The Francophone Charter School of Oakland Board of Directors Member Agreement

I, _____, understand that as a member of Board of Directors, I have a legal and ethical responsibility to ensure that Francophone Charter School of Oakland (hereinafter "Francophone") is an inclusive learning community that empowers children to be compassionate global citizens and fulfills its mission to provide a dual immersion education in order to develop a diverse bilingual and bi-literate community of students. I will support the school's mission and steward the school's achievement of its goals in a manner that is fiscally, operationally, and academically sound.

I acknowledge the following core responsibilities of a board member, and will abide by them:

1. All actions taken by the board shall be made with the best interest of Francophone Charter School of Okaland's students in mind.
2. In addition to state-level data, the board shall track student growth over time with other valid assessment measures.
3. All actions taken by the board shall be in line with the established mission and vision of Francophone Charter School of Oakland.
4. Ensure that Francophone has systems in place to monitor and ensure its financial health on a regular basis.
5. The Board shall hire, evaluate, and (if necessary) fire the school's lead administrator. The hiring and supervision of all other staff will be done by the school's lead administrator.
6. The board shall lead the work on both strategic (long-term) and annual (short-term) plans for Francophone Charter School of Oakland.
7. The board is responsible for monitoring legal compliance and managing risk. Board members are responsible for complying with all ethical duties, including confidentiality and conflict of interest.

I will support the school's mission and steward the school's achievement of its goals in a manner that is fiscally, operationally, and academically sound.

As a board member, I hereby agree to the following:

1. I will continuously educate myself about the Brown Act, Public Records Act, and other laws and regulations impacting Francophone, through attending training and reading materials provided to me by the school. I will abide by all Brown Act provisions, including maintaining strict confidentiality of all closed session information.
2. I will disclose in writing on an annual basis via Form 700 any and all potential conflicts of interest with

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Francophone. If a new potential conflict of interest arises, I will immediately inform the Board Chair in writing.

3. I will attend 80% or more of all regular and special Brown Act meetings. I will review all written materials provided in advance of meetings and show up prepared to work.
4. I will participate in one or more of the Board's Brown Act committees. I will attend committee meetings and will actively contribute to the work of my committees. Attendance will be defined as per the Brown Act.
5. I will take on leadership roles for the board as needed, including board officer positions, Brown Act committee chair positions, and ad hoc committee leadership (executive hiring and evaluation, retreat planning, etc).
6. I will do everything I can to ensure that Francophone has adequate resources to fulfill its mission and is financially and operationally sustainable for the length of the Charter and beyond. 7. I will ensure that Francophone manages its resources effectively by approving the annual budget and monitoring budget implementation through periodic financial reports. I understand that as a board member I have a fiduciary duty to ensure prudent and transparent financial operation of the school.
8. I will provide governance and policy oversight to Francophone and ensure that the school is being run in an effective and ethical manner. I understand that I collectively supervise the Executive Director with the other board members, and I will ensure that we conduct a thorough performance evaluation process for the Executive Director annually.
9. I understand my role is a governance role and not a management role. I will not interfere with the day-to-day operations of the school and am cognizant of the difference between board and staff roles and responsibilities.
10. If I am a parent of one or more children at the school, I will separate my parental role from my board governance role. As a board member, I realize that I am responsible first and foremost to Francophone. I will vote and deliberate on all matters before the board based upon the best interests of the school as a whole— not the best interests of my own child, family, or classroom.
11. I will represent Francophone in the community by serving as an ambassador and advocate for the school's mission, goals, and values.
12. I agree to engage in respectful, constructive, honest, and appropriate dialogue with other board members, school staff, parents, and stakeholders at all times. I have read, understand, and am willing to comply with these expectations. If I am ever unable to fulfill these expectations, I will resign from the board in writing to all members of the Board and the executive director.
13. Any violation of this agreement will be referred to the Governance Committee for review, remediation and recommendation(s) for further action up to and including dismissal from the board. The final decision will be up to the Board.

Francophone's responsibilities to me include:

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1. I will be provided with regular, thorough, and accurate financial statements and forecasts. 2. I will be provided with regular, thorough, and accurate updates on the academic and operational functioning of the school.

3. I will be provided with training and professional development opportunities to help me fulfill my board member responsibilities, including regular updates on laws and regulations impacting Francophone.

4. I will be given specific suggestions on how to fulfill my responsibility to assist the school. 5. Board members and the Executive Director will work in good faith with me towards achievement of our goals.

Signed:
Dated:
Board Member

Signed:
Dated:
Board Chair

Signed:
Dated:
Executive Director

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