials related to sponsorships and share the sponsorship list
  - Rebecca will meet with individual board members to help brainstorm ideas for teams and sponsorships
  - David will send Rebecca the new list of vendors
  - How do we get a list of families that own businesses?
    - Ricque sent out an email to parents today.
  - Existing donor base?
    - We do solicit our existing donor base for the 5K?
      - Need to ask teachers
    - Ask for sponsorships as well as donations
  - Pheng: ask Becky from Neubauer if she could suggest a few potential sponsors to reach out to

## **VII. Executive Session**

[LT entered]

- 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

**VIII. Return to Public Session**

**IX. 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 20, 2018.

Moved: Rebecca Rathje

Seconded: Ed Nakawatase

Abstained: Laurence Tom

Voted Yes: Selina Morales, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje

**IX. Action Items**

**2. 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	NOTES
Lisa Pankey	SPED Supervisor	86,000	Change to 12 month
Ricque Porter	Associate Director	3400	Summer 2018 Stipend
Arielle Warshawsky	Teacher	42,570	Change to no ELD Cert

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Nyman Associates for the provision of Speech Therapy Services in an amount not to exceed \$100,000.

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Martin Luther School (an Alternate Private School) for Extended School Year Services in an amount not to exceed \$5,000.

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Martin Luther School (an Alternate Private School) in an amount not to exceed \$50,000.

**7. 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 in an amount not to exceed \$6,000.

**8. 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 as a block Resolutions #2 - #7: Neeta Patel

Seconded: Ed Nakawatase

Yes: Selina Morales, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

**6. 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 Application for Charter School Lease Reimbursement Program is accurate [i.e. Gross Annual Lease Cost is \$600,000].

Moved: Tim Matheney

Seconded: Neeta Patel

Yes: Selina Morales, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

**X. Adjournment**

Moved to Adjourn: Ed Nakawatase

Seconded: Rebecca Rathje

Yes: Selina Morales, Tim Matheney, 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, August 29, 2018, 5:45 p.m.

**MINUTES**

**Present by Phone:** Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

**Staff Present by Phone:** Pheng Lim,

**Staff Present at 1023 Callowhill Street:** Ellen Somekawa

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

**II. Action Item:**

**BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Shade Environment LLC in an amount not to exceed \$9,000. [There were three bids]

Moved: Neeta Patel

Seconded: Laurence Tom

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

**X. Adjournment**

Moved: Ed Nakawatase

Seconded: Amanda Thai

Voted Yes: 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, August 15, 2018, 6:30 p.m.

**MINUTES**

**Present:** Martin Chan, Simon Liu, Selina Morales, Neeta Patel, Rebecca Rathje, Amanda Thai

**Staff Present:** David Brown

**Public Present:** Nanme Zheng, interpreter

I. Call to order: 6:45 PM

II. Development: Rebecca Rathje (Martin joined around 7:15)

- Updated board on progress
- Reviewed barriers and opportunities for board members to fundraise
- Identified action steps for each board member
- (including a reminder that repeat asking within your social circle is ok!)

III. Action Items:

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

Timothy Quinn, Special Education Teaching Assistant, \$30,000

Mony Lay, Recess Aide, \$12/hour. 15 hours per week

Elizabeth Chukwuezi, Recess Aide, \$12/hour. 15 hours per week.

Moved: Rebecca Rathje

Seconded: Simon Liu

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

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves purchasing 20 desktop computers from VIG Solutions in an amount not to exceed \$9,000.

Moved: Amanda Thai

Seconded: Neeta Patel

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

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. Motion for adjournment

Moved to Adjourn: Amanda Thai

Seconded: Rebecca Rathje

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

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

1023 Callowhill Street, Philadelphia, PA 19123  
Wednesday, September 19, 2018, 6:30 p.m.

**MINUTES**

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

**Staff Present:** David Brown, Pheng Lim, Lisa Pankey, Ellen Somekawa

**Public Present:** Phu Tien, Nanme Zheng (interpreter)

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

[Phu Tien left the room]

**II. Executive Session**

- 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

[Laurence Tom entered; Amanda Thai entered]

**III. Return to Public Session**

[Phu Tien re-entered the room]

**IV. Special Education Audit** Lisa Pankey

Informing the Board about the Special Education Cyclical Monitoring Process now underway for FACTS.

- Schools undergo Cyclical Monitoring every six years.
- This process is to ensure that the school is following the Individuals with Disabilities Act and other state, local and federal regulations.
- The process involves collection of narratives, data, and policies, a review of SPED files, and surveys and interviews with teachers and parents.
- Some of our procedures need to be elevated to Board approved policies and these are up for a Board vote tonight.

**1. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Positive Behavior Support Plan Policy.

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Child Find Policy.



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

Seconded: Neeta Patel

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

[Lisa Pankey departed]

## **V. Proposed revision of the 2018-19 Budget**

David Brown

Introduction:

- We passed the budget in the spring before we knew what our per pupil allocation would be. Our assumption was that it would stay level. In late August, our per pupil went up for 2018-19 and also retroactively increased the 2017-18 school year.
- Because this is a significant change from our approved budget, the administration is proposing that the Board review and adopt a revised 2018-19 budget.
- The increased revenues allow the school to invest more in educational programs and to restore some of the cuts we have been forced to make in the past.
- We budgeted for a surplus of \$13,000 in the spring. Now we project a \$300,000 surplus.
- We want to build up our cash reserve, and plan to use some or all of the projected surplus into building the cash reserve to a healthier level.
- The Finance Committee has requested that the projections for 2019-20 and 2020-21 also be updated based on the increases in revenues and expenses. The Finance Director is working on this.

Discussion:

- Are we getting as much as we can from the reserve? Even for a liquid account, that interest rate seems low.
  - The Finance Director will discuss with the Finance Committee whether there is another way to increase returns
- The rate of per pupil is guaranteed not to go down, after the recent court ruling.

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

Moved: Amanda Thai

Seconded: Tim Matheney

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

## **VI. Finance Report**

- Presentation of the August financial statements

David Brown

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

Moved: Heather Davis-Jones

Seconded: Amanda Thai

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

[David Brown departed]

## **VI. Principal's Report**

Pheng Lim

- Appreciated the staff's flexibility as we remediated the mold problem. Although it was an inadvertent outcome, many teachers appreciated having lunch in the classroom during the first days of school. It allowed time for community building.
- Back to School Night will be held on October 4
- ELD testing is happening: We predict that our number of EL students might rise to as high as 30% this year. We estimate we may have 50 EL students in grades K-2 alone. In 2015, we were concerned that our EL population had fallen to 10%. We are now reaching the target that we had set for ourselves in our Strategic Plan, which is positive news. A consequence will be that we may need to hire more staff.

### **DISCUSSION:**

- Why has our EL population increased by so much?
  - More rigorous WIDA testing means more students qualify for ELD services
  - K needs will change every year. More Kindergartners are qualifying for ELD services because of the changes in the test but also because of the needs of the particular cohort of students
  - The Stars Program increases our number of EL students. Also their siblings qualify for sibling preference, and this is impacting our EL numbers.
- How is Stars (middle school newcomer program) enrollment this year?
  - Stars enrollment has been capped at 18

## **Executive Director's Report**

Ellen Somekawa

### **Discussion:**

- ALICE Training can be helpful, but we need to make sure that we tailor what we learn from their training to our school and our needs. There are controversial aspects of ALICE Training that we should be aware of, especially in regards to K-8 schools. It might be a good idea to have some of our lockdown drills observed by local police.
- If it is hard to find a long-term substitute for Math, have we considered using the H1 Visa program? Principal will speak with Simon Liu after the meeting to learn more.
- We are in need of more interpreters and translators. For an event like Back to School Night we need several in Mandarin.

