

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, July 20, 2022, 6:30 p.m.

Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

Present: Leana Cabral, Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

Board Members Absent: Pooja Agarwal, Alan Phan

Staff Present: David Brown, Ricque Porter, Ellen Somekawa

Public Present: Heather Green

I. Call to Order: Selina Morales

II. Swearing in Jeffrey Koung Selina Morales

"I do solemnly swear 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 my office with fidelity."

III. Public Session

- No public comments

IV. 5K Working Session

Engaging all Board members in 5K fundraising

Allaire/Ricque

FACTS website is updated with the most recent 5K information, including two new videos created by parent volunteer, John Gerbec. One is a montage of past races to generate participant enthusiasm. The other is aimed at sponsors and why you should sponsor the FACTS 5K. Board members are encouraged to reach out to potential sponsors.

Run the Day website is also set up. You can donate, register, and set up a team on this website. Board members are encouraged to set up teams as a way of increasing participants and fundraising.

We have raised \$35,000 and more in past years and we should be able to reach this goal. We need every board member to participate in 5K fundraising. All Board members will split up our list of sponsors to reach out to. It's important to reach out to sponsors early. There is a hard deadline for sponsors to get their names or logos on the tshirt. Many larger companies need some time to decide on a sponsorship. Sponsors will get more out of their sponsorship if the outreach happens early. Please use the googledoc spreadsheet to coordinate the outreach to sponsors so we do not duplicate asks. Ricque will send sponsorship materials to board members in an email tomorrow. Would like all board members to commit to bringing in two sponsorships or to convince an existing sponsor to bump up to a higher level.

IV. Executive Director's Report

Ellen Somekawa

Envisioning next year:

- Anticipate next year being somewhat similar to this year; with possibility of some amount of COVID shut downs.
 - New variants make ongoing COVID cases likely
- Now shifting to a mentality of living with the virus. No longer a situation of avoiding spread of COVID at all cost
 - There are other considerations to put into the balance: try to make the experience in schooling to maximize learning and also social interaction and emotional supports
 - We can reverse these decisions; we can communicate changes to parents if we need to get stricter
 - We are moving to the broader societal trend: manage your own needs and your own level of anxiety/risk taking
 - Everyone in the school has the opportunity to get vaccinated and the consequences of getting COVID are not as severe as they were

COVID mitigations for next year

- Emphasize staying home when sick but discontinue system of parents filling out screeners every day on student lanyards
- Masks optional (unless there is a government edict)
- Mask to Stay, not Test to Stay
 - Do Test to Stay for close household contacts.
 - Do Mask to Stay for others
- Move to five day isolation/quarantine instead of ten day
- Discontinue concurrent instruction
 - Instruction is compromised. We would rather have higher quality instruction.
 - With the quarantine and isolation period being reduced, there is not so much instruction that is lost
- Continue to be ready to shift entire classrooms or the school to remote instruction
- Stop contact tracing
 - Continue to monitor for clusters of cases. Work with the Philadelphia Department of Public Health if we begin to see any clusters of cases or a high rate in any classroom or the school as a whole.
- Offer testing on a more limited basis:
 - Only if symptomatic
 - If parents don't have the ability to test
 - Mandatory 3x a week for unvaccinated staff

- Continue with line order and seating charts but discontinue strict cohorting
 - Outdoor recess will be mixed classes
- Discontinue desks spaced 3 feet apart (may put desks in groups or in pairs, not all facing forwards)
- Go back to gathering for story time on mats

Discussion:

- Will we be able to bring folk arts ensembles back?
 - We are working to bring back as much of our folk arts program as possible. However we will not be able to bring back folk arts ensembles (mixed grade folk arts opportunities for students to elect to take for a year or more) because of the complexities of scheduling. We are still trying to problem solve how to bring back as much of this signature program as we are able, but for next year we will not be able to reintroduce our folk arts ensemble program in its pre-pandemic form

V. Approval of the Minutes

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of June 15, 2022.

Moved: Allaire Wohlgemuth

Seconded: Heather Davis-Jones

Voted Yes: Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Allaire Wohlgemuth

Abstaining: Leana Cabral, Thierry Saintine, Kenzo Sung

VI. Election of Officers

Report on the Nominations of Officers

Selina Morales

These are the nominations to date:

- Chair: Selina Morales
- Vice Chair: Neeta Patel
- Secretary: Heather Davis-Jones
- Treasurer: Neeta Patel

Other nominations?

- None

Discussion:

- Expression of appreciation to the officers for their service to the organization

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Selina Morales to the position of Board Chair for a one year term.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Neeta Patel to the position of Vice Chair for a one year term.

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Heather Davis-Jones to the position of Secretary for a one year term.

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Neeta Patel to the position of Treasurer for a one year term.

Moved Resolutions #2-#5: Xu Lin

Seconded: Thierry Saintine

Voted Yes: Leana Cabral, Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

VII. Finance Report

Finance Committee Report

Neeta Patel

As is customary, the Board will not review the June financial statements at its July meeting. Because June is the last month of the fiscal year, it takes more time to finalize the financial statements. The Board will review and approve the June financial statements at a later date.

There are no new surprises. We discussed the per pupil allocation for 2021-22 (up a little) and 2022-23 (down a lot) at the last meeting. The loss from this decrease in the per pupil allotment for 2022-23 is \$277,000. The decrease in per pupil impacts not only that year, but all years moving forward. We are ending the year with an operational deficit which will be offset with ESSER funding.

Discussion:

- How many years do we have the ESSER funding?
 - It will go away in the 2023-24 year
- We are hearing that the PA budget will result in a big boost in public school funding, but things are still very unpredictable.
- Next school year, our enrollment will be up from this year.

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of May 31, 2022.

Moved Resolution #6: Thierry Saintine

Seconded: Heather Davis-Jones

Voted Yes: Leana Cabral, Heather Davis-Jones, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

Abstained: Jeff Koung

VIII. Lease Reimbursement Affirmation

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School certifies that to the best of its knowledge, the application for the PA Lease Reimbursement Program is true and correct.

Moved Resolutions #7: Xu Lin

Seconded: Nancy Nguyen

Voted Yes: Leana Cabral, Heather Davis-Jones, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

Abstained: Jeff Koung

IX. Executive Session

- Considering the purchase or lease of real property.

X. Return to Public Session

XI. Committee Reports

- Policy Committee

Ellen

- Salary Scale Committee

Thierry

The committee met three times. The work of the committee focuses on the teacher salary scale and not the entirety of staff compensation. The current thinking of the Salary Scale Committee is the following:

The FACTS Board of Trustees and administration recognize the need to create a more structured and predictable approach to making adjustments to our teacher salary scale. Although school funding is unpredictable, we understand that we must make a commitment to improving teacher compensation. This commitment must become embedded in our budgeting and long term planning process.

Every three years, there will be an adjustment to the salary scale of a minimum of \$1000 to every step of the salary scale.

- The increase will be by a dollar amount and not a percentage in order to more equitably share the increases across the range of the pay scale.
- The Board of Trustees will set the amount of the increase in the spring so that adjustments can be reflected in the contracts and offers that are made for the following school year.
- This structural adjustment will be in addition to, and not a replacement for, changes to the salary scale that are made by the periodic review of the scale by FACTS's Salary Scale Committee.

This process will begin in the 2023-24 school year.

Discussion:

- Think that it's a good idea to structure in increases
- Where does this put us in terms of competitiveness?
 - This will not close the gap with the School District of Philadelphia and many other charter schools.
 -

- This is a good first step to make.
- It's a wake of showing our commitment even though it doesn't catch us up.
- The Development Committee is looking at diversifying funding sources as well.
- FACTS seeks to change its practices and make a commitment to an increase in the salary scale on a regular basis.
- Board has a positive response to the direction the Salary Scale Committee is taking

XII. Other Action Items

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Selective Way Insurance Company in an amount not to exceed \$35,000 for the provision of Package Insurance (Liability, Property, Umbrella).

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Indian Harbor Insurance Company in an amount not to exceed \$12,000 for the provision of Educators Legal Liability insurance coverage.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Philadelphia Indemnity Insurance Company in an amount not to exceed \$3,000 for the provision of Accident insurance coverage.

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Selective Way Insurance Company in an amount not to exceed \$35,000 for the provision of Workers Compensation insurance coverage.

12. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Enspire for a two year contract in an amount not to exceed \$65,000 for the provision of school psychologist services.

13. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Interstate Building Maintenance in an amount not to exceed \$110,000 for the provision of cleaning services.

14. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Singapore Math in an amount not to exceed \$11,000 for the provision of math workbooks.

15. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with School Specialty in an amount not to exceed \$6,000 for the provision of PSSA preparation materials.

16. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Talking Points in an amount not to exceed \$9,000 (\$3,000/ year for 3 years) for the provision of texting translation services.

Moved Resolutions #8-#16: Nancy Nguyen

Seconded: Thierry Saintine

Voted Yes: Leana Cabral, Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

17. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Green Tree School and Services for the provision of Approved Private School educational services in an amount not to exceed \$63,000.

18. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Elwyn Davidson School for the provision of Approved Private School educational services in an amount not to exceed \$60,000.

Moved Resolutions #17-#18: Allaire Wohlgemuth

Seconded: Kenzo Sung

Voted Yes: Leana Cabral, Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

19. 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 consulting services in an amount not to exceed \$5,000.

20. 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 FACTS for all E-Rate matters.

Moved Resolutions #19-#20: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

21. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with DG Network Solutions for the provision of IT services in an amount not to exceed \$55,000.

22. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves applying to the National Endowment for the Arts for a grant in the amount of \$50,000 to support the folk arts education program.

23. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Hiscox for the provision of Cyber Insurance in an amount not to exceed \$8,000.

24. 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 30 Chromebooks with management licenses in an amount not to exceed \$9,000.

Moved Resolutions #21-#24: Thierry Saintine

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

25. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School reaffirms the Anti-Bullying Policy (last amended June 15, 2011 and last reaffirmed August 21, 2019).

Moved: Nancy Nguyen

Seconded: Allaire Wohlgemuth

Voted Yes: Leana Cabral, Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

XIII. Adjournment

Moved: Heather Davis-Jones

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Heather Davis-Jones, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Kenzo Sung, Allaire Wohlgemuth

**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

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

Wednesday, September 21, 2022, 6:30 p.m.
Hybrid: In Person at 1023 Callowhill Street, Philadelphia, PA 19123
and Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

Present in Person: Pooja Agarwal, Jeffrey Kounq, Xu Lin, Selina Morales, Neeta Patel, Allaire Wohlgemuth

Present via Remote: Leana Cabral, Nancy Nguyen, Thierry Saintine

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Heather Green, Aurelia Bonitatis, Mia Williamson, Sara Mrljak, Gabrielle Wilkinson, Linda Wai, Judy Huynh, Michelle Barton, Lily Cavanagh, Meeka Outlaw

I. Call to Order: Selina Morales

Heather Davis-Jones resigned from the Board. She has been the longest currently serving board member. The board expressed appreciation for her service.

II. Public Comment

- Heather Green: Homeroom 3rd grade: teachers have asked about the extra hour that FACTS teachers work compared to SDP teachers. It would be a non-monetary form of compensation to reduce teachers' work hours. Added together, FACTS teachers work more than a month of work per year compared to SDP peers. In this time of pandemic hardship and property tax increases, I hope it can be remedied.
- Lily Cavanagh: I'm thinking about the pay scale and salary and would appreciate the transparency of knowing the basis for deciding on the step that faculty start at. What counts in determining years of experience? I question that pre-K teaching does not count.
- Selina Morales: We want people to know that the work of the Salary Scale Committee is ongoing.

III. Report from the Salary Scale Committee

Thierry Saintine

We are not at a place to announce any decisions or adjustments, but we are close. David and Ellen have been doing a lot of analysis to help us determine next steps. We are thinking that we will have something more concrete to announce at the next meeting. We have been going through a number of scenarios. We are trying to be careful to keep the school fiscally viable and at the same time recognize and value the work that teachers are doing.

