



MINUTES

Francophone Charter School of Oakland

Board of Directors Regular Meeting

9736 Lawlor Street, Oakland, CA

Thursday, July 7, 2016 at 7:00pm

1. OPENING ITEMS

a. Call to Order at 7:10 p.m.

b. Roll Call

Board members present: Mathilde Andrejko, Evelien Verpeet, Sarah Sharp, Frédéric Boulay, David Fike-Rosales, Lori MacDonald, FCSO Executive Director (Ex Officio)

Amélie Dupont arrived at 7:13 p.m.

Annette Dennett arrived at 7:16 p.m.

Adoubou Traoré arrived at 7:55 p.m.

c. Approval of Agenda

Removed agenda items: vote on Premium Plan

Postponed items: Uniform Complaint Policy (consent agenda)

d. Consent Agenda

- i. Board Meeting minutes: 6/16 – moved to discussion
- ii. Governance Committee Update
- iii. Facilities Committee Update
- iv. Revised Uniform Complaint Policy – postponed
- v. Revised Anti-Harassment Policy
- vi. Liability Insurance Final Proposal
- vii. Resolution for Audit Committee

The consent agenda was approved unanimously (except for items i. and iv.).

2. PUBLIC COMMENT

There were no members of the public in attendance.

3. ACTION AND DISCUSSION ITEMS

Moved from consent agenda: 6/16 Board meeting minutes (item i.)

Sarah Sharp will email her edits to the ED update to Mathilde.

Amelie pointed out the minutes make it look like there were two closed sessions, when there was only one.

a. **Recommendations of New Board Members**

Annette recommends David Fike-Rosales as new Board member on behalf of the Governance Committee. DFR introduces himself and Board members ask him a few questions.

Evelien motions to approve DFR as new Board member. Frederic seconds. Everyone approves.

b. **Confirmation of Board Meeting Schedule 2016-2017**

Mathilde proposed to change February 9 to February 16 to accommodate DFR's schedule. All agree. Mathilde will add the meetings to the online calendar and the website.

c. **Finance Update**

Amélie reports that they are working on filing the school's taxes.

d. **Executive Director Update**

See written update.

Lori MacDonald reports that they interviewed more teachers than they needed so were able to be picky. We still need more diversity in our teaching staff. The idea right now is to recruit and involve educators, speakers, counselors of color, even if they are not necessarily part of the full time staff. An example was given to have a connection with an arts organization to come in and lead interactions with the kids.

Lori asks the Board for help with finalizing the intern program.

e. **Executive Director Transition**

Renaë has been really sick so the transition is going a little more slowly than anticipated.

f. **Executive Director Evaluation Committee**

Mathilde notes that this committee probably can't be an ad hoc committee unless it focuses on setting up the evaluation system, and then the whole board takes over the rest of the evaluation. The discussed timeline is to have the committee created by September and have goals and deliverables established by October. Evelien will create a resolution to create the ad hoc committee by the August meeting. The committee will be established in September to review annual goals at the October Board meeting. Mathilde will provide a Board meeting calendar with topics for each month at the August meeting.

Evelien motions to approve. Annette seconds. Everyone approves.

g. **Revision of Financial Policies**

Contrary to the recommended changes to the policy, it was decided that the school would still accept cash for payments from families.

We expect expense reimbursement requests within 60 days of incurred expense. Any reimbursement requests received after 60 days are not guaranteed to be paid. This change is subject to Evelien's legal research.

Amélie motions. David seconds. Everyone approves.

h. **Revision of Sick Leave Policy**

The timing of 12-month period will be defined.

We need to take out the language about personal leave in the second paragraph. We need to

add language about prorating days for people that start later in the year.

Adoubou motions to approve. Evelien seconds. Everyone approves.

i. Gala Committee: Board or Parent Committee

The Board discussed the model proposed by Mathilde, to make the gala committee a parent committee reporting to the ED. The committee will work closely with the Board on developing and monitoring the budget. The Board will provide guidance (Mathilde, Amelie, and Frederic) on expectations for theme, messaging, etc. No board members will be required to attend the meetings. Mathilde and Amélie will provide guidelines and goals for the committee.

David motions. Amelie seconds. Everyone approves.

j. Approval of Bell Schedule and Instructional Minutes

This is approved subject to confirmation that this information is in line with the current school calendar. Mathilde will check with Renae.

Sarah motions. David seconds. Everyone approves.

k. Officers for 2016-2017

- Evelien will continue as Secretary. School office staff will provide support with clerical duties (such as printing materials and filing in Board binders). Frederic motions. Annette seconds. Everyone approves.
- Amelie will continue as CFO. Evelien motions. David seconds. Amelie abstains. Everyone else approves.
- Mathilde will continue as chair. Evelien motions. Annette seconds. Mathilde abstains. Everyone else approves.
- Annette will continue as vice-chair. Amelie motions. Adoubou seconds. Annette abstains. Everyone else approves.

l. Launch of Education Committee

The Educational Equity Leadership group, reporting to the ED, which will include a Board member (Sarah Sharp), will take on the charge of this Education Committee. There isn't enough capacity for two separate committees at the moment.

m. Committee Chairs and Memberships for 2016-2017 (Audit, Gala, Facilities, Governance, Finance)

- David is going to chair the Audit Committee. Evelien is joining the Audit Committee.
- Amelie will remain chair of the finance committee.
- Sarah will serve on the Educational Equity Leadership group and the ED Evaluation Committee.
- Frederic and Adoubou will join the Facilities Committee.
- Annette will remain chair of the Governance Committee.

Votes?

n. Resolution on Section 125 Premium Only Plan for 2016-2017

This item was canceled (not needed any more).

o. Board Onboarding, Orientation and Fall Retreat

The Board discussed the onboarding (incl. orientation) on new Board members in relation to the Board fall schedule, including a Fall Retreat. The Board packet constitutes the onboarding. The Orientation will be separate from the Fall Retreat, and will be a meeting where we all get on the same page on expectations from Board members. The Fall retreat will include Board and school goal setting and team building.

p. Review of Agenda Items for Next Meetings (incl. summer schedule)

Postponed.

q. Meeting Evaluation: discuss value and how to best conduct meeting evaluations (form, survey, etc.)

Postponed.

4. ADJOURN AT 10:47PM

F U N D A M E N T A L