



MINUTES
Francophone Charter School of Oakland
Board of Directors Regular Meeting
 9736 Lawlor Street, Oakland, CA
 Monday, December 16, 2019 at 7:00 PM

I. OPENING ITEMS

A. Call to Order at _____7:03PM_____.

B. 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 departed at 8:40PM	
Hervé Bruckert		x	
Jean Johnstone			x
Mark Kushner, Staff		x	
Charlette Richardson, Staff			x
Laurence Champomier, Staff		x	
Annie Cahoon, Staff		x	

C. Approval of Agenda: Frederic motions to approve agenda with reordering of existing items

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	not present		

D. Consent Agenda: David motions to approve, Daniel seconds, all in favor except for Frederic who abstained

1. Board Meeting Minutes: 11/04/2019
2. Board Meeting Minutes: 11/21/2019

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.

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.

Three members of the public requested to make a general public comment before the meeting began:

One member of the public spoke about the need for the school to balance growth and stability, and the need to increase communication between parents, staff, and board.

A second member of the public spoke about the need to ensure that parents and teachers are represented in board discussions, and to increase transparency around finances and fundraising.

A third member of the public echoed these concerns, and urged the school to update the website and post meeting minutes more rapidly.

III. ACTION AND DISCUSSION ITEMS

A. Executive Director Report – Mark Kushner/Staff 15 min

Mark acknowledged the school coming together to achieve the charter renewal, and singled out several staff, board members, and parents for their specific contributions. He also shared his observations about the strengths of the school as observed during his first 6 weeks in the Interim ED role, and outlined the work that lies ahead in the coming months. A core focus will be increasing and improving communications, and a State of the School event will be held after the winter break.

Mark responded to questions from the board on a variety of topics, including the co-location, finances, staffing, and fundraising.

B. Head of School Hiring Updates - (Erin/Leadership Search Committee) 5 min

Erin updated the board on progress in hiring for the Head of School position. This has included a board working session to clarify priorities, small group and 1-on-1 interviews with staff, surveys to all parents in English/French/Spanish, surveys to all staff in French/English, and a town hall meeting at the school for the entire community to ask questions and give input. All of this input was aggregated and synthesized into the new job description, which was posted widely in early December. Edgility is actively recruiting for us and has reached out to over 180 qualified candidates so far.

C. Follow Up from Oakland Charter Board Members Meeting (Erin/Carolyn/David) 5 min

Information was shared on AB1505 and upcoming school board elections which may create ongoing challenges for Francophone despite our recent successful renewal, and different ways we can collaborate with other charters as well as district schools to support all students.

D. Standing Committees

- a. Finance/Audit Update (Frederic & Daniel) 15 min
 - i. Financial Report/Updates
 - ii. Fundraising Communication

There was a public comment asking for more clarity on school deficit this year, and asking for more communication to parents around how fundraising proceeds fit into the current budget.

There was another public comment asking for more information on the financial status of the school and urging increased communication about school finances.

Frederic gave an overview of the current budget deficit, which he emphasized was solely due to fewer enrolled students this year than projected. This underenrollment causes a shortfall of approximately 11-12% of projected revenue for the year. Mark stated that this was an urgent financial situation but not a crisis for the school, given that a) our existing reserve exceeds the deficit, b) there are a number of measures already being put into place to cut costs or increase revenue, and c) FY2020-2021 budget will be right-sized to more accurate enrollment projections.

Herve asked for Mark to prepare various budget scenarios for immediately addressing the shortfall. Multiple board members expressed their disagreement with this approach, stating that any such scenario would involve cutting staff salary expenses, and that a majority of the board has already clearly indicated in prior deliberation that they will not agree to reducing staff salaries instead of depleting the reserve. Herve agreed to attend upcoming Finance Committee meetings and speak directly with Mark in lieu of scenario planning.

Frederic explained that part of the challenge is that many current financial issues have come to light only since the leadership transition in early October. Many fires have been put out since then by the finance committee and by the Interim ED, and we're making strong progress in areas such as expense categorization and clearing up our managerial finance communications with EdTec.

Enrollment/ADA funding is really the core of the school's finances. There was discussion of the need to allot more staff, board, and parent attention to this issue, and rework projections and budget accordingly for next year. There are still ongoing efforts to increase ADA for this school year, including asking for the dates of school closures due to the PG&E blackouts this fall to be removed from our ADA count.

b. Governance Update (David/Erin)

15 min

There were three public comments expressing concerns about the fact that the board has scheduled a retreat. Although board members are generally not allowed to respond directly to public comments, Erin and David did intervene in this case to clarify misinformation and explain that no school funds whatsoever are being spent on the retreat. It is being hosted at a board member's home, with food, supplies, and facilitation that will be 100% donated by board members or their family members. The intention of the retreat is not to "reward" the board in some way; it is meant as a working session of the board to allow more elaborate conversation and teambuilding than our Brown Act regular meetings allow. The retreat will still be noticed and agendaized since there will be more than a quorum of board members in attendance. David shared with all present a plan for facilitation and activities for the day, including mapping out a shared history of the school and reaching a set of agreements on how we work together and with staff as an all-volunteer board.

Additional public comments were shared about the role of the FCSC at the school, the distinction between the FCSC and a separately-incorporated PTA, and suggesting that in addition to the self-assessment that parents and teachers be allowed to evaluate the board.

c. Education Update (Jean)

5 min

There was a public comment expressing curiosity about teacher retention and morale, professional development, access to resources, particularly from a wider array of Francophone countries. Another public comment questioned how teachers are being evaluated.

Committee update tabled due to Jean's absence. Mark spoke about the importance of distinguishing board/staff/parent roles and responsibilities vis a vis the Education Committee.

d. Facilities Update (Carolyn/Mark)

10 min

There were several public comments on facilities:

One commenter urged the school to not turn down any possible facility even if it's on the other side of the city.

One commenter expressed frustration with not knowing long term facility plans and how it impacts her family.

One commenter spoke about the need for a centralized campus.

One commenter questioned how children are divided between campuses and if school has committed to serving certain zipcodes.

- i. Prop 39 Updates.
- ii. Howard Co-Location Updates

Carolyn and Mark gave an update on the Prop 39 process and the reality that we have been unable to locate any private facilities and are therefore still entirely dependent on OUSD for allocation of space. We will likely be partially co-located again next year, but at this time it is impossible for us to predict exactly what will happen.

Mark spoke about recent meetings with Howard families and staff which have generally been positive-- the co-location is difficult for everyone, but there is a lot of constructive dialogue happening. Relationship with Principal Williams continues to be very constructive as well.

- E. Closed Session 20 min
 - a. Legal Matters
 - b. Human Resources
- F. Open Session 1 min
 - Report out on closed session actions taken

There was no action taken, the board provided guidance to the ED regarding cleaning up HR compliance, contractual, and legal issues.

- G. Action Items and Future Agenda Items 5 min

IV. ADJOURN 10:10PM

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.

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 or (510) 746-0700.

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