

**MINUTES**

**Francophone Charter School of Oakland**

**Board of Directors Regular Meeting**

9736 Lawlor Street, Oakland, CA

Monday, October 21, 2019 at 7:00 PM

# OPENING ITEMS

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Board Member Name** | **Additional Location** | **Present** | **Absent** |
| Annette Dennett |  | x |  |
| Carolyn Choy |  | x |  |
| Daniel Kokodoko |  | x |  |
| David Phillips |  | x |  |
| Erin O’Donohue |  | x |  |
| Frédéric Boulay |  | x |  |
| Hervé Bruckert |  | x |  |
| Jean Johnstone |  | x |  |
| Charlette Richardson, Acting ED |  | x |  |
| Laurence Champomier, Acting ED |  | x |  |

* 1. **Approval of Agenda**

**Jean motions to approve, David seconds, all in favor.**

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

* 1. **Consent Agenda**

**Jean moves to approve consent agenda, Annette seconds, all in favor.**

* + 1. Regular Board Meeting Minutes: 10/11/2019
    2. Special Board Meeting Minutes: 10/16/19
    3. Student & Family Handbook for Approval- moved to discussion
    4. Updated Comprehensive Safety Plan for Approval- moved to discussion
    5. Edgility Contract for Approval
    6. Revised Instructional Minutes for Approval- moved to discussion

# 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.*

# ACTION AND DISCUSSION ITEMS

1. Acting Executive Director Report (Charlette Richardson/Laurence Champomier)
   1. Enrollment & Attendance Data- 289 is current number. Frederic asked to be given access to enrollment data portal. Charlette and Laurence agreed to provide input to the board on ideas for how to better manage the enrollment process and more accurately forecast enrollment numbers in summer 2020.
   2. Staffing Needs- Laurence and Charlette working with Transition Cmte to address a few urgent issues with hiring SPED staff and normalizing staff contracts.
   3. Student & Family Handbook- YMC still revising and recommended we wait until January when new laws go into effect in order to harmonize.
   4. Updated Comprehensive Safety Plan- Toler Heights has been updated, Howard is ready aside from updated safety drill schedules. Working with Principal Williams to finalize.
   5. Revised Instructional Minutes- **Annette makes motion to approve revised additional instructional minutes for 1st grade, Jean seconds, all in favor.**
2. Charter Renewal Updates (Carolyn Choy/Renewal Committee)
   1. FCSO Charter Renewal Petition for Approval

Annie and Carolyn completing some final last minute work on the petition and power point presentation. Petition will be submitted to OUSD this week.

**Annette motions to approve the form of the charter petition and delegate authority to Annie Cahoon, Laurence Champomier, and Charlette Richardson to finalize and submit the document. Carolyn seconds. All in favor.**

* 1. Community & Family Engagement Update

FCSC and Annette working with CCSA to coordinate preparation for upcoming OUSD hearings.

1. Leadership Succession – Permanent ED Search (All)

Erin updated on process with Edgility-- over the next month search consultant will be gathering input in a variety of ways, including board working session, community town hall, parent survey, leadership team 1-on-1, staff small group meetings.

1. Standing Committees
   1. Finance/Audit Update (Frederic/Daniel/All)
      1. Financial Report from 10/18/19 Finance Special Meeting

Discussed budget shortfall due to underenrollment at length; Finance Committee actively working on a variety of measures to minimize but we will definitely need to tap into the reserve savings we’ve accumulated in the last few years.

* + 1. Approve Updated Budget for FY 2020-- tabled
    2. Direct Ask Campaign & Other Fundraising-- There is still very inadequate coordination between board and parents who are fundraising for the school; Erin proposed either a new Brown Act committee or a committee reporting to the ED to enable better coordination between board, parents, and staff on fundraising. Tabled pending discussion with incoming Interim ED.
  1. Governance Update (Erin/David)
     1. Retreat- Erin will circulate poll for new date for retreat, possibly in December
  2. Education Update (Jean)
     1. Updates

* 1. Facilities Update (Carolyn)
     1. Prop 39 Updates-- Carolyn leading process. We will still ask for single site campus for next year.

1. Closed Session (Started at \_\_10:28 PM\_\_\_ )   
   CONFERENCE WITH LABOR NEGOTIATOR(S)

Agency Designated Representative: Board Chair

Unrepresented Employee: Temporary Acting Executive Directors and/or Interim Director Compensation

1. Open Session (Started at\_11:11 PM\_\_\_\_\_)

Report out on closed session actions taken

Annette will follow up with YMC re: contracting and stipend issues. Frederic will finalize negotiation with Interim Executive Director role.

1. Action Items and Future Agenda Items

# ADJOURN AT \_\_\_11:18PM\_\_\_\_\_\_\_\_

**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