



MINUTES
Francophone Charter School of Oakland
Board of Directors Regular Meeting
 9736 Lawlor Street, Oakland, CA
 Thursday May 17, 2018 at 7:00 pm

I. OPENING ITEMS

A. Call to Order at 7:06PM.

B. Roll Call

Board Member Name	Present	Absent
Annette Dennett		X
Farid Senna	X	
Frédéric Boulay	X	
Hervé Bruckert	X	
Jean Johnstone	X	
Mathilde Andrejko	X	
Jeanne Bear		X
Taima Beyah		X
Heidi Hughes, Ex Officio	X	

Quorum: 5 Board Members

Guest: Krystle Onibokun, Edtec

C. Approval of Agenda

Frédéric moves to approve. Farid seconds.

Board Member Name	Yes	No	Abst
Farid Senna	X		
Frédéric Boulay	X		
Hervé Bruckert	X		
Jean Johnstone	X		
Mathilde Andrejko	X		

D. Consent Agenda

- Board Meeting Minutes: 4/23/2018
- Board Special Meeting - Closed Session Minutes: 5/10/2018
- Board Retreat Minutes: 5/10/2018
- Acknowledgment of Director Dupont's End of Term

Board members ask to move the 4/23 and the retreat minutes from last month to the discussion section.

Frédéric moves to approve the rest of the consent agenda. Jean seconds.

Board Member Name	Yes	No	Abst
Farid Senna	X		
Frédéric Boulay	X		
Hervé Bruckert	X		
Jean Johnstone	X		
Mathilde Andrejko	X		

II. PUBLIC COMMENT

There were no members of the public in attendance.

III. ACTION AND DISCUSSION ITEMS

From the Consent Agenda:

- Retreat minutes.** The group agrees that the Governance committee will complete the minutes, and they will be resubmitted next month.

- **4/23 Minutes:** A Board member suggests adding owners to action items with TBA owners.
Staff Retention - overlaps with the retreat
Hiring - talking to other schools - assigned to school administration.
ED Evaluation - Frédéric will follow up with Taima about ED Evaluation.
Transparency - overlaps with retreat, and governance.

Mathilde moves to approve the minutes with this addition. Jean seconds.

Board Member Name	Yes	No	Abst
Farid Senna	X		
Frédéric Boulay			X
Hervé Bruckert	X		
Jean Johnstone	X		
Mathilde Andrejko	X		

A. ED Update (Heidi)

a. CBEST Waiver: Intent to Hire Teachers on the Basis of a Waiver

See ED report.

Additional notes:

- A Recess Supervisor has been hired for next year, in part to work on recess culture, and also to provide additional help at lunch time.
- The Office Manager for the 2nd campus is being recruited.
- We intend to rehire up to 5 teachers on the basis of a CBEST waiver.
- We continue to get applications from Francophone students for upper grades. Two students from last year are both coming back, in 5th and 6th grades.
- A homework policy is being finalized, and will be supported by some sort of a study hall, including the resources the students need to do their homework (computer, etc.). The policy will be shared and go into the Family Handbook.
 - 14% response rate to the homework policy survey if we got one response per family (146 families).
 - A Board member suggested to include TK in the policy in case we re-offer TK in the future.
- Heidi shared that her family is moving.
- \$15,000 for walkathon.
- A family survey was sent out with questions directly linked to MPOs and LCAP - The school received 88 responses. A parallel survey was sent to students. What stood out is that everyone seems to think the facility is not clean. Results will be used for LCAP.
- Board members asked about the Director of Academics' background. She is currently a principal at another school; she studied French and lived in France. She started a middle school. She first visited the school as a prospective parent and wasn't looking to change jobs at first but was enthused by the school's mission.

B. FCSC Update (Jean)

See notes in packet.

Additional notes:

- The parent representative role will be fleshed out at the FCSC meeting.
- The parent rep suggests that the Board put together an update in response to Heidi's letter announcing her departure, thanking Heidi and assuring community that we're moving the process forward. She will give an update at parent meeting on Monday to reiterate those points.

