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REGULAR BOARD MEETING
MINUTES - LFSD

February 28, 2024

Via Zoom | 8401 Aero Dr, San Diego CA 92123

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Helene Mirzakhania
- Tracy Turfait
- Alyssa Andersen, Secretary
- Amandine Berro
- Aurore Watts

Others attendees

None.

Quorum: Yes.

Voting items

None.

Discussion

Google Docs instead of Word to be used for agendas so that all Board members can modify the agenda as needed prior to the meeting.

Standing Agenda Topics and Actions (Redacted if Confidential)

Due-dates upcoming & Critical actions: (e.g., requiring immediate action)

Discussion:

- State of the School on March 6th at 5pm. Discussion of who prepares and who presents.
- CPA compilation is due to the Board from the CFO March 15.
- April standing meeting is during the break and may need to be rescheduled.

French Immersion & Educational Excellence:

(eg. AEFE accreditation, compliance, teacher survey, STEM)

Lead: Aurore

Discussion:

AEFE Interview of Board Members for Middle School Accreditation - Aurore shared that while we can't tell the outcome from the meeting, the inspector seemed happy with the dynamic growth of the school, Board activity and involvement. Class size in middle school could potentially be expanded, which is a further topic to discuss. Aurore to follow up with François to recap the Board interaction with the inspector.

Community & Culture: (eg. Fundraising, community events, PTR links)

Lead: Amandine

Discussion:

Tracy addressed complaints raised about the Board in the PTR meeting, and she discussed with a handful of parents from the preschool, elementary, and middle school. Parents are unclear about the Board's purpose, and what it can or cannot do. It may also be a good time to evaluate Board bylaws, research other nonprofit board/private school bylaws, and determine whether they are current and specific to our needs.

Amandine indicated that surveys could be beneficial in addressing communication problems. We could also email the parents after meetings. We could also set a term duration or limit.

Cameron described the process for the last major review and revision of bylaws.

Board members discussed generally possible communication improvements and how to handle them going forward.

Discussed potential for greater transparency in Director evaluation process. Also discussed modifications to website for greater transparency. Explaining recent accomplishments may also clarify Board's role.

Amandine will prepare short statements for François' regular newsletter regarding Board's activities to keep the community updated.

Sustainable Growth & Facilities: (eg. Director contract and succession planning, tuition, capital, risk, second Floor, high school / partnering)

Facilities Lead: Tracy, Alyssa

Facilities and Director Lead: Lindsay

Discussion:

[Confidential discussion regarding tuition rates.]

Cameron and Tracy raised questions about construction status; more information is needed from the school regarding the status. Alyssa and Tracy will get information from the school administration just prior to monthly Board meetings that they are not attending, so that we will have a construction update in each meeting.

Budget:

Lead: Lindsey

Lindsey presented the January cash flow information prepared by the CFO. Current month's bank balance shows a cash surplus, partially inflated due to influx of enrollment deposits for the coming school year. School's long-term expenses were discussed, and in the next meeting we will review the five-year financial forecast to bring newer Board members up to speed on finances.

Signed: /s/ Alyssa Andersen



REGULAR BOARD MEETING
MINUTES - LFSD

April 12, 2024

Via Zoom | 8401 Aero Dr, San Diego CA 92123

Board members in attendance

- Cameron Hibbert, President
- Helene Mirzakhania (unavailable for part of meeting)
- Tracy Turfait
- Aurore Watts
- Alyssa Andersen, Secretary

Others attendees

None.

Quorum: Yes.

Voting items

None.

Discussion

Discussion regarding format of minutes and treatment of confidential and non-confidential information in publishing minutes.

Standing Agenda Topics and Actions

Upcoming due dates critical actions:

Discussion:

Le Lycée Français de San Diego

- Next Board meeting to include Director, or separate meeting to be scheduled (Cameron)
- DFO to provide tax return to Board Treasurer to sign by 4/30
- Enrollment update due from director 5/1
- Next Board meeting 5/22
- Finalize annual performance evaluation form for Director and schedule for evaluation process

French Immersion & Educational Excellence:

(e.g., AEFE accreditation, compliance, teacher survey, STEM)

Lead: Aurore

Discussion:

The school received an AEFE grant (detailed below).

