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**AGENDA**

**Francophone Charter School of Oakland**

**Board of Directors Regular Meeting**

9736 Lawlor Street, Oakland, CA

Thursday, July 18, 2019 at 7:00 pm

# OPENING ITEMS 10 MINUTES

* 1. **Call to Order at \_\_7:09 pm\_\_\_\_\_\_\_\_\_\_\_\_\_.**
  2. **Roll Call**

|  |  |  |
| --- | --- | --- |
| **Board Member Name** | **Present** | **Absent** |
| Annette Dennett | x |  |
| Carolyn Choy | x |  |
| Daniel Kodokoko | x |  |
| David Phillips |  | x |
| Erin O'Donohue |  | x |
| Frédéric Boulay |  | x |
| Hervé Bruckert | x |  |
| Jean Johnstone | x |  |
| Mathilde Andrejko | x |  |
| Farid Senna, Ex Officio | x |  |

Guests: Krystle Onibokun, Edtec; Rob Montraix, new FCSO Parent-Elected Board Member

* 1. **Approval of Agenda Carolyn moves, Herve seconds**

|  |  |  |  |
| --- | --- | --- | --- |
| **Board Member Name** | **Yes** | **No** | **Abst** |
| Annette Dennett | x |  |  |
| Carolyn Choy | x |  |  |
| Daniel Kodokoko | x |  |  |
| David Phillips |  |  |  |
| Erin O'Donohue |  |  |  |
| Frédéric Boulay |  |  |  |
| Hervé Bruckert | x |  |  |
| Jean Johnstone | x |  |  |
| Mathilde Andrejko | x |  |  |

* 1. **Consent Agenda (removed item 2 and 3--Caroline moves, Mathilde seconds**
     1. Regular Board Meeting Minutes: 6/10/2019
     2. <Re> Election of Vice Chair & Education Committee Chair - Jean Johnstone

# PUBLIC COMMENT UP TO 20 MINUTES

**Non-agenda items:** Public comments on non-agenda items shall be made at the beginning of the Board meeting. No individual presentation shall be for more than 2 minutes and the total time for this purpose shall not exceed twenty (20) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken.

**Agenda items:** Please add your name to the “request to speak” form if you would like to speak on an agendized item. When that item comes up, you will be asked to stand, state your name for the record and make your presentation. No individual presentation shall be for more than 3 minutes.  
Non-English speakers who utilize a translator shall receive twice the allotted time to address the legislative body, unless simultaneous translation equipment is used.

*The full public comment policy is available in the Board meeting binder.*

There was one public comment: Hard to have an understanding as a parent of what is going on at the school if you can’t attend a board meeting or an Executive Director mtg. For families without this flexibility, it would be great to have more sharing out from the Board about what’s going on. Middle school planning for the rising grades, for example, not just the families immediately going in.

# ACTION AND DISCUSSION ITEMS 2 HOURS

1. Welcome/Introductions Parent-Elected Board Member, Rob Montraix

* Jean and Rob to connect about the role (parent elected board member),
* Erin and Annette doing onboarding with Rob as part of governance committee
* He may be interested in the Ed Committee and/or Finance committee 5 min

1. Executive Director Report (Farid) 30 min
   1. Report including: (Verbal only)
      1. Enrollment Update (including in-district rates): Returning 223; only 4 not returning = 319 total students. Reg starts next Monday through August 12. Indistrict 71% returning, and then 74% including new 107 students. Don’t know FRL statistics yet; will report on at next meeting.
      2. Hiring & Employment Update: 8 new teachers, all teachers but 1 returning from last year. Visas and plane tickets set. Summer Institute 8/12. The school will have three Interns, all of whom will work in the Kindergarten classrooms. Need 2 more families to host.
      3. Special Education: Jessica will be on maternity leave until ⅙. Still looking for an administrator for Special Ed; Meredith at Yu Ming will follow the cases here and be here 2 days/wk. 1 moderate to severe hire, plus speech pathologist and assistant, 2 behav. techs. Psychologist will also be shared with Yu Ming. Need BASC instructors still. Two BASC programs, one at each campus.
      4. Next meeting will update Board more on the PD plan for Summer Institute.
      5. Credentialing Update
      6. Academic Assessment (e.g., SBAC Results) Update: not full results yet; expect to have 7/31
      7. 2019-20 Facilities Strategy
      8. Board on Track Onboarding: goal is to have August Board mtg and Committee mtg done thru BOT; a tutorial will be sent on how to do this. Import will be happening soon, starting with the last 5 mtgs.
      9. Equity & Inclusion Update
   2. Charter Renewal Updates: May need a special mtg before August; at Aug meeting board can review petition. A renewal subcommittee (advisory) is working on this with a consultant and Farid.
   3. Possible cohort submission to OUSD board.
   4. Farid will share communication and engagement plan for renewal at next meeting.

