

NOTRE ECOLE

French Immersion STEAM School

7/23/2020

1/ Call to order

location & time: Due to the COVID-19 pandemic and the governor's stay at home order, and in person meeting is not practical or prudent. Board members met via Google Hangout, Thursday, July 23rd, at 6:00pm.

Board members present: Anne Adabra, Romain Lorentz, Salah Boulakbeche, Marie-Anne Sirot, Michele Chalmeau (ex-officio), Yves-Luc Apyl Akpata, Myriam Daumal

Board members not present: Jean Noel Kouame

2/ Acceptance

minutes from: 06-11-2020

Motioned by: Romain Lorentz

Seconded by: Marie-Anne Sirot

result: Anne Adabra, Myriam Daumal, Salah Boulakbeche Yves-Luc Apyl Akpata, and Marie-Anne Sirot voted in favor. All Approved.

Agenda of 07-23-2020

Motioned by: Salah Bouakbeche

Seconded by: Myriam Daumal

result: Anne Adabra, Romain Lorentz, Yves-Luc Apyl Akpata, and Marie-Anne Sirot voted in favor. All Approved.

3/ Public Input:

4/ Directors report:

- Hiring
 - The second co-coordinator/teacher position is filled contingent that the paperwork is finalized for her legal status to work in the United States.
 - EL teacher will need to be hired. We have many students on our current roster that qualify for testing. The job will be posted shortly on the website.
- Before and After Care program staffing
 - Notre Ecole will be offering a before and after care school program, if we open in person.
 - An announcement will be published with the Handshake work study program at the University of MN to recruit and hire prospective teachers to work in the schools before and after school program.

- Build relationship with the University of MN work study and teaching program.
- Food Service
 - Vanessa Hendrikson has been named Notre Ecole's food service coordinator.
 - Vanessa Hendrikson and Michele Chalmeau have been working with Lancer to define the price of school lunches and a la carte milk.
 - Payments for school lunches can be processed by credit card through JMC.
 - Vanessa Hendrikson has been taking webinars and will be meeting at the school, with Jessica Minczeki, from Lancer to be trained on food service.
- Marketing
 - Notre Ecole was present at the July 14th event at the Alliance Francaise. There were some families, but not a huge turn out.
 - 2,500 door-hangers were printed and have distribution has started. Teenagers have been recruited at minimum wage to distribute the door hangers at houses in Golden Valley. We have received phone calls with interest for the school due to door-hanger distribution.
 - Posters have also been placed at several Cub Foods stores. More need to be placed at various other public locations.
 - Bench advertisements seem to have generated interest and Notre Ecole has received several calls in the past two weeks for school tours and more information.
 - We continue to pay for Facebook ads
- Family Information Session
 - Following the governor's announcement on how school will be opening for the year. Notre Ecole will hold an information session as early as possible in August.
 - If schools are able to open in person an information session in the school would be preferable, otherwise the information session will be held on facebook live or other social media platform.
 - Preference is for school to open in person but we are prepared to offer distance learning if needed. Because we are a small school, a hybrid model may not be necessary. We have the flexibility and space to space students out and to have smaller class sizes. The possibility of a teacher rotation system could be implemented.
- Enrollment
 - 23 students have enrolled. Approximately 10-12 families called with interest in enrolling.
 - The overall feedback and feeling is that parents are waiting to hear the governor's decision in how schools will open up in the fall before committing.
- Assembly and Installation of Lockers and Student Desks/Chairs
 - all of the lockers have been installed. We had a nice turn out of parent volunteers for the assembly.
 - Assembling desks and chairs will start next week. Volunteers needed.
- Organization of School Technology
 - Salah Boulakbeche is coordinating the school's technology.
 - Scanner system will be put in place and barcodes will be created to place on school items.
 - Student log in systems will be created for Chromebooks.

- JMC has been training Michele Chalmeau with the SIS system. A staff training is planned in August.
- Science Curriculum
 - Michele Chalmeau along with the curriculum team has been continuing preparation of the science lessons and kits.
 - Michele Chalmeau has been purchasing items to complete all Kindergarten and 1st grade science units and organizing the materials in science kits.
 - A 3D printer has been donated by SD Biosystems
- Ready to Open meeting with IQS
 - IQS has approved our ready to open status with MDE.
 - The CLICS number can be established and enrollment projections can be submitted to MDE.

5/ Old business

6/ New business

Next meeting time: 8/13/2020

Motion to adjourn:

Motioned by: Romain Lorentz

Seconded by: Anne Adabra

Result: Salah Boulakbeche, Marie Anne Sirot, Yves-Luc Apyl Akpata, and Myriam Daumal voted in favor. All Approved.

Meeting closed at 7:10 pm