

# **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, and in person meeting is not practical or prudent. Board members met via Google Hangout, Thursday, September 17th, 2020 at 6:00pm.

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

Board members not present: Myriam Daumal

### **2/ Acceptance**

*minutes from: 8/13/2020*

Motion: Anne Adabra

Seconded by: Salah Boulakbeche

Vote by roll call: Yves-Luc Apyl Akpata, Jean Noel Kouame, Romain Lorentz, Marie Anne Sirot voted in favor.

Result: All Approved

*Agenda of 9/17/2020*

Motion: Salah Boulakbeche

Seconded by: Yves-Luc Apyl Akpata

Vote by roll call: Romain Lorentz, Jean Noel Kouame, Marie Anne Sirot, Anne Adabra voted in favor.

Result: All Approved

### **3/ Public Input:**

none

### **4/ Directors report:**

- Signing of Assurances and Conflict of Interest  
School board is starting a new year, all members must sign both Assurances and Conflict of Interest.
- First Weeks of School Report
  - Michele Chalmeau explained that the first two weeks were a success. 22 kids are enrolled and showed up for in-person learning.
  - The schedule of the day developed by the school staff is working.
  - Kids are wearing masks and are following the CDC guidelines. So far no Covid cases.

- Drop off and pick are going smoothly. Routines are forming.
  - There are more slots available for Kindergarten students, but with Covid-19 it is unlikely that there will be a surge of enrollment this year.
  - Kids are starting to show results and progress in French. Students are using science equipment in STEAM lab.
- Marketing
    - Google Ads and Facebook Ads will be paused up to winter break.
    - The marketing budget for year 2 will be restricted to \$9000, due to CSP grant restrictions, which caps such spending.
    - Benches were pre-booked and paid for, for next spring to take advantage of a very good deal, and to have the upper hand in selecting the best location.
    - Remaining funds of the marketing and outreach budget will be used for the purchase of a promotional canopy tent with our school logo, measuring cups with school logo, yard signs, pens, and paying the google and facebook campaign of the last few months.
    - Inquiries were made for the Star Tribune and Parents magazine, but they are too expensive for the school budget.
    - MAIN (Minnesota Advocates for Immersion) is currently restructuring. Waiting to hear if we can add our name to the list of immersion schools in MN.
    - Newsletters continue to circulate to families enrolled in the online newsletter. Pictures continue to be uploaded to the Notre Ecole facebook page.
- Grants
    - CSP pre-operational year is winding down. Purchases to be completed by by September 30<sup>th</sup>. Remaining funds will be transferred using a carry over procedure. Around 10K will probably be transferred. probably. This will be mostly from the Professional development line. Due to Covid, many of the planned in-person professional development sessions were cancelled.
    - Starting Oct 1<sup>st</sup>, the CSP 1<sup>st</sup> operational year budget is \$175 000. The budget was submitted and approved by CSP last month.
    - Notre Ecole was selected for the FACE Grant. The \$4000, can be used for purchasing books for the library or leveled readers for the classroom.
- Budget and Fundraising
    - Budget will be tight because of the missed enrollment target by 8 students. Each student represents about a \$7000 allocation from MDE. However, Notre Ecole started with a pretty substantial working capital, thanks to generous donations. These donations are used mostly as working capital for CSP grant and Notre Ecole has presently barely touched that money overall. This money will help with school expenses.
    - The extended care programs will bring in revenue, estimated around \$10,000 for the year.
    - Dreamers Vault, a game store, is organizing a friendly Yugi-Oh card game event in which proceeds will be donated to the school. The building owner has given approval for the event and the date has been set for October, 7<sup>th</sup>. The tournament will take place inside of the school's gymnasium. Such event can collect between \$1000 - \$2000 if turnout is good. CDC guidelines will take place during the event.
    - Reminder that family and board members can use Amazon Smile to help donate 0.05% of their purchase price to the school.
    - Look into the Otto Bremer Trust.

- Lease Aid
  - Submitted and was approved by the MDE in late August. It will bring around 23K in the budget, but short of the 40K needed, due to lower enrollment numbers.

Next meeting time: 10/22/2020

Motion to adjourn:

Motioned by: Jean Noel Kouame

Second by: Romain Lorentz

vote by roll call: Salah Boulakbeche, Yves-Luc Apyl Akpata, Anne Adabra, Marie Anne Sirot voted in favor.

*All Approved.*

Meeting closed at 7:12pm