

NOTRE ECOLE

French Immersion STEAM School

1/ Call to order

location & time : Chalmeau's house, 2921 Raleigh Ave S, St Louis Park, MN,
December 13th, 2019, Meeting opened at 6:12pm

Board members present:

Yves Luc Apyl Akpata, Michele Chalmeau, Jean- Noel Kouame, Salah Boulakbeche, Jerome Chalmeau, Romain Lorentz, Anne Adabra

Board members not present:

Elizabeth Chaigne

2/ Acceptance

minutes from: 11/17/2019

Motion: Jerome Chalmeau

Second by: Romain Lorentz

result: Approved

Agenda of 12/13/2019

Motion: Romain Lorentz

Second by: Anne Adabra

result: Approved

3/ Public Input:

none

4/ Directors report:

- Romain Lorentz is about to contact other sponsors for opening the path to hire French teachers in the future.

5/ Old business

- Update on building agreement

Jerome Chalmeau reports that we have an agreement with the church. The final draft is the board's hands. Everybody is strongly encouraged to read the lease agreement in the next 24h and share their comments before Saturday night. Jean-Noel Kouame, will sign the lease Sunday, and we will forward a copy to Todd Johnson, our interlocutor at the church. The lease will be student dependent, matching the state dotation per student. We will re-access during the year once we know our student numbers.

- MN non-profit and Costco membership

We have memberships now with both Costco (\$120 a year with 2% cash back) and MN non-profit (\$150). Costco membership was used right away by purchasing a phone for the school (\$220 +\$60/month). The new phone number was updated in the brochure and website. The MN non profit may give us access to a health care plan with a cheaper rate compared to an independent broker.

- Marketing – Brochure, hiring marketing student

The meeting was very productive with Ablavie Handziak, from the marketing department at the University of MN. Jerome Chalmeau created an account in the “Handshake” platform, used by students at the University of Minnesota, to find jobs during the school and summer. A marketing job offer, was posted Monday December 9th. The job will pay 10h/week, \$18 hour, 3-4 month and then we will advise depending of where are our student numbers. We can also get 75% of our wages back, because that job qualifies for the Work Job Study, federal program which financially supports such jobs. Jerome Chalmeau talked to Nicole Slam, and the Contract will be signed shortly. We are currently waiting for candidates

- Board Webinar Training Reminder

Michele Chalmeau has completed the training, Salah Boulakbeche and Jerome Chalmeau have completed the training partially.

- Wellness Policy

motion proposed by Romain Lorentz

Seconded by Anne Adabra.

All in favor

Approved.

Policy will be posted on the website

- Restrictive Procedures Plan

We can't not finish it right now, because we need names of Special Ed Director, psychologist, behavior specialist. Delayed until these people are hired.

- Enrollment

Enrollment is now open on the website, connected to a spreadsheet in the google drive of the school, with automatic alert to Michele Chalmeau.

6/ New business

- Brochure Dispersement

We need to start promoting the school. We don't have yet the final stamp from the city for opening, but low risk of final denial. To not upset the Golden Valley City Hall, reference to the church's address has been removed from the website and any promotional materials. Golden Valley, MN is what is currently written on promotional materials. Massive emails will be going

out to everybody we know and the opening of the school will be spread to social media such as: next-door.com.

- Membership MAIN

Purchase MAIN (MN Advocates for Immersion Network) membership to get the school listed on their website and create visibility.

- Calendar

The school calendar needs to be posted on the main page of the school website and events posted. The calendar will be aligned with Robbinsdale's school district, where the school will be located.

- Monthly meeting during the week

A monthly meeting during the week needs to be established, Thursday nights around 6pm looks like they are the best for everybody. Some parents have expressed interest in coming to the next meeting.

- Church tour

Friday January 3rd, 6pm works for board members, Jerome Chalmeau will contact Todd as soon as the lease is signed to check if date works for him too. Will get back to everybody ASAP.

- Family gathering

we already have half dozen families strongly interested, A public tour of the building will be scheduled at the church and a gathering at a Golden Valley library will be scheduled for January.

- Food lunch

Looks like a long process, need to start talking to people. Only a serving kitchen.

- Budget Update

Jean-Noel Kouame is working on revising the budget for 40-60 students during the first year.

- Payroll software

We need to pay the intern starting January. Jean-Noel Kouame has experience in this field. Jerome Chalmeau found a webpage with dozens of payroll software options. One needs to be selected.

Set next meeting time: January 3rd, 2020 tour of the church building.

Motion to adjourn

Motioned by Salah Boulakbeche

Seconded: Luc Apyl Akpata

All in favor

Motion approved to close at 7:35pm