Community & Culture:

(e.g., Fundraising, community events, PTR links)

Lead: Amandine (not present)

Discussion:

Community and culture were discussed in connection with potential impacts from growth (detailed below).

Sustainable Growth & Facilities:

(e.g., Director contract and succession planning, tuition, capital, risk, second Floor, high school/partnering)

Facilities Lead: Tracy, Alyssa

Facilities and Director Lead: Lindsay

Discussion:

Board discussed which grades are believed to have waitlists; potential practical need for larger class sizes in middle school, and balancing this with the Strategic Plan, consideration of expected AEFE recommendations, etc. These issues will be further discussed when updated enrollment information is received.

There is an upcoming meeting on 4/18 with Gerald, Tracy, the architect, and the construction manager to discuss the status of designs for upstairs. The meeting should result in a budget cost for either the entire second floor, or broken down by phase. This will contain updated labor and material pricing. A current suggestion for financing is to potentially combine a loan for this project

with the prior loan for the initial improvements. As the project progresses, the Board needs to request/ensure meaningful advance notice from the Director and/or DFO of project-related decisions, presented to the Board with sufficient alternatives for informed decisions can be made. The Board also will need to know the outcome of the high school Feasibility Study to make any major construction decisions. The Board will actively pursue open communication regarding these issues. Tracy to communicate with the Director/DFO regarding the Board's communication needs for construction-related approvals, and this can also be discussed at the next meeting with the Director. Aurore and Helene to look into potential investigation of construction alternatives (*e.g.*, estimates of commercial rents or mortgages) as a basis for comparison with the construction estimate.

Before proceeding with upstairs construction, identifiable impacts to the community such as increased cost will need to be communicated.

Budget, Enrollment:

Lead: Lindsey (not present)

LFSD received an AEFE grant for 342,000 euros. The Board reviewed the grant document and discussed its terms, and the need for additional information from the Director/DFO regarding the requirements, the application process, how the school qualified, whether and how more funds could be made available. More information will be requested.

LFSD's current lease was discussed in the context of having a cost comparison for the development upstairs.

Aurore, Tracy, Amandine, and Lindsey met with the DFO to discuss the budget last Friday. Recap: Gérald presented current numbers and projected future years based on budget assumptions. The Board has sufficient information for a more in-depth review in next year's budget process. In the next meeting, the Board will review the budget schedule to determine if more advance notice to the Board is needed of the proposed budget from the Director/DFO for next year's budget approval. Tracy suggested that the Board and Director/DFO send a brief year-end financial summary to the community so they have a sense of the school's operational expenses and needs. The Board will continue to keep in mind whether potential school growth is sustainable, and the balancing of that growth and increased costs against preservation of the school's culture.

[Confidential discussion regarding future years' tuition.]

Signed: /s/ Alyssa Andersen



REGULAR BOARD MEETING
PUBLIC MINUTES - LFSD

May 22, 2024

Hybrid | 8401 Aero Dr, San Diego CA 92123

Board members in attendance

- Cameron Hibbert, President (Zoom)
- Heline (Zoom)
- Tracy Turfait
- Aurore Watts
- Alyssa Andersen, Secretary (partial)

Others attendees

- François Tregouet

Quorum: Yes.

Voting items

None.

Discussion

Staffing: All classrooms are staffed for next year, all departing teachers and staff have replacements selected. Recruitment occurred in October and it was difficult to get visas this year. Further confidential discussion regarding staffing and teacher employment issues.

Standing Agenda Topics and Actions

Upcoming due dates critical actions:

Discussion:

- Next Board meeting to include Director, or separate meeting to be scheduled (Cameron)
- DFO to provide tax return to Board Treasurer to sign by 4/30
- Enrollment update due from director 5/1
- Next Board meeting 5/22

French Immersion & Educational Excellence:

(e.g., AEFE accreditation, compliance, teacher survey, STEM)

Lead: Aurore

Discussion:

AEFE: In June or July we will get AEFE report. Francois would like to do a presentation on enrollment projections. Further confidential discussion regarding AEFE report process.

Community & Culture:

(e.g., Fundraising, community events, PTR links)

Lead: Amandine (not present)

Discussion:

Sport court: Update on status, result of Soirée, and improvements for next year.