IV. Principal's Report

Pheng Lim

- School bus
 - Principal Pheng: Ms. Meeka Outlaw, the parent of a 7th grade student is present. Yesterday two 7th graders were heading home from school. They were assaulted by 6-7 teens at the Fashion District near the entrance to the SEPTA station. There were many bystanders, but most did not help the students. The parents are afraid for their children and want to know if there is a way to mobilize to get the yellow school buses back again.
 - Meeka Outlaw: I have registered to speak at the School District of Philadelphia because of the violence in the city. My son is physically fine, but emotionally he was traumatized. I don't understand why the SDP, knowing the violence that is going on, how they could think that it is good to send more students into this violence. I have a friend that goes to another school and their student of the same grade still has the yellow school bus. I called the SDP and the SDP said that the school has the choice. Why did they say that some schools are still eligible and others not?
 - Selina Morales: As a parent, I'm sending my heart to you and your student. As a board we were all disappointed by the decision of the SDP to take away yellow bus service from FACTS middle school students. I encourage you and am proud to hear that you will be speaking before the SDP. Please let us know where you are at and if there are ways for the school to support you.
 - Neeta Patel: We have empowered our administration to see if there is anything that we can do to support.

- Teacher Research and Publication: Teacher Lei had an article published in the *Journal of Folklife Education* about the Tomb Sweeping Festival. From the JFE: *"Using a multiyear vertical curriculum model, this teacher presents the history and traditions of the Tomb Sweeping Festival—清明节 Qing Ming Jie—to engage instructional topics on traditions about death, as well as remembrance, and the worldview values they reinforce."* Teacher Lei was supported in the process by Teacher Linda D.
- K-8 diagnostics for reading and math are going on now
- Folk Arts Program
 - Our folk arts residencies have resumed in person. Residencies are 10 - 12 session experiences taught by a visiting artist and hosted by a classroom teacher (5th and 7th grade Mexican Day of the Dead; 6th grade Liberian storytelling and fables; 4th grade Chinese shadow puppets; 2nd grade West African Dance; 2nd Grade Yoga; 3rd and 4th grade African American Step; K-8 Tibetan Sand Mandala; 8th grade spoken word)
 - Because of scheduling and space issues, we changed our folk arts model this year to have what we call Folk Arts Friday
 - Grades K-2 have Creative Expression Class
 - Grades 3-5 and Stars have Folk Arts Class, a three part rotation so each student gets a third of the year folk arts exposure experience:
 - T. Eric/Art: folk arts class: intro to concepts
 - T. Lindsay/Music: African drumming with Teacher Senfu

- T. Lei/Chinese: Kung Fu/ Lion Dance with Teacher John
 - Grade 6 and Grades 7-8 and Stars have Folk Arts Ensembles, an elective, year long experience: Lion Dance/Kung Fu, Dan Tranh/Vietnamese Zither, Qigong, African Diaspora Drum
- Mid-Autumn Festival: The Faculty Choir performed. The Festival was an extremely successful event, the two block expansion gave it a spacious feel
- New model: Back to School/Open House: October 26 from 3:10 to 4:00.
 - Purpose is for families to tour the school and greet teachers and to gain a visual connection to where and how their child spends their days
 - There will also be many other opportunities for parents to visit the school such as: Publishing parties, Literacy Night, Math Night, Family Folk Arts Night, ELD Family Events, and Special Education Family Events
- Parent Teacher Conferences will be held on October 28th. Will be 100% virtual.

Executive Director's Report

Ellen Somekawa

- COVID-19 Positive Cases:
 - Staff Training Week: Four positive staff cases
 - From the start of school to the present:
 - 3 staff cases
 - 4 student cases
 - So far we have had no clusters of cases and no evidence of spread within the school
- Easing our COVID strategies has helped us focus on teaching and learning and allows the Principal to be in the classrooms, observing and supporting teachers and students much more frequently
- Staff Vacancies:
 - We are still trying to fill and ELD teacher or teaching assistant position and a building sub position

V. Approval of the Minutes

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of August 17, 2022.

Moved: Pooja Agarwal

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

Abstained: Xu Lin

VI. Finance Report

Finance Committee Report

Neeta Patel

Thank you to David for the narrative report. We are early in the 2022-23 School Year. There are no surprises, but there are some adjustments. We expect to present a revised budget in October. We are learning what the expenses are this year. Our student enrollment numbers are fluctuating. We are below capacity and the per pupil amount was lower for this year, so our operating revenue is slightly reduced. ESSER funding is offsetting these deficits, but we do have a structural deficit. Costs of everything are rising, but we are early into the year. We will have more to project in October. We are in a good position. We have a healthy reserve. In the midst of getting the school up and running, we were also in the middle of the audit.

Discussion:

- There was a note about salaries for August of this year compared to August of last year; why is this?
 - There was a correction made to the accruals for ten month employees as part of the audit process.
- Our July, August, September income was based on June's enrollment. It will be adjusted to reflect this year's enrollment
- We are still down in enrollment. Our income is very different from the approved budget.

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

Moved: Neeta Patel

Seconded: Xu Lin

Yes Pooja Agarwal, Leana Cabral, Jeffrey Koug, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry SaintineAllaire Wohlgemuth

VI. Policies

Ellen Somekawa

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School amends the following section of the Anti-Bullying Policy as follows [changes are highlighted in red]:

The FACTS Board of Trustees requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within ~~three~~ **seven** school days after a report or complaint is made. . .

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School amends the following section of the Employee Handbook as follows [changes are highlighted in red]:

Personal Leave Policies

~~Full-time~~ 10-month and 12-month employees are eligible for three days of paid personal leave per school year. ~~Part-time and t~~ Temporary employees are not eligible for personal leave. . . [p. 30]
. . . Each ~~full-time-eligible~~ staff member shall be granted three personal leave days per contract year upon request . . . [p.31]

Moved Resolutions 3 and 4: Pooja Agarwal

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Leana Cabral, Jeffrey Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

- VII. 5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the submission of the Emergency Instructional Time application to the PA Department of Education.

Moved: Allaire Wohlgemuth

Seconded: Nancy Nguyen

Voted Yes: Pooja Agarwal, Leana Cabral, Jeffrey Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

- VIII. 6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School signs on to the Save Chinatown Organizational letter, reading:

"We demand that the 76ers immediately abandon their plan to build an arena next to Chinatown. The 76ers proposal is a threat to the continued existence of a diverse and vibrant Chinatown. Historically, big developers have offered "community benefits" that we know translates into community destruction. Our community is not for sale. Once again, we will fight for our survival. We call on City officials to embrace a vision for our City that recognizes that the true source of economic vitality comes from strengthening our neighborhoods, investing in helping our residents thrive, supporting small businesses, community groups and welcoming immigrants."

Moved: Xu Lin

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Leana Cabral, Jeffrey Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

IX. Committee Reports

- Development Committee

Allaire

Good news. We are doing well on 5K sponsorships. It has been a team effort and has required persistence. We are already more than halfway to our fundraising goal. Letters are going home to families now. The committee is in the process of getting prizes donated.

- Nominations Committee

Selina

We need a secretary.

Kenzo Sung and Heather Davis-Jones exited the board unexpectedly. We will have to be on a more aggressive search again. We need one or more new members. In general, we have a preference for having people join the board in July.

Allaire and Leana will join the nominating committee. Allaire will consider being Secretary if needed.

X. Other Action Items

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with BTC Foods, Inc. in an amount not to exceed \$250,000 for the provision of vended meals for the National School Lunch Program.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Creative Development Partners. in an amount not to exceed \$24,000 for the provision of pre-development services.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Gen3 Construction Company in an amount not to exceed \$5000 for the purpose of replacing interior door lock cylinders.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with MACCS in an amount not to exceed \$24,000 for the provision of student health compliance services.

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves payment to Ho Wong Real Estate Investment in an amount not to exceed \$9,000 for the replacement and repair of HVAC equipment.

12. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Studio27 in an amount not to exceed \$25,000 for the provision of a feasibility study for building expansion.

13. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves entering into an agreement with the University of the Arts to serve as a placement site for work-study students.

14. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Nhan Thanh Ngo in an amount not to exceed \$6,700 for the provision of folk arts education services (dan tranh ensembles).

15. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with John Testino in an amount not to exceed \$12,500 for the provision of folk arts education services (lion dance ensembles and Friday folk arts classes).

16. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Senfu Stoney in an amount not to exceed \$12,500 for the provision of folk arts education services African Diaspora Drumming ensembles and Friday folk arts classes).

17. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Evosia Wellness in an amount not to exceed \$7,700 for the provision of folk arts education services (Qigong ensembles and multiple Qigong residencies).

18. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Veronica Ponce de Leon in an amount not to exceed \$7,700 for the provision of folk arts education services (multiple Mexican visual arts residencies and development of their sharable curricula)

19. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of the following staff members:

Kenny Song, Building Substitute, \$35,000
Janice Prevail, Long Term ELD Substitute, \$28/hour

Moved #7-#19: Pooja Agarwal

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Leana Cabral, Jeffrey Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

XI. Adjournment

Moved to Adjourn: Neeta Patel

Seconded: Jeff Koung

Voted Yes: Pooja Agarwal, Leana Cabral, Jeffrey Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

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

1023 Callowhill Street, Philadelphia, PA 19123

Wednesday, October 19, 2022, 6:30 p.m.

Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

Present: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Board Absent: Leana Cabral, Nancy Nguyen

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

Public Present: Judy Huynh

- I. **Call to Order:** Selina Morales
- II. **Public Comment**
- None
- III. **DeBriefing the 5K**
- Appreciations Ricque Porter
Report
Follow Up Steps

Presentation by Ricque Porter

We had incredible weather and turn out for the 5K. Thanks to the Development Committee members: Parents, John Gerbec and Jen Lai; Board of Trustees and Development Committee members Alan, Allaire, Jeff, Nancy, and Leana; and Staff: Lisa Pankey, Daisy Ling, Eric Joselyn. Admin team felt very appreciated and supported during the 5K. We surpassed our fundraising goal, raising over \$42,000 (net profit: \$37,100). 21 sponsors, 424 participants (our largest number so far), and over 200 individual donations. All water, snacks, and prizes were donated and costs are low. Photos show that the event is about more than raising money. We chose to have a 5K instead of a banquet because it is a community building event, giving students a chance to spend time outside of school and for parents to meet. It's a time for alumni, founders, and staff to gather. Our 5K is a fundraising event that people actually want to go to.

We are thinking of having a race next year that is not officially timed because of the large majority of participants who choose not to be timed. Fundraising teams are key to our fundraising success. They are a way to grow our donation base. We should find ways to encourage more people to make teams. Keeping registration fees low, especially for children, encourages participation and our fees are enough to cover costs.

Next steps: Ricque will reach out to Board members to ask for them to send handwritten thank you notes to sponsors. We will also do an email blast in part because it's a way of sharing lots of photos. Tax letters will go out by the end of November. By March, the goal is to have the Development Committee choose a new fundraising platform, revisit sponsorship levels, and start seeking sponsors. By July, the target is to have the registration site up.

Discussion:

- Are corporate matching gifts included in our fundraising totals? No; more will be coming.
- Really appreciate the Development Committee and staff who worked on moving this vision forward.

III. Principal's Report

Pheng Lim

[Pheng's slide show]

- Response to Intervention (RtI): There have been major improvements in the program since having a dedicated RtI coordinator; improvements in data collection, monitoring, staff training etc.
- The School District of Philadelphia high school application process has changed again.
 - On demand writing was discontinued
 - PSSAs are now factor in to the admissions criteria
 - Students who didn't take the PSSA have to take another standardized test (Terra Nova)
- We are excited to welcome families back into our building for the Back to School Open House on October 26.
- Parent Teacher Conferences will happen over zoom; we found it to be effective.
- Many Points of View Day:
 - Sharing the new intentionality statement for MPOV. There were changes this year because we are recognizing Indigenous People's Day as a holiday (day off) for the first time and are continuing to observe Many Points of View Day on a different day (not the second Monday in October).
 - Students presented at the MPOV assembly
- We are writing a grant to support field trips. We are encouraging field trips to explore Philadelphia and many are linked to instructional units. We are excited to return to this mode of student learning.
- A third grade student's grandma knitted hats for all 28 students in the class and staff.
- 5K was a beautiful day for coming together for students and community

Discussion:

- It is always heartening to see photos and to hear stories. It is joyful to be in the school and hear the laughter of students again.
 - We welcomed over 50 new students from 1st to 8th grade; they seem to be loving the school and acclimating well.
 - There are many new students and families; are there opportunities for them to learn about the ritual calendar ahead of time?
- What time is Back to School Open House? It will be from 3:10 to 4:00 so parents who are picking up students can stay and visit. There will also be five additional curriculum nights when parents can come and visit the school and also publishing parties.

