

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, August 19, 2020, 6:30 p.m.

Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

Present: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgemuth

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

I. Call to Order: Selina Morales

II. Principal's Report Pheng Lim

- Started New Teacher Orientation today. Four new teachers attended.
- Next week, full staff return with a full ten days of training and planning. This extended time is much needed.
- Parent Meeting Thursday night to update parents on school reopening

Executive Director's Report Ellen Somekawa

- With troubles in the postal service, we are having to rethink how we are communicating with parents. Our most recent parent questionnaire was very delayed in reaching families

III. Questions and Answers/Discussion about School Re-opening and Pandemic Planning

IV. Policy Committee Pooja Agarwal

V. Approval of the Phased School Reopening Health and Safety Plan

1. BE IT RESOLVED that the Board of Directors/Trustees for the Folk Arts-Cultural Treasures Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on August 19, 2020. [do not group with other resolutions]

Moved: Allaire Wohlgemuth

Seconded: Tim Matheney

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgemuth

VI. Affirmations regarding the Emergency Instructional Time

2. BE IT RESOLVED that the Board of Directors/Trustees for the Folk Arts-Cultural Treasures Charter School approves the Proposed Hybrid Model Schedule and affirms that:

- The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- The proposed school calendar and academic schedule(s) allow sufficient instructional time needed for content mastery and provide instructional blocks for each grade level and content area.
- ~~The proposed school calendar and academic schedule(s) provide at least 900 (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)~~ [NOTE: According to Charter School Law, charter schools are required to provide *either* 180 instructional days or 990 hours (secondary) and 900 hours (elementary). We have scheduled 180 instructional days and so do not need to meet this hourly requirement.]
- The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous activities.)
- Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- The LEA acknowledges it must provide Free and Appropriate Public Education (FAPE) during this pandemic emergency.
- The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity and/or lack of progress in student learning.

Moved: Neeta Patel

Seconded: Allaire Wohlgemuth

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgemuth

VII. Covid-19 Related Policies

3. BE IT RESOLVED that the Board of Directors/Trustees of the Folk Arts-Cultural Treasures Charter School approves the Temporary Addendum to the Employee Handbook.

4. BE IT RESOLVED that the Board of Directors/Trustees of the Folk Arts-Cultural Treasures Charter School approves the Face Mask Protocol.

5. BE IT RESOLVED that the Board of Directors/Trustees of the Folk Arts-Cultural Treasures Charter School approves the Cleaning, Sanitizing, and Disinfecting Protocols.

6. BE IT RESOLVED that the Board of Directors/Trustees of the Folk Arts-Cultural Treasures Charter School approves the Presumptive and Confirmed COVID-19 Case Protocol.

Moved: Pooja Agarwal

Seconded: Tim Matheney

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgemuth

VIII. School Calendar

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision to the School Calendar.

Discussion:

- It is a concern that there are long blocks of time in March and April with no days off for students and staff. This is a concern about staff members' well-being.
- It was hard to create the calendar with 180 days and still honor the last day of work that was included in employee contracts already signed.
- If we get new guidance on the days and hours requirements, will we be able to revisit the calendar?
- Can we change Snow Days into virtual days?

Moved: Heather Davis-Jones

Seconded: Kenzo Sung

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgemuth

IX. Approval of the Minutes

8. 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 15, 2020.

Moved: Heather Davis-Jones

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgemuth

X. Finance Report

Finance Committee Report

Neeta Patel

We ended the year exceeding our surplus expectations. There were savings in operating expenses due to not being in the building. We are well situated in terms of operating cash, and it is liquid. It is good that we ended the year strongly because there are many new Covid related expenses in the current fiscal year. The Finance Committee discussed moving money in search of higher interest

rates, but decided there is too much uncertainty at this time and will keep our investments where they are.

Approval of the June/Year End Financial Statements

David Brown

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the June 30, 2020 Financial Statements

Moved: Tim Matheney

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgenuth

XI. Committee Reports

- Nominations

Selina Morales

Heather joined the Nominating Committee. The Nominating Committee is interviewing new candidates. Board members should feel free to forward recommendations for future board members to the Committee.

Discussion:

- Are there any particular trajectories the Nominating Committee is looking for at this juncture in terms of priorities of characteristics of new nominees?
- Development

Alan/Allaire

Other priorities kept the committee from meeting.

Congratulations to FACTS on receiving the NOVO SEL Grant which was very competitive.

XII. Other Action Items

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision to the Title IX Policy.

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Todd Electric LLC for the provision of electrical services in an amount not to exceed \$11,000.

12. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves accepting a SEL in Action Grant in the amount of \$25,000 from the NOVO Foundation, Education First, and the Rockefeller Foundation.

13. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves renewing the lease for 1023 Callowhill Street for a term of five years. The annual rent paid on a monthly basis is as follows:

Year 1: 09/01/2020 to 08/31/2021 is \$646,134;

Year 2: 09/01/2021 to 08/31/2022 is \$662,288;

Year 3: 09/01/2022 to 08/31/2023 is \$675,533;

Year 4: 09/01/2023 to 08/31/2024 is \$689,044; and

Year 5: 09/01/2024 to 08/31/2025 is \$702,825.

In addition, FACTS agrees to pay \$50,000 of the property taxes and in the event of an increase in property taxes, FACTS and the landlord will split the cost of the increase.

14. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Ferguson Enterprises, LLC for the provision of four multi-user hand-washing stations in an amount not to exceed \$19,000.

15. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with VIG Solutions for the provision of 200 Chromebook Management Licenses in an amount not to exceed \$5,000.

16. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Singer Equipment Company for the provision of two freezers in an amount not to exceed \$9500.

17. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with School Specialty for the provision of PSSA Test Prep workbooks in an amount not to exceed \$4500.

18. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with No. 1 Express Cleaning for the provision of deep cleaning services and the washing and waxing of all floors in an amount not to exceed \$30,000.

19. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the adoption of the Tuberculosis Screening Policy.

20. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves requesting a waiver of the requirement for routine tuberculosis skin testing of students as per the PA Department of Health recommendation of November 12, 1997

Discussion:

- SEL Grant: Is there a team to enact this?
- What is the best way for Board members to make donations to support the purchase of extra supplies needed?
 - Due to the riskiness of mail right now, we recommend making donations by PayPal.
- When will Board Pledge forms be coming out?

Moved #10 - 20: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney, Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgemuth

XIII. Adjournment

Moved to adjourn: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Xu Lin, Tim Matheney,
Selina Morales, Neeta Patel, Alan Phan, Kenzo Sung, Allaire Wohlgemuth