



AGENDA

**Francophone Charter School of Oakland
Board of Directors Regular Meeting
9736 Lawlor Street, Oakland, CA
Thursday, August 25, 2016 at 7:00pm**

1. OPENING ITEMS

a. Call to Order at 7:18pm.

b. Roll Call

Board Member	Present	Absent
Adoubou Traoré		X
Amelie Dupont	X	
Annette Dennett	X	
David Fike-Rosales		X
Evelien Verpeet	7:35PM	
Frédéric Boulay	X	
Mathilde Andrejko	X	
Sarah Sharp	X	

Guests: Executive Director Lori MacDonald; Edtec representatives Dena Koren and Kate Feeney. David Fike-Rosales called in for the first hour of the meeting (no voting power).

One member of the public was present.

c. Approval of Agenda

Mathilde motions to approve.

Annette seconds.

Board Member	Yes	No	Abst.
Amelie Dupont	X		
Annette Dennett	X		
Evelien Verpeet	Absent		
Frédéric Boulay	X		
Mathilde Andrejko	X		
Sarah Sharp	X		

d. Consent Agenda

Items moved to discussion:

- Revised Sick Leave Policy (vi)
- Updated Employee Handbook (ix)

Items tabled:

- Revised Independent Study Policy (iv)
- Revised Uniform Complaint Policy (v)

Frederic motions to approve all items that were not moved to discussion:

- Board Meeting minutes: 7/7 (i)
- Governance Committee Update (ii)
- Facilities Committee Update (iii)
- Revised Financial Policies (vii)
- Updated Resolutions for Governance, Facilities, Finance Committee to reflect language changes in bylaws (x)
- Brief on ACLU report on discriminatory admissions processes, response letter, and related revision to enrollment application (xii)
- Brief on Better Enrollment initiative (xiii)
- 2016-17 Janitorial Contract (xiv)

Evelien seconds.

Board Member	Yes	No	Abst.
Amelie Dupont	X		
Annette Dennett	X		
Evelien Verpeet	X		
Frédéric Boulay	X		
Mathilde Andrejko	X		
Sarah Sharp	X		

2. PUBLIC COMMENT

One member of the public was present and expressed concerns regarding chaotic classroom on the first week of school. The Board encouraged the parent to first discuss classroom-related matters with teachers and/or the Executive Director, as relevant. Lori will follow up with the parent directly.

3. ACTION AND DISCUSSION ITEMS

Consent agenda items moved to discussion:

- **Revised Sick Leave Policy:** the group had a discussion about clarity on 8 sick days provided upfront to employees.
- **Updated family handbook:**
 - Discussed verbiage under “anti-harassment” section. Will remove section in second paragraph regarding “position or gender...” since it is already mentioned above. We will match the policy verbiage with that in the Employee Handbook.
 - Behavior and Discipline - alleviate redundant and/or contradictory verbiage. Sarah will revise.
 - Page 23 is incomplete.

- Advisory Board - Will likely continue recruiting for more members.
- Francophone Charter School of Oakland Community (FCSC), formerly PCN – The Board discussed their current application for nonprofit status. They are still working on bylaws and have not voted in officers yet.

- **Updated 2016-17 Employee Handbook**

- Discussed concerns about teacher evaluations, which currently include language about teachers being evaluated based on students proficiency as well as feedback from community surveys. Sarah and Lori will review the petition and make the proper revisions.
- Also discussed including an explicit diversity statement in the Employee Handbook.

Evelien motions approve pending discussed changes. Frederic seconds.

Board Member	Yes	No	Abst.
Amelie Dupont			X
Annette Dennett	X		
Evelien Verpeet	X		
Frédéric Boulay	X		
Mathilde Andrejko	X		
Sarah Sharp	X		

- **Resolution for Ad Hoc ED Evaluation Committee**

Sarah will chair the Ad Hoc ED Evaluation Committee. Mathilde will join the committee. Mathilde motions to approve Sarah as Chair. Amelie seconds

Board Member	Yes	No	Abst.
Amelie Dupont	X		
Annette Dennett	X		
Evelien Verpeet	X		
Frédéric Boulay	X		
Mathilde Andrejko	X		
Sarah Sharp			X

Regular Agenda Items

a. Finance Update

- We ended the year at 48k rather than the 90k we had projected because one month of payroll was not previously forecasted.
- We had a lot more fundraising revenue that came in. This is an estimate for now as some vendors, etc. are still closing out their accounting for the year.
- We still haven't received our PCSGP payment but we should have it soon. We are expecting roughly 350k, which include the PCSGP funds.
- Roughly 9k of the BASC money from last year is still owed by parents. These dollars will

be accrued as a receivable from last year for budgeting purposes.

- For this year, we are foreseeing a 37k increase because of increased fees, however these are not yet real dollars.
- CDE sent update that schools now have an extra year to spend remaining PCSGP dollars. We have 68k left.
- We are working with Charter Asset Management to sell our receivables (e.g., they are funding us until we get our state money, then we pay them back with interest. The annual interest rate is 16% but we are only borrowing for a couple of months, so it will be roughly 5k in interest). The total will be 15k in admin fees for this. Edtec suggests exploring low interest loan (through families, etc.).

b. Executive Director Update

- Discussed challenges with hiring francophone teachers who are credentialed.
- We are still looking for a TK/K/2 ELA teacher
- Still looking for a BASC Coordinator. Lori is filling this role for now.

c. Academic Data: 2015-16 3rd Grade Test Results
Tabled.

d. Board Priorities in Relation to School Most Immediate Needs
Tabled.

e. Vote on President of Corporation

Mathilde motions to make Lori MacDonald the President of the Corporation.

Sarah seconds

Board Member	Yes	No	Abst.
Amelie Dupont	X		
Annette Dennett	X		
Evelien Verpeet	X		
Frédéric Boulay	X		
Mathilde Andrejko	X		
Sarah Sharp	X		

f. Board Self-Assessment Survey
Tabled

g. 2016-17 Board Meetings Calendar
No discussion needed.

h. Revision of Enrollment Policy With Regards to Waitlist Management

Mathilde motions that once the school year has started, accepted waitlist parents need to notify the school within 48 hours if they want the spot for their student.

Evelien seconds.

Board Member	Yes	No	Abst.
Amelie Dupont	X		
Annette Dennett	X		
Evelien Verpeet	X		
Frédéric Boulay	X		
Mathilde Andrejko	X		
Sarah Sharp	X		

- i. Review of Agenda Items for Next Meetings (incl. summer schedule)
Tabled.
- j. Meeting Evaluation: discuss value and how to best conduct meeting evaluations (form, survey, etc.)

Frederic motions to adjourn the meeting.

Amelie seconds.

Board Member	Yes	No	Abst.
Amelie Dupont	X		
Annette Dennett	X		
Evelien Verpeet	X		
Frédéric Boulay	X		
Mathilde Andrejko	X		
Sarah Sharp	X		

4. ADJOURN AT 10:35 PM