- PDPH guidance on October 3 calling for universal masking following extended breaks. FACTS will follow this guidance for Thanksgiving Break, Winter Break and Spring Break.

IV. **Approval of the Minutes**

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of September 21, 2022.

Moved: Allaire Wohlgemuth

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Abstained: Alan Phan

V. **Finance Report**

Finance Committee Report

Neeta Patel

The Finance Committee reviewed the statements but did not meet. Thanks to David for the thorough report. No new patterns have emerged. Our enrollment numbers are slightly lower than we budgeted for. The bigger financial hit was that our per pupil allocation was reduced this year. Shortfalls from COVID include smaller enrollment, and increased expenses of hiring more teachers such as Intervention teachers for student support; these are covered by ESSER grant funding. We are still working on developing a policy for our reserve.

Discussion:

- Can we afford this level of per pupil reduction next year if this is to persist?
 - If it weren't for ESSER funding, we would have to be making cuts or eating into our reserves. We can use ESSER funding to offset the reductions in revenues and increases in costs. FACTS is spending much of ESSER funding to cover the structural deficit we are facing this year and next year. This means we do not need to disrupt programs or staffing to deal with the decreases in funding.
- We have strategic planning on our minds. We have ESSER funds to help us through the structural deficits. How would you propose that we as a board approach addressing the structural deficit now so that when ESSER funding runs out, we are prepared to deal with it?
 - Expansion, adding an additional K-8 class to the school is key to sustainability of the school
 - Returning to the strategic planning aspect of expansion
 - Discussing how to raise more money. But we know we can't fundraise our way out of this scale of a structural deficit.

- We need to have hard discussions about trade offs; what reductions in expenses are we willing to make so that we can achieve our goals?
- What has changed organizationally?
 - Pre-pandemic, we were not a technology school
 - \$175,000 annual costs that we have taken on for technology and there is no more extra funding for this. When ESSER goes away, what will pay for these increased expenses?

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

Moved: Xu Lin

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

VI. **Approval of the Revised Budget**

Presentation of the Revised Budget

David Brown

When we passed our budget in May, we did not know our level of per pupil funding. We budgeted for a 3% reduction in per pupil funding. But the actual allocation came in at a 13% decrease for regular ed students. This was radically different from our projections. This results in a reduction in income of around \$330,000. The revised budget does not reflect changes in expenditures except that it uses actual salaries instead of estimated salaries. Other expenditure items were not revised.

We made some changes in our projections of the per pupil rates after learning of the increase in public school funding from the state; however it is not clear how this increase will filter down to local districts and to charter schools. We shifted from a 0% increase to the per pupil to a 5% increase next year and a 2% increase in subsequent years. We are also basing our projections based on the SDP estimates. Future year budgets also reflect a norm of 500 students enrolled.

Discussion:

- Why do the staff numbers shift? Why is there a reduction in the salary line item?
 - FY 2025 is the fiscal cliff. There will be layoffs in 2025; some people who were hired in positions that were dependent on grant funding will likely be laid off. We will try to sustain some of these positions.
- Per pupil is such a big part of our budget. Has enrollment stabilized?
 - There are two slots that are open in Kindergarten. K needs are high. We needed additional supports in K before filling those slots.
 - There are openings in some grades and one student is in process of enrolling.
 - The Stars enrollment met our goal.
- What are our Special Education numbers looking like?

- There are a lot of evaluations in the pipeline. We can get the numbers to the board later.
- We have 159 students in our ELD program. This is the highest that we have ever been at FACTS.
 - At David's Educational Finance program, he learned of other school districts getting increased funding for ELD students.
 - FACTS could consider a campaign to have SDP funding follow ELD students.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revised 2022-23 budget.

Moved: Neeta Patel

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

VIII. Approval of the Revision of the Anti-Bullying Policy

Report from the Policy Committee

Pooja Agarwal

The Policy Committee will be revisiting and revising the Anti-Harassment Policy which we separated out from the Anti-Bullying Policy.

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the Anti-Bullying Policy.

Moved: Neeta Patel

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

IX. Committee Reports

- Nominations Committee

Selina

Welcome new committee members: Allaire Wohlgemuth and Xu Lin

X. Other Action Items

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

- Jenray Shou - Teaching Assistant K & 1 - \$28,000 salary

Jeff Koung disclosed that he is the cousin of Jenray Shou.

Moved: Pooja Agarwal

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Abstaining: Jeff Koung

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

- Nelly Roestina - ELD Teaching Assistant - \$30,000 salary

Moved: Allaire Wohlgemuth

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

XI. Adjournment

Moved: Allaire Wohlgemuth

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

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

1023 Callowhill Street, Philadelphia, PA 19123
Wednesday, November 16, 2022, 6:30 p.m.
Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

Board Present: :Pooja Agarwal, Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

Board Absent: Jeff Koung, Xu Lin, Alan Phan

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Lily Cavanagh, Heather Green, Jen Lee, Sara Mrljak, Lucy Strother, Linda Wai, Shelly Wen, Rachel Ziebel, and 30 others.

I. Call to Order: Selina Morales

II. Public Comment

- Rachel Ziebel: Several of us have met with all of the staff over the past several weeks. We found that most staff members would like to form a union. We are hoping that you will voluntarily recognize our union. We will file for an election this week. Will retract filing for an election if they hear from us after tomorrow. Happy to set up a discussion through a point of contact. [Read letter: Rachel Ziebel, Lily Cavanagh, Jen Lee, Lucy Strother, Linda Wai, Heather Green, Sara Mrljak]
- Selina Morales: Often during public comment we don't respond because the board needs time to consider. I'm hearing there is a request for a decision from the Board and would like clarification about that. The Board won't meet again until mid-December.
- Lily Cavanagh: We're looking for a response as soon as possible.
- Ellen Somekawa: Would the staff be open to a conversation with hearing the different perspectives?
- Jen Lee: We would not want to wait until the Board meeting. We would want any forum to be as soon as possible. Could we file for the election and also have the conversation?
- Allaire Wohlgemuth: Is one of you a point of contact? Could it be the week after the holiday or does it mean in the next 48 hours? Once you file, when does an election happen?
- Rachel Ziebel: We will still file for the election and can retract it later.
- Leana Cabral: Would the election be held by the NLRB?
- Pheng Lim: Can you clarify who was included or not included?
- Rachel Ziebel: The only people not spoken to are people who supervise others.
- Lily Cavanagh: And also T. David who has access to sensitive financial information who could not be included in the union.
- Pheng Lim: Was T. Trish asked since she is not a supervisor? [no, but will be]
- Lisa Pankey: Is it required that Admin form their own separate union? I was part of the PFT when I was in the School District.

- Rachel Ziebel: Admin would be welcome to form their own union but would not be part of the staff union. No one would be required to join.
- Selina Morales: Can we set up points of contact who can set up the forum for discussion, find a date and let everybody know. Having a facilitator would be a good idea. We would have a chance in that moment to have a conversation about what is on people's minds. It sounds like the petition will be submitted to advance a vote, pending a decision from the board about voluntarily accepting the union. Let Ellen know who the point of contact will be.
- Allaire Wohlgemuth: I appreciate the way you brought this to us. And want you to know that we want to address your needs.
- Shelly Wen: I am employed by the AFT and have been working with the organizing committee. facts.asce@gmail.com

III. Presentation on the Teachers' Salary Scale

Comments by the Salary Scale Committee

Thierry Saintine

A little bit of history. The committee dates back to last May, and we have been meeting a couple of times per month since then. I know that I announced that we would have a proposal to share last month. We understood the urgency, but we realized that we needed more time to check our numbers and analysis and were not ready to present a proposal until today. We want to acknowledge and appreciate the hard work and commitment of the teachers.

Presentation

Ellen and David

Discussion:

- Allaire Wohlgemuth: Where do teachers like T. Jill and T. Janice fall ? [Full time curriculum coordinators are not on the salary scale]
- Nancy Nguyen: When was the last time the scale was revised? [2019]
- Nancy Nguyen: I understand the question of what level of risk and what are the factors that would go into a decision. What are the consequences that FACTS may have had to do when faced like something like this in the past? What are the consequences of overestimation of revenues? Another part of the Development work was talking about the ongoing idea and plan around expansion. Therefore all dollars would have to be raised; none of the funds from the reserve can be touched; is that correct?
 - We spend about \$600,000 per month. So \$2 million is not a lot of money to have in reserve. Also the monthly spending varies by season. At the start of the school year, we spend about \$800,000 per month. We want to have three months of operating income in an emergency reserve at any time.
 - A fund balance is not money in the bank. It is our current assets, money owed to us, minus liabilities.
 - There was a time in 2012-13, when there was a big reduction in per pupil allocation. FACTS had a somewhat healthy reserve that we spent down over the years. But we did have to freeze staff pay. We also had to lay people off and it was extremely painful. These were cuts during the Corbett years.

- We need to have a bigger cushion to weather a storm that could come. The per pupil allocation is outside of our control. We now have a little bit of warning due to changes in policy that limit the School District's ability to claw back funding already granted.
- Also there are impacts on the program. What are the non-negotiables of the FACTS mission? If the structural deficit catches up with us, what are the programmatic cuts that we would be forced to make? There was a heartbreaking moment in the past when we had to cut the heritage Chinese program at FACTS. Just like any non-profit, there is so much we can't know about our funding picture. We are responsible about how we manage our funds. But we are also committed to increasing teacher compensation.
- Thierry Saintine: As a member of the Salary Scale Committee, I have been looking at these deficits longer than others. But we are not in panic time. It's why we took so long. We wanted to be as responsible as we could be while at the same time living up to our commitment to increase compensation to teachers. Structural deficit is growing at a somewhat responsible rate. At the end of our last salary scale meeting, we discussed that it's time to revisit our strategic planning process that was interrupted by the pandemic.
- David Brown: The task at hand here was the Teachers' Salary Scale. The budgeting process begins in January. It was not the task of the committee to revisit the compensation of all staff.
- Heather Green: It is a frequent thought and top of mind consideration that the Teacher Salary Scale discussion is not inclusive of all staff and that all staff were not included in the teacher bonuses. We support equity across the board for all people called teacher.

IV. Principal's Report

Pheng Lim

- Today was Honor our Elders Day. We had over 40 elders who came to visit
- Price Waterhouse Cooper's Coding Class for middle schoolers: the feedback from teachers is that the students have been enjoying it
- Algebra 1: is a criteria for eligibility to some high schools. We want to offer Algebra 1 in order to make FACTS more competitive. We are planning to add this option for the 2023-24 year.

Executive Director's Report

Ellen Somekawa

- Recruitment and enrollment
 - Theories: there are a lot of people who have been moving out of Philadelphia and to the suburbs or to southern states. Some people are stating that they no longer feel safe at FACTS due to the lack of yellow school buses for middle school students. Changes in the high school admissions process have also created stresses among parents.
 - Can the board help with outreach for enrollment?
- Staff would like updates on expansion. We will share updates when we have them. The Board will be working on Strategic Planning again. The

context of our plan has changed since the pandemic and with so many changes in the world.

V. Approval of the Minutes

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of October 19, 2022.

Moved: Neeta Patel

Seconded: Pooja Agarwal

Voted yes: Pooja Agarwal, Selina Morales, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

Abstained: Leana Cabral, Nancy Nguyen

VI. Finance Report

Finance Committee Report

Neeta Patel

A few patterns are emerging. We have more students than we had enrolled at this time last year, but our revenue is down because our per pupil allotment is down. It's down about \$90,000 this month and it will keep accumulating. We have a reserve. We are earning a little more interest on our savings. Expenses are up; inflation is hurting. We had some unplanned expenses including the play yard repairs and replacing some condensers in our HVAC. Legal expenses are also up. We are not proposing to revise the budget. We resumed the student activity fee that helps defray costs of activities such as Play Day, ritual events, and some field trips. Our rate of collections for the activity fee are down this year. We received a grant from the Neubauer Family Foundation that helps fund the curriculum based field trips.

