

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

Wednesday, July 19, 2023, 6:30 p.m.  
1023 Callowhill Street/Philadelphia, PA 19123

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

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

**MINUTES**

**I. Call to Order:** Thierry Saintine

**II. Public Comment**  
Discussion: N/A

**III. Approval of the Minutes**

**1. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of June 21, 2023.

Moved: Neeta Patel

Seconded: Alan Phan

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

Abstained: Pooja Agarwal, Jeff Koung, Xu Lin

**IV. Consolidated Federal Grant Agreement**

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves Finance Director David Brown to sign the 2023-24 Consolidated Federal Grant Agreement in Ellen Somekawa's absence.

Moved: Pooja Agarwal

Seconded: Nancy Nguyen

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

Abstained: Leana Cabral

**V. Supplemental Staffing Provider Agreement**

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves Finance Director David Brown to sign the Supplemental Staffing Provider Agreement with Aya Healthcare to allow the school to seek candidates for clinical and non-clinical positions as needed.

Discussion: The difference between clinical and non clinical refers to a need for special education teachers vs. classroom teachers. This organization started out a strictly medical staffing agency but now they also do special education staffing. We believe it's a national organization. This is a new relationship with this organization. We have a three year contract but there's no financial commitment. We are working on language with the union contract that only allows us to staff positions through a third party vendor in this way if all other avenues don't work out.

Moved: Pooja Agarwal

Seconded: Leana Cabral

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

## **VI. Rental Reimbursement Application**

**4. BE IT RESOLVED** that the board of Folk Arts Cultural Treasures Charter school certifies that, to the best of its knowledge and belief, the information presented for the Rental Reimbursement application is true and correct.

The 2022-23 actual rent is \$723,325

The Estimated rent for 2023-24 is \$736,792.

Moved: Alan Phan

Seconded: Xu Lin

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

## **VII. School Calendar**

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

Discussion:

- In the past we planned the calendar to accommodate the additional hours that middle schoolers require. This new solution allows us to remove 5 days from the end of the year and no other events will change (ritual calendar, etc).
- What will the last day of school be? June 12, 2024

Moved: Neeta Patel

Seconded: Alan Phan

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

### **VIII. Development Subcommittee Report**

Discussion: Updated who will reach out to sponsors for the 5k

### **IX. Principal Report**

Discussion: This is more hiring than we've ever had to do before. But we are hearing that this is the case at most schools, and it's a national trend. 19 of the 22 are full time staff. The School Culture Assistants are part time.

### **X. Summer Board Retreat**

- Our Board Retreat is this Sat 07-22, 9 am.
- (change of venue) We will be at [Cedar Works](#)—4919 Pentridge St, Philadelphia, PA 19143

### **XI. Adjournment**

Moved: Neeta Patel

Seconded: Xu Lin

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

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

Wednesday, August 16, 2023, 6:30 p.m.  
via Zoom

**MINUTES**

**Present:** Pooja Agarwal [departed early], Leana Cabral [joined late], Jeff Koung, Alison Lin [departed early], Xu Lin, Nancy Nguyen [departed early], Neeta Patel [joined late], Alan Phan, Thierry Saintine, Allaire Wohlgemuth  
**Staff Present:** Michelle Barton, Ellen Somekawa

**I. Call to Order:** Thierry Saintine

**II. Public Comment**  
No members of the public present

**III. Approval of the Title I Schoolwide Plan**  
Presentation Michelle Barton

Schools that receive Title I funding report to the state annually. Schools describe strengths and challenges, choose challenges to focus on, set goals, and discuss how to spend Title funds to meet the goals. Last year FACTS received the designation of Targeted School Improvement because performance from the 2021-22 school year suffered declines. Because of this designation, the Board must approve the Schoolwide Plan to ensure more eyes of the organization are on the schoolwide plan.

In the past we focused on improving reading and math levels, with a focus on making our intervention plans more robust. We wanted to continue much of that. One of the goals is to focus on small group intervention to improve math scores, particularly of some subgroups. We saw a decrease in PSSA scores (2021-22) which is two years ago. Many of our PSSA scores already increased last year, but the plan is based on two years ago.

[Neeta Patel joined the meeting]

**Discussion**

- Is the resolution saying that we understand how Title funds are being used?
  - It is the Board affirming that they have reviewed and approve of the plan.
- The print out does not show the use of funds. Michelle will circulate a pdf of the use of funds spreadsheet.
- How are these strategies different from what has been done in the past?
  - Intention to have a full time Intervention coordinator
  - Increasing the frequency of data collection throughout the year,
  - Being more intentional with subgroups that didn't do well on PSSAs
- One of the challenges is attendance. Is there an action plan?

- It isn't an action step in our Schoolwide Plan. We didn't choose it as our first or second priority because there is a lot we can't control about attendance.
  - Our Attendance Team has already been doing a lot of work to improve attendance, but problems persist.
  - They are connecting with families.
  - Our subgroups are pretty small and so attendance issues with a few students makes a big impact on our percentages.
- We have already seen improvement in the 2022-23 PSSA data.

[Pooja departed the meeting]

**1. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School reviewed and approves the Title I Schoolwide Plan.

Moved: Allaire Wohlgemuth

Seconded: Alison Lin

Voted Yes: Jeff Koung, Alison Lin, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Not Present: Pooja Agarwal, Leana Cabral

#### **IV. Executive Director's Report**

Ellen Somekawa

[Leana Cabral entered the meeting]

Discussion:

- The lot next to FACTS is for sale. Are we interested in buying it?
  - The asking price is \$780,000, which seems hefty.
    - Maybe we should compare with what land is going for in Chinatown.
    - Real estate in the area is only going up in value.
    - Ellen will do more investigation.
  - Renting has challenges because we would need to invest in surfacing in order to use it.

#### **V. Board Retreat Debrief**

Thierry Saintine

Discussion: Any take aways?

- Thanks to Thierry and Alison. It felt so good to be together and reconnect. Beautifully facilitated.
- Appreciated people taking the time, the facilitation. Recognizing that we haven't been together due to COVID
- Excited for next steps around our vision.
- We're learning about Strategic Planning that was put on hold when COVID came
- Momentum around parent involvement
- There was a desire for more opportunities to connect outside of board meetings and annual retreats. Are people interested in something like that?
  - Agree.
  - Interest after the 5K

- Don't want it to be another obligation
- Bring our kids and break bread

## VI. Approval of the Minutes

**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 July 19, 2023.

Moved: Alan Phan

Seconded: Neeta Patel

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

Not Present: Pooja Agarwal

[Amend to reflect that Jeff did not vote to approve June minutes]

## VII. Finance Report: Year End Statements (June 30, 2023)

Presentation

Neeta Patel

These are the financial statements that the auditor will use. It shows how we ended up the year. We ended the year in a better position than expected because of the increase in per pupil. We used ESSER funding to help address the operating deficit. Many expenses rose in price.

The Finance Committee meets regularly. It includes Neeta Patel and James Wang. Would appreciate the participation of another board member. We will also need people to participate on the audit committee. [Neeta will email with a brief description of duties and meeting times]

Discussion

- The increase in the per pupil was not quantified.
  - There was a small increase for 2022-23. There will be a significant increase for 2023-24 that will give us more options [We need to ask the Finance Director]
  - Will we face a structural deficit when our per pupil increases next year? [We need to ask the Finance Director]

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Financial Statements for the year ending June 30, 2023.

Moved: Alan Phan

Seconded: Jeff Koung

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

Not Present: Pooja Agarwal

## VIII. Approval of the Revision of the 2023-24 School Calendar

The revisions include:

- Ending the school year for students on June 12, 2024.
- Making Juneteenth a school holiday (no school or work for students or staff)
- Changing the term from Professional Development Days to In-Service Days (to reflect the fact that these days are all staff work days with no students present but that the time is spent on planning, preparation, and other purposes other than PD)
- The inclusion of July and Extended School Year dates (so the calendar shows the full 12 months of the year)

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revised school calendar for the 2023-24 School Year.

