

NOTRE ÉCOLE

French Immersion STEAM School

1/ Call to order

location & time : Saint Louis Park, Chalmeau's house. Meeting opened at 4:16 pm.

Board members present: Yves Luc Apyl Akpata, Michele Chalmeau, Jerome Chalmeau, Jean- Noel Kouame, Salah Boulakbeche, Romain Lorentz.

Board members not present: Elizabeth Chaigne, Anne Adabra

2/ Acceptance

minutes from: 9/22/2019

Motion: Romain Lorentz

Second by: Jean-Noel Kouame

result: *All approved, provided typo correction*

Agenda of 11/17/2019

Motion: Jerome Chalmeau

Second by: Romain Lorentz

result: *All approved*

3/ Public Input:

NONE

4/ Directors report:

- Romain explained how J1 visas work for teacher recruitment. A lot of red tape. He contacted different sponsors and most of them are very specific about having teachers return to their country of origin after 2 years. The H1B is also complicated because teachers could not come until October. Contact of sponsors is in progress.
- Create a professional email address.
- Jerome Chalmeau met with Amber Wuollet, who's in marketing, which confirmed the necessity to have an intern for Facebook management.
- Two anonymous donations have been made to the school.

5/ Old business:

- Update on building search:

We have two options: Lake Harriet Church, in Minneapolis, and Oak Grove Church, in Golden Valley. Lake Harriet Church is more updated and has 5 classrooms but they have never hosted a school. They have a daycare. They are interested but it is taking a while for them to make their decision, the process with the City of Minneapolis might take longer than we have and we do not have time to lose. Oak Grove Church, although not perfect, seems like our best option. We have to push our furniture to the sides and set up their furniture every Wednesday and Friday. Jerome Chalmeau is going to contact Todd Johnson, church contact, to proceed moving forward in the leasing process.

- Health insurance
Michele Chalmeau had a meeting with insurance agent, Pat Montgomery about health insurance. He is going to make a simulation of a health plan for Notre Ecole. Jean-Noel Kouame has also found another option with the Minnesota Council of non-profit. They have recently started a system of collective insurance for non-profits (BenefitMN). The cost would be \$150 a year. Yves Luc Apyl Akpata also has a third option. He knows someone who works in health insurance. A meeting needs to be made with the consultant and the 3 options need to be compared.
- Website
Website is up and running. All board members present have all been to the site. The site will continually update with the evolution of the school. Jerome Chalmeau is going to look into getting a professional email address with Go-Daddy. Enrollment/admission will be added and be taken care of manually.
- Board Webinar Training
All board members have access to board membership training via CharterSource. The Board Basics need to be completed by February and finished in the year. Members will hold each other accountable for completing this training.
- Math curriculum
Jump Math, from Canada has arrived. Kindergarten through 2nd grade.
- Bullying Prevention Policy
Motion to approve: Jerome Chalmeau
Seconded by: Jean-Noel Kouame
All Approved
Policy will be put on the website this coming week.
- Local Literacy Plan
Motion to approve: Salah Boulakbeche
Seconded by: Jean-Noel Kouame
All Approved
Policy will be put on the website this coming week.

- Purchase School phone
Jean Noel Kouame proposed to get a membership at Costco to purchase a school phone. Needs to be verified if we can purchase a Costco membership, by MDE.

6/ New business

- Advertisements and Marketing
Amber Wuollet, marketer, is going to contact the University of Minnesota to try to find a graduate intern for our Facebook page and Google. There should also be an option on the site where parents can sign up and get more information about the school, if they would like to talk to someone in person.
- Romain Lorentz is going to call different sponsors to clarify visa possibilities.
- Memberships to get: Costco, Minnesota Non-Profit Counsel.
- Michele Chalmeau is starting to take a look at creating a family/student handbook.

Set next meeting time: The week of December, 14, the exact date to be determined quickly

Adjourn

Motion to adjourn: Romain Lorentz

Seconded by: Jean-Noel Kouame

All in favor

Meeting adjourned at 5:44 pm.