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

Moved: Thierry Saintine

Seconded: Nancy Nguyen

Voted Yes: Pooja Agarwal, Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

VII. Acceptance of the Audit

The Board's role in audit review

David Brown

Presentation by the Audit Committee

Neeta Patel

Audit Committee included: Neeta Patel, Allaire Wohlgemuth and James Wang. The Audit is an independent review of our internal controls and any management issues. It includes a single audit of our federal funds and also a general audit. An independent auditor comes and reviews our books and our procedures. David is a one man shop of a multimillion dollar organization. We have enough checks and balances in our organization that no concerns were raised. There are changes in accounting standards so there are certain changes in how rents are recorded. It remains a challenge to show the liability for PSERS; every school has to show an exorbitant liability from PSERS. We have a clean audit. The audit

committee recommends the Board accept the audit so this public facing document can be posted.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School accepts the audited financial statements for the 2021-22 fiscal year.

Moved: Neeta Patel

Seconded: Allaire Wohlgemuth

Voted Yes: Pooja Agarwal, Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

VIII. Committee Reports

- Nominations Committee Selina
 - Request for recommendations of new board members or individual relationships to cultivate. Beginning the process to bring on two new board members to start the new fiscal year.
- Policy Committee Pooja
 - No report
- Development Committee Alan/Allaire
 - We have almost completed the handwritten thank you notes for sponsors for the 5K. There has been discussion about what fundraising needs to look like. The committee is intending to do more research on capital campaigns.

IX. Other Action Items

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the following employee for the 2022-23 school year:

Alondra Rosales, Teacher, annual salary of \$54,042

Moved: Neeta Patel

Seconded: Leana Cabral

Voted Yes: Pooja Agarwal, Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

X. Executive Session

Discussing a personnel matter

XI. Return to Public Session

XII. Adjournment

Moved: Allaire Wohlgemuth

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

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

1023 Callowhill Street, Philadelphia, PA 19123

Tuesday, November 29, 2022, 7:00 p.m.

Via Zoom Meeting (Zoom Invitation posted on website)

MINUTES

Present: Pooja Agarwal, Leana Cabral, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Staff Present: Ellen Somekawa

Public Present: Pat Hennessy

I. Call to Order: Selina Morales

II. Executive Session

III. Public Session

The Board met in executive session for information and discussion related to labor relations.

IV. Adjournment

Moved: Neeta Patel

Seconded: Allaire Wohlgemuth

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

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

1023 Callowhill Street, Philadelphia, PA 19123
Wednesday, December 21, 2022, 6:30 p.m.

MINUTES

Present: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

Absent: Leana Cabral, Allaire Wohlgemuth

Staff Present: Ellen Somekawa

I. Call to Order: Selina Morales

Solstice Sharing: Bright spots

II. Public Comment

III. Teachers' Salary Scale

Report by the Salary Scale Committee Thierry Saintine

Our plan was to vote today on the change to the salary scale. But given the recent unionization of staff, we did not want to make changes without collaborating with the union. Our intention is to advance the kind of scale that we proposed to the Board but the process has changed and now other stakeholders need to be part of the process.

Discussion:

- It's possible that during the collective bargaining process that other proposals will add costs
- We hope that the work the Salary Scale Committee has done will be still useful.
- We need to renew contracts early in the new year, but this will be on a different timeline from a collective bargaining timeline. One possibility would be to see if we could enter into a barebones one year contract and then do a fuller contract negotiation for the next year.
- Will the Board need to create our own subcommittee to represent us in contract negotiations? [We are still learning about how the process will work.]
- Likely there will be board members present at the bargaining table. It would make sense that someone from the Salary Scale Committee would participate.
- Where would the work live? Maybe we create another standing committee, a liaison or a bargaining committee.
- Is it expected that a union member would attend Board meetings? [We don't know.]
- We can't discuss or deliberate between meetings, but Board members can forward questions by email to Selina to get them in a queue.

IV. Executive Director's Report

Ellen Somekawa

Discussion:

- Is there a way for parents to see the sand mandala?
- Are we sharing the Celebration of Peace?
- Is the union impacting hiring practices? What needs to be included in the contract, notice of the union and union dues?

V. Approval of the Minutes

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of November 16, 2022.

Moved: Pooja Agarwal

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Thierry Saintine, Selina Morales, Neeta Patel, Nancy Nguyen, Thierry Saintine

Abstained: Jeff Koung, Xu Lin, Alan Phan

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of November 29, 2022.

Moved: Neeta Patel

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

VI. Finance Report

Finance Committee Report

Neeta Patel

No surprises and no changes from the trajectory we have been on. Revenues are down although enrollment is up. Expenses are higher due to inflation. Legal expenses are running over budget. Our cash position is strong due to ESSER funding.

Discussion:

- One strategy might be for the Board to set aside a certain amount of funds to set aside for projected increased costs or set a maximum amount that we will dip into our reserves.
- We need to increase the line item for legal fees.
- We still need to devise our policy for the Board restricted reserve.
- It would be good to know what entities with comparable budgets do.
- We are talking to a consultant for training and consulting related to the staff unionization process.
- When do we anticipate that the ESSER reserves will reach a concerning level? [Now it's estimated to be in the 2025-26 school year that our

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

Moved: Thierry Saintine

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

VII. Revision of the Anti-Harassment Policy

Policy Committee Report

Pooja Agarwal

The Policy Committee had extensive discussions of the Anti-Harassment Policy and the Transgender and Gender Non-Conforming Policy. Need more time for the Gender Non-Conforming Policy.

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the Anti-Harassment Policy.

Moved: Nancy Nguyen

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

Discussion:

- What were the changes to the policy?
 - We separated out the anti-harassment policy from the anti-bullying policy
 - Added language about including online behaviors.
 - Spelled out examples of what constitutes different forms of harassment. Examples are framed as, “includes but not limited to” lists.
 - Included anonymous reporting procedures for students.
 - Reporting procedures for staff might be a matter of union negotiations. Will we have to revisit/revise all of our policies? They will need to be part of a conversation.

VIII. Use of Pennsylvania Commission on Crime and Delinquency Commission School Health and Safety Grant Funds

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the use of PCCD School Health and Safety grant funds for projects necessary to increase the physical security of the building including: replacement of internal door cylinders to enable the use of a master key in the event of a lockdown; replacement of the front doors and door access system to increase security; and replacement of the glass egress door with a non-glass emergency door.

Moved: Nancy Nguyen

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the use of PCCD School Health and Safety grant funds to address mental and behavioral health issues by expanding school psychologist services offered in the school.

Moved: Thierry Saintine

Seconded: Jeff Koung

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

IX. Committee Reports

- Nominations Committee Selina
Selina, Xu Lin, or Allaire are taking nominations for June membership. Also talking about renewal of board terms. We will notify Board members if their term is about to expire.
- Development Committee Allaire
Teachers' Wish List went out. All of the thank you letters and cards went out to donors and sponsors. January work is to update sponsor lists. Starting to prepare for what would be needed to embark on a Capital Campaign. If Board members have resource people to talk to who have experience with Capital Campaigns, then interviews could proceed. Want to begin to envision a game plan and a timeline. Jeff is working with Ricque to review our donor database and look for opportunities. If the committee shares their interview questions, it could help board members think of individuals to interview.

Discussion:

- Wissahickon Charter School (Ellen, Justin Diberardinis or Kristi Littell)

X. Other Action Items

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of the following employees:

Gwen Gilford, Teacher, 10 month, \$43,000

Moved: Xu Lin

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves new contract terms for the following employees:

Jacqlyn Griffin, Director of School Culture, 12 month, \$88,000

Pheng Lim, Principal, 12 month, \$115,000

Moved: Nancy Nguyen

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

Abstained: Jeff Koung

Discussion:

- Would it be helpful to have an Admin scale?
- The Board hasn't been involved in setting Admin salaries
- What will we learn in the process of being a unionized school?
- Would it be helpful to have other tools to help Admin?

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Charter School Services for the provision of long term substitute services in an amount not to exceed \$50,000.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Delta-T for the provision of long term substitute services in an amount not to exceed \$50,000.

Moved Resolutions #9-10: Alan Phan

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Listening Tree Consulting in an amount not to exceed \$6,000 for training and consulting services related to collective bargaining.

Moved: Pooja Agarwal

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

XI. Adjournment

Moved: Xu Lin

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine

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

Wednesday, January 18, 2023, 6:30 p.m.
via Zoom

Minutes

Present: Pooja Agarwal, Leana Cabral, Jeff Koung, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Absent: Xu Lin

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

I. Call to Order: Selina Morales

II. Public Comment

- None

III. Principal's Report Pheng Lim

- Staff Intent to Return Form
 - 53 of 65 staff members stated their intent to return for the 2023-24 year
 - 3 staff are not returning (1 retiring; 1 moving out of the country; 1 found a job closer to home
 - 9 staff stated they are unsure if they are returning
- Staff transitions in second and third grade
 - 2nd grade transition is going smoothly with T. Gwen filling the position
 - 3rd grade transition: We have not been able to find a permanent substitute. T. Kenny, our building substitute is filling this position until we find a permanent long term substitute; however we have received only three applications. Teachers Janice and Jenny are supporting in math.
- We are surveying students in 4th to 8th grade about how they are doing and feeling in school, school climate, and feelings of safety and connectedness. The survey will help us to follow up with students whose answers might indicate they need more support.
- WIDA testing (mandatory testing for students receiving English Language Development services is ongoing. 160 students must be tested so we hired additional help of a retired ELD teacher, T. Janice.
- Ritual Calendar Events:
 - Shared highlights and photos from the Celebration of Peace and the Tibetan Mandala residency.
 - Invited members to the upcoming Lunar New Year Celebration.

Executive Director's Report

Ellen Somekawa

Discussion and questions:

- Is outreach for the lottery needed in all grades or is it more targeted? [We estimate that we will have about 9 openings for the Stars but often we fill these slots with newly migrating students. We have enough applications in all grades to fill our existing spaces, but we have been going deeper into our waiting lists since the pandemic]
- Can FACTS make available a Vietnamese language Intent to Enroll application? [We currently don't have a paper application in Vietnamese, but we have put our Intent to Enroll Form on our website as a fillable form that has a GoogleTranslate function.]
- What are the reasons for the small pool of teacher applicants? Is the problem our salary scale?
 - FACTS is not as competitive due to our salaries, and teachers currently have a lot of options. There is a teacher shortage due to teachers leaving the profession and people not choosing the profession. The number of positions available is expected to drop when K-12 COVID relief funding (ESSER) expires, and this will impact the job market for teachers.
 - Staffing has been a challenge for FACTS prior to the pandemic, but it is worse this year both for FACTS and nationally.
 - Pheng is joining a project of Elevate215 (formerly Philadelphia School Partnership) project on talent recruitment

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 December 21, 2022.~~

Tabled for corrections and revisions

V. Finance Report

Finance Committee Report

Neeta Patel

Thank you to David for the clear and concise finance report. Finance Committee met. No new surprises. Enrollment has stabilized but revenue is down due to the decreased per pupil rate. Prices are up. We are in a more anxious time of year as we are looking to what to anticipate next year. We are in a good cash flow position.

For the past few years, we have been budgeting for a 2% increase in expenses, overall. Now, the increases in expenses are more like 5% to 6% and we will need to start budgeting differently.

Discussion:

- Do the enrollment numbers reflect those in Approved Private Schools? [No. We had budgeted for three in APS, but now we have four in APS. However some of the students are in subsidized (4010 slots) which is reducing the financial burden of this. These numbers will be revised when David receives more complete information]

- What is the reason for the increase in legal expenses? [It is both student matters and some amount related to staff unionization]

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of December 31, 2022.

Moved: Thierry Saintine

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

VI. Committee Reports

- Policy Committee

Pooja

The Policy Committee met, but we are still doing more discussion and research on the policy related to the Rights of Transgender and Gender Non-Conforming Students. In particular, we are trying to understand how to create procedures especially when students choose to be known by different names and pronouns at school than at home and how this is reflected in records and communications home.

