



MINUTES
Francophone Charter School of Oakland
Board of Directors Regular Meeting

Please note that this meeting, including public comment, was conducted by public videoconference due to the school closure and shelter in place order.

Monday, March 23, 2020

I. OPENING ITEMS

A. Call to Order 7:09PM

B. Roll Call

Table with 3 columns: Board Member Name, Present, Absent. Rows include Annette Dennett, Carolyn Choy, Daniel Kokodoko, David Phillips, Erin O'Donohue, Frédéric Boulay, Hervé Bruckert, Jean Johnstone.

Guest: Mark Kushner, Interim Executive Director

C. Approval of Agenda Frederic motions to approve the agenda with Facilities agenda item advanced to allow members of the public to comment on this item at the beginning of the meeting. Jean seconds, all in favor.

Table with 4 columns: Board Member Name, Yes, No, Abst. Rows include Annette Dennett, Carolyn Choy, Daniel Kokodoko, David Phillips, Erin O'Donohue, Frédéric Boulay, Hervé Bruckert, Jean Johnstone.

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

- 1. Regular Board Meeting Minutes: 02.13.2020
2. Form 700 Process

II. 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 2 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.

One public commenter expressed that it is difficult for parents to keep track of remote learning assignments, particularly for those managing siblings in multiple classrooms.

III. ACTION AND DISCUSSION ITEMS

A. Executive Director Report (Mark Kushner)

Covid-19 response and transition to distance learning has been major focus. School has given Chromebooks to several families who did not have access to devices for distance learning, also referring several families to partnering organizations and companies that are providing free technology and internet access. For now plan is to keep school closed until shelter in place order expires in early April, but at the same time staff is preparing for the potential that school may not reopen before summer.

Francophone will most likely follow OUSD's lead on school closure/reopening, but as a charter we are allowed to make an independent decision and could choose to be more or less cautious than the district depending our school's needs and information available. Working to keep staff and families continuously updated.

Actively working on facilities/Prop 39 process, including response to district and investigating any non-Prop 39 options (see Facilities Update below). Actively working on budgeting (see Finance Update below).

Lottery was very successful, 93 TK/K acceptances and over 120 on the TK/K waitlist. 21 French-proficient applicants for grades 1-8. On track for goal enrollment of 350 students for next year, but budgeting extremely conservatively.

Special Ed progress is being made, although the school closure created more obstacles. We are now operating with far greater special ed staffing capacity, including a part time SPED director, 2 part time SPED teachers, a part time OT, a speech therapist, a speech therapist aide, and a 1:1 aide.

Teachers and staff filled out intent to return forms for next year. 5 out of 25 staff will not be returning, which means retention rate of about 80%. 2 or 3 of departing staff have reported that they are only leaving because they are relocating out of the area.

B. Standing Committees

a. Finance/Audit Update

i. FY2020 Financials Review

Cancellation of Gala will have significant impact. Frederic, Daniel, and Mark reviewed several budget scenarios for next year depending on enrollment, facilities, and whether any revenue from Gala can be recovered. Again, budgeting extremely conservatively, with an eye to rebuilding the reserve which will potentially be exhausted this year due to underenrollment issue and cancellation of primary fundraising event due to Covid-19.

ii. Approve 19-20 and 20-21 Tax Filing and Audit Contracts

Frederic motioned to approve the 19-20 and 20-21 tax filing and audit contracts. Jean seconded, all in favor.

iii. Approve budget authorization to Hire Teachers

Frederic motioned to give Mark authorization to hire teachers for the 20-21 school year pursuant to preliminary budget projections. Annette seconded, all in favor.

b. Governance Update

David reported on January board retreat and plans to integrate strategic planning discussions into board meetings this year on a quarterly basis.

Erin shared a draft board contract developed by the Governance Committee for all board members to sign on an annual basis, laying out clear expectations for the role. Will also be used in recruitment and training of new board members.

FCSC is coordinating election for parent-elected member. 4 parents have nominated themselves and are currently speaking to Jean and Mark to better understand the responsibilities of the role. FCSC will run election per bylaws.

Annette will be reaching out to all board members re: officer positions for next year. Goal is to have Governance Committee nominate a slate of officer candidates at the next meeting.

c. Facilities Update (item was advanced in the meeting agenda per motion above)

Four public commenters urged Francophone to not accept the district's Prop 39 offer. One public commenter expressed that she felt her child was receiving a better education at Francophone than at the district school she would otherwise be zoned to attend.

March 1st gave our response to OUSD's Prop 39 offer. April 1st will receive final offer from OUSD. We have until May 1st to accept, then FUA is developed with district. We continue to explore all possible options, including a private facility, but in all likelihood we will have no other choice but to accept a Prop 39 offer from the district.

C. Closed Session began at 8:47PM

- a. Legal (including Facilities Legal Matters)
- b. Human Resources
- c. Conference with Labor Negotiators
Agency Designated Representative: Board Chair
Unrepresented Employee: Head of School

D. Return to Open Session at 10:14PM

E. Report out on Closed Session Matters: the board reported that it has decided to hire Kennedy Hilario for the Head of School position, effective July 1, 2020.

F. Board Resolution on "Just and Reasonable" Head of School Compensation

Daniel reviewed the compensation study conducted by Edgility Consulting, which places our proposed offer to Mr. Hilario at the 50th percentile of salaries for comparable positions. Frederic reviewed our offer to Mr. Hilario, including an annual salary of \$145,000 paid in 24 equal installments, 25 days of vacation and sick time, and standard staff health insurance benefits.

Based on this information, Jean motioned to resolve that the compensation package for Mr. Hilario is reasonable based on comparable data. Daniel seconded, all in favor.

G. Board Appointment of Head of School

Having found that the terms of the offer are acceptable to the board and compensation is reasonable, Frederic motioned to appoint Kennedy Hilario as Head of School of Francophone Charter School of Oakland, effective July 1, 2020. David seconded, all in favor.

IV. ADJOURN 10:21PM

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.

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