

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 7, 2014

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Andie Bollinger-Giardina, Dr. Albert Davis (left at 9:44 A.M.), Dr. Cleveland Hill, Angela Smith, and Michelle Strawser

Also present were Linda Musson, Suzy Bourg, and Janice Fabregas who took the minutes.

Absent: Vanessa Benoit, Holly Crawford, and Dr. Steve Welsh

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of July 10, 2014, were presented.	The Minutes of July 10, 2014, were accepted as presented.
4. Board Training *Deviation Request* Personnel and Policy Committee Report **Brief Interruption for Introduction of New Employees**	<ul style="list-style-type: none"> • B. Broussard referred Board members to the Public Relations Report for trainings held in July. She again reminded the 2014-2015 Board members about their required annual participation in Ethics Training for the 2014-2015 year. <ul style="list-style-type: none"> ○ Two (2) live sessions will be held in Lafourche Parish in September. <ul style="list-style-type: none"> ▪ These dates will be sent via e-mail. <p>Dr. A. Davis asked that the Board deviate from the agenda so that he could give the Personnel Policy and Committee Report before having to leave the meeting.</p> <p>Dr. A. Davis began his report by referring to the MAX Policy Manual which needed to be reviewed for the new school year.</p> <p>At this point, Dr. Davis’s report was interrupted by the entrance of MAX Master Teacher/1st & 2nd grade teacher Rebecca Walker and the new faculty members.</p> <p>Mrs. Walker introduced each teacher and his/her position as follows:</p> <ul style="list-style-type: none"> • Judith Domangue – 4th and 5th ELA and Social Studies Teacher • Josey Guillot – 1st, 2nd, and 3rd grade Para • Sloan Pierce – Upper School Para • Helena Salmon – Upper School Social Studies Teacher 	<p>A motion was made by B. Broussard, seconded by K. Chauvin, to deviate from the agenda as requested by Dr. A. Davis ... Motion was passed unanimously.</p> <p>Dr. A. Davis suggested that he, together with B. Broussard, would be reviewing the Policy Manual and focusing in on any issues that may need to be addressed.</p> <p>Because the teachers had to return to their classrooms, Dr. Davis graciously allowed Mrs. Walker to speak.</p> <p>After the teachers were introduced, it was recommended that they say a little bit about their backgrounds.</p> <p>The Board members, then, introduced themselves to the new faculty members and welcomed them to the MAX School.</p>

***Continuation of Personnel and Policy Committee Report ***

- Peter Smitko – Upper School Science Teacher
 - Ronnie Turner – Math Upper School Para
- Dr. A. Davis resumed his report.
- He informed the Board that a committee had met with B. Aucoin to look into the future of MAX and come up with an administrative design that would embrace and complement the school’s unique relationship/partnership with Nicholls State University.
 - He distributed copies of a proposed management plan designed by the committee to the Board members for review and discussion. (A copy is attached.)
 - J. Giardina explained that the *MAX Side-by-Side Leadership Proposal* was an attempt to put in writing the way it is envisioned that the school should operate.
 - He said that the MAX Director would fill in the blocks with the names of the teachers and paras, along with salaries, so that an operating cost estimate can be obtained.
 - This would help with making the budget each year.
 - He emphasized that the ultimate goal for the future of MAX is to have the school come under the Center for the Study of Dyslexia and Other Related Learning Disorders at NSU.
 - The Max School, joining with the Center for the Study of Dyslexia and Other Related Learning Disorders, would be a definite advantage for the school, and this closer association with NSU would give the school more credibility in obtaining funding for the school in the future.
 - Dr. Davis further informed the Board members that the three-year mutually agreed upon agreement with Nicholls State University—called the *Memorandum of Understanding: A Closer Affiliation Between Nicholls State University and the MAX Charter School*—has expired.
 - He indicated that he would e-mail a copy of the affiliation document to all Board members to review before a request for renewal is made.
- A discussion on the strategic plan proposal ensued.
- Various concerns were raised—especially in the area of ethics and *how* and *if* the plan could affect the BESE-approved charter school contract.
 - Numerous questions were asked and answered as

Dr. A. Davis asked J. Giardina to explain the design to the Board.

- Dr. Davis suggested that the new President of NSU Dr. Bruce Murphy and his wife Jeanne be invited to visit the MAX School and at that time discuss the affiliation document with him.
- It was recommended that Dr. Murphy and his wife be invited to the monthly Board meeting on September 4, 2014.

	<p>accurately as possible.</p> <ul style="list-style-type: none"> • Comments involving semantics and suggestions for improvement were expressed. • No action was taken at this time on the proposal so that members could research some of the concerns. 	
<p>5. Teacher Representative Report</p>	<p>See above comments...** Introduction of New Employees**</p>	
<p>6. Board & Standing Committee Reports</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the May 2014 financial statements. • B. Aucoin went over the financials. <p>Grant Report: None</p> <p>Building Committee: B. Aucoin informed the Board that L. Musson had reported to him that there were a few weak spots in the flooring that needed to be addressed.</p> <p>Personnel and Policy Committee Report: See above comments...*Deviation Item...*</p> <p>Public Relations Report: (See Attached Copy.) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • Tuesday, July 15, 2014 – MAX Board members were sent a copy of the latest training programs from The Bottom Line. Training consisted of two (2) events held in July: <ul style="list-style-type: none"> ○ Friday, July 18, 2014 ...Finance & Operations Training in Baton Rouge. ○ Wednesday, July 17, 2014 ... Employment Handbooks & Record Keeping webinar. • Thursday, July 17, 2014 – MAX Board members were sent a copy of the LAPCS Newsletter which focused on the LAPCS’s support of Common Core and One App. • Friday, July 18, 2014 – MAX Board members were sent a registration document for on-line ethics training. • An annual review of the Pupil Progression Plan for MAX for the 2014-2015 school year began on Thursday, May 29, 2014; a second meeting of the eleven-member committee was held on Wednesday, June 25, 2014, and a PPP webinar was scheduled on Tuesday, July 22. Due to various delays by the LDE and BESE, the anticipated August 7, 2014, Board approval of the plan had to be postponed again until the September 4, 2014, Board meeting. Each LEA is expected to submit its plan to the 	