- Nominations Committee

Selina

The Committee is working on bringing nominations forward with a timeline of seeking to bring on new Board members in July. We have two board term renewals.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Thierry Saintine to the Board of Trustees for a three year term.

Moved: Alan Phan

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth
Abstained: Thierry Saintine

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Xu Lin to the Board of Trustees for a three year term.

Moved: Alan Phan

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Board Officer Nominations: Nominations for Board officers in January are often a follow up from the Board Commitment Forms where Board members indicated interest in Board leadership roles and interest in serving on committees. The

following individuals are nominated by the Nominating Committee as officers of the Board:

- Selina Morales, Chair
- Thierry Saintine, Vice-Chair
- Neeta Patel, Treasurer
- Allaire Wohlgemuth, Secretary

Are there any other nominations? [no]

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Selina Morales to the office of Chair of the Board of Trustees for a one year term.

Moved: Neeta Patel

Seconded: Thierry Saintine

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

Abstained: Selina Morales

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Thierry Saintine to the office of Vice-Chair of the Board of Trustees for a one year term.

Moved: Leana Cabral

Seconded: Jeff Koung

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: Thierry Saintine

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Neeta Patel to the office of Treasurer of the Board of Trustees for a one year term.

Moved: Pooja Agarwal

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Selina Morales, Nancy Nguyen, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Abstained: Neeta Patel

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Allaire Wohlgemuth to the office of Secretary of the Board of Trustees for a one year term.

Moved: Alan Phan

Seconded: Neeta Patel

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

Abstained: Allaire Wohlgemuth

- Development Committee

Alan/Allaire

The Development Committee requests that the Board develop some guardrails regarding from whom we will or won't accept donations. Want to know the types of organizations that they can reach out to. Is there a policy or guidance on this point? We need to decide where it makes most sense to spend effort. The Development Committee wants to raise money but do it in a way that is in line with FACTS's beliefs.

[In the past, FACTS has said no to some organizations. When going out for a significant grant, we go to the Board for approval first.]

Discussion:

- It could be helpful to share some of what the Development Committee has been discussing. In the last Dev. Comm meeting, a year by year fundraising goal was proposed, with an end goal of \$5-\$7 million end goal. Had a robust conversation that raised different tactics that have been tried in the past. Including revitalizing a parent association that could help with fundraising. Before thinking through potential funders, it would be helpful to have a set of guardrails around whom to seek funding from or not to seek funding from. The committee is also researching people's experience with capital campaigns.
 - Does it make sense to bring back a dedicated development person?
 - In the past, it has been very productive to include non Board member parents on the Development Committee.
 - In the past the parent associations have not played a big role in fundraising. Years ago, Pheng had the role of facilitating Home and School Association meetings. A lot of time and effort was involved. How to find the right people. There were few people who were interested and it was mainly English speaking parents who came forward. We encouraged other families to participate including non-English speaking parents. There needs to be some process for understanding how to maximize the value of parent contributions and what we want to put time and effort into.
- When thinking of guardrails, it was recommend that Admin draft something to share with the Development Committee. Admin to do some research and to reflect on whether there are any unspoken rules that the Development Committee does not know about.
 - [Ellen will do research and then Development Committee can work on a first draft]
- Offhand thinking that we might likely say no to tobacco, alcohol, gambling. There are relationship factors that can be involved.
- Do we have a values statement around fundraising? We need to capture it in writing. We can assess at different times.
- Whom should people reach out to on the Development Committee with possible leads? Ricque
- Has there ever been a Friends of FACTS?
 - We have looked into it a bit, especially as regards to a building project or capital campaign.

- Was there a non profit established to support FACTS in the past?
 - Believe there was a non-profit for the parent organization
- Creating a container for people who have a relationship with the school to raise funds for the school. Something with a specific mission or charge.
 - Are there suggestions like, please don't create suggestions that create more work for Admin.
 - Would it be more palatable if it were Board supported and run?
 - In the past, we had a mini Friends of FACTS that was to support things FACTS needed help with such as volunteering for specific projects. But this is different from the process of forming a Friends of FACTS non profit corporation.
- Admin will get back to the Board to confirm whether there is or has been a separate non-profit parent or friends organization and will also check to see if there are relevant policies about Home and School Association, parent organization, or policies on donations.

VII. Other Action Items

- None

VIII. Adjournment

Moved: Alan Phan

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

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

Wednesday, February 15, 2023, 6:30 p.m.
via Zoom

MINUTES

Present: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Board Members Absent: Thierry Saintine

Board Member on Leave of Absence: Leana Cabral

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

I. Call to Order: Selina Morales

Leana Cabral is taking a three month leave of absence and will return in May.

II. Public Comment

III. Principal's Report Pheng Lim

- Principal Pheng sent a letter to the school community responding to an increase in racist and other oppressive language. Think there is a lot of exposure related to online access, students being isolated. Appreciate that people are coming forward, sharing experiences and we are hearing different perspectives.
 - February 21 Professional Development has been revised to include three hours of PD on anti-bias work and courageous conversations on race and identity. Will be using Learning for Justice Resources and Guidelines.
 - In March, we will have a week of schoolwide courageous conversations.
- Pheng joined the Citywide Talent Coalition to support the retention, recruitment and training of high quality teachers. FACTS is not alone in struggling with the teacher shortage
- 6th Grade Community Organizing Unit: Former students visited and spoke to our current 6th graders about the anti-arena campaign.
- Family Folk Arts Night: sharing a short video. A celebration of community knowledge.

Executive Director's Report Ellen Somekawa

- **COVID/Health Issues:** COVID-19 is still very present in our school. Between the last board meeting and this board meeting, 11 staff members and 15 students have tested positive for COVID. There have not been identifiable clusters of cases, however, and there was not an obvious spike in cases after the return to school following the winter break.
- **Unionization:**
 - Election of Union Leadership: The staff elected their union leadership. The members of the bargaining committee are: T. Lucy, T. Jill L., T. Katie, T. Lucinda, T. Catherine, T. Alondra.

- AFT (ACSE) Negotiators: The lead negotiators for our collective bargaining process are Krisann Selbst and James Rihel. We have had informal get to know you discussions with them. They want to be present during any of our conversations with the staff leadership of the union and have been facilitating dialogue with the staff leadership.
- Collective Bargaining Advisor: We are engaging an advisor to help us with collective bargaining. This is a local Philadelphia person whom Ellen met doing anti-arena work. Sunyoung Strait has many years of experience representing union workers, mostly with SEIU and negotiating contracts on behalf of the union, but they were also in a management position and negotiated contracts from the management side and ran a non-profit so understands the perspective of needing to steward the resources of a small business.
- **School Start Time:**
 - Parent Survey: Hearing that many parents are concerned about the early 7:30 am start time of our school day, we sent parents some information about our start time and a survey about their preferences.
 - Information shared with parents included:
 - FACTS does not have the power to make the decision over our start time. The School District of Philadelphia is responsible for transportation for charter schools, and the School District has the ultimate say over our start time.
 - FACTS may express our preference to the School District, but the School District does not have to honor our preference.
 - FACTS is only being offered the start times of 7:30 am or 9:30 am.
 - A schoolbus driver shortage led the School District to schedule all of their buses to do three runs in the morning and three runs in the afternoon.
 - There are some positives about our early start time:
 - Our buses have been running on schedule more consistently since this move to the earliest start time.
 - Students who now ride SEPTA do not face the large crowds of students from nearby middle schools and high schools at their transit stops. Large numbers of students from different schools has sometimes led to chaotic and unsafe conditions at SEPTA stops.
 - More parking available in the mornings for drop off. Callowhill is full by 8:30am.
 - There are also concerns about our early start time:
 - Some parents have expressed concerns with their child having a hard time waking up in the morning and they are concerned with their child not having adequate sleep.
 - During some seasons, it is dark in the morning as we make our way to school.
 - Survey Responses:

- 174 parents responded
 - 65.7% expressed a preference for a 7:30 start time; 34.3% expressed a preference for a 9:30 start time
 - Concerns and opinions in the open ended question ran the gamut of opinions.
- **Targeted Support Designation:** FACTS will be designated as a Targeted Support and Improvement School by PDE
 - It has been years since we've had a designation like this
 - It looks like the data is based on the 2020-21 school year which is our year of remote instruction and 2021-22 which is last year, our first year back in the building following the pandemic closure.
 - There are three levels of designation. FACTS is on the lowest (least serious) level
 - The areas where we did not meet the minimum threshold of performance are:
 - Achievement in Math and ELA combined (2021-22): Students with disabilities, black, hispanic
 - ELA proficiency (2021-22): students with disabilities
 - Attendance (during remote learning 2020-21): black, hispanic
 - We will need to develop building wide improvement plans
 - This will become public knowledge on March 10
 - March 7: PDE will hold a webinar for us to learn more about it

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 December 21, 2022.

Moved: Neeta Patel

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of January 18, 2023.

Moved: Pooja Agarwal

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Jeff Koung, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: Xu Lin

V. Finance Report

Finance Committee Report

Neeta Patel

The Finance Committee reviewed the financial statements and narrative. There are no new surprises. Per pupil revenue has declined despite higher enrollment.

Expenses are up due to higher prices and some unplanned expenses such as PSERS payments. We are learning what the new union context means, but we anticipated some higher expenses related to that; an expense line has been added to the budget to capture these additional expenses such as legal and consulting expenses. In the first year, this will be higher and we expect it to level out in future years. In our budgeting for future years, we are planning for higher levels of inflation, with increased escalations for the next several years.

Discussion:

- How will the Fair Funding court ruling impact FACTS? [We expect it could have significant positive impact for us, but we anticipate that it will take years for it to work its way through appeals and to be implemented.]

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of January 30, 2023.

Moved: Alan Phan

Seconded: Jeff Koung

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

VI. Resolution on Cash Reserves

Presentation:

Neeta Patel

FACTS has an operational deficit, but a sizable surplus. The surplus mainly comes from ESSER COVID relief funding which we are using in part to help create a safety net for expected hard times and planned operational deficits. The Board needs to set some guardrails in place to ensure the long term sustainability of the organization.

Discuss:

- What was the minimum before? [We didn't have anything codified. But it is a healthy practice for Boards.]
- What is the approximate amount of a three month reserve? [About \$2 million in the reserve. This does not count the approximately \$800,000 we need to keep in our operating accounts.]

4. BE IT RESOLVED that the Folk Arts-Cultural Treasures Charter School FACTS will maintain a minimum emergency reserve of at least three months of operating expenses (based on a 90 day average of the previous year); this emergency reserve will be in addition to the funds held in the operating accounts necessary for the day to day functioning of the school. A Board resolution is required in order to release funds from the reserve account.

Moved: Nancy Nguyen

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

VII. Approval of the 2023-24 School Year Calendar

Presentation

Ellen Somekawa

Discussion:

- Are there snow days built into the calendar? [We are counting mandatory hours. Until we have a finalized schedule, we don't know exactly how many built in extra days we have. The calendar might also be subject to collective bargaining.]

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2023-24 School Year Calendar.

Moved: Neeta Patel

Seconded: Nancy Nguyen

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

VIII. Committee Reports

- Policy Committee

Pooja

Our initial draft of a policy on the Rights of Transgender and Gender Non-Conforming Youth was to mimic the School District's Policy, but we realized that the SDP policy did not meet our needs regarding changing written records. Some students don't want to inform their families of their name or pronouns used at school and the SDP requiring changes to written records did not seem to provide for that. We saw a need for a more flexible policy to tailor our actions on the students' desires. We can revisit and revise as we learn more.

Discussion:

- Does this policy provide what we need to address staff discipline issues?
 - We are attempting to differentiate between intentional and persistent use of wrong pronouns or names and mistakes and accidents in language usage.
 - We don't know what union contracts will look like in relation to discipline issues.
 - It will be up to the supervisor to come up with evidence of persistence of problematic behavior.
- Every family has their own way of navigating this process.
- How or whether this policy will be shared.
 - Concern is that depending on the families and the students, some will welcome this policy and others won't.
 - Part of creating spaces is letting students know.
 - How will we let students know that this is a path available to them.
 - Given that it's new, it would warrant its own communication. This isn't a policy that requires parent sign off since it is about how the school is treating students.
- How will this be rolled out to students?
 - Teachers were asked to do lessons on this topic and have been learning about choosing pronouns.
 - Slide shows shown to students with voice overs. Key points and what you can do.
- Happy and proud to see that a shift in the culture of the school was reflected in the policy.

