

**FAME Public Charter School
MEETING OF THE BOARD OF DIRECTORS
3300 Kearney Street, Fremont, CA 94538
Friday, April 15, 2011 @ 5 p.m.**

Roll Call

<i>Board Members</i>	<i>Present</i>	<i>Absent</i>
Mr. Kastriotis	X	
Mr. Khattak	X	
Mr. Malik	X	
Mr. Tsuei	X	

1. CALL TO ORDER & APPROVAL OF AGENDA

1.01 *Roll Call/Establishment of Quorum*

Mr. Naeem Malik, Board President, called the meeting to order at: 5:00 PM. A quorum was present.

Mr. Khattak read the FAME mission statement.

1.02 *Approval of Agenda as Posted or Revised*

A motion was made by Mr. Khattak and seconded by Mr. Kastriotis to approve the agenda, as posted. Motion passed unanimously.

Motion carried 4-0.

2. APPROVAL OF MINUTES

2.01 *Approval of Minutes: Special Meeting Wednesday, March 16, 2011*

A motion was made by Mr. Khattak and seconded by Mr. Malik to approve the minutes, as presented. Motion passed unanimously.

Motion carried

4-0.

2.02 *Approval of Minutes: Special Meeting Thursday, March 31, 2011*

A motion was made by Mr. Kastriotis and seconded by Mr. Khattak to approve the minutes, as presented. Motion passed unanimously.

Motion carried 4-0.

3. COMMUNICATION FROM PUBLIC *Limited to 3 minutes per speaker (or as established by the board chair) and no more than 15 minutes total for all speakers, subject to the discretion of the board chair.*

3.01 *Public comments regarding matters ON the agenda*

No comments

3.02 *Public comments regarding matters NOT on the agenda*

No comments

4. BOARD MEMBER COMMENTS ON ITEMS NOT ON THE AGENDA

4.02 *Board members comments regarding matters NOT on the agenda*

No comments

5. OFFICER & SCHOOL DIRECTOR REPORTS

5.01 *Board Committee Report- update on activities*

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Board President, Naeem Malik Report:

1. Visit to San Leandro Campus – Mr. Malik and Mr. Tsuei visited the San Leandro campus, met with the principal (Asha), and inspected the facility. They did not have enough time to meet with the teachers and discuss the day-to-day issues. He hopes to visit again and meet with the principal and staff.
2. Brentwood visit and IS teacher meeting- Both Mr. Malik and Mr. Tsuei visited the Brentwood facility and attended a training conducted by Julie Mattoon (Director of Special Programs), and IS principal, John Mittan. They had a meeting and question & answer session with the IS staff, and Mr. Malik stated that it seemed it has been ignored for a long time and needs to be given some attention. Mr. Malik will be asking the board to form an advisory committee. This committee should provide input to the board for implementation.
3. Brenda Miller - The Alameda County of Education (ACOE) has recommended Ms. Brenda Miller to assist the FAME Board with policies, procedures and implementation. Ms. Miller was present (public attendee) at the meeting. The board is looking forward to having Ms. Miller on board to help and advise them on matters.
4. ACOE – ACOE conducted a surprise visit to FAME campuses and noted that some teachers were not following the standard curriculum. Mr. Malik stated that not following the curriculum is not doing your job; and a serious warning to teachers and principals. This is not acceptable to the board and “we must perform our duty one hundred percent”

5.02 CEO Report – Update on legislative items

Ms. Alaiwat reported on the following items: Enrollment, Attendance, Special Education matters, upcoming events relating to enrollment/attendance, Attendance and Budget issues at each program/site, New contracts/agreement status, Pending legislation, ACCS (Advisory on Charter Schools), Budget challenges and future board meeting items. (Detailed presentation attached to minutes). She spoke briefly about the difference in SB740 Schools and the difference in charter and traditional public schools. She also reminded all attending members of FAME’s graduation to be held on June 18, 2011 in Livermore.

Ms. Alaiwat pointed out and suggested items the board will need to focus on:

1. MOU Compliance
2. WASC Accreditation
3. Focus on Student Achievement and planning with students’ academic success in mind

In her next presentation, Ms. Alaiwat provided a comprehensive overview of “Special Education in Charter Schools”. Outlined in a power point presentation, she explained the lengthy process that is followed on the administrative side to support Special Education. She further explained the ongoing communication between school and home, educators and parents; the roles of both CEO and CFO on the administrative side to make sure SPED services are being delivered.