	<p>Office of Content by September 5, 2014.</p> <ul style="list-style-type: none"> • The MAX website continued to advertise throughout the month of July 2014 for certified teachers and paraprofessionals. Director L. Musson and her leadership team held interviews in an effort to fill all existing vacancies before the beginning of the 2014-2015 school year, which began on Monday, August 2, 2014, for teachers and will officially begin on Monday, August 11, 2014, for students. • Thursday, July 31, 2014 – MAX Board members were sent a notice that Bayou Community Academy Charter School Director Sandy Holloway and State Representative Wesley Bishop would be featured on <i>Educating Louisiana</i> at 8:30 P.M. on Cox Cable Station 4 in Baton Rouge, Lafayette, and New Orleans markets. • B. Broussard announced that Ian Duplantis, a former MAX student, in a team of 4-5 people, received a National Title in a shooting competition. <ul style="list-style-type: none"> ○ Comments about other former MAX students who have done well since leaving MAX were made. 	
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • Staff Development was very successful and consisted of information, updates, and training on... <ul style="list-style-type: none"> ○ FERPA ○ SPED ○ 504 ○ Curriculum ○ Bullying <ul style="list-style-type: none"> ▪ MAX School Psychologist Ms. Tiffany Quick presented a four-hour workshop. • The teachers are having Professional Learning Community meetings today and tomorrow and working in their classrooms to prepare for the first week of school. • There were two (2) recent resignations—one teacher and one para. Both have both been replaced. • Students are beginning school on Monday, August 11th. • The current population is 113. <ul style="list-style-type: none"> ○ Each grade will have fourteen (14) students except the 5th grade which will have eleven (11) students. • SAT (Stanford Achievement Testing) will be held August 25-29. <ul style="list-style-type: none"> ○ No accommodations are given except extra time. • Summer Test Scores came in August 6th. Out of four (4) students, two (2) passed and two (2) did not. • The Three-Year Evaluation to renew the Charter Contract will be held on September 18th. The state will be coming for a site visitation. 	

	<ul style="list-style-type: none"> ○ The state contact for the MAX Charter School is Olin Parker. • L. Musson said she was not sure if Common Core will be followed, but MAX teachers will use it as a guide. • A question was asked if Read Aloud would be allowed, but Ms. Musson has not heard anything yet from Patrick Walsh. She will follow up on this. • L. Musson informed the Board that Act 547 requires all School Boards and Charter Schools to offer employees the opportunity to participate in the Louisiana Public Deferred Compensation Plan and also that TSRL has had technical changes. • L. Musson reminded the MAX Board that she has not received a contract for the school year 2014-2015. • Orientation is scheduled for August 19th. It will be held in two shifts: <ul style="list-style-type: none"> ○ 1st thru 5th 5:30 P.M. to 6:15 P.M. ○ 6th thru 8th 6:30 P.M. to 7:15 P.M. <p>All Board members are invited to attend.</p> <p>Parent Committee Report:</p> <p>MAX PTA President Angela Smith reported on the following:</p> <ul style="list-style-type: none"> • Work on the school has been completed. • Two uniform exchanges were held. • The PTA is working on the Coke Fundraiser. <p>Members of the Board expressed their pleasure with the appearance of the school and thanked the PTA for all its hard work.</p>	
8. Other Business	None	
9. Motion to Go Into Executive Session	None needed	
10. Announcements	<ul style="list-style-type: none"> • The next Board meeting is scheduled for Thursday, September 4, 2014. • Students' First Day of School is Monday, August 11, 2014. • The MAX Bistro Dinner is scheduled for Thursday, November 20, 2014. 	
11. Adjournment	The meeting adjourned at 10:15 A.M.	Motion made by Dr. C. Hill, seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: September 4, 2014

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Dr. Albert Davis (left early), Holly Crawford, Angela Smith, and Michelle Strawser

Also present were Linda Musson, Catherine McLain, Warren Triche, and Janice Fabregas who took the minutes. **NOTE:** Dr. Bruce Murphy and Jeanne Picariello Murphy were guests.

Absent: Jake Giardina, Dr. Steve Welsh, Dr. Angelle Hebert, Dr. Cleve Hill, Andie Bollinger-Giardina, and Vanessa Benoit

AGENDA	RECOMMENDATION	
1. Call to Order	K. Chauvin called the meeting to order at 9:00 A.M.	
2. Roll Call	K. Chauvin called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes **Introduction of Special Guests**	<p>The Minutes of August 7, 2014, were presented.</p> <p>Dr. A. Davis introduced special guests, Nicholls State University President Dr. Bruce Murphy and his wife Jeanne Picariello Murphy, to the Board members.</p> <ul style="list-style-type: none"> • Dr. Davis gave a brief bio on both Dr. and Mrs. Murphy. • He also briefed the new NSU president and his wife on The MAX Charter School and how it obtained its affiliation with Nicholls State University—citing various cooperative endeavors and the fact that the charter’s bylaws automatically include the Dean of Education or his/her designee as one of its ex-officio Board members. <ul style="list-style-type: none"> ○ He pointed out that membership on The MAX Board of Directors includes present and former NSU personnel, thus furthering the ties with Nicholls State University. • He explained that The MAX Charter School has a <u>Memorandum of Understanding</u> with Nicholls State University and that the document, signed in 2011, is up for renewal. <ul style="list-style-type: none"> ○ The MOU gives the University College of Education special access to the charter school for gathering research data and is assisting in various other ways. ○ There is a special education and physical education connection between The MAX Charter School and Nicholls State University. ○ NSU allows The MAX Charter School access to some of the facilities on campus, and MAX students are allowed to attend some functions at the University. • Presently the school is headed by a Director/Principal, and the future goal is to have the Dyslexia Center take on some 	The Minutes of August 7, 2014, were accepted as presented.