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Policy on the Rights of Transgender and Gender Non-Conforming Students.

Moved: Allaire Wohlgemuth

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

- Nominations Committee Selina

Will be starting with interviews of potential candidates. People are encouraged to let the Nominations Committee know of potential candidates. The committee is aiming to forward two nominations for consideration in the spring.

Discussion:

- Are there any specific skills or qualifications that the committee is looking for? [Fundraising is an immediate concern as we see the critical role of the board in building a successful capital campaign. Who could join the board, care for the mission, be grounded in the community we serve and in our purpose, and at the same time have access to networks of people who could be approached for fundraising.]
- There are also other skills, passions, professions that could be supportive to the school leadership.

- Development Committee Alan/Allaire

Development Committee met and is working through an approach to putting together a capital campaign. Made some traction in reaching out to resources, schools. One of the biggest learnings is that we would need to work with a consultant that knows the space and can put us in touch with the right people and funding sources. Are gathering notes from the conversations. Looking to transition some of the responsibilities from Ricque such as the 5K. Will be looking at a spring appeal. Will have a special meeting to draft a rough draft of guardrails around funding sources.

Discussion:

- Would funding for a consultant need to be fundraised before hiring someone? The Committee wants to put forward a proposal by the March meeting. [Could be included as part of the 2023-24 budget. The goal is to approve the budget in May]
- What kind of staff capacity is needed if the committee wants to apply for additional grants? [Some grants come with a lot of reporting]
- Proposal coming from the Development Committee:
 - A hired consultant for a capital campaign
 - A grant admin to add to the Admin staff

- Opportunities around operations and expansion. In the realm of raising funds for a capital project. A grants admin person versus a development person.
 - Does the board recommend staff needs for the school?
 - It isn't the Board's practice to require that positions are created. Admin takes into consideration recommendations that the Board or committees make.
- This needs to be a partnership between the board, admin and staff. We need to incorporate this proposal into the larger picture
- We need a strategic plan. This proposal would be a step in an agreed upon plan. Absent a strategic plan, we need to do some strategic planning together. Seeking expansion grants, committing to them.
- Appreciation to the committee for its work.

IX. Other Action Items

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Sun Young Strait in an amount not to exceed \$25,000 for consulting services related to staff unionization and collective bargaining.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Gen3 Construction Company in an amount not to exceed \$5,000 for the installation of an instahot hot water heater in the third floor kitchen.

9. 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 \$5,000 for the purposes of assessment of mental and behavioral health support needs in grades K-2.

Moved #7-9: Xu Lin

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

XI. Adjournment

Moved to Adjourn: Allaire Wohlgemuth

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

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

Wednesday, March 15, 2023, 6:30 p.m.
1023 Callowhill Street/Philadelphia, PA 19123

MINUTES

Present: Pooja Agarwal, Jeff Koung, Xu Lin, Nancy Ngyen, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Absent: Selina Morales, Neeta Patel

Board Member on Leave of Absence: Leana Cabral

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

I. Call to Order: Thierry Saintine

Share something that pleasantly surprised you this week

II. Public Comment

- None

III. Principal's Report Pheng Lim

Founders Day

- Founders Day: A day when we revisit the founding of FACTS. This year the 6th graders presented it to the school instead of the staff. It felt good to have this level of involvement from students.
- Students for the Preservation Of Chinatown: 2 FACTS Alumni founded a college student organization to oppose the arena. They came to present and share with sixth grade social studies classes for their Community Organizing. Sixth graders, in turn, created presentations to share with students in other grades.
- Sharing the Morning Meeting Message for Founders Day written by a FACTS alum, Teacher Olivia:

"Good morning, FACTS friends and family! If you didn't already know, I am a FACTS alum and decided to come back to teach. I am proud to say that I am a founding student. I attended FACTS back in 2005 when it was first located on Market Street. I was just a 7 year old girl looking forward to entering 2nd grade at a new school. I have spent countless Founders Days here at FACTS. Every Founders Day reminds me of the hard work and dedication that was spent on opening this school. One of my favorite lines from the school pledge is, "We learn to help ourselves and our community." FACTS will always be my family. The teachers here inspired and influenced me beyond academic achievement. I am happy to be back as a teacher and to give back to my community, just like teachers here at FACTS have done for me. Happy Founders Day!"

Hiring: Context of teacher shortage. Expect a rough hiring year. In other schools, as well, not just FACTS. SDP expects that they might need to close some classrooms. We are bracing ourselves for a challenging hiring year.

2022-23 Staffing Updates

- Teacher Kenny will be the permanent substitute for third grade for the remainder of the year
- Teacher Lisa, Special Education Supervisor, has accepted a position outside of Philadelphia. Her last day is April 14th. Teacher Galen will support as the coordinator and Pheng will support as supervisor and manage interpersonal concerns and issues involving parents, families and students.
- K Special Education Assistant position remains open.

2023-24 Open Positions

- (2) Maternity Leaves
- 3rd Grade
- Special Education Supervisor
- Folk Arts Education Specialist
- Special Education Teacher
- Special Education Assistant
- 7th/8th Grade Math
- Building Substitute

2023-24 Filled Positions

- 1st Grade
- Associate Director

Discussion:

- Are there any partnerships with universities and colleges? [We work with Drexel, Swarthmore, and Temple. We are working to strengthen relationships. We have found strong teachers who were interns and student teachers. It is helpful when we can get the attention of some faculty members to point their advisees our way.

PSSA's April 25 to May 10:

- These are state standardized tests. They are high stakes tests for Philadelphia because they can determine eligibility for special admissions schools.
- We are trying out electronic testing in third graders (a low stakes year). We are piloting to learn if we want to move to online testing.

New Standards are coming out for Science, Technology & Engineering, Environmental Literacy & Sustainability (STEELS)

- The new standards will be fully integrated into classroom instruction by the 2025-26 school year.
- Teacher Judy, Science Coordinator, and Principal are researching and working on how to integrate the required new standards into FACTS.
- 2021-22 overall proficient and advanced was at 67%. In 2018-19 we were 82%.

Discussion:

- Was the choice to go to electronic PSSAs the school's choice or Philadelphia's or PDE's? Is it adding an additional challenge to test taking? [We are giving students an opportunity to practice on their Chromebooks. We are trying it out to see how it goes.]
- How long is the test? [It isn't a timed test.]
- 7th grade PSSAs are high stakes because they are used for high school selection.

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 February 15, 2023.

- Moved: Pooja Agarwal
- Seconded: Jeff Koung
- Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Nancy Nguyen, Alan Phan, Allaire Wohlgemuth
- Abstained: Thierry Saintine

V. Finance Report

Finance Committee Report

David Brown

Enrollment continues to fluctuate but it is up and more stable than last year. Currently we have 493 students. A lot of cash came in from federal sources (money that we spent last year but it is coming in now). We moved more funds from our operating accounts to our Asian Bank "sweep" in order to make sure that it is FDIC insured. Asian Bank called to assure that our money is safe. WSFS also reached out with assurances. News came out that Shapiro is increasing funding for schools, but it isn't clear how it will impact FACTS. Our budget is based on the previous year of the School District's spending.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of February 28, 2023.

Discussion:

- What will happen if the per pupil is reduced again next year? Will we be okay? [We have been saving ESSER funds to help reduce deficits that we anticipate in the next few years.]
- Costs of unionization? Will there be additional costs of unionization coming from our consultants? [There will be additional lawyers' fees and the need for stipends or compensation for administrators on the bargaining team]

Moved: Allaire Wohlgemuth

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Nancy Nguyen, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

VI. Approval of the 990

Presentation

David Brown

The Board's Responsibility in Approval of the 990

Much of the 990 is about whether we are in compliance with the rules of being a 501c3.

Discussion

- Why are the liabilities so huge? [Accounting rules require that school employers must record on their books the portion designated to them of the unfunded liability of the PSERS system. There are also new rules regarding how we record what we owe on our leases]

Moved: Nancy Nguyen

Seconded: Pooja Agarwal

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Nancy Nguyen, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the submission of the Form 990 for the year ending June 30, 2022.

VII. Committee Reports

- Nominations Committee Xu/Allaire
There are two of candidates that the committee is meeting with
- Development Committee Alan/Allaire/Nancy
 - There is a draft proposal that will be presented in the May meeting. April 11 will be a meeting that will inform the draft. In June, Nancy will be the chair. The committee has been having one on one conversations with other charters or organizations that have done capital campaigns. Identifying potential consultants.
 - Can there be early information about the 5K? Corporate sponsors need a longer runway. Ricque is training Michelle on the logistics. Sponsorship materials. Will use the same materials.

VIII. Staff Contracts for 2023-24 Issued as a placeholder issued as a placeholder for a forthcoming contract resulting from collective bargaining and budget approval.

Presentation on NLRB Rules

David and Ellen

Discussion:

- The importance of how we communicate with non-unionized staff. Need for face to face meetings. Pooja will help draft some contract language. But we will need to discuss it with people.

- The union leaders understand rules around status quo, but the membership has not been educated about “status quo.” We should present at a staff meeting. We should see if union leadership will present it at a staff meeting together with a member of Admin.
- Is it certain that no employee in the bargaining unit would receive less compensation as a result of collective bargaining than we are offering based on our current salary scale? For example, for employees at the top end of the Teacher Salary Scale might be making more now than they would under a new collective bargaining agreement. The word, “minimum” should be struck from the proposed contract language.
- How do benefits figure into the compensation and how does collective bargaining on benefits or hours, for example, impact those not in the bargaining unit?

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the following employees for the 2023-24 school year.

10 Month Employees		
Name	Generic Title	Salary
Asplundh, Marley	Teacher	\$ 49,489.44
Benowitz, Jill	Academic Coordinator	\$ 75,770.70
Britwell, Brindusa	Teacher	\$ 51,963.91
Broadhurst, Dewi	Food Services Staff	\$ 53,914.86
Buozis, Alison	Special Education	\$ 71,595.08
Cavanagh, Lily	Teacher	\$ 56,663.74
Della Velle, Teresa	Interventionist	\$ 50,000.00
Dodordas, Lindsay	Specials Teacher	\$ 55,663.74
Dougherty, George	Special Education	\$ 61,457.27
Fan, Janice	Academic Coordinator	\$ 79,591.62
Gilfond, Gwen	Teacher	\$ 44,320.00
Huynh, Judy	Teacher	\$ 69,595.08
Imm, Amber	ELD Teacher	\$ 55,663.74
Joselyn, Eric	Specials Teacher	\$ 89,531.52
Kim, Elizabeth	Teacher	\$ 61,457.27
Lee, Jennifer	Special Education	\$ 75,916.07
Lei, Biaohua	Specials Teacher	\$ 70,595.08
Liang, Dinh	Teacher	\$ 44,320.00
Ling, Daisy	Specials Teacher	\$ 60,252.23
Lingenfelter, Jill	Special Education	\$ 57,277.02
Louie, Weixia	Special Education	\$ 35,000.00
Lunstead, Jenny	Program Support Staff	\$ 70,420.80
Mack, Olivia	Interventionist	\$ 46,226.40
Mai, Qilian	Food Services Staff	\$ 40,204.32
Megill, Lucinda	ELD Teacher	\$ 68,853.79