Moved: Neeta Patel

Seconded: Alan Phan

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

Not Present: Pooja Agarwal

**IX. Establishment of a Building Reserve Fund**

Presentation

Neeta Patel

Discussion

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the establishment of a Board Designated Building Reserve Fund with a starting balance of \$1 million for the purpose of building expansion and/or renovation.

Moved: Neeta Patel

Seconded: Xu Lin

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

Not Present: Pooja Agarwal

**X. Committee Reports**

- Development Committee

FACTS 5K: Board members are being reminded to reach out to ask for sponsorships. Proposal from the Development Committee to organize parents to be supporters in fundraising for FACTS. Timeline and goals proposed. Building a leadership team. A fall and spring push.

- Nominations Committee

Nominating Committee is in process of assessing what needs are on the board.

**XI. Executive Session**

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

[Alison Lin departed]

## **XII. Return to Public Session**

## **XIII. Other action Items (spending and hiring resolutions)**

[Nancy Nguyen departed]

**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 \$18,000 for the provision of Phonak audio equipment to support the needs of hard of hearing students.

**7. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with DG Network Solutions in an amount not to exceed \$11,000 for the purpose of procuring and configuring 10 staff laptops. [Evaluated three bids]

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with DG Network Solutions in an amount not to exceed \$50,000 for the provision of IT Managed Services.

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Beltran Painting and Repairs in an amount not to exceed \$30,000 for the purpose of interior painting and associated wall repairs and preparation.

**10. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Green Tree School and Services in an amount not to exceed \$70,000 for the purpose of providing Alternative Private School services.

**11. 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 \$12,000 for the purpose of providing folk arts education services.

**12. 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 \$8,000 for the purpose of providing folk arts education services.

**13. 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 \$8,000 for the purpose of providing folk arts education services.

**14. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Senfuab Stoney in an

amount not to exceed \$12,500 for the purpose of providing folk arts education services.

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

<b>Name</b>	<b>Position</b>	<b>Salary/Hourly Wage</b>
Emily Cajigas	7th/8th Math	\$82,500
Becky Chen	Special Education Assistant	\$35,000
Irene Chung	Building Sub #2	\$35,000
Bailey Dean	Long Term Sub: Music (Aug-Dec)	\$51,000
Claire Denny	Folk Arts Education Specialist	\$58,000
Na Lin	Chinese Teacher	\$48,000
Delilah Lok	7th/8th Social Studies	\$47,000
Gerald McDermott	3rd Grade Teacher	\$68,000
Katherine Mergott	1st Grade Teacher	\$49,500
Sarah Mohtes-Chan	School social worker	\$60 per hour/maximum 24 hours per week
Isabel Pellino	Long term Sub: 1st Grade (Aug-March 1st) Building Sub #3 (March 2nd-June 12th)	\$47,000
Melinda Pernell	School nurse	\$45 per hour/16-18 hours per week (2 days)
Silka Saliah Bey	Building Sub #1	\$34,500
Arslan Shaikh	Science 7th & 8th	\$57,500
Iris Thai	ELD Teacher (3rd-4th)	\$70,000

Moved: Allaire Wohlgemuth

Seconded: Alan Phan

Voted Yes: Jeff Koung, Alison Lin, Xu Lin, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Not Present: Pooja Agarwal, Alison Lin, Nancy Nguyen

#### **XIV. Adjournment**

Moved: Neeta Patel

Seconded: Xu Lin

Voted Yes: Leana Cabral, Jeff Koung, Xu Lin, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

Not Present: Pooja Agarwal, Alison Lin, Nancy Nguyen

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

Wednesday, September 20, 2023, 6:30 p.m.  
1023 Callowhill Street

**MINUTES**

**Present:** Pooja Agarwal, Leana Cabral, Jeff Koung, Alison Lin, Xu Lin, Nancy Nguyen, Neeta Patel, Thierry Saintine

**Board Absent:** Alan Phan, Allaire Wohlgemuth

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

**Visitors Present:** From Building Hope: Lauren Allen, Justin Little, Lewis Rogers, Jr., Jerry Zayets

**I. Call to Order:** Thierry Saintine

**II. Public Comment**

- None

**III. Expansion and Facilities Needs**

Presentation

Ellen Somekawa

**VII. Executive Session**

For the purpose of considering the purchase or lease of real property

**VIII. Return to Public Session**

**III. Principal's Report**

Pheng Lim

- Smooth start to the year
- Principal Sharing from New Teacher Orientation, reflections from staff
- Folk Arts Ensembles have started, Grades 5-8
  - Hung Gar Kung Fu/ Lion Dance, African Drumming, Hip Hop, Dan Tranh
- Mid-Autumn Festival
  - FACTS is a cosponsor
  - FACTS faculty choir is singing
- 5K October 14

Discussion:

- Enrollment: is it still fluctuating? [fluctuation is reduced but still happening]
- There are some students leaving and we are filling their slots

**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 August 16, 2023.

Moved: Neeta Patel  
Seconded: Jeff Koung  
Voted Yes: Jeff Koung, Xu Lin, Nancy Nguyen, Neeta Patel, Thierry Saintine  
Abstained: Pooja Agarwal, Leana Cabral, Alison Lin

**V. Finance Report**  
Presentation

Neeta Patel

It is early in the year. We will need to revise the budget. Our per pupil has gone up significantly. The revised budget will look quite different than the one approved in the spring. Will need to form an audit committee. The audit needs to be approved at the November meeting, so the audit committee will need to convene between the October and November meeting. Thierry and Nancy are interested in joining the audit committee. Allaire is interested in joining the finance committee.

Discussion

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Financial Statements for the period ending August 31, 2023

Moved: Alison Lin  
Seconded: Pooja Agarwal  
Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Alison Lin, Xu Lin, Nancy Nguyen, Neeta Patel, Thierry Saintine

**IX. Extension of Emergency Paid Leave**

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the extension of the Emergency Paid Leave Policy until August 31, 2024.

Moved: Alison Lin  
Seconded: Pooja Agarwal  
Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Alison Lin, Xu Lin, Nancy Nguyen, Neeta Patel, Thierry Saintine

Discussion:

- Is there a point when the pandemic emergency is over? Should we start scaling back to five days?
- The Philadelphia Health Department is currently advising COVID positive patients to stay home for ten days if symptoms are severe. Therefore we should maintain the ten days of extra paid leave for this year.

Moved: Xu Lin  
Seconded: Nancy Nguyen  
Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Alison Lin, Xu Lin, Nancy Nguyen, Neeta Patel, Thierry Saintine

## X. Committee Reports

- Development Committee  
Had 12 parents who signed up for the parent fundraising committee. There is a lot of excitement and energy in this group. Their first idea was that every parent on the committee should form a 5K team with a \$500 commitment and then it changed to all being on one team of the whole fundraising committee.  
Called 210 families (184 pick ups). Are doing more phone banking. Need support in calling Chinese, Spanish and Indonesian. Parents volunteered for phone banking. 18 parents asked for materials to send to their employers. Have noticed an increase in donations following the phone calls. Jeff is following up with Board members about sponsorships. Deadline of Sept 29 for the tshirts. Idea of doing a parent appreciation event at the 5K.

Discussion:

- Who manages our Run the Day relationship? Frustration in getting password changed. Find them unresponsive and reset password function does not work.
- Nominations Committee  
Meeting with Admin in October to identify needs.

## XIII. Other action Items (spending and hiring resolutions)

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Kenneth Martin in an amount not to exceed \$6,000 for the purpose of providing folk arts education services.