Sustainable Growth & Facilities:

(e.g., Director contract and succession planning, tuition, capital, risk, second Floor, high school/partnering)

Facilities Lead: Tracy, Alyssa

Facilities and Director Lead: Lindsay

Discussion:

N/A

Budget, Enrollment:

Lead: Lindsey (not present)

///

Enrollment: 256 students for next year who paid the deposit and signed the admission agreement.

Signed: /s/ Alyssa Andersen (partial, could not attend latter part of meeting)



REGULAR BOARD MEETING
PUBLIC MINUTES - LFSD

July 3, 2024 (rescheduled June meeting)

Zoom

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Helene Mirzakhanian
- Tracy Turfait
- Aurore Watts
- Amandine Berro
- Alyssa Andersen, Secretary

Others attendees

None.

Quorum: Yes.

Voting items

None.

Discussion

Confidential discussion regarding Director's annual performance evaluation.

Standing Agenda Topics and Actions

Upcoming due dates critical actions:

Discussion:

- Next Board meeting to include Director, or separate meeting to be scheduled (Cameron)
- Next Board meeting 7/24

French Immersion & Educational Excellence:

(e.g., AEFÉ accreditation, compliance, teacher survey, STEM)

Lead: Aurore

Discussion:

N/A.

Community & Culture:

(e.g., Fundraising, community events, PTR links)

Lead: Amandine

Discussion:

Confidential discussion regarding fundraising issues.

Sustainable Growth & Facilities:

(e.g., Director contract and succession planning, tuition, capital, risk, second Floor, high school/partnering)

Facilities Lead: Tracy, Alyssa

Facilities and Director Lead: Lindsay

Discussion:

Architect is currently behind on drawings for upstairs construction project; will get back to us by the end of July. Will set further information meeting with Gérald.

Budget, Enrollment:

Lead: Lindsey

Lindsey received tax return and has reviewed budget information with Gérald. Lindsey will provide a budget update in a separate meeting.

July 3, 2024

/s/ Alyssa Andersen



BUDGET REVIEW MEETING
PUBLIC MINUTES - LFSD

July 19, 2024 at 12:00 p.m.
via Zoom

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Helene Mirzakhianian
- Tracy Turfait
- Aurore Watts
- Amandine Berro
- Alyssa Andersen, Secretary

Others attendees

- François Tregouet, Principal
- Gérald Gaucher, DFO

Quorum: Yes.

Voting items

None.

Budget Discussion

Confidential discussion regarding 2024-2025 budget proposed by Administration.

The Board will meet again with François **the week of August 12** to discuss AEFE review and contract.

July 19, 2024

/s/ Alyssa Andersen



REGULAR BOARD MEETING
PUBLIC MINUTES - LFSD

July 26, 2024

Zoom

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer (partial)
- Helene Mirzakhanian
- Tracy Turfait
- Aurore Watts
- Amandine Berro (partial)
- Alyssa Andersen, Secretary

Others attendees

None.

Quorum: Yes.

Voting items

2024-2025 Budget.

Discussion

Confidential discussion regarding the 2024-2025 budget and teacher salaries.

Update regarding status of drawings for upstairs construction.

The Board to request information from Administration regarding sports court status.

July 26, 2024

/s/ Alyssa Andersen



SPECIAL BOARD MEETING
PUBLIC MINUTES - LFSD

August 13, 2024

Zoom

Board members in attendance

- Cameron Hibbert, President
- Aurore Watts
- Alyssa Andersen, Secretary

Others attendees

François Tregouet, Head of School

Quorum: No.

Voting items

None.

Discussion

Confidential meeting regarding AEFE visit findings and contract.

August 13, 2024

/s/ Alyssa Andersen



REGULAR BOARD MEETING
PUBLIC MINUTES - LFSD

August 20, 2024

Zoom

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Tracy Turfait
- Aurore Watts
- Amandine Berro
- Alyssa Andersen, Secretary

Others attendees

None.

Quorum: Yes.

Voting items

2024-2025 Budget Vote:

The Board voted to approve the equipment budget line item **except for** (1) the \$45,000 sports court and (2) \$23,000 for garden/recess/parking improvements, pending a request for further information from Administration. Motion by Cameron to, second by Alyssa, all present voted yes.

