



Minutes

Francophone Charter School of Oakland

Finance Committee Meeting

9736 Lawlor Street, Oakland, CA

Friday, Oct 4th, 2019 at 8:30 am

I. OPENING ITEMS

- A. Call to Order at 8:34 AM
- B. Adjourned: 11:06 AM
- C. Roll Call

Committee Members	Present	Absent
Aron Nussbaum		X
Frédéric Boulay	X	
Farid Senna		
Daniel Kodokoko	X	
Jodie Trent		
Julie Castle	X	

Members	Yes	No	Abs
Frédéric Boulay	X		
Julie Castle	X		
Daniel Kokodoko	X		

E. Approval of Sep 16, 2019 Minutes

Tabled.

Guest: Hervé Brucker (former CFO) & Peter Laub (Edtech).

D. Approval of Agenda

II. PUBLIC COMMENT

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 agenda 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.

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

III. AGENDA - ACTION AND DISCUSSION ITEMS

- A. FY2019 Financials Review (Peter) 25 min

- a. Auditors asking for the uncategorized items to be resolved.
 - b. Some uncategorized revenues have been categorized since last meeting, but there are still about 10K of uncategorized items
 - i. Staff needs to categorize the rest of the revenue and expenses as priority. This could be done by freeing up some staff for 1 or 2 days.
 - 1. Charlette
 - 2. Arcelli
 - ii. Possibly pay for extra day to do this work. Daniel to look into this
- B. EdTech explanation for June to August payroll deductions (Peter)**
- a. Was there a summer hold back for payroll from August for the summer holback for teachers? Was the August payroll an advance for next year?
 - b. This caused some cash flow problems.
 - c. EdTech to investigate this issue to see if up coming payroll needs to be adjusted.
- C. Rebalance of 2020 budget**
- a. Lower enrollment
 - i. Enrollment is **290** as of today
 - b. Additional funds for Interim ED hire
 - c. Additional funds to hire an Executive Search Firm for permanent ED search
 - i. Motion to approve an emergency fund of \$40,000 for Executive Search and hiring.

Members	Yes	No	Abs
Julie Castle	X		
Frederic Boulay	X		

- d. **Notes:**
 - i. There should be no need to rebalance the budget as the petition we are submitting to the OSD does not require the submission for the yearly budget. We have submitted the 3 years budget.
 - e. Proposals to balance the budget:
 - i. Eliminate the **\$96K** position planned for this year: Lead Student Counsellor.
 - ii. **\$10K** of Prop 39 savings: 83K vs. 73K actual.
 - iii. Custodian savings: **\$20K**
 - 1. Budgeted: 68K
 - 2. Actual: 48K
- D. Discuss ED's departure and immediate actions to be taken**
- a. New approval process
 - b. CFO online access to School bank account

- c. Update on plans to purchase a school bus based on funds raised at the 2018 gala (Farid)
- d. Motion to approve an emergency fund of \$40,000 for Executive Search and hiring.
 - i.

Members	Yes	No	Abs
Julie Castle	X		
Frederic Boulay	X		
Daniel Kokodoko	X		

ii.

E. Follow up items

- a. Peter to make sure both Frederic Boulay and Daniel kokodoko have access to the Box account used to post items
 - i. Peter to give access to EdTec School Portal system to Frederic Boulay and Daniel Kokodoko
- b. CFO needs to take over the Paypal account:
 - i. Currently in Emely Dupont name
- c. CFO to take over the payment processor account. Still under Emily Dupond's name.
- d. Change CFO with the State. Still under Emily's name.
- e. EdTech to investigate the issue in Agenda item B to see if up coming payroll needs to be adjusted.
- f.

IV. ADJOURN AT _____

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 or (510) 746-0700.

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