Min, Melissa	ELD Teacher	\$ 60,070.81
Morris, Trish	Program Support Staff	\$ 64,945.93
Mrljak, Sara	Special Education	\$ 63,686.41
Park, Hye-Jung	Teacher	\$ 55,663.74
Pickering, Catherine	Teacher	\$ 61,252.23
Rosales, Alondra	ELD Teacher	\$ 57,777.02
Sandy Tu	Kindergarten Assistant	\$ 35,000.00
Seidel, Rachel	Teacher	\$ 47,132.80
Smith, Samantha	Interventionist	\$ 45,206.40
Solitrin, Katie	Teacher	\$ 59,070.81
Song, Kenny	In House Sub	\$ 36,720.00
Strother, Lucia	Teacher	\$ 56,777.02
Strube, Tom	ELD Teacher	\$ 66,218.95
Stuebben, Nicolle	Program Support Staff	\$ 51,963.91
Thompson, Nahfesse	Teacher	\$ 50,963.91
Wai, Linda	Teacher	\$ 59,070.81
Wilkinson, Gabrielle	Teacher	\$ 55,663.74
Williamson, Mia	ELD Teacher	\$ 50,489.44
Zibel, Rachel	Special Education	\$ 60,070.81
12 Month Employees		
Barton, Michelle	Admin & Operations Staff	\$ 83,000.00
Brown, David	Admin & Operations Staff	\$ 91,895.24
Centeno, Elizabeth	Admin & Operations Staff	\$ 50,111.91
Deafenbaugh, Linda	Program Support Staff	\$ 64,945.93
Fitzpatrick, Galen	Program Support Staff	\$ 83,232.00
Griffin, Jacquelyn	Program Support Staff	\$ 89,760.00
Lei, Wen Chao (Vince)	Program Support Staff	\$ 63,672.48
Lim, Pheng	Admin & Program Support Staff	\$ 117,227.58
Nguon, Sam	Admin & Operations Staff	\$ 59,686.39
Somekawa, Ellen	Admin & Operations Staff	\$ 109,677.44
Wong, Patty	Admin & Operations Staff	\$ 48,960.00
10 Month Hourly Employees		
Name	Generic Title	Salary
Chen, Melin	Food Services Staff	15.50/hr
Eubanks, Lauren	Program Support Staff	15.50/hr
Jones, Tunai	Program Support Staff	17/hr
Lukito, Melly	Food Services Staff	17.50/hr
Martin, Kenneth	Program Support Staff	16.50/hr
Tan, Jian (Tracey)	Food Services Staff	16.50/hr
Yeung, Mei	Food Services Staff	18/hr

Moved: Xu Lin

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Nancy Nguyen, Alan Phan,
Thierry Saintine, Allaire Wohlgemuth

IX. Adjournment

Moved: Xu Lin

Seconded: Nancy Nguyen

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Nancy Nguyen, Alan Phan,
Thierry Saintine, Allaire Wohlgemuth

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

Wednesday, April 19, 2023, 6:30 p.m.
via Zoom

MINUTES

Board Members Present: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Board Member on Leave of Absence: Leana Cabral

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

Public Present: Nanme Zheng (interpreter), Anna Wojtas, Jill Lingenfelter, May Low, Lauren McCutcheon, Hong Mao, Marya Camilleri, Ni Ni Myint

I. Call to Order Selina Morales

II. Public Comment

III. Federal Programs Stakeholder Engagement Ricque Porter

Presentation and discussion

- Review survey data and opportunity to suggest amendments to our current Parent and Family Engagement policies
- Explanation of federal Title funding
- Needs Assessment: Reviewing student achievement data to identify academic priorities

Input from the Board and Stakeholders Present

III. Presentation of Academic Growth and Proficiency Data Pheng Lim

Presentation and discussion

Discussion:

- Are there plans for adding Algebra 1 to 8th grade curriculum in the near future? [We hope to pilot a program to offer Algebra 1; it would be offered to students who meet criteria for the program.]
- Will this result in a Keystone Exam? [We are looking into it]

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

Discussion:

- Are the budget assumptions accounting for contract negotiations and changes that are coming up? [Not yet as we have not heard yet from the union as to what their needs/requests will be]
- Are we feeling that the discussion for the yellow buses for 7th & 8th grade is over...will we continue to try to work on this? [We are not feeling hopeful. Any further intervention would require more political clout and Ellen doesn't have the capacity to mobilize a full campaign for this.]
- Would it be helpful if parents took photos of the Callowhill corridor during parent pickup time, when there are cars / trucks parked on sidewalks, etc? [We have already sent this to the powers that be in addition to letters from many stakeholders (Cliffs, FACTS, PCDC, Callowhill Neighborhood

Association, etc). Suggestion that we take the temperature of board members and parents to see if they have the energy to take on this challenge]

- Could FACTS do their own busing? [No. Financially it would be too expensive]

[Nancy exited the meeting at 7:30]

VI. 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 15, 2023.

Moved: Alan Phan

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Abstained: Selina Morales, Neeta Patel

Absent: Nancy Nguyen

VII. Finance Report

Finance Committee Report

Neeta Patel

We are nearing the close of the fiscal year, so the financial statements include a new column of end of year projections. Our financial situation has not changed. Our revenue is down because of fluctuating enrollment, fewer students who qualified for Special Education services, and lower per pupil allocation. Expenses are higher than budgeted due to new line items including expenses related to collective bargaining and higher costs due to inflation. Our operating deficit will be higher than anticipated. The deficit can be covered by using ESSER funding but this will lower our reserves.

Revised budget reflected the reduction in per pupil allocation. But the end of year projections will be lower even than our revised budget due to continuing fluctuations in enrollment. There is an increase in the number of students in Approved Private Schools. Legal fees are running high.

[Nancy Nguyen returned to the meeting]

Discussion:

- Is the per pupil allocation higher for students with 504 plans? [No]
- What is the cost of APS? [About \$125,000 per student, on average]
- How concerning is our current situation? [We were running an operating deficit already; we were covering this through ESSER funds. We are spending more of the ESSER funds this year than we were planning for. We are spending more of the federal funding this year than planned. It will not last as long into the future.]
- ESSER funds allowed us to maintain business as usual. When ESSER funds run out, we will have to start balancing programming versus losses.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of March 31, 2023.

Moved: Theirry Saintine

Seconded: Jeff Koung

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Abstained: Nancy Nguyen

[Nancy Nguyen left the meeting]

VIII. Executive Session

For the purpose of holding an information, strategy and negotiation session related to the negotiation of a collective bargaining agreement.

IX. Return to Public Session

X. Presentation of the Draft FY 2023-24 Budget

Presentation

David Brown

- Presentation of the draft budget for discussion and questions
- Target of approving the budget at the May Board meeting
- Compliance Deadline of submitting the board approved budget to PDE by the end of June.

Discussion:

- Please discuss line 12 from this year to next. What is causing the change? This is grants (foundation money) which we don't budget for as they are unpredictable. It's mostly miscellaneous income that we can't count on.
- What are the assumptions based on as to the state funding? [State funding doesn't typically increase. Amounts are flat and many haven't changed in a decade. The small increase is based on rental reimbursement increasing due to increased students.]
- Federal funding goes down because ESSR disappears although federal money is expected to go up otherwise (Title funding, etc). As enrollment increases these things increase as well
- Decrease in benefits is related to payout to PSERS we had to do this year
- If the budget reflects a change in the salary scale, why is the salary line in the proposed 2023-24 budget current year not so different from the end of year projection for 2022-23. [David will investigate and get back to the Board]
- Why is the increase in rent services not consistent from year to year? Specifically, between 2024-25 and 2025-26. [David will investigate and get back to the Board]
- Why is there such a jump in costs for Property Services from the 2022-23 year to the new budget year? [David will investigate and get back to the Board]
- Did we budget for the expenses of the aging building? [Yes we baked that in]
- Does this budget take into consideration the use of computers by students? [K-2 will have shared computers and 3-8 will have their own

issued to each student to keep until graduation. Computers add \$75-100k to the budget per year with no income to support that. This would be implemented next year.]

- Does the budget account for depreciation of the computers? [No. Chromebooks do not cost enough to depreciate]
- Salary line includes the planned increases proposed by the salary scale committee. Salary differences reflect the changes in expenses when existing staff leave and are replaced by folks who are on different steps of the salary scale.
- An operating deficit is not sustainable and we are looking to how to mitigate that. So we need to look at whether the operating deficits proposed are and whether we are comfortable with this level of deficit.
- These numbers set a priority for Strategic Plan and point to the need for a financial Strategic Plan. It sets a trajectory for building more financial capacity. We need a plan so this does not become our story. To build capacity will require an investment.
- I am comfortable with the deficit as it is, but would not be comfortable with a higher deficit. It has to be a board priority to close the deficit.
- One assumption is per pupil enrollment and expansion has been how we right size our school. To get on that pathway, then it is another level of capital campaign.
- We need to be walking down two paths; yes to expansion. But interim spending would be required to get there. But also raising fundraising capacity as we go.
- That's a long term plan. We need to think strategically about how to increase the pot. Do we feel comfortable with this level of perennial operating deficit?
- In growing the board, can we be more strategic about adding board members with experience in fundraising [Nominations Committee is working on this]
- Development Committee will be making a proposal after their next meeting. Are there expenses that David would need to know for budgeting? Selina could help put numbers together. Recommendation is a dedicated staff member for development as well as a consultant. We would like those numbers before the May board meeting.
- We anticipate changes in funding by Shapiro. Changes stemming from the fair funding lawsuit also provide reasons for some optimism. But we can't base a budget on these anticipated developments.

XI. Conflict of Interest Policy - Uniform Grant Guidance

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Conflict of Interest Policy - Uniform Grant Guidance.

Moved: Neeta Patel

Seconded: Jeff Koung

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

XII. Committee Reports

- Nominations Committee

Xu/Allaire

Committee has conducted interviews with potential nominees. Hope to bring forward one or two nominations in June. Please forward potential board candidates to the Nominations Committee

- Development Committee

Alan/Allaire

The end of the fiscal year is coming up in June, so if you have not made your annual donation, please. Ellen will give board members an update on what they have given. Members please read the email by Nancy regarding development.

[Xu Lin departed]

XIII. Other Action Items

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Gen3 in an amount not to exceed \$70,000 for improvements to the replacement of the front doors and door access system to increase security and replacement of the glass egress door with a non-glass emergency door. [This will be funded with grant funds from the Pennsylvania Crime and Delinquency Commission. A formal RFP process was conducted. Several bidders attended the walkthrough but only two bids were submitted.]

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the Pennsylvania School for the Deaf in an amount not to exceed \$5000 for the provision, programming, training and 2 year warranty of Phonac Roger transmitters and Digimaster Soundfield speakers to support the needs of deaf and hard of hearing students.

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Literacy Strategies Consulting for professional development services in an amount not to exceed \$12,000.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the adjusting the salary of David Brown, Finance Director, to be \$98,093 retroactive to January 1, 2023.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves a stipend of \$1500/month for Galen Fitzpatrick for taking on functions of the Special Education Coordinator until the SPED Supervisor position is filled.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the following employees for the 2023-24 school year:

For the 2022-23 school year			
-----------------------------	--	--	--

4th Grade Maternity Leave Long Term Sub	Katherine	Neteler	\$45,320 prorated
Kindergarten Assistant (SpEd focus) LTS	Josephine	Barnabee	\$18 hr
ELD Teaching Assistant (6th-8th) LTS	Tyrone	Norwood	\$18 hr
Building Substitute LTS	Lisa	Phung	\$20 hr
For the 2023-24 school year			
1st Grade Teacher	Katherine	Mergott	\$45,320
Chinese Teacher	Na	Lin	\$44,000
3rd Grade Teacher	Gerald	McDermott	\$62,686
ELD Teacher (6th-8th)	Soky	Chhe	\$55,042
7th/8th Math	Emily	Cajigas	\$79,502

Moved #5-10: Neeta Patel

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Jeff Koung, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Not Present: Xu Lin, Nancy Nguyen

XIV. Adjournment

Moved to Adjourn: Allaire Wohlgemuth

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Jeff Koung, Selina Morales, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Not Present: Xu Lin, Nancy Nguyen

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

Wednesday, May 17, 2023, 6:30 p.m.
1023 Callowhill Street/Philadelphia, PA 19123

MINUTES

Present: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

Public Present: Edwin Mayorga

- I. Call to Order:** Selina Morales
- II. Public Comment**
- None
- III. Principal's Report** Pheng Lim
Executive Director's Report Ellen Somekawa
- IV. Approval of the Minutes**

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of April 19, 2023.

Moved: Neeta Patel

Seconded: Thierry Saintine

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

- V. Finance Report** David Brown
Finance Committee Report

No surprises. The year end projections shows a loss of a little over \$600,000. There is a lot of cash in the bank as a result of federal grant funds coming in. It will be spent down over time.