## **VII. Approval of the Minutes**

**4. 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 18, 2018.

Moved: Rebecca Rathje

Seconded: Ed Nakawatase

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

Abstained: Heather Davis-Jones, Simon Liu, Amanda Thai

**5. 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 15, 2018.

Moved: Amanda Thai

Seconded: Simon Liu

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

Abstained: Heather Davis-Jones, Tim Matheney, Ed Nakawatase, Rebecca Rathje

**6. 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 29, 2018.

Moved: Tim Matheney

Seconded: Neeta Patel

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

Abstained: Heather Davis-Jones, Simon Liu, Rebecca Rathje

[Martin Chan entered]

## **IX. Development Committee**

Report

Rebecca Rathje

- 5K Updates: We have \$11,800 in sponsorship commitments so far and \$14,960 total raised to date.
- Only 74 runners are registered so far, but this is typical for the timing of when runners/participants register.
- Board members are encouraged to continue seeking sponsorships and building teams.

### **DISCUSSION:**

- Board members' updates on their sponsorship requests.
- Sponsorships are a little bit down this year

- FACTS needs to maintain communication with sponsors and donors and cultivate our relationships

**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**

**XII. Action Items**

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves revising the Code of Conduct.

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Laurie Sherman in an amount not to exceed \$7,000.

**10. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Enspire Consulting Group in an amount not to exceed \$60,000.

**11. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Rediker Software for School Information System database services in an amount not to exceed \$43,000 in a three year contract.

**12. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the staff contracts for:

Sokha Chheng	Long Term Substitute	\$160/day
Joice Alouw	Food Services Assistant	\$12/hour; 20 hours/week
Gertrude Dorn	Kindergarten Assistant	\$27,035 (revised contract)
Sandy Tu	Kindergarten Assistant	\$24,137 (revised contract)
Michele Grant-Venuto	Teacher	\$51,630

Moved Resolutions #8 to #12: Laurence Tom

Seconded: Heather Davis-Jones

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

**13. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves moving the school facility to 421 N. 9<sup>th</sup> Street in the 2020-21 school year, contingent upon the approval of the School District of Philadelphia.

Moved: Heather Davis-Jones

Seconded: Amanda Thai

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

**14. WHEREAS**, it is the desire of the Board of Trustees of Folk Arts-Cultural Treasures Charter School to settle all claims made in the matter of Student Number 21418 ("Student") by the Student and Student's Parent(s)/Guardian(s) without admission of liability.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees and it is hereby resolved by the authority of the same as follows:

The Board of Trustees of Folk Arts-Cultural Treasures Charter School hereby approves the terms of the Confidential Settlement Agreement and Release in the matter of Student File No. 21418.

Furthermore, the Board of Trustees directs the Executive Director to execute the final Confidential Settlement Agreement and Release on behalf of Folk Arts–Cultural Treasures Charter School and to take all action necessary to facilitate Folk Arts–Cultural Treasures Charter School's compliance with the terms of the Confidential Settlement Agreement and Release.

Moved: Heather Davis-Jones

Seconded: Tim Matheney

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

### **XIII. Adjournment**

Moved 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, Rebecca Rathje, Amanda Thai, Laurence Tom

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, October 17, 2018, 6:30 p.m.

**MINUTES**

**Present:** Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

**Staff Present:** David Brown, Ellen Somekawa

**Public Present:** Judy Huynh, Nanme Zheng

- |             |                                    |                |
|-------------|------------------------------------|----------------|
| <b>I.</b>   | <b>Call to Order:</b>              | Neeta Patel    |
| <b>II.</b>  | <b>Executive Director's Report</b> | Ellen Somekawa |
| <b>III.</b> | <b>Approval of the Minutes</b>     |                |

**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 19, 2018.

Moved: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

**IV. Finance Report**

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"><li>•</li><li>•</li></ul> | <ul style="list-style-type: none"><li>Presentation of the September financial statements</li><li>Comments from the Finance Committee</li></ul> | <ul style="list-style-type: none"><li>David Brown</li><li>Martin Chan</li></ul> |
|---|--|---|
- 
- There has been a change in how salaries and benefits are accrued for 10 month employees. Now we are accruing their summer salaries each month rather than waiting until June.

**DISCUSSION:**

- Activities Fee:
  - Has there been any negative feedback about the activities fee?
  - We could set an explicit maximum per family.
  - We could note: for families who are able to pay more to cover for families who can't afford it
- Question about whether we could make more interest on our reserves.
  - Do we feel like we are in a position to tie up funds in a CD or other account that would limit our liquidity?

- We don't quite have three months of expenses in our reserves, so we may not want to invest quite yet.
- One suggestion from the Finance Committee was to get a Line of Credit if we decide to invest.
- We are in a period of unknowns now. It might not be the right time to tie up funds.
- Interest on 12month CDs is significantly higher than what we are getting; investing \$150,000 would bring in.
- Interest rates are rising now, so it might not be a good idea to lock into a CD for as long as a year.
- Finance Committee is investigating some options and will model some alternatives for the Board.

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

Moved: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

- Status of the Audit David Brown
  - Received the first draft of the audit. It closely aligned to our internal books.
  - New rules on PSERS have expanded the PSERS section
- Establishing the Audit Committee Neeta Patel

Would be good to have the Audit Committee meet with the auditor and be ready for the Board to approve the audit at our November Board Meeting

  - Finance Director will facilitate the meeting of the Audit Committee with our auditor: Martin Chan, Suzanne Lewis, Tim Matheney.

## **V. Development Committee**

5K Report

Rebecca Rathje

- Successful fundraiser and friend raiser. Event expenses are low and remain low even as the size of the event grows.
- Need to find new sponsors, or find ways to maintain the level of sponsorship
- Need to ask for sponsorships earlier. Many companies have decided on their allocations by December/January for the next year.
  - Set a goal, for example, to get ten corporate asks by December
- We need a cultivation plan and clarity on whose responsibility it is.
- Development Committee may develop a calendar of donor communications (asks, thanks, updates, events), varying the people who are reaching out (students, Board members, staff, etc).

## VI. Human Resources Policies

Ellen Somekawa

The Board's Policy Committee met and recommends two changes to our personnel policies:

### Domestic Partnership:

Our previous policy on domestic partnership required that "the employee must establish the existence of the domestic partnership pursuant to the requirements dictated by the health insurer." This policy worked when our health insurer was Aetna, which has a process for establishing domestic partnership. Our current insurer, IBX, does not have a process and instead leaves it to the employer to define the process. Our recommendation is to use the template that Aetna uses to establish domestic partnership.

### Domestic Partners Health Benefits Policy:

The health benefits package offered to FACTS employees and employees' spouses and dependents will also be made available to employees' domestic partners. To qualify for health benefits coverage under this domestic partnership policy, the employee must establish the existence of the domestic partnership *[ADD: through the completion of the Declaration of Domestic Partnership [attached]]*.

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves revising the personnel policy on Domestic Partnership.

Moved: Ed Nakawatase

Seconded: Tim Matheney

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

### Paid Holidays

Some employees have asked FACTS to revisit our policy on paid holidays. The Policy Committee recommends the following change to our policy on paid holidays:

### About Holidays

~~[DELETE: You may take time off to observe your religious holidays. If available, a full day of unused vacation or personal leave may be used for this purpose; otherwise you won't be paid for this time off. Please schedule the time off in advance with the principal/ED and complete the appropriate leave form. All national holidays are scheduled on the day designated by common business practice.]~~

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

If you are a part-time employee, holiday pay is only issued if the holiday falls on your regularly scheduled work day.



