

Board of Directors Meeting

February 24th, 2026 – 7:04 PDT

Name	Role	In Attendance
Amandine Berro	Board Chair	X
Cameron Scott	Past Chair	X
Heline Mirzakhania	Director	X
Lindsey Head	Treasurer	X
Thomas Ebel	Director	X
Christopher Scott	Secretary	

Call to Order – 7:04

Quorum – Yes, quorum met

Minutes – Approved

The Board approved previously circulated private minutes. Thomas abstained; no opposition.

The Board also approved additional minutes previously circulated.

Chris Scott will prepare public-facing minutes.

New Business

Financial Oversight and Budget Process

The Treasurer reported on continued review of financial documentation and processes with the Financial Director. Documentation appears organized and compliant. No misuse of funds was identified.

The Board discussed areas requiring further clarification:

- Delegation of authority
- Budget allocation equity across divisions
- Per-student revenue allocation
- Expenditure rejection/approval workflow

The Board discussed potential transition to QuickBooks Online and requested further evaluation of feasibility and implementation considerations.

Rent was identified as a major financial risk requiring future strategic discussion.

The Board requested presentation of previously developed high school feasibility analysis, including total cost of ownership considerations.

Teacher Compensation and Retention

The Board discussed teacher compensation and separated the issue into four distinct considerations:

- Market compensation gap
- Potential one-time bonus
- Operational concerns raised regarding the Financial Director
- Parent reaction to the Head of School departure

The Board agreed that any structural compensation changes must be evaluated for long-term financial sustainability and enrollment impact.

Restricted fundraising for teacher compensation was discussed as a potential option.

Targeted recruitment strategies, including outreach to Armed Forces families and expanded Kindergarten access for non-French speakers, were identified as enrollment growth opportunities.

Website Proposal

The Board reviewed a \$12,000 website proposal. Approval in principle was granted pending clarification of:

- Scope of work
- Marketing positioning
- Market intelligence inputs

- Expected return on investment

Further strategic alignment between website updates and enrollment goals was requested.

Facilities – Roof and Expansion Planning

Estimated roof replacement cost: approximately \$1.2M (rebid required).

The Board discussed sequencing roof repairs relative to potential second-floor expansion. Considerations included:

- Enrollment thresholds required for expansion
- Financial sustainability
- Timing implications
- Potential negotiation leverage related to rent

The Board requested a formal roof condition assessment and comparative bids for patching versus replacement.

CSA Contract Review

The Board reviewed updated contract language. Indemnity provisions were narrowed and termination drafting improved.

The Board acknowledged remaining financial exposure related to termination provisions and internal candidate scenarios.

The Board is comfortable proceeding if legal counsel remains supportive.

Independent Investigation

Two interviews remain pending. Expected completion is end of March.

The Board will review findings in coordination with legal counsel upon receipt.

Licensing and Reporting Processes

The Board discussed the need for clarity regarding licensing procedures, volunteer requirements, and field trip protocols.

The Board requested formal documentation outlining:

- Reporting requirements
 - Background check and fingerprinting standards
 - Licensing communication procedures
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Board Recruitment

Board recruitment remains on track for March. Desired competencies include governance experience and legal expertise.

Re-enrollment and Market Conditions

The Board discussed re-enrollment outlook and market pressures, including the impact of Free PreK.

Enrollment growth strategies will remain a strategic priority.

Town Halls

The following Town Hall dates were confirmed:

- March 17 – In Person
 - March 18 – In Person
 - March 21 – Online (Zoom)
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Action Items

- Treasurer to continue financial governance review and meet with Financial Director regarding accounting systems.
- Board members to submit additional audit questions to Treasurer.
- Request presentation of high school feasibility analysis.
- Request licensing report and clarification of field trip procedures.
- Request roof condition assessment and rebid.

- Continue Head of School search process.
 - Review website proposal scope and marketing alignment.
 - Explore H1B sponsorship options.
 - Consider restricted fundraising structure for teacher compensation.
 - Follow up with legal counsel regarding independent investigation status.
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Adjournment – 8:48