	<p>of the responsibilities of the directorship. There would be a Principal who would be the on-site leader and the Dyslexia Center that would provide training and would help oversee some of the directorship responsibilities...as is presently done.</p> <p>L. Musson also gave information about The MAX Charter School. She spoke about the admissions policy and the lottery that is held to fill spaces each year. On Thursday, September 18th, the three-year site visitation to renew the contract with the state will be held.</p> <p>Dr. Murphy spoke about his focus on student opportunity and success. He is very interested in the work being done at the Dyslexia Center and its affiliation with The MAX Charter School and the continued close relationship between the two entities.</p>	<p>L. Musson left with Dr. and Mrs. Murphy to tour the school.</p>
<p>4. Board Training</p>	<p>B. Broussard indicated that her Public Relations/Publicity Report contained relevant Board training information and dates.</p>	
<p>5. Teacher Representative Report</p>	<p>Teacher Representative Alison Borne introduced a new teacher and two new paras to the Board: Mrs. Christine Pellegrin (Teacher Grade 3/4) Ms. Samantha Gentry (Para) Ms. Brittany LeGleu (Para)</p> <p>Mrs. Borne's report contained the following information: <u>Lower & Middle School</u></p> <ul style="list-style-type: none"> • Mrs. R. Walker...1st and 2nd Grade <ul style="list-style-type: none"> ○ The new students in 1st and 2nd grade are settling into the new school year very nicely, and the students from last year have been very warm and welcoming to their new classmates. ○ The students are learning the multisensory body language to help them remember the parts of a story and the parts of a sentence. • Mrs. L. Scott...2nd and 3rd Grade <ul style="list-style-type: none"> ○ The 2nd and 3rd grade students are working hard to learn to compare and order numbers as well as how to look back in the story for an answer. ○ The students love using the iPads and computers to access <i>Lexia</i> to strengthen their reading skills. • Mrs. C. Pellegrin...3rd & 4th Grade <ul style="list-style-type: none"> ○ Students are learning about classifying plants and 	

- animals in science and map skills in social living.
- In math they are estimating and rounding, and in reading they are reading the *Wizard of Oz*.
- They have also done a bit of writing.

- **Ms. J. Domangue...4th and 5th Grade**

- The 4th and 5th grade students are striving to build words that contain silent letters. However challenging this skill is—the students are doing their best work.
- They are journaling each day and continue to improve sentence writing skills.
- In social studies they are learning map and geography skills.

- **Mrs. A. Borne...4th and 5th Grade**

- The 5th grade class has several new students. The students from last year are doing a great job helping the new students adjust to their new school and new learning styles.
- Students have been discussing place value and rounding in math.

Upper School (6th, 7th, 8th)

- **English Language Arts (ELA) Mrs. T. Hue**

- Students have been working on paragraph writing skills. They have already written paragraphs on three (3) topics
- Current *Lexile* levels have been established, and the students are working toward **Reading Counts** goals.

- **Mathematics Ms. R. Deroche**

- *AIMS Web* probes are being done to track students' progress.
- Group rotations have begun to teach content and to allow students to practice on their own level.

- **Science Mr. P. Smitko**

- Students are working on the process of using the scientific method during experiments and will be using this on all of the experiments in the classroom.
- They are working on science vocabulary.

- **Social Studies Ms. H. Salmon**

- Students are learning geography skills such as longitude and latitude, reading maps and graphs, and learning US and world time zones including the International Dateline.

- **Student Council News**

- Students are preparing for MAX Student Council Elections to be held on Friday, September 12. They

	<p>are practicing their campaign speeches and putting up campaign posters.</p> <p>Mrs. A. Borne presented the MAX Board members with a “Thank You” card from Ms. R. Durocher acknowledging them for their support during the loss of her son Jordan Morrell.</p>	
<p>6. Board & Standing Committee Reports</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the July 2014 financial statements. • B. Aucoin went over the financials. • An organizational chart was created showing the cost of salary and benefits of each employee. This totaled \$1,015,000.00. • The yearly audit will be held on Monday, September 22, 2014. <p>Grant Report:</p> <ul style="list-style-type: none"> ○ See Director’s Report...S. Bourg was attending an Annual Financial Report (AFR) in-person training held in New Orleans and hosted by <i>The Bottom Line</i>. <p>Building Committee:</p> <p>It was reported that J. Giardina had work done on the floor in one of the classrooms.</p> <p>Personnel and Policy Committee:</p> <ul style="list-style-type: none"> • Dr. A. Davis had previously e-mailed a copy of the Memorandum of Understanding (MOU) to all Board Members for their perusal. A copy of the 2011 document was included in the Board’s packet. • H. Crawford brought up the possibility, in line with the close affiliation of Nicholls State University and The MAX School, of offering a class at Nicholls State University to attract students into taking courses which would enable them to be trained to teach dyslexic students. <ul style="list-style-type: none"> ○ K. Chauvin informed Ms. Crawford that this add-on certification had been done in the past, but the class was discontinued. <p>Public Relations Report: (See Attached Copy.)</p> <ul style="list-style-type: none"> • On Monday, August 11, 2014, MAX Board members were sent a copy of the latest programs from <i>The Bottom Line</i>. Training consisted of two (2) events: <ul style="list-style-type: none"> ○ Thursday, August 21, 2014 - School Fundraising 101 Webinar ○ Thursday, September 4, 2014 – An Annual Financial Report (AFR) in-person training held in 	<p>Dr. A. Davis asked that Board members to begin sending comments/remarks to him after reviewing this document so that once this MOU is finalized, it can be given to the President of Nicholls State University for consideration and renewal.</p> <ul style="list-style-type: none"> • H. Crawford suggested that this add-on certification be looked into again, and perhaps this program could be reinstated. <ul style="list-style-type: none"> ○ Dr. A. Davis suggested that Dr. Leslie Jones would be the one to contact regarding this matter, and he offered to discuss this with her since Dr. Angelle Hebert was not present to bring the matter to her attention.