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

<u>Name</u>	<u>Position</u>	<u>Salary/Hourly Wage</u>
Tatiana Gonzalez	PT school culture assistant	\$15/hour (20 hrs)
Tamela Prather	PT school culture assistant	\$15/hour (20 hrs)
Naydelin Nolasco Argueta	PT school culture assistant	\$15/hour (20 hrs)
Sharoon Negrete Gonzalez	Building substitute	\$33,000/yr

Moved: Neeta Patel

Seconded: Leana Cabral

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Alison Lin, Xu Lin, Nancy Nguyen, Neeta Patel, Thierry Saintine

## XIV. Adjournment

Moved: Nancy Nguyen

Seconded: Alison Lin

Voted Yes: Pooja Agarwal, Leana Cabral, Jeff Koung, Alison Lin, Xu Lin,  
Nancy Nguyen, Neeta Patel, Thierry Saintine

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

Wednesday, October 18, 2023, 6:30 p.m.  
1023 Callowhill Street

**Board Members Present:** Pooja Agarwal (joined at 6:53), Leana Cabral, Jeff Koung, Alison Lin, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Thierry Saintine, Allaire Wohlgemuth

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

**MINUTES**

**I. Call to Order:** 6:39pm Thierry Saintine

**II. Public Comment** N/A

**III. Principal's Report** Pheng Lim  
Discussion: How will we determine who takes Algebra I? [They will use PVAS and PSSA scores as well as motivation to participate. Might require students to opt out of recess or other things. Currently they believe 29 students would be eligible.]

**Executive Director's Report** Ellen Somekawa  
Discussion: n/a

**IV. Approval of the Minutes**

**1. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of September 20, 2023.

Voting

Moved: Pooja Agarwal

Seconded: Xu Lin

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

Abstained: Alan Phan

**V. Finance Report**

Presentation

Neeta Patel

Discussion:

- Under expenditures why has there been a dip in salary/benefits? [The auditor and Director of Finance are working on some accounting that should even that out. Also staff who left were higher paid and in PSERS and new teachers came in at a different level.]

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Financial Statements for the period ending September 30, 2023

Voting

Moved: Alison Lin

Seconded: Neeta Patel

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

**VI. 5K Debrief**

Nancy Nguyen

Discussion: Postpone full report to next month

**VII. Executive Session**

For the purpose of considering the purchase or lease of real property

**VIII. Return to Public Session**

**IX. Committee Reports**

Committee Assignments: a clarification

Thierry Saintine

- Development Committee  
Discussion: Meetings the 1st Monday of the month at noon. Parent fundraising committee is going to be tried for a year and see how it goes. They will meet every two months. Want to start thinking about the 2024 5k by January 2024 so will need materials ready by then. Do we have a letter to thank those who donated/sponsored. Nancy will draft this.
- Nominations Committee  
Discussion: will start compiling a list of potential board members so we have that available if a position were to open up. Thinking about adding a youth voice to ensure we have a diversity of voice on the board
- Policy Committee  
Discussion: working on a few policies that will be reading in the coming months
- Are we still planning to have an ad hoc strategic planning committee? We do think this would be helpful in the future.

**X. Other action items (spending and hiring resolutions)**

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves entering into a Development Services Agreement with Building Hope Development Services LLC.

Voting

Moved: Xu Lin

Seconded: Jeff Koung

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

Abstained: Alan Phan

**XI. Adjournment 7:40pm**

Voting

Moved to Adjourn: Allaire Wohlgemuth

Seconded: Leana Cabral

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

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

Wednesday, November 15, 2023, 6:30 p.m.  
1023 Callowhill Street

**Board Members Present:** Leana Cabral, Xu Lin, Nancy Nguyen (joined at 7:03pm), Neeta Patel, Alan Phan, Allaire Wohlgemuth

**Board Members Absent:** Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin

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

**MINUTES**

- I. Call to Order:** 6:52pm Xu Lin
- II. Public Comment**  
Discussion: n/a
- III. Executive Director's Report** Ellen Somekawa  
Discussion: Discussion around the consultants who can advise about salaries. This will assist FACTS with developing a compensation philosophy and structure and provide us with market analysis for various positions so we can try to make salaries equitable across the organization. We should ensure that they are looking at similar charter schools vs. a larger charter network like Mastery.
- IV. Approval of the Minutes**
- 1. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of October 18, 2023.  
Voting  
Moved: Allaire Wohlgemuth  
Seconded: Nancy Nguyen  
Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth  
Abstained: n/a
- V. Finance Report** Neeta Patel  
Presentation  
Discussion: The extra money reflected in this budget will be used to support our ongoing structural deficit.
- 2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Financial Statements for the period ending October 31, 2023  
Voting  
Moved: Leana Cabral  
Seconded: Neeta Patel  
Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth  
Abstained: n/a

## VI. Revision of the 2023-2024 Budget

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the 2023-2024 FY Budget.

Discussion: The surplus can be spent in future FY's. We can approve this budget without yet deciding what to do with the anticipated surplus.

### Voting

Moved: Neeta Patel

Seconded: Alan Phan

Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: n/a

## VII. Acceptance of the Audit

The Board's role in audit review

David Brown

Presentation by the Audit Committee

Neeta Patel

Discussion: n/a

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School accepts the audited financial statements for the 2022-23 fiscal year.

### Voting

Moved: Alan Phan

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: n/a

## VIII. Child Abuse and Neglect Policy

Presentation

Ellen Somekawa

Discussion: FACTS is making a plan for how this will be shared with staff. Part of the language of the policy is that staff will be trained on it.

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School adopts the Child Abuse and Neglect Policy.

### Voting

Moved: Allaire Wohlgemuth

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: n/a

## IX. Staff Interactions With Students Policy

Presentation

Ellen Somekawa

Discussion: n/a

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School adopts the revision to the Staff Interactions with Students Policy.

Voting

Moved: Alan Phan

Seconded: Leana Cabral

Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: n/a

**X. Committee Reports**

● Development Committee

- Discussion: Raised over \$54k at the 5k. Got great corporate sponsorships (i.e. Wawa). We will send an emailed thank you note to all participants and the board will send thank you cards to the sponsors. Thank you cards could come from someone other than the board member who brought in the sponsorship. Great appreciation to Michelle Barton who handled this for the first time and did a great job! Parent feedback was that it would be great if we use something other than Run the Day for next year as our sign up platform. Development Assistant process is going well. We have 2 strong candidates who have already gone through one round of interviews. Parent committee met for the second time. Will continue to meet regularly and work towards more corporate sponsorship. The parents are also excited to plan teacher appreciation.

**XI. Changes to the school calendar**

**7. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School adopts the revised school calendar, moving the In-Service Day and Parent-Teacher Conference Day from 3/14/24 and 3/15/24 to 3/21/24 and 3/22/24.

Voting

Moved: Alan Phan

Seconded: Leana Cabral

Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: n/a

**XII. Other action Items**

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the following employees:

Abel Zeng, Teacher, \$48,000/year

Anna Jeong, Teacher, \$48,000/year

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Prolific Building

Services in an amount not to exceed \$130,000 for the purpose of providing cleaning services.

Voting

Moved: Nancy Nguyen

Seconded: Alan Phan

Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: n/a

**XIII. Adjournment**

Voting

Moved: Allaire Wohlgemuth

Seconded: Alan Phan

Voted Yes: Leana Cabral, Xu Lin, Nancy Nguyen, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: n/a

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

Wednesday, December 20, 2023, 6:30 p.m.  
1023 Callowhill Street

**MINUTES**

**Board Members Present:** Leana Cabral (arrived @ 6:46pm ), Xu Lin, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin

**Board Members Absent:** Nancy Nguyen

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

I. **Call to Order:** 6:33pm Thierry Saintine

II. **Public Comment**

Discussion: A parent was present to discuss concerns about transportation with the support of an interpreter. Parent reported that the child has a phobia that was documented by a doctor and were requesting a 504 Plan that would provide private transportation (cab, etc). Felt the school was not helpful in this request. Parent hoped by coming to this meeting they might get some help and a solution for the transportation problems. Board Chair asked parents to email him directly with both the concern and the request so that the board can address this with all of the information in front of them. Parent asked how long it would take to get a response. Board Chair stated a response could be given after the next board meeting which would be in one month. Parent chose to stay for more of the meeting so interpreter remained and continued to support. Parent left the meeting at 7:14pm.