*[ADD: Request for Religious Accommodation: Holiday Leave  
A reasonable religious accommodation is a change in the work calendar that enables an employee to participate in their religious or cultural practices or beliefs without undue hardship on the conduct of FACTS's school operation, and that complies with the school's commitment to diversity and inclusiveness. In this spirit, employees may request up to two additional Personal Days if their significant religious/cultural holidays do not fall within the FACTS calendar of school-recognized holidays.]*

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves revising the personnel policy on paid holidays, pending the review of counsel.

Moved: Amanda Thai

Seconded: Heather Davis-Jones

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

#### **VI. 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

#### **VII. Return to Public Session**

#### **VIII. Action Items**

**12. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the staff contracts for:

Lydia Browne	Long Term Substitute SPED Para	\$20/hour
Catherine Pickering	LT Substitute ELD Assistant	\$25/hour

Moved: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

#### **IX. Adjournment**

Motion to Adjourn: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

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

1023 Callowhill Street, Philadelphia, PA 19123  
Wednesday, November 14, 2018, 6:30 p.m.

**MINUTES**

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

**Staff Present:** David Brown, Ellen Somekawa

**Public Present:** Nanme Zheng

- |             |                                    |                |
|-------------|------------------------------------|----------------|
| <b>I.</b>   | <b>Call to Order:</b>              | Selina Morales |
| <b>II.</b>  | <b>Executive Director's Report</b> | Ellen Somekawa |
| <b>III.</b> | <b>Approval of the Minutes</b>     |                |

**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 17, 2018.

Moved: Martin Chan

Seconded: Heather Davis-Jones

Voted Yes: Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Rebecca Rathje, Amanda Thai

Abstained: Selina Morales, Ed Nakawatase, Laurence Tom

**IV. Finance Report**

- |  |  |             |
|--|--|-------------|
| •  | Presentation of the October financial statements | David Brown |
| ○ Audit is being wrapped up. Audit Committee is meeting this week    |  |             |
| ○ Audit will be presented for approval at the November Board Meeting |  |             |
| ○ Income and expenses are on target with budget goal.                |  |             |

**DISCUSSION**

- Why the difference in benefits from FY 17 to FY 18?
  - Timing difference of when bills were paid
- Following up on increasing interest from savings
  - Asian Bank increased our interest rate
  - Still awaiting information on CD rates
- What % of the school year are we through?

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

Moved: Amanda Thai

Seconded: Neeta Patel

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

**V. Policy Committee**

Report

Neeta Patel

- Policy change on holidays will be changed to reflect suggestions from Counsel. Will limit the policy to apply to religious holidays and not cultural and religious holidays. Also added a procedural change to require 14 days notice. Also FACTS needs to be sure to circulate the policy change to all employees.
- Change the language in the policy from “PTO” to “paid Personal and Vacation Days.”

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the amended Holiday Policy.

Moved: Rebecca Rathje

Seconded: Heather Davis-Jones

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

**VI. Other Committees**

Development Committee

Rebecca Rathje

Development Committee will be changing its regular meeting day. On its agenda is the question of corporate sponsorship and improving stewardship. Steps include making a development calendar.

**DISCUSSION:**

- Will there be an end of the year appeal?
- Perhaps a targeted appeal
- We may consider doing a Facebook fundraiser effort for Giving Tuesday
  - David will set up a Facebook donate button
  - Rebecca will reach out to Ricque

Nominations Committee

Selina Morales

Next Board meeting we will discuss potential board nominees and areas of need on the Board.

## **VII. Research Review Board**

Selina Morales

FACTS is formalizing policies and procedures for approving research being done on and in the school. There will be a formal application, review, and approval process. A FACTS Research Review Board is being established which will include at least one board member, the Executive Director, Principal, and a staff or board member with academic research experience, including a knowledge of the IRB process. This Review Board will meet on an as-needed basis.

- Would any Board member like to join this Review Board?

### **DISCUSSION:**

- We should have a policy that if research is completed at FACTS for publication, it should not be able to be translated and published in other countries in another language for fear that we would not be able to know what is being published in other languages.
- Could data be used for purposes other than what we approved?
  - The IRB assures that the research has just one purpose.
- FACTS's Review Board would add another level of protection of our school and students.
- Our role as a charter school is also to help expand understanding of what's going on here, supporting educational practice, so we should keep an open interest in partnerships with researchers

## **VIII. 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

## **IX. Action Items**

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Bala Consulting Engineers to develop a Basis of Design and Performance Criteria for low voltage services (IT, audiovisual, and infrastructure electronic security) for an amount not to exceed \$14,000. [There were three qualified bidders, and Bala was the lowest bid].

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with NorthStar Education Partners to design a teacher recruitment strategy for an amount not to exceed \$8,000.

Moved: Laurence Tom

Seconded: Amanda Thai

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

## **X. Adjournment**

Moved: Heather Davis-Jones

Seconded: Amanda Thai

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

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, December 19, 2018, 6:30 p.m.

**Minutes**

**Present:** Martin Chan, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

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

**Public Present:** Nanme Zheng

- |             |   |                             |
|-------------|---|-----------------------------|
| <b>I.</b>   | <b>Call to Order:</b>   | Selina Morales              |
| <b>II.</b>  | <b>Principal's Report</b><br><b>Executive Director's Report</b> | Pheng Lim<br>Ellen Somekawa |
| <b>III.</b> | <b>Approval of the Minutes</b>                                  |                             |

**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 14, 2018.

Moved Amanda Thai

Seconded: Martin Chan

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

**IV. Finance Report**

- Presentation of the November financial statements      David Brown

Discussion:

- Talk to one more expert about realistic ways to minimize our risk of bank accounts over the FDIC insured limits
- A recession is coming

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

Moved: Ed Nakawatase

Seconded: Amanda Thai

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

**V. Audit Committee**

Audit Committee (Selina, Tim, Martin) met with the auditor. Reviewed the financial highlights. Second year of a substantial surplus and our expectation is that we will have a surplus this year. Auditor noted that FACTS should look at capital: furniture and equipment list and write off equipment and furniture that is obsolete. It was a clean audit.

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Audited Financial Statements of 2017.

Moved: Tim Matheney

Seconded: Simon Liu

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

## VI. Other Committees

Development Committee

Rebecca Rathje

Donor Appreciation and Donor Cultivation: Development Committee met and discussed board involvement in donor appreciation and donor cultivation. Discussed donor expectations, for example, a thank you from a Board member or high-level administrator. At one school, there is a Thank You Night that Cozen O'Connor staff enjoy going to and can see student work and the work that the donation is supporting. See student work and hear from students talk about their school. Another favorite thank you is an embedded video inside a thank you. Something that showcases our school. [Tim knows a video editor]

Between the FACTS 5K and the Annual Appeal, is there another touchpoint with donors that we could do and that Board members could host. A breakfast or lunch. Try to make it interactive.

- Losang Residency
- 7<sup>th</sup> Grade Projects

Also the need for an entry point. A donor engagement event.

It can be challenging to ask people to make a time commitment outside of the work day unless it is part of a corporate commitment.

- But we could still extend the invitation
- It's a gesture, whether or not people want to come

Giving Tuesday: Tried but didn't succeed in getting the Facebook match. Raised over \$1300.

Importance of Fundraising as a way to gain unrestricted funds. Government funding is highly restricted. Gaining unrestricted funding is highly valuable.