New Orleans

- Also on **Monday, August 11, 2014**, MAX Board members were notified of two (2) local live **Ethics Seminars** hosted by Lafourche Parish that require registering with or contacting **Lisa Orgeron**.
 - **Monday, October 20, 2014**, from 10:00 A.M. to 11:00 A.M. at the Warren Harang Civic Center, 1309 Canal Blvd. in Thibodaux
 - **Monday, October 20, 2014**, from 2:00 P.M. to 3:00 P.M. at the Cut Off Youth Center, 205 West 79th Street in Cut Off.
- On **Tuesday, August 12, 2014**, MAX Board members were sent various items forwarded from **LAPCS** Legal Director Sarah Vandergriff:
 - The new discount code (**BLCHARTERS**) for the 2014-2015 training programs from *The Bottom Line*, whereby members can either participate for free or receive a discounted rate to attend the sessions
 - Two (2) *Bottom Line Magazines* with extremely informative and helpful suggestions/tips for MAX and all other charter schools
 - Board members can access information and documents from previous programs/webinars through these newsletters.
 - Board members were advised to zoom in on two newsletter articles in particular:
 - December 2013 edition, Pages 5 & 6 – Employment & Labor Law and At-Will Employment
 - Summer 2014 edition, Pages 2-3 – School Safety 101/School Crisis Management & Response Plans
 - ❖ MAX Charter was required to have its School Crisis Plan in by September 5, 2014.
- School began on **Monday August 4, 2014**, for the teachers and on **Monday, August 11, 2014**, for the students.
- Pictures taken during the first week of school were sent to the media and are awaiting publication.
- The **2014-2015 Pupil Progression Plan** was presented to the parents for approval at the August 14, 2014, PTA meeting. Members of the **PPP Committee** were in attendance to explain the plan and answer any questions. The PPP for MAX was approved by the parents /guardians and will be sent to the MAX Board of Directors for its approval on **Thursday, September 4, 2014**. Board members received copies of the PPP via e-mail on **Wednesday, August 27, 2014**. Each LEA is expected to

	<p>submit its plan to the Office of Content by September 5, 2014.</p> <ul style="list-style-type: none"> • On Thursday, August 21, 2014, MAX Board members were sent a copy of the slideshow presentation for the School Fundraising 101 Webinar presented by Pam Stewart. • On Wednesday, August 27, 2014, along with the PPP, MAX Board members were sent a copy of <i>The Top Shelf</i> training dates from September 2014 through December 2014. • On Friday, August 29, 2014, a picture of two (2) MAX Upper School students raising the new flag – donated by Woodmen of the World – was published in <i>Big Fun on the Bayou</i>. 	
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The 2014-2015 Pupil Progression Plan has been approved by the parents and now needs Board approval. • Orientation was held on Tuesday, August 19, 2014. • SAT Testing is completed. • The present school population is 111. • The school-site charter renewal visit will be held on Thursday, September 18, 2014. <ul style="list-style-type: none"> ○ 11:30-12:00 – School Leadership Interview ○ 12:00-12:30 – Board Chair Interview (Other Board members are invited.) ○ The new MAX contact person at the Office of School Performance is Olin Parker. • Updates on grants were given: <ul style="list-style-type: none"> ○ Grant money (\$15,000+) was received from the U.S. Department of Education for the Non-Competitive Grant for which Ms. Musson had applied. <ul style="list-style-type: none"> ▪ This grant money will be used to get a computer server for school. Three (3) bids will be obtained. ○ The Ford grant money was used to purchase Redcats, soundfield equipment/speaker microphones so that the teacher is equally well heard by students in the classrooms. • L. Musson presented a webinar on Act 1 addendum—Act 570. This webinar focused on policies and contracts (tenure and reduction in force and grievance policies). • One teacher has resigned and has been replaced. • Open House will be held on Tuesday, September 11, 2014, from 6:00 P.M. to 7:00 P.M. <ul style="list-style-type: none"> ○ The PTA meeting will follow. 	<ul style="list-style-type: none"> • A motion was made by M. Strawser, seconded by B. Aucoin, to accept the 2014-2015 Pupil Progression Plan as presented ... Motion was passed unanimously. <p>L. Musson suggested that the MAX policies be reviewed to make sure MAX is in compliance with the state.</p>

	<ul style="list-style-type: none"> • Early Dismissal will take place on Friday, September 26, 2014, beginning at 11:30 A.M. due to Staff Development. <ul style="list-style-type: none"> ○ Jason Talbot, who helped with the Crisis Plan for the school, will come on September 26th with Mr. Jacuzzo and other first responders to do an active shooter’s drill. <p>Parent Committee Report: Angela Smith reported on the following:</p> <ul style="list-style-type: none"> • A total of forty-seven (47) individuals attended the first PTA meeting. <ul style="list-style-type: none"> ○ PTA dues are \$5.00 per family. • Hot lunches will be offered to the students each Wednesday at the cost of \$2.00. The first hot lunch menu on Wednesday, September 3, was very successful. • A Coke Fundraiser will begin on Monday, September 8, 2014. Cost will be \$22.00 for twenty-four (24) 20-ounce drinks. • The “Junk in Your Trunk” Parking Lot Fundraiser will be held from 7:00 A.M. to noon on Saturday, October 4, 2014, in the MAX Charter School parking lot. 	
<p>8. Other Business</p>	<ul style="list-style-type: none"> • On behalf of J. Giardina and Dr. C. Hill, MAX Board President K. Chauvin presented a copy of a written proposal from 102 Group, a full-service educational consulting firm based in Georgia, and discussed the information briefly. • M. Strawser asked about the possibility of getting a cover for the bus waiting area. She was told that a similar request was made previously—to no avail. • L. Musson introduced the “Entergy Bus” campaign and explained what this campaign entails. 	<ul style="list-style-type: none"> • Board members were asked to review the firm’s proposal for “Professional Services for comprehensive School Quality Review with embedded Principal Evaluation” at the fixed fee of \$10,000.00 inclusive of all travel and per diem so that further discussion and consideration of approval could be held at the October 2 MAX Board meeting. • Due to the lack of a quorum, the item will be officially placed on the Board’s October agenda under Agenda Item #8 Other Business. • L. Musson recommended that Board members read Jon Gordon’s inspirational book <i>The Energy Bus</i> and learn the “10 Rules to Fuel Your Life, Work, and Team with Positive Energy.” She invited The MAX Charter School Board of Directors to “hop on the bus.”
<p>9. Motion to Go Into Executive Session</p>	<p>None needed.</p>	
<p>10. Announcements</p>	<p>The next Board meeting is scheduled for Thursday, October 2, 2014.</p>	
<p>11. Adjournment</p>	<p>The meeting adjourned at 11:06 A.M.</p>	<p>Motion made by M. Strawser, seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: October 2, 2014