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Mr. Khattak inquired “how satisfied are the parents of our SPED program” Ms. Alaiwat stated that Ms. Mattoon (Director of Special Programs) could better answer that question since she (Ms. Alaiwat) only deals with cases pending litigation and CEO related matters. She could not speak for the parents, but could ask Julie Mattoon do a survey of the program. Mr. Malik asked if the school initiates “Parent Satisfaction Surveys” of school programs. Ms. Alaiwat pointed out that there are surveys done as part of State compliance every few years, but that the existence or lack thereof of “parent satisfaction” does not mean the school is out of compliance. She would let Ms. Mattoon know that the board was interested in conducting a new survey. Mr. Malik advised that the school should take surveys on FAME programs to see how our parents feel about the school’s programs.

5.03 CFO Report- Update on budget items

A copy of the budget was distributed to the board members. Mr. Rizvi stated that he will be finalizing the draft and sending it to the ACOE, after board approval. Per FCMAT recommendation, 350,000 should be cut per ADA and the budget was drafted with that advice.

Mr. Rizvi stated his concern about the Charter facility Grant, which the school has received in the last four years. He was afraid that the school may not receive this grant in the future due to budget cuts. He further explained that eligibility was also a concern considering changed rules for the grant—especially if the school is seen as a whole entity verses being separated by programs.

Mr. Kastriotis asked for clarification on the first draft and second draft. The second draft takes into consideration the 350,000 ADA cut. Mr. Kastriotis stated that he went through the numbers and noted that some numbers have changed, which he would like clarification on. He said that, as a finance committee member (and chairman), he will go through it on Monday at noon.

Malik suggested that Ms. Alaiwat meet with principals to discuss possible scenarios per upcoming budget cuts. Iqbal suggested that Mr. Malik also be part of this discussion considering his knowledge of finance.

Mr. Tsuei requested that percentages be present next to the numbers on the budget report-- to give them a better idea when looking at the report. Mr. Rizvi said that would not be a problem.

5.04 PTO Report- Update on school activities and other items of interest

FAME parent, Tahani gave a brief report on PTO activities: She informed that next week (May 2 - 6) is Teacher Appreciation Week, and invited all staff and board members to teacher’s appreciation Luncheon on May 6, 2011.

Tahani expressed the need for summer school. She explained that it was important to offer summer school to students who are falling behind and need to graduate.

She also asked what the budget allowance is for Physical Education, various school programs, etc.

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Linda Mohammed, San Leandro PTO member, relayed that she does not want to see money taken from school programs. She suggested that the board curtail spending in areas such as investigations, lawyers, etc. It would be better to cut money from the top administration, rather than school sites and programs.

She stated that the PTO has donated items to the school for students such as playground items and books, and will be involved in teacher appreciation week.

6.0 ITEMS FOR BOARD DISCUSSION/APPROVAL

6.01 Discussion of PTO agenda item- School Lunches for 2011-2012 school year

Mr. Malik open item 6.01 for discussion and asked Ms. Alaiwat for an update on School Lunches. Ms. Alaiwat agreed that the school should offer hot lunches for students, granted that the parents pay for it. The school cannot fund the hot lunch program as was done in the past. Another issue was bounced checks. With the large budget cuts for next year, this did not leave any room for FAME to subsidize hot lunches. Ms. Alaiwat stated that we also do not have the support staff unless paid for in the lunch pricing.

Mr. Khattak Reported that security of data was a concern and that maybe the board can get involved in making sure we have a process to ensure privacy of the documents. Mr. Malik suggested the school keep the information in a PDF format secured in a database instead of keeping hard copies. Ms. Alaiwat replied that they need hard copies for audit purposes. Mr. Malik suggested that they should still ask if PDF is acceptable and when the school doesn't need the documents anymore, we can abort the files (since it has personal family income information). He encouraged the PTO members to pursue parents to turn in their forms.

FAME principal (Norman Fobert) for the Kearney campus gave a brief overview of the San Lorenzo School District lunch program from "Good Day Café" He stated that they were one of the cheaper hot lunch vendors, and they (Good Day Café) also collect the personal family income information necessary for free and reduced meals. This would relieve FAME from the administration burden of the hot lunch program and resolve the privacy concern. He could arrange to have them provide a proposal presentation at the next board meeting.

6.02 Discussion of PTO agenda item- Summer School for 2010-2011 school-year

Ms. Alaiwat stated that there is no budgeted funding for summer school (separate from immersion program). She said that FAME works in collaboration with local community colleges to help students complete their units. She further explained the cost of running a summer school program, which consists mainly of running the building and teacher salaries. Mr. Khattak was concerned that the Ohlone College classes were accelerated and students may not pass, but Ms. Alaiwat replied that some courses are remedial in nature and several young FAME students attend the classes.