- Focus on Kindergarten parents to build a culture of philanthropy when families enter. At K orientation, set the expectation that we are having a fundraiser in the fall and again in the spring. Get a conversation going. Send home a letter with Kindergartners: Welcome to our school and introduction to fundraising. Build expectation of giving to the school. Moving from tuition of childcare to a free public school. Try to emphasize monthly recurring donations.
  - Will new parents need a year or so to get to love FACTS?
  - Many Kindergarten parents are parents of siblings.
  - Kindergarten parents are in a group with other parents and the orientation is time to learn about joining the community.
  - Could it be part of other Family Nights?
  - How to engage other grades.
  - Presentation by a Board member at Orientation.
- FACTS is turning 15 in 2020
  - Can we activate alumni as resources? First cohorts are already out working.
  - A pizza party at FACTS
  - Pay someone to do alumni outreach
    - Need the outreach but also data entry and management
  - Connect with other alum and old teachers
  - Introduce the idea of giving
  - Will people give more to their high school and college or elementary school? Or to whomever asks?
  - Connect alumni to the programmatic aspects of the school: talking about careers or college

Nominations Committee

Selina Morales

Building the Board: Soliciting ideas about where we need to grow. Have built up the school through the Strategic Planning Process and making our way through difficult financial times. And now face exciting prospects of growth. What kind of person do we seek as future Board members?

Looking for other Board members to join the Nominations Committee

#### DISCUSSION:

- Corporate background who can help with sponsorships and donations
- Alumni who are successful
- Need to bring in larger donations. Do we need Board members who are used to dealing with larger amounts of money
- Newer immigrant communities who represent rising demographic trends in the City
- What is the optimal size of the Board? Large enough so that there are enough members to serve on all of our committees.



- Cap is 15, but that doesn't mean that it is the optimal number
- Not everyone who joins a committee needs to join the Board
- This is a values-driven organization. In times of change and growth that can be a stressor. We need to protect the mission of the school
- We need more expertise in fundraising and school fundraising and how to launch a capital campaign

## **VII. Board Commitments for 2019-20**

Selina Morales

Review of Board Terms.

Circulation of Board Commitment Forms.

Discussion of Board Nomination and Commitment Process.

## **VIII. 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

## **IX. Return to Public Session**

## **X. Action Items**

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Vanguard School, an Approved Private School, for the provision of educational services for the remainder of the 2018-19 school in an amount not to exceed \$55,000.

Moved: Ed Nakawatase

Seconded: Amanda Thai

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

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of:

Javitta Brockington, full time temporary Classroom Assistant, annual salary of \$30,000 pro-rated

Sokha Chheng, full time temporary SPED ParaEducator, annual salary of \$30,000 pro-rated

Heather Green, per diem substitute certified teacher, \$20/hour

Caleb Shapiro, per diem substitute non-certified teacher, \$16.25/hour

Jian Tan, part time food services assistant, \$12/hour

Moved: Amanda Thai

Seconded: Rebecca Rathje

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

**XI. Executive Session**

- To discuss personnel matters

**XII. Return to Public Session**

**XIII. Adjournment**

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

1023 Callowhill Street, Philadelphia, PA 19123  
Wednesday, January 16, 2019, 6:30 p.m.

**MINUTES**

**Present:** Heather Davis-Jones, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

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

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

**II. Principal's Report** Pheng Lim

Connectedness Survey: Surveyed middle school students about their feelings of connectedness to the school and any concerns about school climate. Pratima is pulling together data. Admin is responding and meeting with students who expressed concerns. Regret that it took a month to review and respond to the surveys.

PVAAS: Measures academic growth, compares to previous years

- Concern about our 5,6,7 grade cohorts
- Current 8<sup>th</sup> graders have shown consistent growth
- 

Trauma Informed Practices Training by Lakeside. Well received. Presented how trauma impacts the brain, strategies for addressing behaviors. Piloting some strategies and practices.

- We are approaching Lakeside for coaching and staff support.
- 

February 4: Lunar New Year celebration at Parkway Center City

High School acceptance letters have been received by students.

**Executive Director's Report** Ellen Somekawa

- Board requests an update on the status of students and families out of compliance on vaccinations.

**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 19, 2018.

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

#### **IV. Finance Report**

- Presentation of the November financial statements David Brown

Report:

Issue of cash in our accounts that is not insured: Operating accounts at TD Bank go above the insured level. Our account at Asian Bank is fully insured.

- Looking at charter school audits, found that every one had the same line in their audits.
- Need to keep funds liquid.
- Will bring operating account down to around \$500,000 by moving the TD Bank Money Market funds to Asian Bank.

Other:

- Cash is up. We are approaching our goal of having \$1.5 million in reserves
- Pretty much on budget
- Why salaries are higher than last year to date: mainly accruing summer pay as we go, staff is growing, and we are bringing back some of staffing that had been cut.
- PSERS payments have started to level out

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

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

#### **V. Approval of the 2019-20 Calendar**

Ellen Somekawa

Discussion:

- How many instructional minutes do we have compared to the School District of Philadelphia? How does this compare to other high performing districts and charter schools?
- We should be mindful of summer set back. This may contribute to the problem of some of our grades being behind. Economically disadvantaged students are especially impacted.

- Do we still have summer program? We have Extended School Year Program but it is limited.
- We also have math enrichment program for 3-8<sup>th</sup> grades.
- When do we do testing of the Kindergartners? They come in for an orientation in the spring of the previous year. Some informal assessment of social and academic needs. Question would we move Kindergarten assessment to the fall?
  - We are going to do some EL testing and Early Intervention testing in the summer. Trying to stagger the testing.

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2019-2020 Calendar.

Moved: Ed Nakawatase

Seconded: Amanda Thai

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

## **VI. Other Committees**

Nominations Committee

Selina Morales

Need another member of the committee.

## **VII. 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 discuss personnel matters

## **VIII. Public Session**

## **IX. Action Items**

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Hanagan Landscaping for snow plowing services in an amount not to exceed \$5000.

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Therapia Staffing for the provision of Special Education Teacher long term substitute at a rate of \$60/hour.

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with EXUDE for the provision of on-site Human Resources consulting 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 hiring of Juwan McQueen, part time recess assistant, at a rate of \$12/hour.

Moved Resolutions 4-7: Tim Matheney

Seconded: Amanda Thai

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

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of the following staff for the 2019-20 school year. [attachment to be presented at the meeting]

Moved: Heather Davis-Jones

Seconded: Laurence Tom

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

## **X. Adjournment**

Moved to Adjourn: Heather Davis-Jones

Seconded: Amanda Thai

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

No February Board Meeting: February 20 cancelled due to Snow Day

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

1023 Callowhill Street, Philadelphia, PA 19123  
Wednesday, March 20, 2019, 6:30 p.m.

**MINUTES**

**Present:** Heather Davis-Jones, Tim Matheney, Selina Morales, Neeta Patel, Rebecca Rathje, Laurence Tom

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

**Public Present:** Pooja Agarwal

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

**II. Introduction: Pooja Agarwal, prospective Board Member**

**III. Principal's Report** Pheng Lim

- Difficult month for the school community. A lot of losses
- Uptick in emotional issues, other schools are also seeing this
- Looking to reconfigure schedule to add more systematic teaching of Social Emotional Learning
- We are looking at Teachers College Phonics program. More engaging than our current Phonics Program
- Black Heritage Day is tomorrow, 3/21. Pheng will share the objectives for each grade. We are strengthening BHD as we go
- New environmental elective: took middle school students to Youth Climate Strike
- Interviews are going well. Strong candidates. We have a system in place where educators grow.

Discussion:

- Do you have peer supports (other Principals)? Take care of yourself.
  - Still connected to Academy of School Leaders colleagues, also networking with other schools such as Penn Manor.
- Are you moving forward with work from the Connectedness Survey?
  - We are looking at whether we can create more time at FACTS for students to practice social skills

**Executive Director's Report** Ellen Somekawa

- In addition to the written ED Report, need to inform Board of application for the Novo Foundation Social Emotional Learning Grant in the amount of \$25,000. This grant supports purposes that are the school's priorities for next year.