III. **Principal's Report** Pheng Lim  
Discussion: N/A

**Executive Director's Report** Ellen Somekawa

IV. **Presentation and Discussion of the Proposed Compensation Study**

Jennifer Svendsen from Edgility Consulting will be present to explain their proposal and answer questions.

Discussion: *Do they have experience with other schools that have unions? Yes they do have that experience and feel comfortable working with an organization that has both union and non-union staff. Should FACTS start with market analysis because we are focusing on non union positions? On occasion they do switch up the order but here it feels important to do the first stage as it will help to create trust and ensure that Edgility understands all the dynamics before moving to create a plan. Have you seen this process create friction or tension between staff and how did you navigate it? That is not typically what happens. Generally this happens if organizations don't choose to do the entire process because staff feel they have voice and therefore trust the process. The few times there has been tension Edgility has prioritized finding ways to engage with staff to build trust. Do you find that at times there is tension during the process that is*

*expected?* Edgility stresses transparency to address this including making sure staff know their potential for salary growth and how to access that salary growth. The goal is to create policies and procedures that are clear for staff. *Can you clarify the timeline...is this FACTS specific or is this the general timeline for any client?* This is a typical timeline. They have third party software that does much of the analysis which helps to support a 4 month timeline. *Does Edgility have a particular philosophy that they can recommend around how to determine compensation (i.e merit, etc.)?* Yes they do. There are places where there is choice and places where they will direct. Where there are choices they will make clear the benefits and drawbacks of each choice.

Discussion Part 2: This will help us to be able to understand how FACTS salaries compare to the rest of the world with actual data. We have tried getting this information on our own and it has proven to be difficult. Discussion around whether or not the price is reasonable for these services. Stressed importance of admin, operations staff, and para professionals feeling that their salaries are also fair and that there is equity for them even though they are not in the union. The market assessment will also get us data on union positions so that we have that data for union negotiations. This data for all positions will help us to set goals of where we want to get to with our salaries. There was a suggestion that we do some parts of the plan but not all. Could we get a reference from a school that was in a similar position as we are to speak to the facilitation skills of the principal from Edgility. Maybe we start with the market research and then decide what other parts we do in what timeline.

- V. 1. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Edgility Consulting in an amount not to exceed \$35,000 for the purpose of conducting a Compensation Study pending the successful completion of reference checks.

Moved: Xu Lin

Seconded: Neeta Patel

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

Abstained: N/A

**VI. Approval of the Minutes**

**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 15, 2023.

Discussion: N/A

Moved: Leana Cabral

Seconded: Alan Phan

Voted Yes: Leana Cabral, Xu Lin, Neeta Patel, Alan Phan, Allaire Wohlgemuth

Abstained: Pooja Agarwal, Thierry Saintine, Alison Lin, Jeff Koung

**VII. Finance Report  
Presentation**

Neeta Patel

Discussion: *There was a gap between actual and budgeted numbers. Is that typical?* Yes...most are due to the numbers not being reflective of a full year in the actual column vs the full year in the budget column.

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Financial Statements, as amended, for the period ending November 30, 2023.

Moved: Pooja Agarwal

Seconded: Xu Lin

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

Abstained: N/A

### **VIII. Sunshine Law**

New Information about the Sunshine Law  
Action Steps

Ellen Somekawa

Discussion: Our families might prefer and find more accessible virtual meetings and we do have some in person meetings to give folks an opportunity to come in person. We will look into the law and determine the best path forward. Could always do a hybrid situation where someone is always at the school for anyone who wants to participate in person.

### **IX. Committee Reports**

- Development Committee. Discussion: The new part time development person met with the committee. Excited for her to start. Need to work on thank you letters for the 5k and working on engaging parents.
- Nominations Committee. Discussion: N/A
- Policy Committee. Discussion: N/A

### **X. Adjournment**

Discussion: N/A

Moved: Neeta Patel

Seconded: Alan Phan

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

Abstained: N/A

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

Wednesday, January 17, 2024, 6:30 p.m.  
1023 Callowhill Street, Philadelphia, PA

**MINUTES**

**Board Members Present:** Leana Cabral, Xu Lin, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen

**Board Members Absent:** N/A

**Staff Members Present:** Ellen Somekawa, Pheng Lim

**Members of the Public Present:** Abeer Al Hayek, Amina Kiwan, Justin Dorsey  
(interpreter)

**I. Call to Order:** 6:33PM Thierry Saintine

**II. Public Comment**

Discussion: Abeer Al Hayek, Amina Kiwan attended. Justin Dorsey was also there for translation/interpretation purposes. The structure of the hearing was shared with the family.

**III. Executive Session**

Discussing agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law

**IV. Return to Public Session**

**V. Board Action**

Discussion: The FACTS Board agrees that the transportation needs of FACTS families are not being met by the School District of Philadelphia, and thus the FACTS Board recommends the creation of a committee focused on advocating for more transportation support from the School District of Philadelphia.

**BE IT RESOLVED** The FACTS Board affirms the school administration's decision related to the transportation accommodation request by the requesting FACTS family.

Moved: Pooja Agarwal

Seconded: Xu Lin

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

Abstained: Allaire Wohlgemuth

**VI. Principal's Report Tabled until the February Meeting** Pheng Lim  
Discussion:

**Executive Director's Report** Ellen Somekawa

Discussion: Presented the new grant. Reviewed the statement that will go out to staff and families about current events.

**VII. Approval of the Minutes**

**1. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of December 20, 2023.

Discussion: N/A

Moved: Allaire Wohlgemuth

Seconded: Neeta Patel

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

Abstained: Nancy Nguyen

**VIII. Finance Report**

Presentation

Neeta Patel

Discussion N/A

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Financial Statements for the period ending December 31, 2023

Moved: Alan Phan

Seconded: Neeta Patel

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

Abstained: N/A

**IX. Approval of the 990 Tabled until the February Meeting**

Presentation

David Brown

The Board's Responsibility in Approval of the 990

Discussion

**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, 2023.

**X. Revision to the Parent and Student Complaint Procedures**

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the Parent and Student Complaint Procedures contained in the Parent Handbook.

Discussion: N/A

Moved: Neeta Patel

Seconded: Xu Lin

Voted Yes: Leana Cabral, Xu Lin, Neeta Patel, Alan Phan, Allaire Wohlgemuth,  
Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen  
Abstained: N/A

**XI. Executive Session**

Considering the purchase or lease of real property and also collective bargaining updates.

**XII. Return to Public Session**

**XIII. Committee Reports**

- Development Committee:
- Nominations Committee: N/A
- Policy Committee: N/A

**XIV. Other Action Items N/A**

[possible addition of spending and hiring resolutions]

**XV. Adjournment 9:40PM**

Moved: Allaire Wohlgemuth

Seconded: Leana Cabral

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

Abstained: N/A

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

Wednesday, February 21, 2024, 6:30 p.m.  
via Zoom

**MINUTES**

**Board Members Present:** Leana Cabral, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung (left the meeting at 8:19pm), Alison Lin (left meeting at 8:12pm), Nancy Nguyen

**Board Members Absent:** Xu Lin

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

**Members of the Public Present:** Ella Simmons

I. **Call to Order:** 6:34pm Thierry Saintine

II. **Public Comment**  
N/A

III. **Principal's Report** Pheng Lim  
Discussion: N/A

**Executive Director's Report**

Ellen Somekawa

Discussion: For the studies about the building how much does it cost and does it require board approval? Only those studies costing \$5,000 or more need board approval, and of the studies together will be a total of \$20k for all. These things were built into our budget for this year. How does the L&I rating affect us with SDP? It will affect us on the annual report card we get from the SDP but does not affect funding or charter approval. L&I has found FACTS compliant, but this will not be reflected in the upcoming SDP ratings.

