

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

1023 Callowhill Street, Philadelphia, PA 19123  
Wednesday, August 17, 2022, 6:30 p.m.  
Via Zoom Meeting (Zoom Invitation posted on website)

**MINUTES**

**Present:** Pooja Agarwal, Leana Cabral, Heather Davis-Jones, Jeffrey Koung, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

**Board Members Absent:** Xu Lin, Selina Morales

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

**Public Present:** Kenzo Sung

**I. Call to Order:** Heather Davis-Jones

**II. Public Session**

- Farewell and appreciation to departing board member, Kenzo Sung

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

- FACTS Summer Programs:
  - Summer Session 1 (Extended School Year, Math and ELA programs): 92 total participants
    - 102 students invited
    - 10 declined or didn't participate
    - Employed 18 FACTS teachers
  - Summer Session 2 (COVID Compensatory Services for eligible students with IEPs): 18 total participants
    - 29 students invited
    - 11 declined or didn't participate
    - Employed 12 FACTS teachers
- Job Openings: We still have openings for 2 Building Subs and 1 Climate and Culture Assistant
- School Events:
  - Virtual New Family Orientation: August 17 @ 6pm - 7pm
    - Over 80 new students
  - Virtual Fall Family Night: September 1 @ 5:30pm - 6:30pm
  - In-person School Tour: Date TBD
- Professional Development
  - New Teacher Orientation begins August 25
  - All Staff PD: August 29 to September 6

**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 July 20, 2022.

Moved: Thierry Saintine  
Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Heather Davis-Jones, Jeffrey Koung, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth  
Abstained: Alan Phan, Alan Phan

## V. Finance Report

Finance Committee Report

Neeta Patel

FACTS ended the year with a strong cash position but this is mainly due to ESSER funding. This is one time funding used to mitigate the impacts of the pandemic. But it does not address the structural issues we have with our budget. There were some unexpected sources of revenues such as funding from the National School Lunch Program that helped address the impacts of reduced school lunch program revenues from the pandemic. Some expenses were lower such as staffing. Some expenses were higher due to increased costs. We are saving some from ESSER funds in preparation for the projected structural deficit.

Discussion:

- Will the retroactive increase in the per pupil allocation for 2021-22 school year impact next year's funding? [No, it will add cash in the bank for last year, but next year's reduction in per pupil will be much higher than we originally budgeted for]
- Federal funds from the National School Lunch Program was a one time grant. Are we not eligible for future years? [It was a one-time assistance in recognition that our food program income was likely lower due to school closures, fewer students eating school lunch, etc.]

[Leana Cabral entered the meeting]

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of June 30, 2022.

Moved: Allaire Wohlgemuth

Seconded: Nancy Nguyen

Voted Yes: Pooja Agarwal, Leana Cabral, Heather Davis-Jones, Jeffrey Koung, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

## VI. Policies

Report from the Policy Committee  
Discussion

Ellen Somekawa

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

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revisions to the Student Code of Conduct.

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Time and Effort Policy.

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the One-on-One Contact with Students Policy.

**7. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Staff Interactions with Students Policy.

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 504 Policy.

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revised Attendance and Truancy Policy.

**10. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves revising the Enrollment Policy to include the following provisions:

- Please review your intent to enroll form before submission and the receipt letter carefully. Any errors on your form must be corrected before the lottery. Errors found after the lottery will require a new intent to enroll form to be filled out. The child will then be placed at the bottom of the waitlist.
- Families selected from the waitlist are notified of their opportunity to enroll via e-mail and a phone call using the information provided on the intent to enroll form. Students selected from the waiting list prior to July 1st will have seven calendar days to provide verbal or email acceptance and 14 days to complete the enrollment documents. Students selected July 2nd or later will have three calendar days to provide verbal or email acceptance and 10 calendar days to complete and return the enrollment documents. Upon submission of the documents above, the student is admitted to FACTS.

**11. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves revising its Equal Opportunity Employer statement to the following:

We are proud to be an Equal Opportunity Employer with a commitment to creating an inclusive workplace where all employees can thrive – regardless of race, gender, sex, pregnancy, gender identity and/or expression, sexual orientation, national origin or ancestry, citizenship status, color, age, religion or religious creed, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, or any other basis protected by federal, state or local law. FACTS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.

**12. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves extending its Emergency Paid Sick Leave Benefits Policy until August 31, 2023.

Moved #3-#12: Pooja Agarwal  
Seconded: Thierry Saintine  
Voted Yes :Pooja Agarwal, Leana Cabral, Heather Davis-Jones, Jeffrey Koug, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

## VII. Standard Response Protocol

**13. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves entering into a Memorandum of Understanding with the I Love U Guys Foundation for the use of the Standard Response Protocol model, materials, and trainings.

Moved: Neeta Patel  
Seconded: Allaire Wohlgemuth  
Voted Yes :Pooja Agarwal, Leana Cabral, Heather Davis-Jones, Jeffrey Koug, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

## VIII. Executive Session

- Considering the purchase or lease of real property.

## IX. Return to Public Session

## X. Committee Reports

- Development Committee Alan/Allaire

All Board members should be raising funds for the 5K. September 15 is the deadline for getting sponsorship commitments. The 5K is our biggest fundraiser for the year. Sponsorships are guaranteed income. Please log in to the Run the Day website to sign up and set up your fundraising page. Create a team, customize it, post a message. It makes it easy for people to donate. Each board member should find two sponsors, set up a fundraising team, and update the sponsorship contact sheet so that we coordinate our asks and don't duplicate.

- Nominations Committee Heather

Continue to submit nominations to the committee.

- Salary Scale Committee Thierry

The committee continues to meet and hopes to move closer to an action step by the October meeting.

- Pheng will share findings from a School District study.

## XI. Adjournment

Moved: Allaire WohlGemuth

Seconded: Thierry Saintine

Voted Yes :Pooja Agarwal, Leana Cabral, Heather Davis-Jones, Jeffrey Koung, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire WohlGemuth