- FCSC added the position of Treasurer. Related to this, as we learned at the Governance Academy last Tuesday, we may want to incorporate FCSC. Perhaps this is something the Finance Committee should take on.
- Camping trip: 150 people attended.
- Last FCSC is this Monday, will discuss MS update, drop off safety issues, Board update.
- Transition with new co-Presidents and VP. Heidi, Donita and the 3 met.
- Donita keeps looking for volunteers for FCSC committees.

C. Standing Committees Updates

a. Committee Chair Election

i. Finance

Jean nominates Hervé. Farid seconds. Hervé accepts the nomination.

Frédéric moves. Farid seconds.

Board Member Name	Yes	No	Abst
Farid Senna	X		
Frédéric Boulay	X		
Hervé Bruckert			X
Jean Johnstone	X		
Mathilde Andrejko	X		

ii. Governance

Jean nominates Annette. Vote is tabled.

iii. Facilities

Frédéric nominates Mathilde. Mathilde accepts.

Frédéric moves to approve Mathilde. Jean seconds.

Board Member Name	Yes	No	Abst
Farid Senna	X		
Frédéric Boulay	X		
Hervé Bruckert	X		
Jean Johnstone	X		
Mathilde Andrejko			X

iv. Education

Mathilde moves to approve Jean. Frédéric seconds.

Board Member Name	Yes	No	Abst
Farid Senna	X		
Frédéric Boulay	X		
Hervé Bruckert	X		
Jean Johnstone			X
Mathilde Andrejko	X		

Need to follow up with people absent.

b. Finance (Hervé)

i. Update

ii. 2018-19 Budget - Final Draft for Review

See Finance presentation.

Attendance: Frédéric clarifies that we had projected 193 attendance. While we were originally further from that number than expected at the beginning of year, we were able to recruit new students and maintain a high attendance rate.

Finance committee to discuss possible ways to reinvest some of money saving into staff incentives.

It was suggested to include enrollment information for prior years to track retention and plan future enrollment numbers.

c. Governance (Annette)

Jean read some updates provided by Annette.

i. Governance Updates

- Volunteer Handbook: a Governance Committee member is working on this.
- The Chair is trying to work better at delegating Governance tasks to other members.
- The Committee is still looking to recruit additional Board members (in particular with education and law backgrounds).

ii. Retreat Highlights

- We have a GREAT Executive Director, and this should be highlighted more!
- Many of the school "pros" are also areas to continue working to improve. These include: a hard working, "roll up our sleeves" type of Board, however we need to work seriously to move away from this and allow the school leadership to do their jobs (not doing this can make leaders/staff feel less empowered or "trusted" to do their important work). We need to use this time to truly move from day-to-day management into strategic governance (this will be critical to ensure longevity for the next ED). The help from members onsite is truly appreciated, and has definitely been needed in many cases, but the team (school staff) should now be equipped to handle these functions with less involvement from members.
- While the Board works really well together as a whole, and respects meeting protocol and the mission of the school, some members have voiced feeling a sense of being uncomfortable to truly participate at meetings (there has been a sense of domineering sentiments in prior meetings).
- We need a more streamlined/consistent approach to onboarding members. All members should be on a committee (Chairs should work together to ensure this)
- We need more accountability to our educational goals. e.g., ELA is somewhat low, as anticipated with a dual-immersion model, however as a public school, we have to look at our overall objectives and how they meet state standards.
- Our model is quite expensive, especially considering teacher visas. Is there another way to approach this? Perhaps we can look more locally, at universities, etc. for hiring Francophone teachers.
- We need to strengthen teacher training, especially in regards to cultural teaching norms, for better retention.
- We need to be positioned to purchase/rent a single site facility in the next couple years.
- School policies should be redirected to school staff. There was not enough capacity beforehand, but we're in a better position for this.
- Fundraising efforts should be carried more by the board rather than parents.
- There is need for an External Affairs Committee to handle fundraising, marketing, PR as well as a Strategic Planning Committee.

d. Facilities (Mathilde)

i. Prop 39 Update on Final Offer

In addition to the Toler Heights campus, we received a final offer of two classroom portable and one administrative portable, as well as a portion of shared indoor and outdoor space at Howard Elementary. Details need to be discussed with the district. The district asked us if we needed to use the Howard Elementary kitchen, saying it is currently at capacity. We are trying to set up a meeting with OUSD to discuss this further, as well as access to shared space.

