

NOTRE ECOLE

Board meeting minutes: March 21st, 2024

Meeting was called to order at 6:11pm by Romain Lorentz.

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

Board members absent: Michele Chalmeau (ex-officio)

Announcements:

Bylaws: The wording to Article II was 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

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

Motion to approve: Cheryl Field

Second: Jean-Christophe Ricaud,

All in favor: Romain Lorentz, Martine Laroche, Mamady Konneh, Erica Barnes, Jean-Noël Kouame
February minutes were approved.

IQS Mid year review

The IQS Mid year review provided formative feedback on the progress towards meeting target benchmarks on the ScoreCard.

There are 5 categories in the report: Mission/Program Model, Governance, School Performance, Finance, School Operations.

The report mentions opportunities for improvement for each category which have been fixed since the school received the report last February.

The overall comment of the report is very positive.

Employee manual 2024-2025 changes

During the last meeting, board members talked about some changes regarding J1 teacher in the employee manual. The purpose was to add a clause to the employee manual to help retaining the teachers: in case the teacher leaves before the end of the 3 year visa, the teacher will have to reimburse the administrative fees.

Discussion was postponed until the school co-coordinators gather info from the sponsor Amity.

Amity confirmed that the reimbursement of the administrative fees can be part of the onboard process. The school will have to write it on the Local Fees, Cost Summary, and School Information Form provided by Amity

No need to change the employee manual

Results of teacher vote and IQS approval for change in bylaws

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.

100% of the teachers voted for the change in the board structure. The majority of the board members should be now community members instead of teachers.

Vote on updated FY 25 budget

Jean-Christophe Ricaud presents the updated FY 25 budget

Cash position:

- Strong cash generated by the school in 23/24 higher than BP and last year
- Includes \$40,000 of reimbursement of the Note payable from 22/23
- Expect to end the year higher than BP (contingent timing of funds payments)

Budget:

- Budget is low right now budget as it was based on 60 students (Currently school has 55 students)
- Received \$68k in gift& donation (\$50k planned in the BP)
- Revenue and expenses lower than BP due to Special education (2 students in the BP did not return to the school)
- Should break even at the end of the school year

Budget 2024/2025:

- Budget is conservative
- APU can change depending on the state.
- Revenue only includes \$20,000 of Gift & donation, lower than usual.
- Library & student support aid of \$20,000 each included.
- Expenses increase mainly related to 1 new teacher, 1 office staff & increase in costs
- Cost per student of \$12,196 in line with other BP

Motion to approve the budget as presented at the break even level

Motion to approve: Jean-Christophe Ricaud

Second: Romain Lorentz

All in favor: Cheryl Field, Martine Laroche, Mamady Konneh, Erica Barnes, Jean-Noël Kouame

FY 2025 revised Budget is approved.

Vote for entry of interim board candidate

With the leave of Rashid Massie last month, Bill Horn is applying to be part of the board. Bill Horn will be on an interim basis and will be on the ballot next September.

The board will reach out Bill's employer (Morgan Stanley) to certify that there won't be any conflicts of interests with his position.

Motion to vote Bill Horn in until the next election

Motion to approve: Romain Lorentz

Second: Mamady Konneh

All in favor: Jean-Christophe Ricaud, Cheryl Field, Martine Laroche, Erica Barnes, Jean-Noël Kouame,

Motion approved.

Board Recruitment

The board should look to recruit people with specific skills (lawyer, legal counseling, marketing) to be more efficient.

Candidates should apply and be interviewed in May in order to be ready for election in Fall.

Committee reports (Marketing, Development, and Finance)

Development: Erica Barnes established a list of the daycares located around the school. She reached out and distributed postcards/flyers to 7 of them which agreed.

Co-coordinators reports

Last Friday, the school officially received the FranceLabelEducation. A ceremony took place with students, families, community members and Nicolas Douay, Attaché for Higher Education at Embassy of France in the United States. Unfortunately, due to change in his schedule, the consul of Chicago didn't attend but sent a warm email of congratulations to the school.

Motion to adjourn

Moved to approve motion to adjourn: Romain Lorentz

Second: Erica Barnes

Roll call: All in favor.

Meeting adjourned at 7:14pm.

Admissions and Enrollment and Lottery Policy

A motion was made to remove the phrasing from the Admissions and Enrollment and Lottery Policy as Notre Ecole does not have early entrance to Kindergarten or grade acceleration:

~~An applicant to Notre Ecole may apply only for one grade. Applicants who wish to be considered for early entrance to kindergarten or whole-grade acceleration must follow the procedures laid out in Notre Ecole's board policies. In regard to early entrance to kindergarten: An application for early admission is not valid until the applicant fulfills the Early Admission to Kindergarten criteria.~~

Vote by email 3/26/2024

Motion to approve: Romain Lorentz

Second: Cheryl Field

All in favor: Erica Barnes, Jean-Christophe Ricaud, Jean-Noel Kouame, Mamady Konneh

Motion approved