#### **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 16, 2018.

Moved: Laurence Tom

Seconded: Heather Davis-Jones

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

Abstained: Rebecca Rathje

#### **V. Finance Report**

- Presentation of the February financial statements      David Brown

We are on track with our budget to actuals.

Discussion:

- On operations expenses, are the new unexpected expenses related to HVAC, plumbing, etc. included in the budget? Will we go over? [We will go over on this budget line.]
- On State Revenues: are the revenues low due to timing and when different funding sources come through? [Yes.]
- We have moved most of our surplus from last year into our interest bearing, insured account at Asian Bank

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of February 28, 2019.

Moved: Neeta Patel

Seconded: Tim Matheney

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

#### **VI. 2019-20 Budget Proposal**

David Brown

A draft of the 2019-20 budget will be presented for discussion. The purpose of the discussion is to generate questions, requests for information, and suggested revisions so that a revised version of the budget can be presented for adoption at the May meeting. This draft is still being refined and double-checked.

- The two big question marks are: what will our per pupil allocation be? We estimated at a 2% increase. We think this is a conservative estimate. A chart of our history of per pupil allocation is provided for the Board's reference.

- When we get these figures, we will revise the budget and present for approval.

Discussion:

- A recession is coming. What would be the impact on school funding? A recession would likely impact school funding for future years. Should we project as many as five years out using a 2% increase or would it be more prudent to estimate a 0% increase starting a few years out, such as in 2022-23. This lower projection would put us into a deficit several years out. We need to anticipate tighter budgets.

## VII. Approval of the 990

See the handout: "What is the Board's role in approving the 990?"

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 990 for the 2017-18 year.

Moved: Neeta Patel

Seconded: Tim Matheney

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

## VII. Strategic Planning

Ellen Somekawa

Although we are still in our 2016-2020 Strategic Plan, it seems like we should embark on another round of Strategic Planning. Some conditions are changing, and the 2016-2020 Strategic Plan may no longer provide the guidance we need as we move forward.

Discussion: Should we start a new Strategic Planning Process? If so, what should our timeline be? Are there key elements of a Strategic Planning Process that should be included in our process this time? Do people have suggestions of strategic planning consultants with whom they have positive experience?

- Would expect it to cost \$20,000 to \$40,000, but cost would depend on the scope that we define.
- Because of urgency and because we will have a surplus this year, we could pay for this process out of our general operating account rather than fundraising to pay for it, thus causing a delay.
- What do we want to get out of the process? Could our Strategic Plan be narrowly focused?
  - One question to consider would be whether we would consider moving out of Chinatown in order to expand.
    - This decision needs community and stakeholder input.
  - How does our potential expansion impact curriculum and configuration of our school?

- We know we need to grow our student body. Right now we are at a decision point about the location of the facility; this is the question right now. The configuration of the school could be on the back burner until we answer questions related to our facility location and move in date.
- Board and leadership should set an ambitious vision and win constituents to our vision.
- The planning process should drive to the question that we need clarity on.
- Do we have a feasibility study going related to expanding facilities?
- There is urgency around getting unity around a plan for moving forward.
- Do we create a Strategic Planning committee of the Board?
  - Talk to a Strategic Planning expert first. Then solicit proposals later.
  - Do people have recommendations of consultants?
  - Involving others

## VIII. Expansion

Re-activating our Facilities Planning Committee

Ellen Somekawa

- Ad Hoc Planning: Tim

Planning for parent and community communications

Ellen Somekawa

- Should we have a State of the School Meeting?
  - Usually this is a time for rallying people to action of some type.
  - What is the reason for parents to be there?
  - Important to have a discussion about social/emotional health
    - This would be similar to when we shared our response to the refugee situation
- Sub-Committee on Communications: Heather Davis-Jones, Neeta Patel, Ellen Somekawa (Selina to help review and edit). Communicate in writing, email, robocall it's coming.

## IX. Revision to the Employee Handbook

**3. 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 to the section titled, "Separation from Employment":

*Benefits end on the last day of the month in which your last day of employment falls. An employee has the option to continue medical and dental insurance coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations (see "Insurance Conversion Privileges" section).*

*Health insurance benefits provided to 10-month employees during the summer months are provided solely because the employee has been offered and has accepted continuation of employment for the following school term. If an employee is not offered or does not accept employment for the following school term, benefits will end on the last day of the month of the employee's last day of employment. ~~If a 10-month employee accepts employment but does not return to employment for the~~*

~~following school term for any given reason, insurance benefits will end retroactively to June 30th, and any claims incurred past June 30th will not be covered. The Employee will have the option to continue coverage at their own expense in accordance with COBRA regulations.~~

Moved: Tim Matheney

Seconded: Neeta Patel

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

Discussion:

- Making people pay back retroactively to June 30 seems messy. Asking other charter schools for how they handle this issue?
- Why don't we make our insurance year the same as the fiscal year?
- Are we solving a problem that doesn't really exist? How much are we actually losing without fixing this?

**X. Approval of the 2019-20 Calendar (revision)**

Ellen Somekawa

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revised 2019-2020 Calendar. [This revision includes additional days in June, if needed, for make-up days for snow days and emergency closures]

Moved: Neeta Patel

Seconded: Laurence Tom

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

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revised 2018-2019 Calendar. [This revision changes Election Day to May 21]

Moved: Laurence Tom

Seconded: Heather Davis-Jones

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

**XI. Other Committees**

Development Committee

Rebecca Rathje

- Development Committee, with special thanks to T. Ricque, created a Development Calendar. This calendar features more consistent donor communication, a donor event, sponsorship outreach for the 5K early in the calendar year, prominent roles specifically for board members, alumni event

to encourage participation in the 5K, and a special appeal to Kindergarten parents

- Solicitations are almost ready for the 5K
- Do other charter schools raise more?
- Could we consider another structure? A governance body and an advisory body?

Nominations Committee

Selina Morales

- The Nominations Committee is recommending that Pooja Agarwal be invited to join the FACTS Board.

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Pooja Agarwal to the Board of Trustees, pending the positive outcome of reference checks.

Moved: Laurence Tom

Seconded: Tim Matheney

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

Discussion:

- Need to check references or do other due diligence

## **XII. Action Items**

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with CSRI for the purpose of upgrading technology infrastructure (cabling, switches, etc) in an amount not to exceed \$90,000. [These contracted services are eligible for E-Rate Category 2 funding and there fore the cost to FACTS will be 15% of the contracted amount]

**7. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves applying to the Novo Foundation for the Social Emotional Learning Grant in the amount of \$25,000 for up to two years.

Moved: Rebecca Rathje

Seconded: Neeta Patel

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

## **XII. Adjournment**

Moved: Heather Davis-Jones

Seconded: Neeta Patel

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

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, April 17, 2019, 6:30 p.m.

**MINUTES**

**Present:** Pooja Agarwal [entered late], Martin Chan, Heather Davis-Jones [entered late], Simon Liu, Selina Morales, Ed Nakawatase, Neeta Patel, Amanda Thai, Laurence Tom

**Staff Present:** David Brown, Ellen Somekawa

**Public Present:** Interpreter

- I.     **Call to Order:** Neeta Patel
- 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 March 20, 2019.

Moved: Laurence Tom

Seconded: Selina Morales

Voted Yes: Selina Morales, Neeta Patel, Laurence Tom

Abstained: Amanda, Martin, Ed, Simon

[Heather Davis-Jones entered]

**IV.     Finance Report**

- Presentation of the March financial statements David Brown
  - New information has been added to the Financial Statements: added Actual to Projected (in addition to Actual to Budget) in the financial statements.
  - We are building up our cash reserves. Our goal is to have three months of expenses as cash reserves. We are close to reaching this goal.