In parallel, we continue to gather information on financing opportunities for private spaces.

e. Education (Jean)

Meets tomorrow. TBA.

f. Discussion about the Creation of an External Affairs Committee (Farid)

Important to bring back fundraising under Board to raise money from prominent private entities like corporations. Also allows to include marketing into one committee.

What's the relation with parent fundraising committees?

Change to: ED "may" attend. Change to bimonthly.

Farid will meet with anyone at school who works on fundraising at school, and may be involved.

Jean moves to approve the committee. Hervé seconds.

Board Member Name	Yes	No	Abst
Farid Senna			X
Frédéric Boulay	X		
Hervé Bruckert	X		
Jean Johnstone	X		
Mathilde Andrejko	X		

Frédéric nominates Farid.

Frédéric moves to approve. Jean seconds.

Board Member Name	Yes	No	Abst
Farid Senna			X
Frédéric Boulay	X		
Hervé Bruckert	X		
Jean Johnstone	X		
Mathilde Andrejko	X		

D. Policies

Jean read some updates provided by Annette.

a. Parent Involvement Policy Update

Received feedback from some Title I eligible families, but not as much as we would have liked.

Some feedback includes creating more specific verbiage around how to involve/better equip families from disadvantaged populations while considering how unique our curriculum model is (e.g., how can we best equip these families, that are already disadvantaged, and who might also not be native French speakers).

Next steps: Research other schools with similar dual immersion models to see how they work(ed) together to ensure a realistic plan/policy/pledge... also looking at current Homework Policy to see how this might play out in the creation of plan.

b. Safety Plan

The revised plan has been vetted by Charter Safe and their compliance/risk management team and compared against the official checklist (plan and checklist included in 04/23/18 and 05/17/18 board meeting folders).

Main revisions include: adding verbiage around ICE (Immigration & Customs Enforcement) inquiries; nuclear attacks, and special needs populations, an updated 2017-18 safety drill schedule, SARC/attendance/suspension data, stating Bishop O' Dowd as an offsite evacuation site (on- and off-site evacuation maps).

Once the Board adopts the revised plan, we can submit to OUSD/authorizing agency and/or Oakland PD for approval/input. Annette thinks this process was started last year.

The plan needs formatting of table of contents and accepting all track changes/suggestions. Annette will do this before submitting to OUSD.

Frédéric moves to approve. Farid seconds.

Board Member Name	Yes	No	Abst
Farid Senna	X		
Frédéric Boulay	X		
Hervé Bruckert	X		
Jean Johnstone	X		
Mathilde Andrejko			X

E. CharterSafe Contract

Tabled to June.

F. Board Meeting Schedule 2018-19 and Summer Schedule

Mathilde will suggest some dates next month (Thursdays and some Mondays). Need to check with Edtec on month closing, and recurring board meetings.

G. Review Action Items and Future Agenda Items

Agenda items:

- Vote on Governance Chair
- CharterSafe Contract
- Board Meeting Schedule
- Parent Involvement Policy

Action Items:

- Administration/Finance:
 - include enrollment information for prior years to track retention and plan future enrollment numbers.

- Governance committee:
 - Consolidate retreat minutes and make recommendations for next steps
 - Follow up with individual Board members and ensure they serve on committee.
 - Finalize formatting of Safety Plan before sharing with OPD/OUSD.
- Finance committee:
 - Discuss possible ways to reinvest some of money saving into staff incentives
 - Incorporation of PTO.
- Frédéric: follow up on ED evaluation with Taima
- Mathilde: check with Edtec and propose Board meeting schedule.

IV. ADJOURN AT __10:20PM__