IV. **Approval of the Minutes**

**1. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Board of Trustees Meeting Minutes of January 17, 2024.

Moved: Neeta Patel

Seconded: Leana Cabral

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

Abstained: N/A

V. **Finance Report**

Presentation

Neeta Patel

Discussion: New employees don't participate in PSERS—they do PSERS Alternative Plan/403b instead. We stopped enrolling new employees in PSERS in 2016. Benefits to employees of both plans are comparable.

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Financial Statements for the period ending January 30, 2024.

Moved: Neeta Patel

Seconded: Alan Phan

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

Abstained: N/A

## **VI. Reserve Account Resolutions**

**3. BE IT RESOLVED** that the General Reserve Account was established as a board designated emergency reserve fund. This fund is to preserve a minimum balance of at least three months of operating expenses. The withdrawal of funds that would result in reducing the emergency reserve fund below the minimum threshold must be approved by a resolution of the Board of Trustees. The balance of the account is to be reported to the Board of Trustees at each meeting.

The General Reserve Account may also be used to maintain general operating funds in FDIC insured accounts while maximizing interest income. Funds in excess of the minimum threshold described above may be moved to the school's operating accounts at the discretion of the Finance Director with the approval of the Executive Director.

This resolution supersedes all previous resolutions regarding this account.

Discussion: This will allow the Finance Director to move all "extra funds" above the 3 month minimum without requiring board approval each time. We have not specified the actual dollar amount as the operating costs change from year to year and the 3 month minimum changes as a result. If there was ever a need to move funds in a way that would dip into the minimum then that would require board approval.

Moved: Alan Phan

Seconded: Jeff Koung

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

Abstained: N/A

**4. BE IT RESOLVED** that the Board of Trustees approves moving \$500,000 from the General Reserve Account to the Board Designated Building Reserve Fund for the purpose of building expansion and/or renovation.

Discussion: N/A

Moved: Alison Lin

Seconded: Neeta Patel

Voted Yes: Leana Cabral, Neeta Patel, Alan Phan, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen  
Abstained: N/A

**VII. Approval of the 990**

Presentation

David Brown

The Board's Responsibility in Approval of the 990

Discussion: Board member names reflect board members that were on the board during the 22-23 fiscal year.

**5. 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, 2023.

Moved: Allaire Wohlgemuth

Seconded: Leana Cabral

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

Abstained: N/A

**VIII. Revision of the School Wellness Policy**

Report on the Assessment compliance with the Wellness Policy

Report on work to improve compliance with the Wellness Policy

Discussion: Are the services provided by Vetri to support wellness would be free to us

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

Moved: Alan Phan

Seconded: Leana Cabral

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

Abstained: N/a

**IX. Revision of the Travel Policy**

**7. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves revising the per diem rates within the Travel Reimbursement Policy as follows:

The standard mileage rate for business travel for the year 2024 when using one's personal vehicle is .67 cents per mile.

The standard rate for meals when traveling out of town on official FACTS business is as follows: Breakfast \$18.00 Lunch \$20.00 Dinner \$36.00

Moved: Alison Lin

Seconded: Neeta Patel

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

Abstained: N/A

**X. Approval of the 2024-25 School Calendar**

Discussion: We are starting a week later than SDP but our end date is the same. We can do this by counting hours vs days of school.

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the 2024-25 School Calendar.

Moved: Nancy Nguyen

Seconded: Neeta Patel

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

Abstained: N/A

**XI. Approval of staff travel to conferences**

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves four staff members traveling to and attending the PA Department of Education Data Summit in Hershey, PA from March 11 to 13 and for five staff members traveling to and attending the National Council of Teachers of Math Conference in New Orleans, LA from June 17 to 19.

Discussion: Board approval is needed because current conference policy limits staff participation to travel conferences to 2 people and they would like to send more.

Moved: Alan Phan

Seconded: Pooja Agarwal

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

Abstained: N/A

**XII. Executive Session**

Discussing personnel matters  
Collective bargaining update

**XIII. Return to Public Session**

**XIV. Committee Reports**

- Development Committee: Discussion: FACTS 5k sponsor letters, etc are approved as of now and will be sent out to the board so we can start moving on sponsorships. Looking at a new site for registration for the 5K. Also keeping an eye out for smaller grants. Want to think about a bigger event for 2025 as it's the 10 year anniversary of the 5k and 20 year anniversary of FACTS as a school. Need folks to do the remaining thank you cards and some addresses are missing
- Nominations Committee: Discussion: N/A

**XV. Other Action Items**

**10. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Clarkson + Varick for the provision of full evaluation of FACTS's elevator equipment in an amount not to exceed \$6000.

Moved: Alison Lin

Seconded: Neeta Patel

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

Abstained: N/A

**11. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the hiring of LaVerne Frazier for the position of Certified School Nurse at a salary of \$82,000.

Moved: Alison Lin

Seconded: Pooja Agarwal

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

Abstained: N/A

**XVI. Adjournment 8:22pm**

Moved: Allaire Wohlgemuth

Seconded: Pooja Agarwal

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

Abstained: N/A

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

Wednesday, March 20, 2024, 6:30 p.m.  
1023 Callowhill Street

**MINUTES**

**Board Members Present:** Neeta Patel, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Xu Lin

**Board Members Absent:** Nancy Nguyen, Leana Cabral, Alan Phan

**Staff Members Present:** Ellen Somekawa

**Members of the Public Present:** None

**I. Call to Order:** 6:44pm Thierry Saintine

**II. Public Comment**

Discussion: n/a

**III. Principal's Report**

Discussion: n/a

Pheng Lim

**Executive Director's Report**

Ellen Somekawa

Discussion: School board representatives toured the school this week.

**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 21, 2024.

Moved: Allaire Wohlgemuth

Seconded: Neeta Patel

Voted Yes: Neeta Patel, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin

Abstained: Xu Lin

**V. Finance Report**

No finance report or review of financial statements this month.

**VI. Board Meeting Calendar**

Our June 2024 Board meeting is scheduled for June 19 which is the Juneteenth Holiday. Can we reschedule the meeting for June 12 or June 18? We will need to advertise the change in dates.

The dates for the 2024-25 school year are:

July 17, 2024

August 21, 2024

September 18, 2024 IN PERSON

October 16, 2024 IN PERSON  
November 20, 2024  
December 18, 2024  
January 15, 2025 IN PERSON  
February 19, 2025  
March 19, 2025 IN PERSON  
April 23, 2025 (not the third Wednesday due to Spring Break)  
May 21, 2025 IN PERSON  
June 18, 2025

Last year, the Board determined that a combination of in person and online meetings provides the best combination of transparency and accessibility to the Board meetings. If we make decisions on the locations of the 2024-25 board meetings, we can combine the public notice with our change in the June 2024 meeting date.

Are people interested in doing a summer board retreat? One proposal is to have a July Board retreat in lieu of the July board meeting.

Discussion: The June meeting will be on 6/12. As Allaire cannot attend Alison will take notes for this meeting. The board will have its annual retreat on July 27th.

## **VII. Board Appointments**

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Nancy Nguyen to the Board of Trustees for a three year term, from July 1, 2024 to June 30, 2027.

Moved: Xu Lin

Seconded: Neeta Patel

Voted Yes: Neeta Patel, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Xu Lin

Abstained: n/a

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Leana Cabral to the Board of Trustees for a three year term, from July 1, 2024 to June 30, 2027.

Moved: Allaire Wohlgemuth

Seconded: Xu Lin

Voted Yes: Neeta Patel, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Xu Lin

Abstained: n/a

## **VIII. Board Officer Elections**

Board Officer Nominations: These nominations for Board Officers are a follow up from the Board Commitment Forms that Board members submitted indicating interest in Board leadership roles and interest in serving on committees. The following individuals are nominated by the Executive Committee as officers of the Board:

- Thierry Saintine, Chair
- Xu Lin, Vice-Chair
- Neeta Patel, Treasurer
- Allaire Wohlgemuth, Secretary

Are there any other nominations? [none]

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Thierry Saintine to the office of Chair of the Board of Trustees for a one year term from July 1, 2024 to June 30, 2025.