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6.03 Approval of OPS Contract (online purchasing) for the 2011-2012 school year

A motion was made by Mr. Kastriotis and seconded by Mr. Khattak to approve the OPS Contract (online purchasing) for the 2011-2012 school year. (Mr. Kastriotis noted that it is “approved with the amount not to exceed \$11,000.00). Motion passed unanimously. Motion carried 4-0.

6.04 Approval of TeleDynamic phone/communication system proposal for Kearney Street campus
Ms Alaiwat stated that a phone system is not in the budget, but is an item for the board to consider budgeting.

Mr. Fobert stated that there are no telephones in the classrooms or a bell system for schedules and announcements. This would also allow for lines to transfer rather than go to voicemail. Mr. Malik asked if this was a tested system, and Mr. Fobert affirmed that it was. He further mentioned that this was a safety concern.

Mr. Kastriotis suggested that this item be tabled due to the uncertainty of the budget.

*A motion was made by Mr. Kastriotis to **table** the approval due to the uncertainty of the budget at this time. Mr. Khattak seconded the motion. Motion passed unanimously. Motion carried 4-0.*

6.05 Interview of community and parent candidates for vacant board positions

1st interview: Mr. Othman Mohammed.

The board recognized Mr. Mohammad as a candidate for the open board position. The board turned the floor over to Mr. Mohammed and asked about his aspirations that could be enhanced by service on the FAME board?

Mr. Mohammad stated a brief summary of his community involvement, volunteer work and said that he is a concerned parent who would like to see this school grow and reach new heights.

Mr. Malik asked if he has run or been involved in school programs. Mr. Mohammad replied that he has worked in community based programs that help students prepare for college.

Mr. Kastriotis inquired as what qualities he possesses that will be beneficial to the board, and what would be his expectation as a board member. He answered that any public entity is entrusted to the board and that he wants to bring back to the school a positive vibe or “school vibe”.

2nd interview: Nabeeha Shakir.

Mr. Malik inquired as to how she could help the board or help correct weakness in the school and curriculum, and monitor progress. Ms. Shakir replied that she hopes to learn more about the school, and she does not know the weaknesses of the school, but went on to explain her experience with curriculum.

Mr. Malik asked her to give the board a brief summary of her background, qualifications and achievement; and what areas she can guide the board. Ms. Shakir said that she is a native of

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Oakland and also had grandchildren at FAME in the past. She was introduced to homeschooling by her daughter. She believes that choice and diversity in education is important i.e. charter, public, or independent studies. She said she is passionate about education. Her main interest is in budgeting and professional development, and believes in having a budget plan that matches the school's funding.

Mr. Tsuei asked her to elaborate on the issue of "safety" at FAME (per her resume). Ms. Shakir replied that her main interest in FAME stemmed from the independent study program and providing a place for IS students. Also, the importance of safety on campus, regress/digress of parents, and safety consciousness. She feels that the board is to ensure good curriculum, learning, good teachers, parent education- seeing parents as partners and employing them to help. The board needs to sets serious goals toward education and the betterment of the school.

Mr. Khattak stated that after looking at her resume, her resume speaks for itself and is happy that there is someone of her caliber in the community. And "I have to admit, asking you a question is like asking my mom"

6.06 Selection and Appointment of New Board Member(s)

*A motion was made by Mr. Khattak to **table** the Selection and Appointment of New Board Member. Mr. Kastriotis seconded the motion. Motion passed unanimously. **Motion carried 4-0.***

6.07 Approval of Human Resource and Payroll Contracts between DMS (Delta Managed Solutions) and FAME Public Charter School for 2011-2012 fiscal year

Ms. Alaiwat said she was happy with this service and recommends approval.

Mr. Kastriotis recommended tabling this item, to give the board ample time to review the contract.

*A motion was made by Mr. Kastriotis and seconded by Mr. Khattak to **table the** Approval of Human Resource and Payroll Contracts between DMS and FAME Public Charter School and, to agendize this item on the next board meeting agenda. Motion passed unanimously. **Motion carried 4-0.***

6.08 Discussion/Review of 2011-2012 Draft FAME Budget for 2011-2012 fiscal year

Discussed in item 5.03--Refer to CFO report.

6.09 Exemption of CEO from Employee Hire & Fire Responsibilities

*A motion was made by Mr. Kastriotis and seconded by Mr. Khattak to approve the exemption of CEO from Hire and Fire Responsibilities. Motion passed unanimously. **Motion carried 4-0.***

7. Closed Session – Pursuant to Section 54954.5 of the Brown Act

With respect to every item of business to be discussed in closed session pursuant to Section 54957:

Public Employment (CEO): Amendment to existing contract RE: LEAVE

The board adjourned to closed session at 7:40pm

8. Report out of Closed Session

"No Action" was reported out of closed session

9. Adjournment

The board adjourned the meeting at 7:55pm.