

NOTRE ECOLE

French Immersion STEAM School

1/ Call to order

location & time : Chalmeau's house, Feb 27th, 6pm.

Board members present: Jean Noel Kouame, Salah Boulakbeche, Romain Lorentz, Jerome Chalmeau

Board members not present: Yves Luc Akpata, Anne Adabra

2/ Acceptance

minutes from: 01-23-2020

Change board meeting date 23 to 27> printing errors, double page

Motion: Romain Lorentz

Second by: Jerome Chalmeau

All Approved

Agenda

Motion: Jean Noel Kouame

Second by: Salah

All Approved

3/ Public Input:

none

4/ Directors report:

none

5/ Old business

- Vote for adding new board members
 - Myriam Daumal was nominated to become a member of the board. Romain Lorentz motioned to approve, Jerome Chalmeau seconded, all approved. Marie Ann Sirot was nominated to become a member of the board, Jerome Chalmeau motioned to approve, Jean Noel Kouame seconded the motion, all in favor.
 - Michele Chalmeau will forward the Webinar board training to Myriam Daumal and Marie Ann Sirot.
- Number of students enrolled
 - 17 students enrolled. Parents who have applied will be getting their acceptance letter sent to them in March.
- Building tour statistics from 1/18/2020 and 2/22/2020

- We had 7 families visit on 1/18/2020 and 5 families visited on 2/22/2020.
- Visit of director from Mes Amis pre-school. Established a good relationship for the future.
- Set up another building tour. Need to coordinate with the church.
- Make building tour dates visible on Facebook.

- Table at Golden Valley Library statistics from 1/25/2020
 - very good event, 4-6 students were filled out school applications from event.
 - Two more library events have been scheduled. One in Golden Valley on May 2nd, and the other in Hopkins, on March 29.

- Meetings with IQS authorizer on 2/3/2020 and 2/17/2020
 - Good meeting that re-assured board members that we are making progress and are on schedule.
 - Nice to network with other first year schools.

- MAIN booth preparation 3/14/2020
 - Michele Chalmeau is working on the activity for the booth.
 - There is a sign-up sheet to help at the booth on Google.

- Marketing update
 - Maggee Renn, has received pricing on advertisements for the different newspapers and magazines.
 - Parents magazine is where advertising will be concentrated.
 - Mass mailing for the 2nd round will be going out. Mailing list is being generated.
 - Door Hanging advertisements to be made for Golden Valley.
 - Increase google visibility and advertisement.
 - Marie Anne Sir had the idea of generating more traffic on Facebook by creating a contest or game.
 - Not enough content to be on Instagram.
 - Take pictures at events and of materials.

- Food Service
 - Had a food taste with Parents and some board members with CKC. Not bad.
 - CKC will be putting in a bid. Their price is very good
 - The second food taste, with Lancer, was cancelled and will be rescheduled for next week.
 - The website will be updated for open bidding.
 - We need at least 3 bids, and MDE has stated that must select the lowed bid within our request.
 - Staff will need to be trained in how to serve food and in food regulations.

- Business manager

- Discussions have been had with BerganKDV, Anton group, and Stenmark.
 - BerganKDV has declined to make an offer.
 - Anton group is very expensive and Sternmark is more reasonable in terms of pricing.
 - Jean Noel Kouame will review the offers and get back to the board with recommendations.
- Insurance update
 - Work in progress.
 - Documents were submitted to the Minnesota Council of Non-profit (MCN) broker to compare with the quote that we received from Patrick Montgomery, an independent broker, for healthcare coverage.
 - Steve Steinhagen, insurance broker, is working on legal insurance quotes.
- Buses
 - MDE needs to know before July 1st if we are using district bussing and MARSS form 62 needs to be filed.
 - It is probable that we will use Robbinsdale bussing, at least for the first year.
 - We will need to align our school's start/end time based on the bussing schedule.
 - Jerome Chalmeau will contact Robbinsdale's Super intendant to start proper discussion with the district.
- Lockers
 - The church wants to know the color and the lockers need to align with the church standards before purchase.
 - Metal is recommended.
 - Several bids have been made.
 - Time of installation has to be clarified.
- Board Webinar Training
 - Michele Chalmeau will give Marie Ann Sirot and Myriam Daumal access to board training.

6/ New business

- Salah Boulakbeche will start managing IT needs (computer, i-pads, copy machine etc.)
- Romain Lorentz will start looking at other school policies that need to be adopted.

Next board meeting: 3/19/2020

Motion to adjourn:

Motion by Romain Lorentz,
 Seconded by Salah Boulakbeche
 All approved.
 Meeting closed at: 7:38pm

