

NOTRE ECOLE

Board meeting minutes, May 13, 2021

Meeting called to order at 6:02pm

Due to the COVID-19 pandemic and the governor's stay at home order, and in person meeting is not practical or prudent. Board members met via Google Hangout.

Board Members, present: Romain Lorentz, Anne Adabra, Michele Chalmeau (ex-officio), Vanessa Hendrikson (ex-officio), Yves-Luc Apyl, Marie-Anne Sirot-Pellarin, Salah Boulakbeche, Jean-Noël Kouame, Myriam Daumal

Board members, absent: none

Approval of Minutes from last meeting

- Minutes from 4/15/2021 meeting

Moved to approve: Myriam Daumal

Seconded by: Jean-Noël Kouame

Roll call: All in favor

School news:

- Information night for new families; good turnout (18 families out of 24) attended the virtual event
- Jerome Chalmeau has created excerpts on YouTube (curriculum, food program...) - 6 videos in total
- Parents' survey: last week, a survey of 15 questions was proposed to families
 - Participation: 72% of families
 - Would recommend the school: 81%
 - Areas of improvement: communication with families
 - Safety – 5% do not feel safe; more information is needed; the notion of safety was too vague in the survey.
 - Next year, a few open-ended questions could bring more information
 - Survey was anonymous
 - Strong correlation observed in the survey results
- Conferences:
 - 88% parents came to conferences
 - Families show commitment to school

Business

- **Lease meeting May 27 with the church** for a one-year extension of the lease
A few points will be discussed:
 - Access to the building during summer (10-months lease). We want to offer visits to new families; there will be deliveries during summer; safety (for computers etc.) during summer will be discussed.

- The school has not paid for the internet this year, which represented big savings (about \$200 a month); this year, the school paid a prorated amount on utility bills.
- Music room for next year

Policies

The policies need to be reviewed every year, and must indicate the date of revision.

→ *should be added to our next board meeting agenda*

Marketing

Marketing is still very difficult because it is still hard to meet the families

Jerome Chalmeau participates in charter schools weekly meetings, the majority of charter schools do not have perspectives for next year

Budget

Income: \$855,000

The treasurer asks for

1. a narrative to justify the numbers → Josh & JN Kouame will meet before next board meeting

Examples: General instruction = \$90,000 – why? Equipment = \$50,000 – why?

A loss of 10 students represents about a loss of \$65,000

The numbers must take a possible loss into account in the annual budget

2. a statement of cashflow

Management purposes: only last page of the budget; what percentage of total does it represent?

Local revenue is only 5%

Motion to approve the 2021-2022 budget under the following conditions:

→ *A narrative to justify the numbers, and a statement of cash flow, will be provided at the next board meeting.*

Approval of the 2021-2022 budget for Notre Ecole:

Motion = Romain Lorentz

Seconded by = Anne Adabra

No opposition, subject to the above mentioned requests to be satisfied.

Adjournment: 05/13/2021

Moved to approve motion to adjourn: Yves-Luc Apyl

Second: Jean-Noël Kouame

Roll call: All in favor.

Meeting adjourned 7:00pm