

Notre Ecole board meeting minutes

January 20, 2022

Board members:

Present: Romain Lorentz, Jean-Noël Kouame, Michele Chalmeau, Erica Barnes, Vanessa Hendrikson, Jean-Christophe Ricaud, Alyssa Anderson, Cheryl Field, Myriam Daumal, Salah Boulakbèche

Guests: Andy Berg, Josh Mahlen, Carrie Bakken (IQS), Jérôme Chalmeau

This meeting was attended virtually, through Google Meets.

Meeting was called to order at 6:05.

There were no meeting minutes to approve, because no meeting was held in December. Three items were approved in December via email:

Item #1 – Financial statement (audit 2021): presentation by Andy Berg

The outcome of the audit was positive.

The use of a credit card, instead of a debit card, was recommended. Notre Ecole sustained a positive school comparison.

Notre Ecole has a copy of the document, and it can be made available to the board members upon request.

Item #2 - Three-year budget: presentation by Josh Mahlen

A three-year budget is not required but it is good practice. A board member asked for clarification around where revenue increase will come from in the future (the main source will be enrollments).

Item #3 – Vote upon a recommendation from school directors for a new Kindergarten teacher hire, to replace the staff member who has resigned. The candidate, Martine Hegman, holds a License in K-12 education and has been a substitute teacher at Notre Ecole.

Motion made to approve by Alyssa Anderson; Cheryl Field seconded.

The new hire was unanimously approved.

Item #4 - Lunch vendor update

- Our current caterer wants to increase delivery fee by 700%
- The state and federal subsidies will not cover the delivery fee
- Options are to find a new vendor, partner with another school, or public pressure on current caterer
- The small size of Notre Ecole does not make it attractive to caterers, and there is a short list of authorized caterers.

Item #5 - There will be a fundraising opportunity in April, and board members encouraged to attend the event (Yu-Gi-Oh tournament). The event will be the largest to date to be hosted at Notre Ecole.

Item #6 - Board activity expansion.

Romain Lorentz, board chair, encouraged board members to consider taking committee chair positions, and asked for assistance for committee members from the PTO.

Item #7- COVID policies

COVID policies were discussed, and will be discussed again soon, as the situation evolves.

Revised COVID plan was voted and approved by electronic communication on 1/29/2022

Motion made to approve by Myriam Daumal ; Romain Lorentz seconded. Result 5 yes and 2 abstentions

The meeting was adjourned at 7:12pm.