Discussion:

- Enrollment is 489. Is there an anticipation that enrollment will bounce back up? [We have mainly been at our goal for enrollment for this year, but there continue to be fluctuations. We project more stability next year, but there continues to be much more movement of people out of Philadelphia. There was also a dip in the number of Special Education students, and this impacts the per pupil allocation.]

[Leana Cabral arrived]

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the financial statements of April 30, 2023.

Moved: Thierry Saintine

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

VI. Executive Session

For the purpose of holding an information, strategy and negotiation session related to the negotiation of a collective bargaining agreement.

VII. Return to Public Session

VIII. Budget

Presentation

David Brown

Discussion

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revised 2023-24 salary scale for certified teachers.

Moved: Neeta Patel

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

4. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the budget for the 2023-24 school year.

Presentation:

- The budget must be submitted to the state by the end of June
- There are some additional details included in this version of the budget (e.g. food program costs, benefits costs) than what was shared last month. But there haven't been substantial changes compared to what was discussed last month.
- We still do not know the per pupil allocation and will likely revise the budget in October as has been past practice.
- Items included in the Development Committee proposal could also be incorporated into a budget revision in the fall.

Moved: Thierry Saintine

Seconded: Xu Lin

Voted Yes: Pooja Agarwal, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth
Abstained: Leana Cabral

IX. Approval of the Flexible Instructional Days Application

Explanation

Ellen Somekawa

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the application to the Pennsylvania Department of Education of the Flexible Instructional Day application.

Moved: Jeff Koung

Seconded: Alan Phan

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

X. Development Committee Proposal

Presentation

Nancy Nguyen

The Committee has worked on the proposal for the past three months. It seeks to activate a broader network of people to ready ourselves for a capital campaign.

Sets out a sequence of priorities:

- Raising the bar on current fundraising activities
- Activating a parent leadership committee
- Hiring a consultant to increase capacity
- Adding development staff

Discussion:

- This is great work. Gives a clear sense of how to move forward in a way that is sustainable and aligned with our values.
- Admin staff are feeling they have limited capacity right now with a lot of staff turnover and the need to hire and onboard a lot of staff.
- Board initiatives still take staff support
 - Board member increased involvement with the 5K
 - Raising more funding brings with it increased admin needs (increased communication with donors, follow up, systems, donor relations)
- Need for mechanisms for engaging new donors. We don't want to lose the momentum harnessed by new giving.
 - Bring on an Admin member to support fundraising sooner when we have a new Assistant Director coming on board
 - Bring in a new person to development work that focuses on data base management, follow up
 - Board members write the correspondence,
 - Make gorgeous materials
 - Tending the data base: which parents give in various ways and could give more
 - Start a person as a part time person or as a consultant
- New Assistant Director's priority has to be on Title funding.
 - Support the idea of bringing on someone who can support this.
 - Priority of admin will be onboarding new staff, training, coaching, maintaining the culture of the school
 - Whenever managing parent involvement, it takes more admin time than we sometimes think
- This proposal is meant to be fine tuned over time. It's the beginning of a longer term document.

- Worry that it will always feel that it isn't the right time. We have to decide that it is necessary. We need to focus on fundraising in a more serious way than we have so far.
- Hiring a part time person to support development
 - Nancy has a lot of energy to work with this person to support development
 - Building the muscle to bring in more unrestricted funding is necessary.
 - Making asks
 - Setting up systems and calendars
 - Selina and Nancy are willing to work on a job description and to help determine the nature of the job (internship, remote work, on site, etc)
- Hard to envision implementing the proposal on a timeline without knowing about expansion timelines
- Creating a position that the Board wants to steward.
 - Staff feel there isn't capacity on Admin to take on the work
 - Doesn't have to be a long term commitment. We need to test this model.

Action Steps

- By the next Board meeting, Selina and Nancy to draft a job description to bring to the Development Committee

XI. Committee Reports

- Nominations Committee

Xu Lin, Allaire

Interviewed two candidates for Board membership. They were invited to the June Board meeting. The committee proposes to nominate two candidates.

- Alison Lin: Xu Lin nominated Alison. She is active and capable. She founded HotPot, an LGBTQ space for Asian folks. She has nonprofit fundraising experience.
- Jon Landau: Allaire nominated Jon Landau, a retired immigration lawyer who is now substitute teaching in SDP. He is skilled at fundraising and has chaired a capital campaign.

Selina will be leaving the Board after the June Board meeting. We will need a new Board chair. Please get in touch with the Nominating Committee if you want to nominate or self nominate.

XII. Other action Items (spending and hiring resolutions)

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with ILX Learning for the purchase of a Science Site license in an amount not to exceed \$6,000.

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with ESP School Specialty for the purchase of PSSA materials in an amount not to exceed \$9,000.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Singapore Math for the purchase of consumable workbooks in an amount not to exceed \$12,000.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Elwyn for the provision of Extended School Year Services and 1:1 services in an amount not to exceed \$13,000.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Delta School for the provision of Extended School Year Services and 1:1 services in an amount not to exceed \$16,000.

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Great Minds for the purchase of Eureka Math consumable supplies in an amount not to exceed \$6,000.

Moved #6-11: Neeta Patel

Seconded: Nancy Nguyen

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

XIII. Adjournment

Moved to Adjourn: Alan Phan

Seconded: Allaire Wohlgemuth

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Xu Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

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

Wednesday, June 21, 2023, 6:30 p.m.
1023 Callowhill Street/Philadelphia, PA 19123

MINUTES

Board Present: Leana Cabral, Alison Lin, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Absent: Pooja Agarwal, Jeff Koung, Xu Lin

Staff Present: David Brown, Pheng Lim, Ellen Somekawa

- I. **Call to Order:** Selina Morales
- II. **Appreciation of Selina Morales** Thierry Saintine
- III. **Public Comment**
- IV. **Nominations Committee Nominations** Selina & Xu Lin
- Introduction of nominee, Alison Lin
 - Questions and Discussion

1. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Alison Lin to the Board of Trustees for a three year term.

2. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Thierry Saintine to the position of Board Chair for a one year term.

3. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Xu Lin to the position of Board Vice-Chair for a one year term.

Moved Resolutions #1-3: Alan Phan

Seconded: Nancy Nguyen

Voted Yes: Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

- V. **Swearing in Alison Lin** Selina Morales

"I do solemnly swear 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 my office with fidelity."

- VI. **Principal's Report** Pheng Lim
Executive Director's Report Ellen Somekawa
- 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 May 19, 2023.

Moved: Allaire Wohlgemuth

Seconded: Thierry Saintine

Voted Yes: Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Thierry Saintine, Allaire Wohlgemuth

Abstained: Alison Lin, Alan Phan

VIII. Finance Report

As is usual, there will be no finance report this month. We are closing out our books for the year, and therefore the financial statements are not going to be ready until later in the summer.

IX. Review of the Annual Charter Evaluation (ACE) Report

The Annual Charter Evaluation (ACE) Report is created by the Charter School Office of the School District of Philadelphia, which is the Authorizer of our charter school. The ACE Report is conducted annually and is intended, in part, to help charter schools note areas for improvement well in advance of the charter renewal (which is generally done every five years). FACTS's renewal will be in 2025. The ACE Report will be released publicly on June 26, 2023.

Presentation

Discussion

- Are there any areas of concern from the ACE report that can be illuminated by the recent PSSA results, particularly in relations to the subgroups?
- There is a strong opt out movement in New York. The way it was communicated to parents didn't encourage parents to opt out.
 - It's trickier in PA where religion is the only allowable reason to opt out. The parents must write a formal letter, review the test, and
 - High stakes for high school student admissions
 - Punitive to schools to have low PSSA participation
- [Alison Lin departed the meeting]

X. Revision of the School Calendar

5. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the 2023-24 school year calendar.

- Tabled: need to double check proposed calendar for accuracy

XI. Approval of the FY 2023-24 Board Calendar

Discussion of resuming in person board meetings.

- Does the Board want to resume meeting in person?

- Could some meetings be remote, especially prior to holidays when upticks in COVID could prevent people from visiting family. e.g. November and December being remote.
- Could we make every other month remote?
- Do people have the option of calling in?
- It is harder to come in person, but see the benefits of meeting in person. We're laughing more in person,
- July, September, November, January, March, May, July [get it from Allaire]

6. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the following schedule of Board of Trustees Meetings for the 2023-24 school year calendar. The Board will meet the third Wednesday of every month at 6:30 pm. Meeting dates are: July 19, 2023 (virtual); August 16, 2023 (virtual); September 20, 2023 (in person); October 18, 2023 (virtual); November 15, 2023 (in person); December 20, 2023 (virtual); January 17, 2024 (in person); February 21, 2024 (virtual); March 20, 2024 (in person); April 17, 2024 (virtual); May 15, 2024 (in person); June 19, 2024 (in person).

Moved: Nancy Nguyen

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Discussion of Standing Committee meetings

- Regular schedule of standing committee meetings need to be advertised. Are these times and days correct or do they need to be revised?
 - The Governance Committee will meet on the first Wednesday of every month at 12:00 pm via Zoom.
 - The Development Committee will meet on the first Thursday of every month at 4:00 pm via Zoom. [will be updated]
 - The Finance Committee will meet on the Wednesday of the week prior to the Board meeting at 12:30 pm at 1023 Callowhill Street.

XII. Summer Board Retreat

- Can we do a Summer Board Retreat this summer?
- Could we set a date? July 22, July 29 or 30?

XIII. Committee Reports

- Development Committee

Nancy Nguyen

Development requests support for a development assistant. There is a job description that Selina drafted. Development Committee will approve the job description and forward it to Admin who will consider adding the development assistant job to the staff. FACTS 5K has gone out. Goal is \$60,000 to raise with the 5K. Development Committee chair has been having 1 on 1 meetings with board members. A recommendation that Nancy meets with Admin (Ellen and Michelle) to flesh out the idea. How to effectively engage parents in fundraising. What guardrails need to be set up?

- Nominations Committee Allaire Wohlgemuth
Leana Cabral will join Allaire Wohlgemuth and Xu Lin on the committee.
Alison will need to be oriented. In the past, someone from the Nominating
Committee does the orientation. Allaire and Thierry will meet with Alison.

XIV. Executive Session

- Presentation of the annual School Safety and Security Report in Executive Session as per Act 44 of 2018.

XV. Return to Public Session

XVI. Other action Items (spending and hiring resolutions)

7. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Independence Blue Cross in an amount not to exceed \$780,000 for the provision of health and vision insurance.

8. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with United Concordia in an amount not to exceed \$50,000 for the provision of dental insurance.

9. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with New York Life Short Term Disability in an amount not to exceed \$12,000 for the provision of short term disability insurance.

10. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Selective Way Insurance Company in an amount not to exceed \$37,000 for the provision of package insurance (commercial property, general liability, covered auto, umbrella/excess liability).

11. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Greenwich Insurance Company in an amount not to exceed \$12,000 for the provision of Educators' Legal Liability Insurance.

12. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Selective Way Insurance Company in an amount not to exceed \$40,000 for the provision of Workers' Compensation Insurance.

13. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with State National Insurance Company in an amount not to exceed \$12,000 for the provision of Cyber Liability Insurance.

14. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Philadelphia Indemnity

Insurance Company in an amount not to exceed \$3,000 for the provision of Student Accident Insurance.

15. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Funds for Learning in an amount not to exceed \$5,000 for the provision of E-Rate compliance and administrative services.

16. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes Funds for Learning, LLC to act as agent and on behalf of FACTS for all matters related to our participation in the E-rate program.

17. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes the Executive Director to sign a Memorandum of Understanding with the Philadelphia Police Department related to procedures in the event of safety or emergency incidents at the school.

18. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves a stipend of \$2000/month for Galen Fitzpatrick for taking on functions of the Special Education Coordinator until the SPED Supervisor position is filled.

19. BE IT RESOLVED that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the following employees:
[list attached]

Moved #7-19: Thierry Saintine

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

XVII. Adjournment

Moved: Alan Phan

Seconded: Leana Cabral

Voted Yes: Leana Cabral, Selina Morales, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth