

# **NOTRE ECOLE**

## **French Immersion STEAM School**

### **1/ Call to order**

location & time : Chalmeau residence, 2921 Raleigh Ave S St louis park, 8/25/2019 at 2h45pm

Attendees: Michele Chalmeau, Jean Noel Kouame, Romain Lorentz,, Yves Luc Apyl Akpata

Regrets: Philip Barnes, Salah Boulakbeche, Elizabeth Chaigne

### **2/ Acceptance**

*minutes from: 5/31/2019*

Motion: Romain Lorentz

Second by: Jean Noel Kouame

result: PASS

*Agenda of*

Motion: Elizabeth Chaigne

Second by: Romain Lorentz

result: PASS

### **3/ Public Input: none**

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

-Philip Barnes has notified the board that he intends to resign from his position as a board member.

- Minutes from 5/31/2019 were read and Romain moved to approve the minutes at 6:40. All approved.

### **5/ Old business**

-FACE dual language funds have been used to purchase curriculum materials: “GB+” and “La planete des alphas.” All materials have been delivered. Michele has submitted the final report to FACE.

-Kimberley Darnall Johnson made some phone calls to determine marketing and outreach estimates for the year. These estimates are too high, especially consulting. Our budget needs

to stay around \$24000. We need to find parents or someone who will do pro-bono work for the school. The marketing and outreach budget needs to be modified for the CSP grant.

- If we receive the CSP Grant, enrollment needs to open. A program and procedures need to be put into place to enroll students.

- Building search: The building in Hopkins is only available for 1 year (school year 2020-2021). This is not optimal but we need to keep this option open incase we are unable to find another building. The search for a better building to suit our needs continues.

- The Dual Language Institute in Salt Lake City, was a great networking opportunity. Curriculum from other French Immersion schools has been shared with us, especially from schools in Louisiana.

- BerganKDV (Nick Taintor) is providing some services to Notre Ecole pro-bono. They provide financial management, business advisory, and workforce management. If we should receive the CSP grant their services are \$750/hr. They were recommended to us by Agamim Charter School. Jean-Noel thinks that their price is reasonable for what they offer. The board is ok to contract with them in the future.

-Policies: Credit Card Policy and Accounting and Payroll policy were voted and approved on 8/6/2019.

- Policies: Procurement, Admissions, Contracting Subcontractors, Conflict of Interest, Fair and Hiring process, and contract template were voted and approved.

-Conflict of interest documents will need to be signed at next board meeting.

## **6/ New business**

*Set next meeting time: NOT*

*Motion to adjourn*

*President called for a vote to adjourn. Meeting adjourned on 8/25/2019 at 5 pm*