

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 April 16th, 2020 at 6pm.

Board members present:

Anne Adabra, Jean Noel Kouame, Jerome Chalmeau, Myriam Daumal, Marie Anne Sirot, Salah Boulakbeche, Michele Chalmeau

Board members not present: Romain Lorentz,

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

2/ Acceptance

minutes from: 03-19-2020

Motion: Jerome Chalmeau

Seconded by: Anne Adabra

Jean Noel Kouame, Myriam Daumal, Marie Anne Sirot, Salah Boulakbeche all voted yes to approve.

Agenda of 04-16-2020

Motion: Myriam Daumal

Seconded by: Salah Boulakbeche

Jean Noel Kouame, Marie Anne Sirot, Jerome Chalmeau, Anne Adabra all voted yes to approve.

3/ Public Input:

-Due to conflict of interest, Jerome Chalmeau will present his resignation as board secretary, as soon as Michele Chalmeau receives any financial compensation from Notre Ecole for her position of co-coordinator. It will be sometime in May. Myriam Daumal has presented her candidacy.

Vote to approve Myriam Daumal as secretary of Notre Ecole:

Motioned by Jean Noel Kouame,

Seconded by Salah Boulakbeche,

Marie Anne Sirot voted to approve

Anne Adabra voted to approve

Motioned passed. Myriam Daumal will be secretary of Notre Ecole at the beginning of the Michele Chalmeau's payed contract with Notre Ecole.

4/ Directors report:

- CSP spending has been ramping up, and the CSP report 4 has been submitted for an amount close to 50K. Waiting to get reimbursement.
- Not enough working capital is the main reason the spending cannot go higher for now.
- All money from the CSP grant should be spend before August 30th.

- Materials have been delivered: sports equipment, promethean boards, Chromebooks, math manipulatives, and more deliveries are expected to arrive shortly.

5/ Old business

- **Facebook live – questions with the coordinator**

- It was a good success, up to 12 people were watching at the same time. There were many questions and was by far our best post on Facebook thus far.
- Maggee Renn, hired marketing student, is now preparing some short clips from the Live post, about 3-4 minutes in length, to cover is cover specific topics. This will generate a new series of posts in the next couple of weeks.
- New idea: Zoom interview with enrolled parents.

- **Budget**

- All members got a copy of the budget via the Excel spreadsheet file established by Josh Wahlen, our business manager. The budget is connected to number of students enrolled: senarios are between 60 to 20 students.
- Job descriptions have been created by Michele Chalmeau and jobs will be posted soon.
- Posts will also lay the groundwork for future hiring.

- **Discussion of Board Goals - Strategic Plan**

- Michele Chalmeau sent strategic plan template to all board members
- Discussion of how to evaluate the progress of young students in an immersion program.
- try to minimize unnecessary testing. MCA's and English instruction start in 3rd grade, therefore English based progress monitoring tests are not necessarily effective or efficient, especially for younger students under 3rd grade.
- Different examples exist (Canada and in other French immersion programs in the USA)
- Myriam Daumal proposed a way of monitoring student progress in French language arts with a series of video clips. Then showing kids progress to parents during the school year, through video.
- A committee will meet to go discuss how to monitor student progress and determine academic goals for the upcoming 2020/2021 school year.

- **Assessments – FAST, IDAPEL**

- Board recommends not using English based standardized testing to progress monitor students. See above discussion in Board Goals-Strategic plan.

- **Insurance**

- Both health insurance and general insurance have been selected, but it's too early to sign.
- As soon as Michele Chalmeau is getting paid, general insurance will commence, followed by the health insurance in the summer.
- Pricing is in line with the market, around \$650 a month for general insurance, health care will be selected through the MCN, around 5-10% cheaper vs. group market.

- **Food Service**

- Process has been slow, due to Covid-19.
- Bids have been sent to couple of vendors and is publicly accessible on the Note Ecole website.

- Department of health will be visiting the school site next week, letting us know what needs to be done to get the license.
- **Software for school organization**
 - Michele Chalmeau contacted several of SIS (Student Information System) over the last couples of weeks.
 - MDE requires the software to be certified for MARSS report, which is required by law.
 - JMC was selected, around 6K the first year, drop to \$1500 in year two. Price will rise following student numbers (\$10.50 / pupil).
 - Purchase will be done shortly to put everything in place and connect student enrollment to the system.
 - Professional Development for teachers, on the use of the JMC software will be conducted prior to school opening.

6/ New business

- Benches for marketing will be selected at specific locations
- At least 10 benches will be selected for a period of about 3 months.
- Due to business closures and COVID-19, marketing and outreach has become more challenging.
- Student enrollment documents have started to come in.

Next meeting date: 5/14/2020

Motion to adjourn:

Motion: Myriam Daumal

Seconded by Jerome Chalmeau

Anne Adabra vote yes to adjourn

Jean Noel Kouame vote yes to adjourn

Marie Anne Sirot vote yes to adjourn

Salah Boulakbeche voted yes to adjourn

All voted, all in favor.

Meeting End time: 7:30 pm