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert , Brian Aucoin, Dr. Albert Davis (left the meeting early), Andrea Bollinger-Giardina, Dr. Cleve Hill, Holly Crawford, Angela Smith, and Michelle Strawser

Also present were Linda Musson, Suzy Bourg, Catherine McLain, and Janice Fabregas who took the minutes.

Absent: Dr. Steve Welsh

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:04 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of September 4, 2014, were presented.	The Minutes of September 4, 2014, had one change to be made in the Director’s Report. The seventh (7 th) bullet should have read, “L. Musson attended a webinar ...Minutes were approved with the change noted.
4. Board Training	<p>B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • On Friday, September 26, 2014, B. Broussard and K. Chauvin attended the LAPCS/Louisiana Appleseed-sponsored training that took place from 8:00 A.M.to 10:00 A.M. at the Pan Am Life Conference Center on Poydras Street in New Orleans. <ul style="list-style-type: none"> ○ Attendees at the meeting listened to charter school law presentations by Attorneys Lee Reid and Jennifer Barriere and LAPCS Legal Director Sarah Vandergriff. ○ A copy of the <i>Louisiana Charter School Legal Handbook</i> was given to all participants. • B. Broussard once again reminded the Board about the two local live Ethics Seminars hosted by Lafourche Parish on Monday, October 20, 2014, and about the new discount code for <i>The Bottom Line’s</i> 2014-2015 training programs—BLCHARTERS. 	<ul style="list-style-type: none"> • Based on the information presented at the meeting and contained within the handbook, B. Broussard recommended that MAX policies concerning employment and employees be reviewed and studied more closely as they relate to the following: <ul style="list-style-type: none"> ○ “At Will Employment” ○ An offer letter in lieu of an actual contract <ul style="list-style-type: none"> ▪ Attorney Lee Reid and/or LAPCS Legal Advisor Sarah Vandergriff were contacted and offered to send samples. ▪ B. Broussard will send information to the Board upon receipt of forms. ○ Open Meetings Law/Reasons for Executive Sessions • Dr. A. Davis requested a scanned copy of the handbook, and K. Chauvin offered to send this to him.
5. Teacher Representative Report	<p>Teacher Representative Rebecca Durocher, demonstrating the new Red Cat FM voice system which is now being used by classroom teachers to assist in voice modulation, reported the following:</p> <p><u>Lower & Middle School</u></p> <ul style="list-style-type: none"> • Mrs. R. Walker...1st and 2nd Grade <ul style="list-style-type: none"> ○ The 1st & 2nd grade students are writing sentences with correct capitalization and punctuation. 	

- The students are also enjoying independent station time to reinforce various phonics and math skills taught in class. During this time they play educational games, read for pleasure, or do activities on the iPad or computers.
- Paraprofessional Mrs. S. Gentry monitors the students while Mrs. Walker conducts language science lessons to a small group of students.
- **Mrs. L. Scott...2nd and 3rd Grade**
 - The 2nd and 3rd grade students are completing a unit on subtracting with regrouping. The students are excelling at this skill, subtracting up to 4 and 5 digits.
 - In reading the students are practicing retelling stories. Students are using the iPads to record themselves retelling the important events of a story.
 - The 2nd grade students are learning about plant and animal relationships by completing food cycle and life cycle projects.
- **Mrs. C. Pellegrin...3rd & 4th Grade**
 - The 4th grade students are learning about plant growth.
 - Others are learning the writing process and reading the novel *The Wizard of Oz*, which they love. There is also a compare /contrast activity between the novel and the movie.
- **Ms. J. Domangue...4th and 5th Grade**
 - The 4th grade students are continuing to work on initial blends, writing descriptive sentences and paragraphs as well as identifying story parts using story form puzzles as a guide.
 - In social studies they are working on map skills, creating a personal timeline, and the Middle Atlantic Region – states and culture.
 - The 5th grade students are working on initial blends, final blends, and segmentation of words.
 - They are continuing with writing sentences and paragraphs, using written expression, predicate expanders, and the mobility of expanders in a sentence.
 - In social studies they are beginning the unit on **A Time of Exploration**, map skills, and creating a timeline of events.
- **Mrs. A. Borne...4th and 5th Grade**
 - The 4th grade class is learning about long division.
 - The 5th grade class is learning about fractions.
 - In science the 5th grade class is finishing up on the solar system, and the students are beginning to learn about cells.