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School appoints Xu Lin to the office of Vice-Chair of the Board of Trustees for a one year term from July 1, 2024 to June 30, 2025.

**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 from July 1, 2024 to June 30, 2025.

**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 from July 1, 2024 to June 30, 2025.

Moved Resolutions #4-7: Pooja Agarwal

Seconded: Alison Lin

Voted Yes: Neeta Patel, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Xu Lin, Allaire Wohlgemuth

Abstained: n/a

#### **IX. Statements of Financial Interest**

Statements of Financial Interest are due May 1. However, if we have them ready by March 22, we can submit them to the Charter School Office for review so we can correct any errors or omissions prior to the real deadline.

Discussion: n/a

#### **X. Committee Reports**

- Development Committee: Discussion: Working to test the new 5k registration site. Looking into smaller grants. Parents organizing committee happened today. Quarterly newsletter is ready but requires approval from administration. Starting to discuss future fundraising efforts.
- Nominations Committee: Discussion: n/a

#### **XI. Other Action Items n/a**

**XII. Adjournment 8:02pm**

Moved: Allaire Wohlgemuth

Seconded: Alison Lin

Voted Yes: Neeta Patel, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin,  
Xu Lin, Allaire Wohlgemuth

Abstained: n/a

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

Wednesday, April 17, 2024, 6:30 p.m.

by Zoom: <https://us06web.zoom.us/j/89509608196>

**MINUTES**

**Board Members Present:** Thierry Saintine, Neeta Patel, Alan Phan, Alison Lin (left at 8:52), Pooja Agarwal (left at 7:55pm), Nancy Nguyen, Allaire Wohlgemuth (arrived at 7:40pm) Leana Cabral (arrived at 7:15pm )

**Board Members Absent:** Xu Lin, Jeffery Koung

**Staff Members Present:** Pheng Lim, David Brown, Michelle Barton, Mrs. Millice, Galen Fitzpatrick

**Members of the Public Present:** Hong (Jessice and Sophie's mom), Jennifer Romaniw, Marya and Mike Camilleri, Fredi Fernandez, Nanme Zheng, Jenny Chen, Win.

**Interpreters:** Ludy Soderman, Dewi Broadhurst, Nanme Zheng

**I. Call to Order:** (6:43pm)

Thierry Saintine

**II. Public Comment**

Fredi Fernandez asked if this meeting was for board members or families. Thierry responded that like all board meetings parents are welcome to attend and this meeting will have a presentation where parents can ask more questions related to that.

No other public comments

**III. FACTS Title I Parent Engagement Meeting**

Michelle Barton &  
Galen Fitzpatrick

Needs Assessment: what are FACTS' strengths and challenges

- Presentation of academic and attendance data
- FACTS academic goals for 2023-24

Title I Funding:

- How does FACTS spend Title I funding?

Parent and Board feedback

Discussion:

How might we meet the ELA goals given the challenges?

One strategy is to focus on younger grades for literacy, to look at our phonics program and new research with science of reading. We had used the Teacher's College phonics program and it was not as effective as we wanted. The Literacy team chose Reading Horizons and it pays attention to phonetic attention and how they are used to make words. Invited a

literacy agency to help with small strategy groups to come work with our teachers. Teachers' goals are how to work with small groups to help students. Third example is hiring interventionists, gathering information and creating small groups to see what skill set is necessary to help them improve in literacy.

Developmental Reading Assessment did not tell us why students were reading at that level. We are trying out a new assessment and a few others to see if there is something that serves us better.

Fourth, we hired an intervention coach, Teacher Jenny to coach and support teachers in Tier 1 strategies (classroom wide) to be preventative. For example, speakers for students with hearing needs. Filters out all but the voices of the teacher, crisper and clearer instructions.

**IV. Principal's Report**

Pheng Lim

Discussion: N/A

**Executive Director's Report**

Ellen Somekawa

Discussion: N/A

**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 March 20, 2024.

Moved: Pooja Agarwal

Seconded: Neeta Patel

Voted Yes: Pooja Agarwal, Neeta Patel, Thierry Saintine, Alison Lin

Abstained: Alan Phan, Leana Cabral, Nancy Nguyen

**VI. Finance Report**

Finance Committee Report

Finance Director Comments

Discussion:

Individual Giving - we're at 67% does that include the teacher fundraising?

This does not include that because those do not go through the school's books, generated and spent by the parents. Since this is a parent initiative it is collected individually and spending it on their own, like a PTA.

The 5K is its own line, called event revenue/special event.

Can you say more about what is budgeted for salary?

This can be off since teachers are paid over the summer so it doesn't line up with the percentage of school year we are in.

## **VII. Executive Session**

For the purpose of discussing personnel issues

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the March 31, 2024 Financial Statements.

Moved: Alison Lin

Seconded: Alan Phan

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

Abstained: n/a

## **VIII. Presentation of the Draft 2024-25 Budget**

Presentation of the draft budget

David Brown

Questions and Concerns of the Board:

What's happening with the Elimination of the Director of School Culture for the lower school? Current staff member is leaving to pursue another field. Those responsibilities will be absorbed by the new Assistant Principal role.

The grant money is included at a lower rate for 2024-2025 and is not included beyond that year because we are still unsure how long we will receive these funds and how much they will be for. Grant money for 2024-2025 will not be confirmed until July 2024.

## **IX. Committee Reports**

- Development Committee Discussion: Got a new donor already and have all the materials ready for the 5k donations. Parent committee is going well. Parents collected funds for the school and it was not a logistical burden on admin due to new development staff person's support. Want to start thinking about next year being FACTS 20th anniversary/capital campaign. Follow up with a consultant and got some good baseline information.
- Nominations Committee Discussion: n/a

## **X. Other Action Items**

n/a

## **XI. Adjournment (8:53)**

Moved: Allaire Wohlgemuth

Seconded: Alan Phan

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

Abstained: n/a

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

Wednesday, May 15, 2024, 6:30 p.m.  
1023 Callowhill Street, Philadelphia, PA 19123

**MINUTES**

**Board Members Present:** Thierry Saintine, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Leana Cabral (left the meeting at 8:45pm), Xu Lin, Jeffery Koung

**Board Members Absent:** Nancy Nguyen, Pooja Agarwal, Alison Lin

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

**Members of the Public Present:** n/a

**I. Call to Order:** 6:50pm Thierry Saintine

**II. Public Comment**  
Discussion: n/a

**III. Principal's Report** Pheng Lim  
Discussion: n/a

**Executive Director's Report** Ellen Somekawa  
Discussion: Maybe we could create a 20th Anniversary Committee. This work could start in 2025.

**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 17, 2024.

Moved: Neeta Patel

Seconded: Alan Phan

Voted Yes: Thierry Saintine, Neeta Patel, Alan Phan, Leana Cabral,

Abstained: Allaire Wohlgemuth, Xu Lin, Jeffery Koung

**V. Finance Report**  
Finance Committee Report  
Finance Director Comments

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the April 30, 2024 Financial Statements.  
Discussion: For some line items what was budgeted for is significantly more than the actual and this is because the year is not complete and more expenses are coming.

Moved: Allaire Wohlgemuth

Seconded: Xu Lin

Voted Yes: Thierry Saintine, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Leana Cabral, Xu Lin, Jeffery Koung  
Abstained: n/a

**VI. Approval of the 2024-25 Budget**

Presentation of the budget

David Brown

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

Discussion: The bank interest is projected to drop in this budget just in case the bank decides to change the rate. It is a conservative estimate. Have built into this budget the fixed costs that will potentially be in the union contract.

