



MINUTES

**Francophone Charter School of Oakland
Board of Directors Regular Meeting
9736 Lawlor Street, Oakland, CA
Thursday, December 15, 2016 at 7:00pm**

I. OPENING ITEMS

A. Call to Order at 7:32PM.

B. Roll Call

Board Member Name	Present	Absent
Adoubou Traoré		X
Amelie Dupont	X	
Annette Dennett		X
Evelien Verpeet		X
Frédéric Boulay	X	
Gabrielle Lafitte	X	
Mathilde Andrejko	X	
Sarah Sharp		X
Taima Beyah	X	
Lori MacDonald, E.D., Ex Officio member	X	

Guests: Dena Koren, Edtec, Michelle Cho, Edtec, Andrea Ruane, Edtec.

C. Approval of Agenda

Mathilde motions to approve the agenda.
Tama seconds. All in favor.

Board Member	Yes	No	Abs.
Amelie Dupont	X		
Frédéric Boulay	X		
Gabrielle Lafitte	X		

Mathilde Andrejko	X		
Taima Beyah	X		

D. Consent Agenda

1. Board Meeting minutes: 11/17
2. Board Documents Organization Summary

Frédéric notes that in meeting minutes moving forward, Lori should be included in the list of Board members, rather than listed as guest.

Mathilde motions to approve the consent agenda. Amélie seconds. All in favor.

Board Member	Yes	No	Abs.
Amelie Dupont	X		
Frédéric Boulay	X		
Gabrielle Lafitte	X		
Mathilde Andrejko	X		
Taima Beyah	X		

II. PUBLIC COMMENT

There were no members of the public in attendance.

III. ACTION AND DISCUSSION ITEMS

A. Finance Update

We are still waiting for PCSGP money from April, May, June, due to the PCSGP timeline change that happened over the summer.

Action Item: To speed up the process, Edtec recommends that Board members call the California Department of Education to ask for updates on when the money may come. Edtec will provide the contact information.

November financials: \$200K deficit, which is not abnormal. This is part of the growing dynamics of a new school: we grow first and get the money later.

Revenue forecast: our budget was projecting an enrollment of 175 kids. In addition, a third of our TK students have birthdays after the TK deadline December 2.

Action Items:

- Edtec's recommendation: work on the revenue and expense side as soon as possible,
- Continue the conversation on admissions with the Finance committee, on how to be strategic with our waitlist/admissions.

B. Audit Report Review Discussion and Response

On behalf of the Audit committee, Amélie recommends the approval the Audit report. Amélie motions to approve. Frédéric seconds. All in favor.

Board Member	Yes	No	Abs.
Amelie Dupont	X		
Frédéric Boulay	X		
Gabrielle Lafitte	X		
Mathilde Andrejko	X		
Taima Beyah	X		

C. Executive Director Update

Lori talked about a brainstorming meeting taking place next week with staff and Board members to go over operations responsibilities. The office does not have anyone specific in charge of data (attendance, SIS, enrollment) at the moment.

Lori met with Laurence and they are excited about the evaluation process they have developed for teachers.

The group briefly discussed the importance of including attendance info in the ED update, not just presence but also tardiness, and how to manage and mitigate tardies.

D. School Visitation Policy

The group worked on finalizing the policy, adding "The school maintains a commitment to collaborate with all stakeholders. Therefore, visitors and volunteers who have questions, comments, or concerns based on what was observed during their time on campus are encouraged to contact the Executive Director directly."

Frédéric motions to approve, Taima seconds. All in favor.

Board Member	Yes	No	Abs.
Amelie Dupont	X		
Frédéric Boulay	X		
Gabrielle Lafitte	X		
Mathilde Andrejko	X		
Taima Beyah	X		

E. Dress Code Policy

We are not currently enforcing the dress code. Suggested language at the end of the ED update, to add to the dress code policy: "When dress code violations occur, faculty may either lend students appropriate clothing to wear for the day or call home for parents to provide a change of clothes."

The office will ask parents to bring outgrown uniforms for that purpose.

Frédéric motions to approve. Amelie seconds. All in favor.

Board Member	Yes	No	Abs.
Amelie Dupont	X		
Frédéric Boulay	X		
Gabrielle Lafitte	X		
Mathilde Andrejko	X		
Taima Beyah	X		

F. Facilities Update

Members of the Facilities Committee met with OUSD's Office of Charter School (OCS) on Monday. Options discussed for moving forward include:

- if we are only interested in our site, bypass Prop 39 and amend our Facilities Use Agreement now.
- OCS calculated that based on our projected enrollment, we are entitled to 6 classrooms + 1 flex space. This means we could potentially ask for a flex space on another campus, as part of the Prop 39 process.
- OCS checked with district staff about the possibility of us putting portables on the site. They said we could put 2-3 portables. We would get the money back in the form of rent credit. This is a good option to pursue in the short-term, although it sounds like we are not in the financial position to do this at the moment.

Mathilde recommended moving forward with #1. If portables are feasible in the future, Board members asked to clarify that the district would pay for all costs associated with portable.

G. Enrollment Update & Policy

We missed a district-wide Enrollment Fair last weekend because EOC didn't have the right contact info on their mailing list. There is another fair, only for charter schools, on January 14.

Mathilde will work with Taima and Frédéric on the enrollment policy to present to the Board in January.

H. Fundraising Update

Mathilde reminded the Board that we are in the middle of our direct ask campaign. Our goal is 100% of financial participation from families to demonstrate to future donors the support and commitment of our community. The Board being a part of this community, Mathilde encouraged each Board member to consider making a donation to the school, that is meaningful to them. Whether it is \$5 of \$500, our goal is to show our support, and motivate our parents to do the same. So far, \$17,000 have been raised in the Direct Ask campaign.

I. Charter Material Revision

Tabled. Board members felt that there needed to be a deeper conversation about admissions preferences at our next Board meeting with more Board members present.

J. Sexual Harassment Policy

Mathilde motions to approve. Amelie seconded. All in favor.

Board Member	Yes	No	Abs.
Amelie Dupont	X		
Frédéric Boulay	X		
Gabrielle Lafitte	X		
Mathilde Andrejko	X		
Taima Beyah	X		

K. Retreat Scheduling: March 19?

Tabled

L. Review of Future Agenda & Action Items

Tabled

IV. ADJOURN AT 10:06PM