

Le Monde Immersion
Board Meeting Minutes
Tonkon Torp LLP
1600 Pioneer Tower, 888 SW 5th Avenue
Portland, Oregon 97204
January 10, 2017

Board Member Attendees – Shouka Rezvani, Jarod Hobbs, Dory Hobbs, Karen Kitchen, Ben Melix, Jeff Scott

Teachers – Jessica Beaujault and Kate Gaudouen

Others: Le Monde Parents Chair Penny Werner

1. Approved December consent resolutions and confirmed decisions made in December consent minutes.
2. Equity reflection – skipped due to inclement weather.
3. School report – Shouka reported:
 - Our Portland Public School District allocation of a Special Education teacher has been increased from approximately half a day to two full days. Much thanks to David Maxey for his work documenting our needs and coordinating with the district. Hopefully this will help with better assistance for students with specific needs.
 - The school is going through its tri-annual lunch program audit. The cost of operating the program, including staffing, bookkeeping and tracking/auditing may outweigh the benefit of receiving the federal reimbursement. We should regularly evaluate whether it would make more sense to simply purchase lunch for free and reduced lunch qualifying students without participating in the NSLP, though at present we will make no changes.
 - We have rescheduled the Winter Spectacle to Feb 24, due to weather. The venue was willing to reschedule. Shouka is working with some 5th grade parents to plan and book a graduation ceremony and party for the 5th graders.
 - Shouka will continue working with certain 5th grade parents exploring options for having 5th graders do outdoor school at beginning of 6th grade. Having outdoor school at the end of 5th will not work with the schedules for local outdoor school camps.
 - David Maxey will lead a professional development discussion during the February in service regarding school-wide PBIS, Class Dojo implementation and revisions to behavior report forms.

- Chantal school update via telephone - The school will start mid-year MAP testing next week. Chantal will be meeting with teachers next month to review professional goals, and will do the evaluations in April.
4. Facility – Shouka sent the board-approved request letter to PPS asking for permission to (i) not have a kindergarten class next year, or (ii) hold K and possibly first grades offsite at another location. Need to plan for possible contingencies—no final decision has been made, but need PPS approval for either of those contingency options to be considered. Shouka also submitted the statutory request to PPS for a list of all buildings available to lease from them, as well as of all of their empty buildings. We are currently exploring a secondary location and doing associated due diligence. If PPS denies both requests, we would have to convert current gym space into a classroom.
 5. Vote regarding reducing school year – After consideration of pros and cons, Board voted unanimously to retain a longer calendar than PPS and stay in session through June in 2017/2018. This can be revisited on a year-to-year basis (by early Spring of prior year).
 6. Whistleblower policy – A new law went into effect for all non-profits who receive public funds. This requires LMI to update our current whistleblower policy. Shouka, in her staff capacity, but not as a lawyer (she does not have employment law experience or expertise), recommends that we adopt a new policy and consider having legal review. Board reviewed proposed updated policy, elected not to have formal legal review, and unanimously voted to adopt. New policy will be disseminated to staff next week.
 7. Financial review – Our fundraising to date has already surpassed what Bridlemile Elementary raises in a year as a larger school. This is reflective of the fact that our fundraising efforts are doing well and are well-organized, but that our needs are much higher as a charter school with no district-provided facility. A review of the financials through December indicates that individual donations have made up the gap in donations from people who did not make supply or activity fee contributions. We still have a very significant monthly fundraising goal in order to meet budget, let alone create a small cash reserve to assist with cash flow shortfalls. Working toward a more methodical approach to giving. Discussion of vendor who can set up a “sustaining circle” platform to debit donors accounts automatically, since very little response to ACH automatic debit from bank accounts (which has a high monthly bank fee), and Paypal’s monthly payment platform does not show up on all servers for some reason. Hourly school staff are being paid for snow days.
 8. Intern Committee- Discussed need for more host families. It seems like there is a barrier for many families to commit to hosting. We need to find better ways to communicate the need for host families to the community. Dory and/or Ali Garfinkle as Intern Committee co-Chairs will go to a Le Monde Parents meeting to discuss. Some interns who live further out are reporting difficulty getting around. Possible to get a group car? Perhaps seek a donation or very cheap one for group use. Insurance requirements would need to be considered.
 9. LMP LLC Report - LMP is making a modest profit. Camp days during in-service days are being used. Some parents have proposed creating an independent extra-curricular after-school class and possibly donating a portion of proceeds they charge back to the school. We could not host such a program easily onsite, so they are exploring off-site locations.

10. Staff Requests – Request to schedule Winter Spectacle after the winter break to avoid conflicts with holiday travel. Board is in agreement. Staff requested that calendar next year contain an early release day in June, in order to allow staff time to prepare final report cards. Board is in agreement.