Discussion:

- Do the projections include the unanticipated costs (such as facilities repairs)? [yes]
- When there is a projected surplus, that does not include temporarily restricted funds such as grants? [Projections only include grants funding that is expensed in this year.]

- This year we instituted longevity bonuses
- We should establish a process for how to more formally allocate funds to our reserves.
  - We could create a Board designated reserve; then it would require Board approval to spend these reserves.
  - Should we establish a policy on cash reserves?
- Do you foresee any bumps: from the City or the State? [Our revenue for this year has been committed]

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of March 31, 2019.

Moved: Laurence Tom

Seconded: Amanda Thai

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

[Pooja Agarwal entered]

**V. Swearing In: Pooja Agarwal, Board Member**

Neeta Patel

"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."

**VI. Revision to the Wellness Policy**

Explanation of proposed revisions.

Ellen Somekawa

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the amendment to the Wellness Policy.

Moved: Amanda Thai

Seconded: Simon Liu

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

**VII. Facilities Location**

Discussion: Would the FACTS Board be open to considering a new facilities location at Spring Garden and Delaware Avenue?

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes the Executive Director to explore the viability of a rental opportunity at 520 Christopher Columbus Avenue.

Discussion:

- Are we willing to locate that far away from Chinatown?

- The topic of Strategic Planning will include which locations we are open to. This points to the need to get to Strategic Planning more quickly. Opportunities can come and go very quickly.
- We should be open to exploring this possibility.
- We have to move on any reasonable opportunity.
- It is central to many students we serve and central to mass transit.
- Are we going to be basing our decision on location on where our current students and staff are or on where new immigrants and refugees and people who particularly need our school are moving to?

Moved: Ed Nakawatase

Seconded: Simon Liu

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

### VIII. Revision to the Employee Handbook

Explanation of proposed revisions.

David Brown

We are seeking to align our policies and procedures to the Affordable Care Act. We are creating more clarity about the various job categories and their eligibility for benefits.

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves amending the Employee Handbook by:

1) Inserting the following to the section titled, "Job Categories":

*"Your position is either full time, part time, or temporary.  
Full time employees regularly work 30 or more hours per week.*

*Part time employees regularly work less than 30 hours per week.*

*Temporary employees, such as long-term substitute teachers, work on special assignments of limited duration of no longer than a one year period."*

and deleting the following:

~~Your position is either full time, part time, or per diem.~~

~~Full time employees are scheduled to work 40 hours per week. That 40 hours may include 35 hours of work plus up to 5 hours of paid lunch or breaks.~~

~~Part time employees are scheduled to work less than 35 hours per week, not including breaks.~~



~~Per diem employees work on an as-needed basis, with a flexible schedule, and do not receive benefits or paid leave.~~

2) Inserting the following to the section titled, "Eligibility for Benefits":

***"Eligibility for Benefits***

*If you are a full-time employee, you will be eligible for all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Coverages are available to you and your dependents as defined in the benefit summary plan descriptions.*

*Part-time and temporary employees are eligible solely for paid sick leave benefits and also participate in the school's Retirement Savings Plan."*

and deleting the following section:

~~**Eligibility for Benefits**~~

~~If you are a regular full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Coverages are available to you and your dependents as defined in the benefit summary plan descriptions.~~

~~If you are a regular part-time employee working at least 20 hours per week, you may enjoy employer-paid benefits premiums based on your percentage of employment and as specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).~~

~~An employee who works twenty (20) hours per week or more will be eligible for pro-rated health benefits. For part-time employees, FACTS will contribute to the cost of single-coverage health and dental insurance benefits on a pro-rated basis, based on the number of regularly scheduled weekly hours, with an option for employee to buy up to family coverage.~~

~~Employees working less than twenty (20) hours per week will receive no health benefits.~~

~~"Part-time as needed" (per diem) employees and substitute employees are not eligible for benefits.~~

**Discussion:**

- Did you do a financial analysis of the impact of these changes? [This does not impact very many employees and does not have a big impact on our budget]
- We need to clarify whether employees must participate in the 403B or whether they can opt out. [David will do more research on this.]

Moved: Pooja Agarwal

Seconded: Amanda Thai

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

## **IX. Filling out Statement of Financial Interests Forms**

Forms were filled out and collected.

## **X. Other Committees**

Development Committee

Amanda Thai

- Dev. Committee met and is planning for a new donor engagement and retention event in March 2020.
- All Board members should start seeking 5K Sponsorships. 5k Sponsorship Forms were circulated. Amanda will also circulate the spreadsheet of 5K donors/asks
- Alumni Event: Friday May 20, 2019
- Newsletter will be started next year.
- Will be issuing Board Fundraising Expectations; it is being finalized and presented next meeting.
- Do we have a goal for the 5K?
  - We could make some goals for our asks. By the next Board meeting, Board members will contact 2-3 people or entities and/or add to the donor spreadsheet.

Nominations Committee

Selina Morales

- A reminder to let Ed or Selina know if there are people you recommend for the Board. Looking especially for people who could participate in the finance or development committee where we are losing people. Or other areas where you see a need for growth.
- Also looking for others to join the Nominations committee

## **XII. Strategic Planning**

Ellen Somekawa

Finding a date to convene a small planning subcommittee to work on the Strategic Planning Process. It is expected that every Board member will participate in the Strategic Planning Process. However, we need a small team to work on establishing the parameters and focus of the Strategic Planning Process, develop a process and timeline for selecting a consultant, etc. This agenda item will only involve choosing a time to meet.

Board Members interested in the planning meeting: Heather Davis-Jones, Selina Morales, Neeta Patel, Laurence Tom

## **XIII. Adjournment**

Moved: Heather Davis-Jones

Seconded: Amanda Thai

Voted Yes: Pooja Agarwal, Martin Chan, Heather Davis-Jones, Simon Liu, 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, May 15, 2019, 6:30 p.m.

**MINUTES**

**Present:** Pooja Agarwal, Martin Chan, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai, [Heather Davis-Jones came late]

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

**Public Present:** Essence Caleb (CSO), Stephanie Waller (CSO), Yi Liu (interpreter)

- |            |                                    |                |
|------------|------------------------------------|----------------|
| <b>I.</b>  | <b>Call to Order:</b>              | Selina Morales |
| <b>II.</b> | <b>Principal's Report</b>          | Pheng Lim      |
|            | <b>Executive Director's Report</b> | Ellen Somekawa |

Discussion: Do we want to replace the stone lion that was vandalized? It would cost approximately \$3,000. Do we want to fundraise for it?

- Development Committee will discuss it
- Simon will ask Chinatown Associations if they want to donate

**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 17, 2019.

Moved: Martin Chan

Seconded: Amanda Thai

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

Abstained: Tim Matheney, Rebecca Rathje

**IV. Finance Report**

- Presentation of the March financial statements David Brown
  - It is looking like we will have a \$482,868 surplus (projected); this is higher than anticipated. Some of this does include restricted funds such as grant funding that is dedicated for a specific purpose.
  - We have been replenishing our cash reserve that was depleted over several years.
  - This year, we will end with our cash reserve at a healthy level.
  - Income is on target. Some operations expenses are a little high.

- Budget was presented previously; it must be approved in June. Were waiting for health insurance and our per pupil allocation. Health insurance came in under what we budgeted. Still waiting for the per pupil allocation

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of April 30, 2019.

