



Minutes
Francophone Charter School of Oakland
Finance Committee Meeting
9736 Lawlor Street, Oakland, CA
Friday, December 12, 2019 at 8:15 am

I. OPENING ITEMS

- A. Call to Order at 8:19.
- B. Roll Call

- D. Approval of Oct 16, 2019 Meeting Minutes

Committee Members	Present	Absent
Aron Nussbaum	x	
Frédéric Boulay	x	
Daniel Kodokoko	X	
Jodi Trent	x	
Julie Castle	x	
Mark Kushner	x	

- 1. Tabl ed

Guest: Peter Laub & Madhulikha Muppidi (EdTec),
Charlette Richardson & Laurence Champonier
(FCSO former Co-Executive Directors)

- C. 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. Members of the public
 - a. Sabine Anderson: (Co-Chair Fundraising committee)
 - b. Pascal Schmidt

- c. Cynthia Powell
- IV. Issues:
 - a. Needs some transparency in how money raised by fundraising committee is being spent by the school
 - i. School bus
 - ii. Playground
 - iii. Direct Asks
 - b. What are the objectives for this year on fundraising? How much do we need to raise, how much can we spend to raise the money?
 - c. concerned about revamping the fundraising activities this year, and coordinating with ED.
- V. Responses:
 - a. Budget as currently set up does not have line items for specific purchases funded by fundraising dollars
 - b. Fundraising and Finance Committees need better coordination. Ideal would be to have at least one person who sits on both. If that person is a full board member, all the better
 - c. Current year Budget had incorrect assumption on enrollment, which has created a hole that the Finance Committee and Board have been trying to solve since Fall.

VI. AGENDA - ACTION AND DISCUSSION ITEMS

- A. FY2019 Financials Review (Peter & Mark) 15 min
 - a. Attendance update: ADA has dropped due to school closure days. EdTech will provide information to Charlotte on how to file claims, and she will submit
 - b. Forecast update: Full year net income shortfall has worsened by \$120k since prior forecast update, from -\$159k to -\$279k. See Edtech presentation for detail on drivers.
- B. September YTD budget vs actual financials review (Peter) 15 min
- C. FY20 budget (Peter, Mark & Frédéric) 75 min
 - a. Clarify amount or projected school reserves (Peter)
 - b. Define process for creating a revised budget
 - c. Set viable goals to bridge current budget shortfall
 - d. Review Fundraising Goals
 - i. Overall Fundraising and Grants revenue target in forecast is \$358k. This is inclusive of direct parent donations, fundraising activities (e.g. gala, walkathon), grants and corporate donations
 - ii. Forecast also includes a line item for \$27.5k for fundraising expenses

VII. 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.