The Board voted to partially approve the advertising and marketing budget, and the Administration may not incur advertising or marketing commitments for, or extending into, the 2025-2026 school year without prior approval from the Board. Motion by Alyssa, second by Cameron, all present voted yes.

General Discussion

N/A.

Standing Agenda Topics and Actions

Upcoming due dates critical actions:

Discussion:

- Vote outstanding budget items today.
- Amandine (and possibly Aurore) to attend 8/29 meeting at school; at orientation on 8/30, Tracy can attend for some part of the time, and possibly Amandine and Aurore.
- Next regularly scheduled Board meeting September 25.
- Five-year updated cash flow and CPA selection on 9/30 and 10/1.

French Immersion & Educational Excellence:

(e.g., AEFE accreditation, compliance, teacher survey, STEM)

Lead: Aurore

Discussion:

Confidential discussion regarding AEFE contract.

Community & Culture:

(e.g., Fundraising, community events, PTR links)

Lead: Amandine

Discussion:

N/A

Sustainable Growth & Facilities:

(e.g., Director contract and succession planning, tuition, capital, risk, second Floor, high school/partnering)

Facilities Lead: Tracy, Alyssa

Facilities and Director Lead: Lindsay

Discussion:

N/A

Budget, Enrollment:

Lead: Lindsey

Confidential discussion regarding 2024-2025 budget.

August 20, 2024

/s/ Alyssa Andersen



REGULAR BOARD MEETING
PUBLIC MINUTES - LFSD

September 25, 2024, 7:00 pm

Zoom

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Tracy Turfait
- Aurore Watts
- Amandine Berro (until 8:00 pm)
- Alyssa Andersen, Secretary

Others attendees

None.

Quorum: Yes.

Voting items

None.

General Discussion

Confidential discussion of split class issue raised in parent complaint.

Standing Agenda Topics and Actions

Upcoming due dates critical actions:

Discussion:

- Confidential discussion regarding AEFE contract.

- Confidential discussion regarding Director annual employment review.
- Complete community survey (Amandine).
- Continue to monitor construction status (Tracy).
- Meeting regarding 2025-2026 tuition tentatively set for October 10/29 at 9:15 am.

French Immersion & Educational Excellence:

(e.g., AEFE accreditation, compliance, teacher survey, STEM)

Lead: Aurore

Discussion:

Confidential discussion regarding AEFE contract.

Community & Culture:

(e.g., Fundraising, community events, PTR links)

Lead: Amandine

Discussion:

Community survey: Amandine is working on this and it is targeted for the first week of November, to have adequate data before the Board vote on 2025-2026 tuition.

Sustainable Growth & Facilities:

(e.g., Director contract and succession planning, tuition, capital, risk, second Floor, high school/partnering)

Facilities Lead: Tracy, Alyssa

Facilities and Director Lead: Lindsay

Discussion:

Tracy provided an update regarding the status of drawings for the upstairs construction project.

The Board will meet with Administration regarding 2025-2026 tuition.

Budget, Enrollment:

Lead: Lindsey

///

François emailed clarification on last pending budget items for 2024-2025 school year. Will ask to meet with him to discuss/finalize.

September 25, 2024

/s/ Alyssa Andersen



SPECIAL BOARD MEETING
PUBLIC MINUTES - LFSD

September 30, 2024, 7:00 pm

Zoom

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Tracy Turfait
- Aurore Watts
- Amandine Berro
- Alyssa Andersen, Secretary
- François Tregouet

Others attendees

None.

Quorum: Yes.

Voting items

None.

General Discussion

Confidential discussion of split class issue raised in parent complaint.

September 30, 2024

/s/ Alyssa Andersen



SPECIAL BOARD MEETING
PUBLIC MINUTES - LFSD

October 29, 2024, 7:00 pm

Zoom

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Tracy Turfait
- Aurore Watts
- Alyssa Andersen, Secretary

Others attendees

- François Tregouet, Director
- Gérald Gaucher, DFO

Quorum: Yes.

Voting items

Outstanding 2024-2025 budget items.

General Discussion

Confidential discussion of outstanding 2024-2025 budget items and 2025-2026 tuition.

