

NOTRE ECOLE

French Immersion STEAM School

1/ Call to order

location & time : Due to the COVID-19 pandemic and the governor's stay at home order, an in person meeting is not practical or prudent. All board members met via google hangout, Thursday March 19th 2020. 6pm.

Board members present: Anne Adabra, Jean Noel Kouame, Jerome Chalmeau, Myriam Daumal, Marie Anne Sirot, Romain Lorentz, Salah Boulakbeche, Michele Chalmeau

Board members not present: Yves Luc Apyl Akpata (does not have access to computer during COVID-19 shut down)

2/ Acceptance

minutes from: 02-27-2020

Motion: Romain Lorentz

Seconded by: Anne Adabra

Jean Noel Kouame, Jerome Chalmeau, Myriam Daumal, Marie Anne Sirot, and Salah Boulakbeche all voted in favor.

result: All approved

Agenda of 03-19-2020

Motion: Jerome Chalmeau

Second by: Salah Boulakbeche

Anne Adabra, Jean Noel Kouame, Myriam Daumal, Marie Anne Sirot, and Romain Lorentz, Salah Boulakbeche all voted in favor.

result: All approved

3/ Public Input:

none

4/ Directors report:

5/ Old business:

- MAIN festival 3/14/2020
 - canceled due to Covid-19 closings and social distance recommendations.
- Marketing: Postcards, Parents Magazine, Library events

- About 11,000 post cards were sent out to west metro (Hopkins, St Louis Park, West Minneapolis, Golden valley, Robbinsdale, Plymouth).
 - There has been an increase in website attendance in the last couple of days, from 15/day to 30-40/day.
 - Our outreach plan is on hold due to Covid-19. We will have to double our efforts after once social distancing has been lifted and business open as usual. Efforts must be placed in social media. Live sessions for answering questions for parents and community members has been suggested. Facebook posts could include activities or brain teasers for kids to generate activity.
 - Parents magazine is too expensive. It is almost 7K for 10 volumes, not possible with our budget. need to re-think which magazines or papers we want to market to. Is the outreach significant enough, with magazines and papers, to be worth the price?
 - All public events cancel until further notice.
- Vote on adoption of Protection and Privacy of Pupil Records Policy
 - Romain Lorentz motions, Anne Adabra seconds. Jerome Chalmeau, Myriam Daumal, Salah Boulakbeche, and Marie Anne Sirot vote in favor. Policy approved.
- Business Manager Updates
 - Josh Mahlen from Sternmark inc. has been selected as school manager.
 - There has been a transfer of documents, mostly back-office papers. He will be in charge of the budget, CSP reports, and the money going in and out.
 - Josh Mahlen worked on the first draft of the school budget. It is a working document but it gives the board a starting to place to work from. The first draft, shows a budget for 60 students. He is working on different scenarios with different student enrollment numbers.
 - All board members have a copy of the first draft of the budget to look over and make comments and reflections.
- Insurance
 - Covid-19 has put us behind and we are still waiting for numbers from the broker, Steve Steinhagen.
- Food Service

- We are working closely with the MDE, but the COVID-19 has slowed down our efforts. Jerome Chalmeau has been completing the necessary paperwork.
- We need a license to operate, schedule a tour with Health department to get code checked. School money may have to be used if there is any upgrades to be done. If the Health department is still open, we should get a call/email from them within 2 weeks. eager to know.
- Board Webinar Training reminder for new members
 - Myriam Daumal has completed board training and Marie Anne Sirot is in progress
- Identified Official with Authority (IOwA)
 - Romain Lorentz motioned, Anne Adabra seconded, Salah Boulakbeche, Myriam Daumal, Jean Noel Kouame, and Marie Anne Sirot vote in favor. All Approved.
 - **Designation of an Identified Official with Authority for Education Identity Access Management** The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize Michele Chalmeau, michele.chalmeau@notreecole.org, EDIAM user ID: mjs1mjs1 to act as the Identified Official with Authority (IOwA) for Notre Ecole with identification number 4276.

6/New Business:

- Continue to work on refining the school's budget with Josh Mahlen.
- Finalize budget to post job offers.

Next meeting time: 4/16/2020

Motion to adjourn

Motion by Jerome Chalmeau

seconded Myriam Daumal

Anne Adabra, Marie Anne Sirot, Jean Noel Kouame, Salah Boulakbeche, and Romin Lorentz all voted in favor.

All Approved

Meeting closed at 7:25pm