1. Secretary Role - Discussion & Potential Election

* The increased responsibilities of the role, due to less staff support and departure of Mathilde from the board, make this role more challenging. No one on the board was willing to take on the role, Erin agreed only after there was a new breakdown agreed to re: staff taking on responsibility for posting agendas and minutes, maintaining board records, and other admin tasks. There is a written plan for what staff does vs. what Board secretary does that has been discussed and approved in both governance and general board meetings. Farid agreed to this plan but has been unable to make it happen so far.
* Discussion: perhaps Board On Track will make this easier. How do other schools do this? Determine areas where this Board could be more efficient with regard to the role of Secretary.

1. Standing Committees
   1. Finance/Audit Update (Frederic)--Tabled
      1. YTD Budget vs Actual Financials Review
   2. Governance Update (Erin) (presented by Annette today)
      1. Retreat (Erin/Dave/Annette): working on schedule and agenda items, looking towards September date, draft overview is in the folder. People can email any thoughts or ideas about what to include to Annette or David, or what to pull, in order to make the meeting the most functional.
      2. ED Evaluation/Feedback Update (Annette) : Possible special meeting - look at dates offline. Will be a closed session.
      3. Bylaws (Annette): Ran it by the law firm, questions about whether some changes would be considered material revisions;checked with authorizer and they’re ok. Doc needs to be cleaned; tabled until September meeting.

* 1. Education Update (Jean)

-Updates: Calendar

* 1. Facilities Update (Carolyn) **Resolution to Amend Facilities Committee Responsibilities** Vote: Carolyn moves, Jean seconds, all approve
     1. Facilities Committee Goals for 2019-20
     2. Facilities Committee Meeting Schedule for 2019-20
     3. Co-Location Engagement Plan:Farid is working with principal at Howard and OUSD on plan; 7 shared events proposed, plus staff/teacher gatherings every other month. Some PD sharing as well: Toolbox and Playworks. One of the goals is cultivating school culture at both campuses. A communication plan re: co-location is also being worked on by the committee.

1. 2019-20 Board meeting schedule discussion - possible 8/2 special mtg added- **Jean moves to approve, Carolyn seconds, all in favor.**

1. Review Action Items and Future Agenda Items
   1. From the Consent agenda, these items are tabled until next month:
      1. Special Board Meeting Minutes: 5/14/2019
      2. Safety Plan: Referencing Howard Safety Plan
   2. Other:
      1. Financial update, plus update on Bus.
      2. closed session re: pending litigation, attached to 8/22 mtg
      3. Bylaws August 22 mtg
      4. In next ED report: free and reduced lunch ratio for next year, also PD plan and SBAC test results, fundraising update and summary, review communication plan
      5. Farid will share communication and engagement plan for renewal at next meeting.
      6. vote on employee handbook (19-20) and student and family handbook as well
      7. suicide prevention policy

# ADJOURN AT \_\_\_\_10:04 pm\_\_\_\_\_\_\_\_

**NOTES This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.**

MEETING AGENDA & RELATED MATERIALS

Under the Brown Act, agendas for regular board meetings will be posted at the meeting site and the legislative body’s website, if applicable, 72 hours prior to the start of the meeting; agendas for special meetings will be posted at the meeting site and the legislative body’s website, if applicable, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members. The order of consideration of matters on this agenda may be changed without prior notice.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that, consistent with the requirements of the *Bagley-Keene Open Meeting Act*, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting Francophone Charter School of Oakland during normal business hours at [contact@francophoneschool.org](mailto:contact@francophoneschool.org) or (510) 746-0700.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR NON-ENGLISH SPEAKERS

Any non-English speaking member of the public may request a translator by contacting Francophone Charter School of Oakland during normal business hours at [contact@francophoneschool.org](mailto:contact@francophoneschool.org) or (510) 746-0700.

FOR MORE INFORMATION, please contact Francophone Charter School of Oakland during normal business hours at [contact@francophoneschool.org](mailto:contact@francophoneschool.org) or (510) 746-0700 as far in advance as possible, but no later than 24 hours before the meeting