Upper School (6th , 7th , 8th)

- **English Language Arts (ELA)...Mrs. T. Hue**
 - The students are working on developing writing skills.
 - They have been working on foundational reading skills in small linguistic groups.
- **Mathematics...Ms. R. Durocher**
 - The students are covering Properties of Exponents, Adding and Subtracting Integers, and Reviewing Topics for Fractions. Centers are moving smoothly, and the students are progressing.
- **Science... Mr. P. Smitko**
 - The 6th grade students are learning about motion, speed, and acceleration.
 - The 7th grade students are learning about blood and the respiratory system.
 - The 9th grade students are learning about the layers of Earth and plate tectonics.
- **Social Studies...Mrs. H. Salmon**
 - 6th grade students are learning about early river civilizations.
 - 7th grade students are learning about colonization.
 - 8th grade students are learning about Louisiana’s geography.
 - The students have been completing several hands-on projects and reading informational text documents to prepare for spring assessment.

Student Council News

MAX Student Council held its induction ceremony on Friday, September 19, 2014. Members are currently preparing for the bake sale at the “Junk in Your Trunk” Fundraiser, activities for Dyslexia Awareness Month, and the first school dance—the Upper School Masquerade Ball on Friday, October 17, 2014.

6. Board & Standing Committee Reports

Treasurer’s Report

- B. Aucoin presented the August 2014 financial statements.
- B. Aucoin went over the financials.

Grant Report:

S. Bourg reported on the following:

- The first quarter (July 1st through September 30th) Reimbursement Requests and Periodic Expense Reports will be submitted this month. The estimated reimbursement request amounts are as follows:

FUNDS	1st QUARTER
IDEA B	\$ 9,081
Title I	\$ 1,239
Title II	\$ 550

IDEA B HRP	\$ 5,591 *
TOTALS	\$16,461

- Applications for IDEA High Cost Services (formerly High Risk Pool) have been submitted and are pending. However, the two (2) students for whom these funds were requested are no longer enrolled at the MAX, and so these funds will be removed from the budget for the First Quarterly Report submission. If these applications are approved by the state, the funds will be redirected to follow the student at his/her current public school.
- The application for **Education Excellence Funds** is currently being processed (\$2,024 allocation). Funds will be used to defray the cost of the Numeracy Coach/Teacher.
- The school has purchased and received the additional seven (7) Red Cat FM systems for the classroom. These were purchased with the funds received from the **Ford Foundation**.

Building Committee:

L. Musson asked if she could get bids to replace the loose tiles in the building.

Personnel and Policy Committee:

Dr. A. Davis reported on the following:

- Dr. & Mrs. Murphy were very impressed with the school after their visit at the September Board meeting.
- There are two (2) on-going projects that need Board attention and input:
 - An updated Memorandum of Understanding: A Closer Affiliation Between Nicholls State University and the MAX Charter School that needs to be accepted and signed by both parties
 - Review and Update to the MAX Policy Manual so that it is in compliance with all recent legislation
- Dr. Davis asked about getting J. Robert Field of Nicholls Marketing Group to come to the MAX to give a presentation to the Board on how this group could assist the school in operating more efficiently and conducting confidential surveys.

Public Relations Report: (See Attached Copy.)

B. Broussard reported on the following:

- **August 28, 2014** – *The Daily Comet* published a group of pictures of MAX students raising the newly donated flag given to the MAX by *Woodmen of the World*.

J. Giardina approved Ms. Musson’s request to get bids to replace the loose tiles in the building and asked B. Aucoin to provide Ms. Musson with names of companies that do this type of work.

Dr. Davis will invite Dr. Field to give a presentation to the Board members at his earliest convenience—possibly the next Board meeting.

	<ul style="list-style-type: none"> • September 2014-- <i>What Now Magazine</i> included a picture of MAX Director Linda Musson and <i>Woodmen of the World</i> representatives Vera Cortez and Patsy Babin. • September 4, 2014 – The MAX Charter School Board officially approved the 2014-2015 Pupil Progression Plan, and it was submitted to the Office of Content. <ul style="list-style-type: none"> ○ “Junk in Your Trunk” publicity began for the Saturday, October 4th, fundraising event. • September 5, 2014 – <ul style="list-style-type: none"> ○ Pictures taken at the September 4th MAX Board meeting were sent to Dr. Bruce Murphy and his wife Jeanne, along with a short note of appreciation for their visit. ○ MAX Board members were sent a copy via e-mail of a LAPCS/Louisiana Appleseed-sponsored training that will unveil their new joint publication <i>Louisiana Charter School Board Legal Handbook</i> and were encouraged to register for the two-hour session. • September trainings from The Top Shelf were held on the following dates: September 9, 2014; September 11, 2014; September 18, 2014; September 23, 2014 • September 17, 2014 – <ul style="list-style-type: none"> ○ MAX Board members were sent an e-mail reminder of the LDOE visit on Thursday. ○ Members were given an updated contact list of MAX Board members. ○ Members were informed of the official resignation of Vanessa Benoit. • September 18, 2014 – <ul style="list-style-type: none"> ○ Troave’ Profice and Olin Parker conducted a school-site charter renewal visitation at the MAX—visiting classrooms, meeting with teachers, and interviewing administration and MAX Board members present. <ul style="list-style-type: none"> ▪ Pictures were taken and sent to participants along with a short note of appreciation. ○ The two (2) Board members present at school were able to watch the Congressional Hearing on Dyslexia held in Washington, D.C., where Congressman Bill Cassidy mentioned MAX Charter School. <ul style="list-style-type: none"> ▪ K. Chauvin sent Board members a link to view the hearing. ▪ Ryan Haynie also sent the <i>Times-Picayune</i> newspaper article on the hearing via e-mail to various Board members. 	
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The state-site visit was held on Thursday, September 18, 	

2014. No formal report has been received to date. The officials did indicate that beginning with the year 2015 testing forward, the school must maintain a C to renew its charter contract with the state.