Vote result by email:

Vote #1: website

2 in favor of website budget / 5 reject - **REJECT**

Vote #2: add'l video + branding budget

All 7 in favor of rejecting - **REJECT**

///

Vote #3:

All 7 in favor of approving with one vote for sport court to remain an open item (pending quotes) - **APPROVE**

October 29, 2024

/s/ Alyssa Andersen



REGULAR BOARD MEETING
PUBLIC MINUTES - LFSD

November 12, 2024, 7:00 pm

Zoom

Board members in attendance

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Amandine Berro
- Tracy Turfait
- Aurore Watts
- Alyssa Andersen, Secretary

Others attendees

None.

Quorum: Yes.

Voting items

2024-2025 Marketing Budget
2025-2026 Tuition

General Discussion

See below.

Standing Agenda Topics and Actions

Upcoming due dates critical actions:

Discussion:

Tuition vote due by Thanksgiving break.

French Immersion & Educational Excellence:

(e.g., AEFE accreditation, compliance, teacher survey, STEM)

Lead: Aurore

Discussion:

Confidential discussion regarding AEFE contract and employment issues.

Community & Culture:

(e.g., Fundraising, community events, PTR links)

Lead: Amandine

Discussion:

Board's community survey and feedback on Giving Week were discussed.

Sustainable Growth & Facilities:

(e.g., Director contract and succession planning, tuition, capital, risk, second Floor, high school/partnering)

Facilities Lead: Tracy, Alyssa

Facilities and Director Lead: Lindsay

Discussion:

Regarding upstairs construction, documents have not been submitted to the City yet.

Budget, Enrollment:

Lead: Lindsey

2024-2025 Marketing Budget: Amandine moves to approve the marketing budget per the reinstated request by Gérald via email on November 4, 2024, with conditions. Cameron seconds and the Board votes unanimously to approve.

2025-2026 Tuition: Lindsey moves to approve the Administration's recommended tuition increase, Cameron seconds, and Board votes unanimously to approve.

November 12, 2024

/s/ Alyssa Andersen



SPECIAL BOARD MEETING
PUBLIC MINUTES - LFSD

November 22, 2024, 2:00 pm

Zoom

Board members in attendance

- Cameron Hibbert, President
- Amandine Berro
- Helene Mirzakhanian
- Tracy Turfait
- Aurore Watts
- Alyssa Andersen, Secretary

Others attendees

François Tregouet, Director

Quorum: Yes.

Voting items

None.

General Discussion

Confidential discussion regarding AEFE contract and Director employment.

November 22, 2024

/s/ Alyssa Andersen



REGULAR BOARD MEETING MINUTES - LFSD

January 3, 2024

Via Zoom | 8401 Aero Dr, San Diego CA 92123

Board members in attendance.

- Cameron Hibbert, President
- Lindsey Head, Treasurer
- Helene Mirzakhanian
- Tracy Turfait
- Alyssa Andersen
- Amandine Berro
- Aurore Watts

Quorum: Yes

Voting items

On November 28, 2023, the Board held a vote without a meeting [REDACTED]

Discussion

The following board position leads to improve overall accountability and efficiency were discussed and agreed. Leads and sub-committee structures may evolve with the needs.

Chair: Cameron

Treasurer: Lindsay

Secretary: Alyssa (MoM, meeting schedule, actions and due dates)

Compliance, AEFE accreditation: Aurore

Facilities: Tracy, Alyssa

Community, culture, fundraising: Amandine

Director, succession, Performance review: Lindsay

Standing Agenda Topics and Actions (Board Confidential)

Due-dates upcoming & Critical actions: (eg. require immediate action)

Discussion:

[REDACTED]

[REDACTED]

- Francois' contract
[REDACTED]
- Community complaints/questions process

French Immersion & Educational Excellence: (eg. AEFE accreditation, compliance, teacher survey, STEM)

Lead: Aurore

Discussion:

Community & Culture: (eg. Fundraising, community events, PTR links)

Lead: Amandine

Discussion:

Sustainable Growth & Facilities: (eg. Director contract and succession planning, tuition, capital, risk, second Floor, high school / partnering)

Facilities Lead: Tracy, Alyssa

Facilities and Director Lead: Lindsay

Discussion:

- [REDACTED]

AOB:

Signed: Cameron Hibbert Jan 3, 2024