Moved: Neeta Patel

Seconded: Amanda Thai

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

## **V. Other Committee Reports**

Development Committee

Rebecca Rathje

- Presentation of Draft document, “Annual Board Fundraising Expectations” was presented:
  - Thinking about our role as board members in raising unrestricted funds.
  - Desire is to standardize expectations and commitments.
  - The document is a draft
  - The fundraising goal may be high. Staff does the heavy lifting around the 5K. This goal is for the Board
- Discussion:
  - Want to make sure there is clarity about what are annual board expectations and what are fundraising expectations. For example, is recommending one person to join the board a fundraising expectation or a nominations committee responsibility?
  - Don't want to overcommit to things that I can't commit to.
  - Want to be successful and perhaps that means doing it in bite sized pieces and roll out just a part of it in Year 1. But if we're committed to raising unrestricted dollars), unrestricted funding is the only way to pay for some things(ELD is underfunded, folk arts is not funded .
  - Only way to raise funding as a board is to start. But this is a guide to how to think about expectations.
  - Thank you to the committee.
  - Board members will review between now and the next meeting. Will revisit this at the next meeting.
  - These changes are important to the board and our role.
  - It would be helpful to have this kind of document when we are in process of nominations.

Nominations Committee

Selina Morales

- The committee welcomes any new members who want to join

## VI. Revision to the Employee Handbook

- Explanation of proposed revisions.

Ellen Somekawa

Discussion:

- Is it a legal responsibility for employers to pay for employees wages/salaries when they are on leave for jury duty? [No]

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves amending the Employee Handbook in the following way:

### Holidays

The following holidays are always recognized by the Folk Arts-Cultural Treasures Charter School as paid holidays:

1. New Year's Day
2. Martin Luther King Day
3. Lunar New Year
4. President's Day
5. ~~Good Friday~~ Veterans Day
6. Memorial Day
7. Independence Day
8. Labor Day
9. Thanksgiving Day and the day after
10. Christmas Day

Other days may be designated school-recognized holidays as the calendar requires from year to year.

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves amending the Employee Handbook in the following way:

### Jury Duty

~~It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify the ED within forty-eight (48) hours of receipt of the jury summons. Each staff member who is requested and accepts assignment to jury duty shall be paid his/her regular full salary while on such leave.~~

FACTS encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you give us a copy of your summons notice as soon as you receive it, so that we may keep it on file, as well as submit an Employee Absence Report for the requested date. If you are called during a period where your absence may cause a hardship on the school, we may ask you to request a postponement. FACTS will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. During this time, you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep him or her apprised of your status.

FACTS will compensate at full salary part-time and full-time employees for the first five (5) days of jury service. If additional time is required, it will be granted, but without pay. Specific exemptions to this policy may be considered on a case-by-case basis and as determined by the Executive Director.

[Heather Davis-Jones arrived]

Moved Resolutions #3 and #4: Rebecca Rathje

Second: Neeta Patel

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

Abstained: Heather Davis-Jones

## **VII. 2019-20 Board Meeting Schedule**

**5. BE IT RESOLVED** that the Folk Arts-Cultural Treasures Charter School Board of Trustees will hold its regular meetings for 2019-20 on these dates:

July 17, 2019  
August 21, 2019  
September 18, 2019  
October 16, 2019  
November 20, 2019  
December 18, 2019  
January 15, 2020  
February 19, 2020  
March 18, 2020  
April 15, 2020  
May 20, 2020  
June 17, 2020

Location: 1023 Callowhill St, Philadelphia, PA 19123

Time: 6:30 pm

- Setting the time and location of Board Committee meetings [for posting in our public notice of the Board Calendar]
  - The Governance Committee will meet on the first Wednesday of every month at 1:30 p.m. at FACTS.

- The Development Committee will meet the Second Thursday of every month at 12 noon at Cozen O’Conner.
- The Finance Committee will meet the Friday before every Board meeting at 12:30 pm at FACTS.

Moved: Amanda Thai

Second: Simon Liu

Voted Yes: Pooja Agarwal, Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

[Essence Caleb (CS0), Stephanie Waller (CSO) departed]

#### **VIII. Executive Session**

- For the discussion of employment matters in regards to one specific employee

#### **IX. Return to Public Session**

#### **X. Other Action Items**

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Independence Blue Cross for the provision of employee health insurance in an amount not to exceed \$550,000.

**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 employee dental insurance in an amount not to exceed \$32,000.

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with MetLife for the provision of employee short term disability insurance in an amount not to exceed \$15,000.

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with EXUDE for human resources consulting services in an amount not to exceed \$15,000.

**10. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Pediatric Therapeutic Services for the provision of occupational and physical therapy services in an amount not to exceed \$50,000.

**11. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Hear 4U for the provision of educational support services for deaf and hard of hearing students in an amount not to exceed \$10,000.

**12. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the purchase of 60 Dell desktop computers from VIG Solutions in an amount not to exceed \$20,000. [Three bids were received. This is the lowest bid.]

**13. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves paying longevity bonuses to employees who have reached their 5 years and 10 years of service dates in the amount of \$1000 each. [The total amount will not exceed \$16,000]

**14. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of:

Jessica Riniti, Teacher (2019-20): \$40,500  
Alexis Adams, Teacher (2019-20): \$42,070  
Brindusa Birtwell, Teacher (2019-20): \$40,500  
Heather Green, Teacher (2019-20): \$63,000  
Lucia Strother, Teacher (2019-20): \$45,630  
Nahfeese Thompson, Teacher (2019-20): \$40,000  
Donovan Hagin, Long Term Substitute Paraeducator: \$16.25/hour [full time, May 1 to end of school year]  
Han-Earl Guhm, Long Term Substitute Paraeducator: \$16.25/hour [full time, May 1 to end of school year]

**15. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of staff members on the attached list [Attachment A].

**16. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School's June 19, 2019 meeting will be called for the purpose of amending its by-laws. [Proposed revisions will be circulated no later than June 7, 2019.]

Moved: Resolutions #6 - #16: Amanda Thai

Seconded: Martin Chan

Yes: Yes: Pooja Agarwal, Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

## **XI. Teacher Salary Scale**

- Report David Brown
  - FACTS has been running surpluses and investing these surpluses into our cash reserve. By the end of this year, our cash reserve will be where it needs to be (3 months of operating expenses).
  - We are losing a lot of teachers this year. There will be about \$120,000 less in retirement expenses due to a reduction in PSERS payments.



- Health Insurance renegotiation. We will save about \$85,000.
- There is money to reinvest into teachers' salaries.
- Admin has been working on our Teacher Salary Scale. We are proposing changes so we can be more competitive but still come out with a projected surplus for the next three to five years. We can increase the salary scale in a way that will be significant to people.
- However we don't yet know what the per pupil will be. We budgeted for 1.5% increase for regular ed and 2% for special ed.
- Discussion:
  - Concern about making a long-term commitment that will increase our fixed costs for the long haul.
  - We were in a tough financial place and have built up our cash position. Don't want to jeopardize that by overcommitting now in salary scale.
  - Paying teachers is a necessary and justifiable cost. Have heard of the hardship of teachers trying to make it on their salaries
  - It is a multi-month conversation for a board to make a decision this big.
  - It is not a Board decision to decide how much a raise each employee should receive, but to make a decision of how much the different line items are increasing.
  - Not sure how much in the weeds the Board should be about the salary structure
  - Every school approves every individual's salary. We shouldn't micromanage, but we should create compensation structures.
  - We don't know when the School Board will make a decision on the per pupil allocation.
  - Want to hear from the exit interviews about people's reasons for leaving.
  - How often have we changed the scale? How often should we change the scale?
  - Do teachers get a cost of living increase? [No, the only increases are in the salary scale]
  - Want to inform teachers of their total compensation package
  - What could Admin provide number-wise to help the Board make an informed decision?
    - Other comparable charter school salary scales.
    - Total compensation summary
    - % increase from the current scale

## **XII. Adjournment**

Moved to Adjourn: Amanda Thai  
 Seconded: Heather Davis-Jones

Voted Yes: Pooja Agarwal, Martin Chan, Heather Davis-Jones, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Amanda Thai

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, June 19, 2019, 6:30 p.m.