- An **Active Shooter Crisis Drill** was held on Friday, September 26, 2014, for the MAX School teachers and staff.
 - Ms. Musson said she would like to hold this crisis drill in the future for the entire school if the parents would be in agreement.
- **Thibodaux Regional Hospital** has asked the MAX School to participate in two (2) events they are hosting:
 - **Grade 2** – Personnel will come to the school and give each 2nd grader two (2) books. They will also read to them.
 - **Grade 6** – The hospital will host two (2) classes for the 6th graders: **Health & Healthy Eating** and **Physical Exercise**.
 - Ms. Musson is working with Brenda Hansen from the hospital in determining specific dates for these two (2) events.
- **“Junk in Your Truck”** will be held this Saturday, October 4, 2014.
- The MAX Charter School has been awarded a **Promethean Board** from the **Surpriya Jindal Foundation for Louisiana Children** for the first grade class. This award will include: One (1) 78” interactive white board, a projector, four (4) pens, a fixed wall mount, speakers, ActiVote, a wand, software for the computer, installation, all cables, shipping, on-going training, a five-year warranty on the board and three (3) years or 3,000 hours warranty on the bulb, preloaded flip charts on science and math built to state standards, and a laptop. The approximate value of this award is **\$3,800**.
 - Mrs. Jindal will be visiting the school and make the presentation to the school. A date has not yet been finalized. Ms. Musson will advise the Board members when she has the date.
- The SAT test scores have been received and are being studied.
- The MAX School now has an Adaptive Physical Education (APE) teacher, Mr. Buisson. He will come once a week to the school.
- Ms. Musson gave the Board members a copy of an article on handwriting that validated the MAX students writing in cursive instead of print.
- October is **National Dyslexia Awareness Month** – The teachers were offered the opportunity to purchase a T-shirt

on dyslexia printed with **D.A.N.C.E.—Dyslexia Awareness Now thru Community Education!**

- On Friday, October 31st, the teachers—wearing their D.A.N.C.E. T-shirts—will take the children outside and challenge them to dance.
- The NSU Rotary Club will be coming to the MAX School to help with aftercare and detention.
- **Parent Teacher Conferences** will be held on Monday, October 13th.
 - There will be no school on this date.
 - Conferences will be held in the morning, and in the afternoon, teachers and staff will be involved with various committee meetings.
- The **Upper School Masquerade Dance** will be held on Friday, October 17th.
- Ms. Musson asked if there are discretionary funds that can be used at her discretion for purchases that may be made during the year to reward teachers or groups of individuals who do extra work for the students or the school on their own time and are not given stipends.

H. Crawford asked if the MAX School would be involved in Veterans Day activities.

- Ms. Musson read a letter sent to the school from one of the mothers of a student thanking the school for the work they do.

Parent Committee Report:

PTA President Angela Smith's report included the following:

- The Coke Fundraiser was a huge success. **690** cases of Coke were sold with an estimated profit of **\$3, 970.**
- PTA is working hard on the upcoming **Race for Their Future** to be held Saturday, March 7, 2015.
 - A draft of the letter and invitation will be presented for approval at the November 6, 2014, MAX Board meeting.
 - If approved, the sponsor letter/packet will be sent out on November 10, 2014, with a deadline of January 30, 2015, to give ample time for the T-shirts to be ordered, made, received, and sorted.
 - The race entrance fee will be raised from **\$20.00** to **\$25.00.**
 - The race name will be adjusted to include a "full day"

B. Aucoin commented that the Special Account could be used for this purpose.

When Ms. Musson said that the MAX students usually are invited by NSU to attend the activities there, Dr. C. Hill suggested that K. Chauvin contact Sylvia Bolton who is usually in charge of the NSU Veterans Day activities.

J. Giardina asked Ms. Musson if she had received other similar letters from parents. Ms. Musson said she did and kept them on file. Mr. Giardina suggested that this file be brought along to meetings when a representative from MAX speaks to state officials.

	<p>of fun activities and events to follow the actual race.</p> <ul style="list-style-type: none"> ○ A list of possible foods, booths, and activities/games was suggested and given to the Board to peruse. • Budget concerns and the amount of authority the PTA would have in organizing the race day activities were discussed, and the PTA was given the “go ahead.” 	
8. Other Business	<ul style="list-style-type: none"> • H. Crawford spoke about the new voice system, purchased through the Ford Foundation Grant, and how well it seems to be working in the school • Dr. C. Hill reported that he had contacted <i>102 Group</i> and asked if the proposal they had made was still valid. He explained that the next step would involve Board approval of the professional services for a comprehensive school quality review with an embedded principal evaluation offered by the consulting firm for a fixed fee of \$10,000.00—inclusive of all travel and per diem. • In discussing the benefits of the Board contracting with an outside source, J. Giardina spoke about a book he read entitled <i>David & Goliath</i> by Malcolm Gladwell. He explained that most people think about obstacles and disabilities as being hindrances or roadblocks to success and achievement when oftentimes a disability like dyslexia might be a gift or a desirable trait because it may become the impetus for “hard work and against-all-odds triumph.” 	<p>After a bit of discussion, a motion was made by A. Bollinger-Giardina, seconded by B. Aucoin, to approve the conditions of the 102 Group’s proposal...Motion was passed unanimously.</p> <p>J. Giardina will purchase copies of the book for each Board member.</p>
9. Motion to Go Into Executive Session	None needed.	
10. Announcements	The next Board meeting is scheduled for Thursday, November 6, 2014.	
11. Adjournment	The meeting adjourned at 11:20A.M.	Motion made by Dr. C. Hill, seconded by Dr. A. Hebert, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: November 6, 2014

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Andrea Bollinger-Giardina, Holly Crawford, Dr. Albert Davis, Dr. Cleve Hill, and Angela Smith

Also present were: Linda Musson, Rebecca Walker, Suzy Bourg, Catherine McLain, Warren Triche, and Janice Fabregas who took the minutes. **Note:** Special guest was Dr. J. Robert Field, Assistant Professor of Marketing at NSU (left at 9:56)

