

NOTRE ECOLE

Board meeting minutes: February 15h, 2024

Meeting was called to order at 6:06pm by Romain Lorentz.

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

Board members absent: Rashid Massie Jr.

Announcements:

-Rashid Massie Jr resigned from his position.

Approval of the minutes of January 15th, board meeting:

Motion to approve: Romain Lorentz

Second: Mamady Konneh

Abstain: Erica Barnes, Cheryl Field

All in favor: Jean-Christophe Ricaud, Martine Laroche

January minutes were approved.

Employee manual 2024-2025 changes and vote

The school would like to make a change in its Employee manual regarding teachers who are hired under a J1 visa. Right now the school is paying \$1500 administrative fees to Amity (sponsor) for the 1st year of the visa. When the teachers leave at the end of the 1st year, the school has to start the process of hiring with another candidate and pay the fees again.

The school would like to add a clause to the employee manual to help retaining the teachers: incase the teacher leaves before the end of the 3 year visa, the teacher will have to reimburse the administrative fees.

Discussion is made between board members who would like to find a more positive clause.

Coordinators will reach out other schools and Amity to gather information.

Discussion is postponed to the next board meeting.

State of the district – Midyear report

Proficiency in Language Arts and in Math: performance was measured in January, scores are not compared with other schools' scores. The language used by students is French and evaluations are completed in French. Minnesota benchmarks are used to measure proficiency in math and literacy.

Overall French Language Art Proficiency:

K: 66.1%

1st: 75%

2nd: 76.4%

3rd: 70%

4th: 89.2%

Overall Math Proficiency:

K: 69.9%

1st: 35.7%

2nd: 66.5%

3rd: 67.7%

4th: 69.7%

School attendance: 93%, suspensions 0%, parents' presence rate at conferences: 94%.

Students' demographics: White 63%, Black 24%, two or more races: 13%. Students of Hispanic ethnicity account for 4% of the total population.

Breaking down the budget: 44% General Education, 20% to Special Education, 16% to the building and utilities, 20% Administrative cost.

Changes to Bylaws and vote

Romain Lorentz and the co-coordinators had a meeting with Laurie from IQS regarding the bylaws.

Changes that have been made in Article 3, section 2 as following:

Section 2. Board ~~Composition~~ **Structure**. The Board shall consist of not fewer than five (5) nor more than (11) unrelated members. — ~~A majority of the Board shall at all times consist of licensed teachers employed by Notre Ecole School or providing instruction under contract with the Corporation.~~ **A majority of the Board shall at all times consist of members of the community.** The Board shall have at least one parent or legal guardian of a student enrolled in Notre Ecole Charter School who is not employed by Notre Ecole Charter School, and at least one community member who resides in Minnesota and is not employed by Notre Ecole Charter School or has a child enrolled in Notre Ecole Charter School. The designated administrators and chief financial officer (the person employed by the staff having responsibility for the financial affairs of the school) shall be ex-officio members of the Board. ~~The board may, but shall not be required to, designate an unlimited number of ex-officio members.~~ **The Board of Directors may change its governance structure only: (1) by a majority vote of the Board of Directors and a majority vote of the licensed teachers employed by the school as teachers, including licensed teachers providing instruction under a contract between the school and a cooperative; and (2) with the authorizer's approval.**

Erica Barnes noticed a typo in the sentence: employed by Notre Ecole Charter School or has a child enrolled in Notre Ecole Charter School.

Correction will be made to change or by nor.

Motion to approve: Erica Barnes

Second: Cheryl Field

All in favor: Jean-Christophe Ricaud, Martine Laroche, Romain Lorentz, Mamady Konneh

Bylaws have been amended

The wording to Article II was also voted to be changed to:

No members of the Board of Directors of the Corporation shall be members of the Corporation.

Vote was completed by email on 2/25

Motion to approve: Romain Lorentz

Second: Erica Barnes

All in favor: Jean-Christophe Ricaud, Jean Noel Kouame, Mamady Konneh, Cheryl Field

Motion approved

Committee reports (Marketing, Development, and Finance)

Financial:

Jean Noel Kouame is looking at different banks to check their rates for a CD (Certificate of deposit) Right now CD's have better are at Wells Fargo so the school which is currently with Bremer Bank might have to look for additional partnership.

Regarding the school finance, the school is covering all its expenses. There is a good balance between expenses and revenue.

Notre Ecole does not get timely reimbursements for Special Education which sometimes makes the numbers looks low.

Marketing:

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 didn't hear from Saint Thomas yet.

Postcards are now ready to be placed in daycares around the school.

Romain Lorentz mentions an other opportunity with St Thomas: get a senior student who is majoring in marketing for an entire semester. Application process cost \$400 but doesn't necessarily mean you will get someone. The school will look closely at the application process.

Development:

None

Co-coordinators report:

-The school received a \$4000 grant from the Face foundation to have a french intern for the entire 2024-2025 school year. Budget for an intern is around \$6500, the PTO plans to support the school with a fundraiser. Notre Ecole is now looking for host Families.

-The school received the FranceLabelEducation diploma. The consul of Chicago might come in march for an official ceremony.

Motion to adjourn

Moved to approve motion to adjourn: Romain Lorentz

Second: Erica Barnes

Roll call: All in favor.

Meeting adjourned at 7:14pm.