Moved: Leana Cabral

Seconded: Alan Phan

Voted Yes: Thierry Saintine, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Leana Cabral, Xu Lin, Jeffery Koung

Abstained: n/a

**VII. Executive Session**

- Holding an information, strategy and negotiation session related to the negotiation of a collective bargaining agreement
- Considering the purchase or lease of real property;

**VIII. Return to Public Session**

**IX. Collective Bargaining Agreement**

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the Collective Bargaining Agreement with the Alliance of Charter School Employees, Local #6056

Discussion: n/a

Moved: Alan Phan

Seconded: Leana Cabral

Voted Yes: Thierry Saintine, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Leana Cabral, Xu Lin, Jeffery Koung

Abstained: n/a

**X. Pennsylvania Commission on Crime and Delinquency School Mental Health Grant for the 2024-25 school year**

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves applying for and accepting the Pennsylvania Commission on Crime and Delinquency School Mental Health Grant for the purpose of supporting the hiring of a full time social worker for the 2024-25 school year.

Discussion: This is just for this year but as it has happened for the last two years it is possible it will exist in future years.

Moved: Xu Lin

Seconded: Jeff Koung

Voted Yes: Thierry Saintine, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Leana Cabral, Xu Lin, Jeffery Koung

Abstained: n/a

[need the physical signatures of the Board President and Secretary]--DONE

## **XI. Committee Reports**

- Development Committee: Discussion: Leana will reach out to Carmen from Taller to get her perspective on capital campaign
- Nominations Committee: Discussion: n/a

## **XII. Other Action Items**

**5. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Pennsylvania School for the Deaf for the procurement of Rodger Digimaster Speakers and Touchscreen Transmitter equipment in an amount not to exceed \$40,000.

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with School Specialty for the procurement of Science Curriculum materials in an amount not to exceed \$60,000.

**7. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with the following vendors for the 2024-25 fiscal year:

- Independence Blue Cross for Medical and Vision Health Insurance in an amount not to exceed \$665,000.
- MetLife NY for employer paid Short- and Long-Term insurance in an amount not to exceed \$25,000
- United Concordia for the procurement of dental insurance in an amount not to exceed \$45,000

**8. 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 a three year subscription with Barracuda CloudGen Firewall in an amount not to exceed \$14,000.

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Linda Deafenbaugh for the purpose of producing folk arts curriculum materials in an amount not to exceed \$8,000.

Moved: Neeta Patel

Seconded: Alan Phan

Voted Yes: Thierry Saintine, Neeta Patel, Alan Phan, Allaire Wohlgenuth, Xu Lin, Jeffery Koung

Abstained: n/a

**10. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves a stipend for David Brown for the purpose of compensation for collective bargaining duties in the amount of \$5,000.

**11. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves a stipend for Patricia Morris for the purpose of compensation for Title IX Coordinator duties in the amount of \$5,000.

**12. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves a stipend for Patricia Morris for the purpose of compensation for Title IX Coordinator duties in the amount of \$5,000.

**13. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves hiring the following staff at the following salaries for the 2024-25 school year.

10-Month Salary Staff		
Generic Title	Name	2024-35
Teacher	Asplundh, Marley	55,500
ParaEducator	Barnabee, Josephine	30,900
Academic Coordinator	Benowitz, Jill	91,000
Teacher	Britwell, Brindusa	57,000
Food Services Staff	Broadhurst, Dewi	57,166
Special Education	Buozis, Alison	82,000
Teacher	Cajigas, Emily	83,500
Teacher	Cavanagh, Lily	61,000
ParaEducator	Chen, Becky	36,050
In House Sub	Chung, Irene	33,990
Interventionist	Della Velle, Teresa	52,500

Specials Teacher	Dodordas, Lindsay	58,500
Special Education	Dougherty, George	69,000
Academic Coordinator	Fan, Janice	92,500
Teacher	Gilfond, Gwen	50,000
ELD Teacher	Imm, Amber	61,000
ELD Teacher	Jeong, Anna	49,500
Specials Teacher	Joselyn, Eric	90,532
Special Education	Lee, Jennifer	85,000
Teacher	Liang, Dinh	51,000
Specials Teacher	Ling, Daisy	67,500
Teacher	Lok, Delilah	48,500
ParaEducator	Louie, Weixia	37,853
Academic Coordinator	Lunstead, Jenny	88,500
Special Education	Mack, Olivia	54,000
Food Services Staff	Mai, Qilian	42,628
Teacher	McDermott, Gerald	70,500
ELD Teacher	Megill, Lucinda (Stars)	79,000
Teacher	Mergott, Katherine	50,000
ELD Teacher	Min, Melissa	67,000
Program Support Staff	Mothes-Chan, Sara Rene	64,500
Special Education	Mrljak, Sara	71,500
Specials Teacher	Na, Lin	49,500
In House Sub	Negrete Gonzalez, Sharoon	33,990
Teacher	Neteler, Katherine	54,000
Teacher	Park, Hye-Jung	60,000
Teacher	Pickering, Cathering	68,500
In House Sub	Sahil El Bey, Silka	35,535
Kindergarten Assistant	Sandy Tu	37,420
Teacher	Seidel, Rachel	54,000
Interventionist	Smith, Samantha	47,932

Teacher	Solitrin, Katie	66,000
Interventionist	Song, Kenny	51,500
Teacher	Strother, Lucia	61,500
ELD Teacher	Strube, Tom	76,000
Program Support Staff	Stuebben, Nicolle	57,000
ELD Teacher	Thai, Iris	71,500
Teacher	Thompson, Nahfesse	56,000
Teacher	Wilkinson, Gabrielle	60,000
ELD Teacher	Zeng, Abel	49,500
Special Education	Ziebel, Rachel	67,000
10-Month Hourly Staff		
Food Services Staff	Yeung, Mei	\$19.47
Food Services Staff	Lukito, Melly	\$18.39
Food Services Staff	Tan, Jian (Tracey)	\$17.30
Food Services Staff	<i>Chen, Melin</i>	\$16.22
School Culture Aids	Jones, Tunai	\$17.85
School Culture Aids	Martin, Kennith	\$17.30
School Culture Aids	Eubanks, Lauren	\$16.22
School Culture Aids	Gonzalez, Tatiana	\$15.45
School Culture Aids	Nolasco-Argueta, Naydelin	\$15.45
12-Month Salary Staff		
Admin & Operations Staff	Barton, Michelle	85,490
Admin & Operations Staff	Brown, David	106,088
Admin & Operations Staff	Centeno, Elizabeth	53,133
Program Support Staff	Denny, Claire	59,740

Admin & Operations Staff	Fitzpatrick, Galen	88,250
Program Support Staff	Frazier, LaVerne	82,000
Program Support Staff	Griffin, Jacquelyn	95,172
Program Support Staff	Lei, Wen Chao (Vince)	67,512
Program Support Staff	Lim, Pheng	124,295
Program Support Staff	Lingenfelter, Jill	87,550
Admin & Operations Staff	Nguon, Sam	63,285
Admin & Operations Staff	Somekawa, Ellen	116,290
Admin & Operations Staff	Wong, Patty	51,912
12-Month Hourly Staff		
Admin & Operations Staff	Zheng, Nanme	23

Discussion: n/a

Moved: Alan Phan

Seconded: Jeff Koung

Voted Yes: Thierry Saintine, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Xu Lin, Jeffery Koung

Abstained: n/a

### **XIII. Adjournment (8:58pm)**

Moved: Allaire Wohlgemuth

Seconded: Jeff Koung

Voted Yes: Thierry Saintine, Neeta Patel, Alan Phan, Allaire Wohlgemuth, Xu Lin, Jeffery Koung

Abstained: n/a

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

Wednesday, June 12, 2024, 6:30 p.m.  
via zoom

**MINUTES**

**Board Members Present:** Leana Cabral (left at 8:10pm), Xu Lin, Neeta Patel, Allaire Wohlgemuth, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin (left at 9:00pm), Nancy Nguyen

**Board Members Absent:** Alan Phan

**Staff Members Present:** Ellen Somekawa, Pheng Lim

**Members of the Public Present:** Trish Morris and Jill Lingenfelter (left at 6:50pm)

**I. Call to Order:** 6:33pm Thierry Saintine

**II. Public Comment**  
Discussion: n/a

**III. Executive Session**

- Discussing Personnel Matters;
- Discussing agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law;
- Discussing certain public safety issues if disclosure of the information discussed would be reasonably likely to jeopardize or threaten public safety or preparedness or public protection.

