



MINUTES--FINAL
Francophone Charter School of Oakland
Board of Directors Regular Meeting
9736 Lawlor Street, Oakland, CA
Wednesday May 30, 2018 at 8:30 am

I. OPENING ITEMS

A. Call to Order at _8:32AM_.

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

C. Approval of Agenda

Jean moves to approve. Farid seconds. All in favor.

Board Member Name	Yes	No	Abst
Annette Dennett	X		
Farid Senna	X		
Jean Johnstone	X		
Mathilde Andrejko	X		
Taima Beyah	X		

D. Consent Agenda

1. Board Meeting Minutes: 5/17/2018
2. Board Special Meeting Minutes: 5/17/18
3. Acknowledgment of Director Bear Leaving the Board

Annette moves to approve the consent agenda. Jean seconds. All in favor.

Board Member Name	Yes	No	Abst
Annette Dennett	X		
Farid Senna	X		
Jean Johnstone	X		
Mathilde Andrejko	X		
Taima Beyah	X		

II. PUBLIC COMMENT

There were no members of the public in attendance.

III. ACTION AND DISCUSSION ITEMS

A. ED Succession & Search Committee Update

a. Revised Executive Director Job Description

Taima appreciates Farid for stepping up to this task.

Farid gives an update on the Search process. Three workgroups are working on ED job description and postings, Interview process and evaluation, and transition.

Mathilde has posted on various sites. Re-using some of the resources from the ED Search we've used in the past. One parent can help with postings. Berkeley Parent Network has an employee section to post, which will be an option we use. A parent recommended that the ED take more of a fundraising role (which we may consider including in the ED job description). Mathilde shared with committee prior ED Search Committee documents, including standard templates for getting back to candidates who either fit, or don't fit requirements, etc., including interview drafts (phone interview, in person interview including scenario activities like reading financial/academic reports).

Taima expressed an interest in joining the Committee, so Mathilde will switch with her. The Search Committee now is Taima, Farid, and Jean.

Jean emailed the parents in her workgroup via ParentSquare, and responses ended up in her Spam folder. Most of members have self selected among the four major tasks. Shared resources from 2016. One parent works on interview questions. Jean asked Heidi for help with the rubric. Taima recommends using the job description as a base for everything, including categories for evaluation (leadership, HR, relations to the Board, etc.). Jean found good models online. Jean would like to identify the crucial parts of the JD. This workgroup is meeting tonight at 9PM. They hope to have drafts by the end of day on Friday. One of the goals for tonight is to work through the basics of the evaluation.

Taima recommends that we try to talk to all candidates unless they blatantly don't meet the requirements.

Mathilde mentions we also need to know how responsibilities and knowledge is divided up among staff members currently, between Ops, Compliance, Academics, HR. Heidi thinks the school culture is the most important right now, and along with it, proficiency in the French language. Taima thinks we don't have a lot of time to find a French-speaker. Every candidate is going to have different pushes and pulls around the JD. Other areas of focus: HR (credentials), Finance.

Transition/Contingency plan
No update yet on this.

Farid contacted recruitment firms. Christina Greenberg accepted to work with us. \$1,500 as a retainer fee, and if we choose one of their candidates, we'd pay an additional \$3,500 for a total of \$5,000. The Board is in agreement to move forward.

Taima moves to approve the job description. Jean seconds.

Board Member Name	Yes	No	Abst
Annette Dennett	X		
Farid Senna	X		
Jean Johnstone	X		
Mathilde Andrejko	X		
Taima Beyah	X		

B. Board Special Meetings Schedule

Farid would like to meet again with the Search Committee soon to review questions and matrix.

Farid would like to invite candidates early next week for a phone interview.

Phone screens can start this weekend if interview questions are ready. Jean and Farid are available Sunday.

June 5, 4-5pm: ED Search Committee meeting to review process, interview questions and evaluation grid.

Week of June 11: First round of in person interviews.

Farid will work on an email asking for volunteers to create a student panel.

June 25, 6:00 pm: Board Special Meeting

C. Review Action Items and Future Agenda Items

Tabled.

IV. ADJOURN AT ____9:46 AM____