

## **NOTRE ECOLE**

Board meeting minutes: December 14th, 2023

Meeting was called to order at 6:13pm by Romain Lorentz.

Board Members, present: Romain Lorentz, Cheryl Field, Jean-Christophe Ricaud, Martine Laroche, Mamady Konneh, Erica Barnes, Michele Chalmeau (ex-officio), Vanessa Hendrikson (ex-officio)

Board member absent: Jean-Noël Kouame, Rashid Massie Jr.

### **Announcements:**

Romain Lorentz reminds everybody to submit their board trainings.

### **Approval of the minutes of November 16, 2023 board meeting:**

Motion to approve: Erica Barnes

Second: Cheryl Field

All in favor

November minutes were approved.

### **IQS visit and recommendations**

Michele Chalmeau is sharing about the last meeting with IQS.

IQS recommends:

- a survey for parents who would like to submit a complaint. It should be posted on the website.
- a survey for staff who would like to submit a complaint, accessible from the Staff portal.
- To add a question about transportation on the parents survey
- To talk about financials monthly at each board meeting.

### **Winter Gala**

Winter Gala is on Friday, December 15th

Students prepared songs and will perform starting 3pm and art created by the students will be displayed.

A potluck will be organized with Families.

### **Committee reports (Marketing, Development, and Finance)**

#### **Financial:**

Jean-Christophe Ricaud shares financial status. The school received a \$40,000 donation. November financials look good.

#### **Marketing:**

Cheryl Field and Erica Barnes worked on postcards to bring to daycares around the school. Notre Ecole is now on University of Saint Thomas "Business 101" list.

Business 101 is class taken by students who wants to practice their skills as a volunteer. Students give up to 100 hours of their time for free. The school hopes to get an intern for marketing.

Board members discussed the idea of looking for an intern to help with the website and the school network as well.

### **New business**

- Two interns will arrive from France in January for 4 weeks and 3 interns from Belgium will arrive in April for 4 weeks as well. Host Families have been found for most of the interns.
- With the opening of a new class in 2024/2025, the school is starting looking for a new teacher. A job description has been posted on an international website to find a french-speaker candidate.
- Give to the max day: \$475 have been donated.
- Open House on January 19<sup>th</sup>. Same day as the stay and play organized by the PTO so prospective families can meet enrolled families. Postcards will be sent to families leaving in Robbinsdale district boundaries.
- Stipend for teachers: board voted for a stipend for curriculum development for teachers through an email vote on 12/21/2023.
  - Martine Laroche, Michele Chalmeau, and Vanessa Hendrikson: \$600
  - Aurelie Mingam, Lindsay Charles, and Joseph Berg: \$300
  - Adjo Anago and Steve Perkins: \$150

Motion to approve: Romain Lorentz

All in favor: Jean Christophe Ricaud, Cheryl Field, Erica Barnes

Martine Laroche did not vote, as she is a teacher and has conflict of interest.

Motion was approved

### **Designation of an Identified Official with Authority for Education Identity Access Management**

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) responsible for authorizing, reviewing, and re-certifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and re-certified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Board votes to give authorization to Michele Chalmeau, michele.chalmeau@notreecole.org, to act as the Identified Official with Authority (IOwA) for Notre Ecole with identification number 4276.

Voted through email on 1/3/2024

Motion to approve: Romain Lorentz

Second: Jean-Christophe Ricaud

All in favor: Cherry Field, Erica Barnes, Jean Noel Kouame

Motion was approved

### **Motion to adjourn**

Moved to approve motion to adjourn: Romain Lorentz

Second: Mamady Konneh

Roll call: All in favor.

Meeting adjourned at 6:48pm.