**IV. Return to Public Session**

**V. Principal's Report** Pheng Lim  
Discussion: n/a

**Executive Director's Report** Ellen Somekawa

Discussion: The delay in the compensation study means that admin will need to work quickly to prepare for salary negotiations this summer. The charter renewal process will be discussed as a separate agenda item.

**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 May 15, 2024.

Discussion: n/a

Moved: Allaire Wohlgemuth

Seconded: Xu Lin

Voted Yes: Xu Lin, Neeta Patel, Thierry Saintine, Jeff Koung, Allaire Wohlgemuth

Abstained: Alison Lin, Nancy Nguyen, Pooja Agarwal

## **VII. Finance Report**

Presentation

David Brown

Discussion: David will email out the actual per pupil amount. Ellen also shared these amounts in the meeting. We can vote on funds being moved to the building reserve fund at the late June meeting.

**2. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the April 30, 2024 Financial Statements.

Moved: Nancy Nguyen

Seconded: Neeta Patel

Voted Yes: Xu Lin, Neeta Patel, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen, Allaire Wohlgemuth

Abstained: n/a

## **VIII. Establishment of an AdHoc Board Compensation Committee**

To establish an ad hoc committee of the Board to work with management staff to analyze the Edgility Compensation Study.

Discussion: Two board members volunteered to be a part of this committee.

## **IX. Capitalization Threshold**

Presentation

David Brown

**3. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves increasing the threshold for capitalization from \$2,500 to \$7,500. This policy will now apply to all items which have a unit cost greater than or equal to seventy-five hundred (\$7,500). Items purchased with a value or cost less than seventy-five hundred (\$7,500) will be expensed in the fiscal year in which it was purchased

Discussion: n/a

Moved: Nancy Nguyen

Seconded: Neeta Patel

Voted Yes: Xu Lin, Neeta Patel, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen, Allaire Wohlgemuth

Abstained: n/a

## **X. Revision of the Student Health Services Policy**

**4. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves the revision of the Student Health Services Policy to combine the Mandated Screening and Health Examinations Policy, the Immunization Policy and the Tuberculosis Screening Policy into one policy.

Discussion: n/a

Moved: Alison Lin

Seconded: Nancy Nguyen

Voted Yes: Xu Lin, Neeta Patel, Thierry Saintine, Pooja Agarwal, Jeff Koung, Alison Lin, Nancy Nguyen, Allaire Wohlgemuth

Abstained: n/a

## **XI. Charter Renewal**

Presentation

Ellen Somekawa

Action: Who from the Board would like to serve as point people for the Charter Renewal?

Discussion: The Executive Committee will serve in this role. There is an opportunity to submit our policies for a preview/feedback round before our submission. We will do this.

## **XII. Committee Reports**

- Development Committee: Discussion: n/a
- Nominations Committee: Discussion:
- Policy Committee: Discussion: n/a

## **XIII. Other Action Items**

**5. 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 200 Lenovo Chromebooks, Google Chrome Educational License, and Chromebook Enrollment and Inventory Service in an amount not to exceed \$62,000. [This spending resolution replaces the previous resolution related to Chromebook purchase. It is a lower bid.]

**6. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Nyman Associates for the provision of special education related services and nursing services in an amount not to exceed \$300,000.

**7. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Starlite for the provision of Listen Technologies interpretation equipment (4 transmitters and headsets, 60 receivers, and 4 docking station cases) in an amount not to exceed \$20,000.

**8. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves engaging Joyce Miller and Associates for the to conduct the audit and associated services in an amount not to exceed \$35,000.

**9. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Gen3 for the installation of a sound wall in an amount not to exceed \$10,000.

**10. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Enspire Consulting Group for the provision of psychologist services in an amount not to exceed \$72,000.

Moved: Nancy Nguyen

Seconded: Allaire Wohlgemuth

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

Abstained: n/a

**11. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Brandon Ly for the provision of technology strategy and governance services in an amount not to exceed \$10,000.

**12. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Lakeside for the provision of trauma informed classroom training in an amount not to exceed \$15,000.

Moved: Nancy Nguyen

Seconded: Neeta Patel

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

Abstained:

**13. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School reverses the determination of the School Administration's decision with respect to the Student Title IX matter as discussed in Executive Session and to adjust student records accordingly.

Moved: Pooja Agarwal

Seconded: Neeta Patel

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

Abstained: Allaire Wohlgemuth

**14. BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Carney, Sandoe & Associates for the provision of executive search services in an amount not to exceed \$60,000.

Moved: Nancy Nguyen

Seconded: Neeta Patel

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

Abstained: n/a

**XIV. Adjournment** 9:14pm

Moved: Allaire Wohlgemuth

Seconded: Pooja Agarwal

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

Abstained: n/a

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

Wednesday, June 26, 2024, 6:30 p.m.  
via zoom

**MINUTES**

**Present:** Thierry Saintine, Pooja Agarwal, Xu Lin, Neeta Patel, Alan Phan, Jeff Koung, Leana Cabral, Nancy Nguyen

**Staff:** Ellen Somekawa

**I. Call to Order:** Thierry Saintine

**II. Public Comment**  
n/a

**III. Action Items**

**Discussion:**

- Why are there two separate resolutions for vended meals and milk?
  - There were two different bidding processes: one for vended meals and one for milk.
- Why not move \$1 million to the Building Reserve Fund?
  - FACTS has not received all of the funds that are on our books. We want to wait until more of the funds are in hand before designating more as Board Designated Reserve Funds.

1. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Nutrition, Inc d/b/a BTC Foods, Inc. in an amount not to exceed \$260,000 for the provision of National School Lunch Program vended meals.
2. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Nutrition, Inc d/b/a BTC Foods, Inc. in an amount not to exceed \$25,000 for the provision of milk for the National School Lunch Program.

Moved #1 & 2: Neeta Patel

Seconded: Xu Lin

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

3. **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 \$42,000 for the provision of package insurance (commercial property, general liability, covered auto, umbrella/excess liability).

Moved: Nancy Nguyen

Seconded: Alan Phan

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

4. **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 \$13,000 for the provision of Educators Legal Liability Insurance.
5. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Technology Insurance Company in an amount not to exceed \$40,000 for the provision of Workers' Compensation Insurance.
6. **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 \$5200 for the provision of Cyber Liability Insurance.

Moved #4-6: Alan Phan

Seconded: Nancy Nguyen

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

7. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves contracting with Funds for Learning for the provision of E-Rate consulting services in an amount not to exceed \$5,000.
8. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School authorizes Funds for Learning to act as agent and on behalf of FACTS for all E-Rate matters for fy 2024-25.

Moved #7-8: Nancy Nguyen

Seconded: Leana Cabral

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

9. **BE IT RESOLVED** that the Board of Trustees of the Folk Arts-Cultural Treasures Charter School approves transferring \$750,000 from the General Operating Account to the Board Designated Building Reserve Fund for the purpose of building expansion and/or renovation.

Moved: Nancy Nguyen

Seconded: Neeta Patel

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

#### **IV. Adjournment**

Moved: Neeta Patel

Seconded: Xu Lin

Voted Yes: Thierry Saintine, Pooja Agarwal, Xu Lin, Neeta Patel, Alan Phan, Jeff Koung, Leana Cabral, Nancy NguyenAll