

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, May 14th, at 6:00pm.

Board members present: Anne Adabra, Romain Lorentz, Salah Boulakbeche, Marie-Anne Sirot, Michele Chalmeau (ex-officio)

Board members not present: Yves-Luc Apyl Akpata (does not have access to computer during COVID-19 shut down), Jean Noel Kouame, Myriam Daumal

2/ Acceptance

minutes from: 04-16-2020

Motioned by: Romain Lorentz

Seconded by: Anne Adabra

Salah Boulakbeche and Marie-Anne Sirot voted in favor.

result: All Approved.

Agenda of 05-14-2020

Motioned by: Anna Adabra

Seconded by: Salah Boulakbeche

Romain Lorentz and Marie-Anne Sirot voted in favor.

result: All Approved.

3/ Public Input:

none

4/ Directors report:

5/ Old business

- Hiring
 - 2 posts are on the Notre Ecole website: the PE/Technology/Special Ed. Coordinator job and a prospective job offer for a Kindergarten or 1st grade class.
 - Numbers of student enrollment increase slowly. We have a total number of 21 students enrolled and we have been receiving phone calls from interested parents. When the number reaches around 28 students the prospective job offer will no longer be prospective but active.
- Marketing
 - Maggee Renn, our marketing intern is in her last week. Magee is creating a Facebook Ad and she is transferring her contacts to us. It was difficult to track down her hours spent, especially

with the COVID-19 stay at home order. Next item, awarding payment per project, may be a better option.

- The Bench Advertisement Challenge will start 5/15/2020. Participants can be entered into a drawing to win a subscription to TV5monde.
- Romain will share the school brochure with the Canadian consulate.

- Budget

- We are on track with CSP spending. Deadline is 30th of September to use all the CSP Grant funds.
- MDE is doing a very good job for re-reimbursing us as soon as a CSP report has been accepted. Josh Mahlen, our business manager has been submitting reports.
- CSP reimbursement report #5 is under way and will be submitted asap.
- CSP year 2 budget discussions are on going and the budget is due for mid-late summer.

- Discussion of Board Goals - Strategic Plan

- Academic Committee has been meeting and has devised a French Language Arts Proficiency Report based on Utah's Language Immersion model.
- The Proficiency report will allow Notre Ecole board and teachers to follow student progression and monitor our strategic plan academic goals: Be a high-quality French immersion school based on data from Notre Ecole's Student Proficiency Report. Where 80% of students will achieve grade level proficiency, in French language arts.
- The academic goal based on MCA data has been rephrased from the top 10% to the top 25% of MN schools.

- Collaborative Governance School Evaluation Form

- Michele Chalmeau received input from Carrie Bakken, Avalon School, on teacher-powered schools and a collaborative model.
- Carrie Bakken has shared with us their Collaborative Governance Evaluation and their process for teacher evaluation.
- A Collaborative Governance Evaluation Form for Notre Ecole has been created.
- Teacher evaluation forms and accountability is being discussed.

- Distance Learning

- Due to the COVID-19 situation, Notre Ecole needs to be prepared for a potential stay-at-home order during the 2020-21 school year.
- Plan to purchase Seesaw, for virtual learning.

- Food Service and cafeteria inspection

- Cafeteria inspection went well and cafeteria was approved as a serving kitchen. No upgrades are necessary.
- It is in the works to receive the official paperwork and then we can apply for a license. The license will allow us to serve catered food and minimal food prep on site.
- We have a bid return from Lancer. The deadline for bids is tomorrow, May 15th, 2020. Likely to have more bids.
- A food director needs to be selected and there will be trainings to attend.

- Professional Development

- JUMP math has been scheduled for the fall.
 - STORYmakers STEAM PD with EUREKUS has been blocked off with tentative dates for the fall.
 - Bloodborne Pathogen training has been looked into
- Special Education Contract
 - Signed with Indigo Education
 - Indigo Education will supply us with a Special Education Director
 - Indigo Education will work with our Special Education Coordinator and supply training.
- JMC
 - Contracted with JMC for SIS (Student Information System)
 - MN based company compliant with MARSS standards for MDE
 - Onboarding and transfer of student enrollment information has been completed
 - A schedule of trainings has been posted for during the summer months and JMC will have a training for staff in the fall.

6/ New business

- Insurance will kick off in in June
- The school's healthcare plan for the school will be finalized early July.
- Lease must be validated by the MDE, waiting for the Fire Marshall to clear the few required improvements. Should be done before next board meeting.
- Had a conversation with Robbinsdale District bussing. Waiting to hear back, things are slow.

Set next meeting time: to be determined in June

Motion to adjourn

Motioned: Anne Adabra

Seconded: Romain Lorentz

Marie-Anne Sirot and Salah Boulakbeche voted in favor.

All Approved.

Meeting closed at: 7:00pm