

## **NOTRE ECOLE**

Board meeting minutes: October 26th, 2023

Meeting was called to order at 6:12pm by Romain Lorentz.

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

Board member, absent: Rashid Massie Jr., Cherry Field, Erica Barnes

### **Approval of the minutes of September 28, 2023 board meeting:**

Motion to approve: Jean Noel Kouame

Second: Romain Lorentz

Roll call: All in favor.

September minutes were approved.

### **Sign Assurances, Conflict of Interest, and Lease Aid Certification**

All board members signed the annual Assurances and Conflict of Interest,

Certification for lease-aid with a non-profit lessor was signed by board members

### **Board positions**

All the positions are described (President, Secretary, Treasurer)

#### **President: Romain Lorentz**

Motion to reelect: Jean Noel Kouame

Second: Martine Laroche

Roll call: All in favor.

Motion passed

#### **Vice-President: Erica Barnes**

Motion to reelect: Romain Lorentz

Second: Martine Laroche

Roll call: All in favor.

Motion passed

#### **Treasurer: Jean-Noel Kouame**

Motion to reelect: Romain Lorentz

Second: Renee Angell

Roll call: All in favor.

Motion passed

#### **Secretary: Vanessa Hendrikson**

Motion to elect: Jean-Christophe Ricaud

Second: Jean Noel Kouame

Roll call: All in favor.

Motion passed

### **Board training**

The president reminded each member to complete their board training.

### **Vote on 2024-2027 Strategic Plan**

Michele presents the Strategic Plan to new Board members. The 2024-2027 will be sent to new board members.

Motion to approve the 2024-2027 Strategic plan: Jean Noel Kouame

Second: Martine Laroche

Roll call: All in favor.

Motion approved

### **Co-coordinators' Update**

- Admissions and Enrollment FY24

Michele shares building updates and projects regarding the addition of a 5<sup>th</sup> grade.

Each year, the school has to provide to the Department of Education the number of seats available for enrollment per grade. Notre Ecole's co-coordinators proposed the following numbers:

Kindergarten: 20

1<sup>st</sup> grade: 20

2<sup>nd</sup> grade: 20

3<sup>rd</sup> grade: 20

4th/5th grade: 20

Motion to approve the Enrollment numbers: Romain Lorentz

Second: Martine Laroche

Roll call: All in favor.

- Hennepin Country Recycling Grant

The school will received a \$2000 grant from Hennepin County to start a recycling project at school. The board approved and signed the Hennepin County School Recycling Grant Agreement so the school can receive the grant.

- Notre Ecole received the France Label Education

### **FY 23 Audit presentation**

The Audit has been completed. The presentation is postponed to next month.

### **Vote on final budget FY24**

The budget is reviewed by the board members.

A suggestion has been made to add a line for the food service.

The treasurer will look to open a credit card and a line of credit at Bremer bank

Motion to approve the FY 2024 final budget: Jean-Christophe Ricaud  
Second: Mamady Konneh  
Roll call: All in favor.  
Motioned Approved

**Vote on FY25, FY26, and FY27 budgets**

Jean-Noel presents the budget. Budget is conservative and looks good.  
Motion to approve the FY25, FY26, and FY27 budgets: Mamady Konneh  
Second: Renee Angell  
Roll call: All in favor.  
Motion approved

**New business**

Rashid Massie won't be able to attend the next 2 meetings due to work conflict.  
As mentioned in the bylaws, a board member should be removed if he/she is not able to attend 3 meetings. The board would like to make a proposition to make an exception to the bylaws so Rashid Massie can stay on the board  
Motion to make an exception to the bylaws: Romain Lorentz  
Second: Martine Laroche  
Roll call: All in favor.  
Motion approved

**Motion to adjourn**

Moved to approve motion to adjourn: Romain Lorentz  
Second: Jean-Christophe  
Roll call: All in favor.  
Meeting adjourned at 7:37pm.