**MINUTES**

**Present:** Pooja Agarwal, Martin Chan, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

**Staff Present:** David Brown, Pheng Lim, Ricque Porter, Ellen Somekawa

**Public Present:** Yi Liu (interpreter)

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

**II. Appreciations of Departing Board Members, Martin Chan and Rebecca Rathje**

**III. Principal's Report** Pheng Lim

- Promotion Celebration: appreciated so many perspectives presented: Principal, parent, student, alum, teachers.
- Closing for teachers: Saying goodbye to departing teachers
- What do we do in the summer: evaluations, planning for orientation, creating a new schedule, decluttering, data review, exit interviews, SEL curriculum, family summer packet, SPED program shared vision, Admin Council two day retreat (vision, purpose, goals, training).
- Price Waterhouse Cooper: 50 volunteers. Beginning of building partnership

**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 May 15, 2019.

Need to revise: Include Simon's name as present and revise all votes  
Will vote to approve next month

**V. Finance Report**

- Presentation of the May financial statements David Brown

Discussion:

- What accounts for the difference between the projected State revenue and the actual? [The timing of invoicing for the state revenues means that much is invoiced in June]
- Did we end up spending more on translation given our changes to front desk staff? [We spent more on telephonic interpretation. Mid-year, we brought a

Mandarin and Cantonese speaking staff to work part time at the front desk.  
Also additional expenses due to Arabic being an added language.]

- Appreciation for the narrative finance reports.

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of May 31, 2019.

Moved: Ed Nakawatase

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Martin Chan, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

## **VI. Other Committee Reports**

### **Development Committee**

Rebecca Rathje

- Fundraising Calendar: 5K is in the Fall, so we wait for the Spring to send out our annual appeal. Neeta, Selina, and Rebecca attended the Kindergarten orientation sessions to encourage K parents to think of giving; working to create a culture of giving. We received our first monthly recurring donation from a parent.
- Discussion of the Draft Document from the Development Committee of Annual Board Fundraising Expectations.
  - Is the fundraising Goal the right one?
    - Great to have an aspirational goal and to check on progress.
    - The Goal is the Board's goal, not what staff is raising (for example with 5K sponsorships).
    - \$10,000 as a Goal for the Board to raise and/or give.
  - 100% Board giving is crucial to showing the Board's commitment to giving to the school.
  - The list of possible Board Fundraising Activities offers a combination of low hanging fruit that should be relatively easy for Board members as well as some new challenges such as a fundraising breakfast.
  - Encourage connecting Strategic Planning process to the development/fundraising planning.
  - For the elevator pitch, it would be good to include what the donations could contribute to that only happen with donations.
  - Please make sure to donate by the end of June if you have not given this fiscal year. Next meeting we will fill out pledge forms.

### **Nominations Committee**

Selina Morales

- Invitation for new members to join the Nominations Committee.
- Interviewing a prospective Board member who may introduce herself at the July meeting.
- Selina will be checking in with Board members about whether they have potential nominees in mind.
- Will be nominating Neeta Patel to serve as Treasurer beginning in July.

Strategic Planning Working Group

Selina Morales

- Have identified two firms that we're interested in exploring working with. Want to give both our RFP to respond to.

## VII. Discussion of Teacher Salary Scale

Ellen Somekawa

- Explanation of proposed revisions.

Discussion:

- What are best practices in terms of how often the salary scale is revisited? [Often it is about three years, to correspond with contract negotiations]
- Support the direction of increases in the salary scale. But we are looking at a coming recession and the likelihood of freezes in the School District budget. The next recession could be as bad as the last one. Safe bet that the SDP budget will get tighter.
- If the SDP freezes its budget, will we then have to freeze salaries/lay off?
- SDP can now not reduce its per pupil allocation to charter schools once they announce it.
- In our operations, FACTS is able to maximize contributions from federal programs.
- It's impossible to predict the next recession. Focus on the present moment. The proposed salary scale increase is reasonable. If a big recession hits, then it will impact everyone and people will understand. It is the right move at this time.
- The cost would be a \$150,000 increase per year. Propose making smaller increases. If Step 1 were a smaller increase, the whole scale would have less impact.
- After waiting to change salary scale for nine years, the change of salary scale should be significant.
- Significant increase in per pupil allocation for 2019-20 easily pays for the increased salary scale and shows that our modeling is reasonable.
- It's not just we want to invest in teachers, but we want to attract the best teachers. There is a teacher shortage nationwide and in PA. The starting step is the minimum basic to be in alignment with our sister schools in the charter arena.
- While we're happy with the hires we made, we had many candidates back out. We can't even get people to apply if they have a Special Ed Certificate. We can't attract people with several years of experience.
- The salary scale increase practical and it reflects a commitment on the part of the Board to the faculty.
- If we don't do it now, when will we do it?

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the proposed new teacher salary scale as presented to the Board on June 19, 2019

Moved: Martin Chan

Seconded: Laurence Tom

Voted Yes: Pooja Agarwal, Martin Chan, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

Voted No: Simon Liu

**VIII. Presentation of Revised 2019-20 Budget for Approval      David Brown**

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the budget for the 2019-20 School Year

Moved: Tim Matheney

Seconded: Ed Nakawatase

Voted Yes: Pooja Agarwal, Martin Chan, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

**IX. Revision of the By-Laws**

- Explanation of proposed revisions

Neeta Patel

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the By-Laws.

- Moved: Pooja Agarwal
- Seconded: Ed Nakawatase
- Voted Yes: Pooja Agarwal, Martin Chan, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

**X. Executive Session**

- 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;
- Discussing certain public safety issues if disclosure of the information discussed would be reasonably likely to jeopardize or threaten public safety or preparedness or public protection.
- Discussing personnel matters.

**XI. Return to Public Session**

**XII. Other Action Items**

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with MACCS Health Services for nursing and school health services in an amount not to exceed \$62,000.

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with BTC Foods, Inc for the provision of Vended Meals for the School Nutrition Program in an amount not to exceed \$210,000. [There were five bidders in a public Invitation for Bid process. This was

the lowest qualified bid and is a lower cost per meal than our current contract \$2.44 vs \$2.50]

**7. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Funds for Learning for the provision of E-Rate Compliance Services in an amount not to exceed \$7,000.

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes Funds For Learning to act as agent and on behalf of the Folk Arts-Cultural Treasures Charter School for all E-rate matters.

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves entering an agreement with the University of the Arts for the purpose of providing work to students eligible for the Federal Work - Study Program.

**10. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with No. 1 Cleaning for the provision of daily summer cleaning in an amount not to exceed \$3,000.

**11. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with No. 1 Cleaning for the provision of annual summer cleaning in an amount not to exceed \$15,000.

**12. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves engaging McKenna Snyder LLC to serve as FACTS's legal counsel.

- Moved #5-12: Rebecca Rathje
- Seconded: Neeta Patel
- Voted Yes: Pooja Agarwal, Martin Chan, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom

### **XIII. Adjournment**

- Moved to Adjourn: Martin Chan
- Seconded: Rebecca Rathje
- Voted Yes: Pooja Agarwal, Martin Chan, Simon Liu, Tim Matheney, Selina Morales, Ed Nakawatase, Neeta Patel, Rebecca Rathje, Laurence Tom