Absent: Dr. Steve Welsh and Michelle Strawser

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of October 2, 2014, were presented.	The Minutes of October 2, 2014, were approved as presented.
4. Board Training	<p>Dr. A. Davis introduced Dr. J. Robert Field, Assistant Professor of Marketing at Nicholls State University.</p> <p>Dr. Field informed the Board that the NSU Marketing Group could assist MAX in operating more efficiently and conducting confidential studies,</p> <ul style="list-style-type: none"> • His senior-level marketing research class could choose MAX Charter School for one of its service learning research projects. • In going forward with this project, Dr. Field suggested that the MAX Board would need to decide basic parameters and look at customer satisfaction from the parents’ perspective. It would be beneficial for the Board to prioritize areas that they want to assess. • In order to make sure that the goals set by the client are being met... <ul style="list-style-type: none"> ○ Meetings would be held with the client to assess what areas the client is interested in, what the client is looking for, and what expectations the client has. ○ The students would compile and analyze the data collected from the surveys they develop and provide data-driven managerial recommendations to the Board based on their findings. • The steps for this class to do this project during the semester are as follows: <ul style="list-style-type: none"> ○ Within a week of the students picking the project, students will meet with the client. ○ One week later the students will get with the client with their research goals and objectives and make sure 	

	<p>everyone is on the same page.</p> <ul style="list-style-type: none"> ○ One month later the client will get a draft of the survey to review. ○ At the end of the semester, the students will give the client a written report, do an oral presentation, and answer questions. 	<ul style="list-style-type: none"> ● It was suggested that the MAX Board members make an outline of what needs to be worked on for the upcoming semester. <ul style="list-style-type: none"> ○ Dr. Hill offered to get survey information from his graduate students who may have done surveys before. After compiling this information, he could give it to the Board for review. This information could be used to develop the broad categories. ● The MAX Board agreed to have Dr. Field’s class do the research project.
<p>5. Teacher Representative Report</p>	<p>Tiffany Hue, Upper School English Language Arts teacher, reported on the following:</p> <p><u>Lower & Middle School</u></p> <ul style="list-style-type: none"> ● Mrs. R. Walker...1st and 2nd Grade <ul style="list-style-type: none"> ○ Through the Jindal Foundation, Mrs. Walker’s class was awarded a Promethean board. <ul style="list-style-type: none"> ▪ The students have been enjoying the interactive activities that they are getting to do on the board. ▪ Mrs. Walker feels that class participation and student focus have increased through the use of the board during lesson instruction. ● Mrs. L. Scott...2nd and 3rd Grade <ul style="list-style-type: none"> ○ Mrs. Scott’s students are currently learning about <i>cause</i> and <i>effect</i> within a story. <ul style="list-style-type: none"> ▪ The students enjoyed reading “The Day Jimmy’s Boa Ate the Wash” while focusing on this skill. ○ The 3rd graders are moving from multiplication to division this week while the 2nd graders are focusing in on money. ○ In 2nd grade social living, the students are working on land forms this week. ● Mrs. J. Domangue...4th and 5th Grade <ul style="list-style-type: none"> ○ Mrs. Domangue’s class is working on r-controlled vowel sounds. ○ The 4th graders are concentrating on writing complete but more interesting sentences and paragraphs using subject describers and predicate expanders. <ul style="list-style-type: none"> ▪ They are also focusing on compare and contrast comprehension skills. ▪ In social studies the students are moving into the Southern Gulf Region and are excited to learn more about the region in which they live. ○ The 5th grade students are working on old comprehension skills – <i>who</i>, <i>what</i>, <i>when</i>, <i>where</i>, and <i>why</i>. <ul style="list-style-type: none"> ▪ In social studies they are learning about European 	<p>Mrs. Walker invited the Board members to stop by her room and see the board in action.</p>

	<p style="text-align: center;">colonies and how our country began.</p> <p><u>Upper School (6th, 7th, 8th)</u></p> <ul style="list-style-type: none"> • Mathematics Ms. R. Deroche <ul style="list-style-type: none"> ○ Groups and centers are well underway. ○ The students are learning their math facts to try to win the math competition for the school. ○ Students are also working on LEAP and iLEAP/PARCC practice. • Science Mr. P. Smitko <ul style="list-style-type: none"> ○ The 6th graders are learning about the periodic table of the elements – how to use it and how to read it. ○ The 7th graders are learning about the skeletal and muscle groups – how they work and what they are composed of. ○ The 8th graders are learning about climate zones and biomes. They are learning the characteristics of each. • Social Studies Mrs. H. Salmon <ul style="list-style-type: none"> ○ The 6th graders are learning about the early River Valley civilizations. ○ The 7th graders are learning about the American Revolution. ○ The 8th graders are learning about Economics. • <u>Other News</u> <ul style="list-style-type: none"> ○ The Stanford Achievement Test data was recently analyzed. Based on student performance, the teachers met to determine what specific skills the students needed to be focusing on in small groups. ○ On Friday, November 7th, Gator Gala, which awards students who have met behavior expectations, will be held. ○ Scholar Dollars, a positive reinforcement motivational incentive that awards students who excel academically and/or who put forth effort, has been implemented. 	
<p>6. Board & Standing Committee Reports</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the September 2014 financial statements. • B. Aucoin went over the financials. <p>Upon the recommendation of Director L. Musson, B. Aucoin researched the teacher pay system/scale as it relates to years of service and longevity. According to the treasurer--</p> <ul style="list-style-type: none"> • As long as the teacher did not receive a Compass rating of 	

Ineffective, he/she would be eligible for a slight increase in pay—a raise.

- The cost of doing this for this school year was estimated to be approximately **\$8,600**.

B. Aucoin asked if anyone knew what would happen if someone had an *Ineffective* rating one year and the following year had an *Effective* rating. “What happens to the year that was rated *Ineffective*?” B. Aucoin seemed to think they would lose that year’s increase.

Grant Report:

S. Bourg reported on the following:

- The first quarter (July 1st through September 30th) Reimbursement Requests and Periodic Expense Reports have been submitted and approved. The following payments were received:

Funds	1st Quarter	Payment Received
IDEAB	\$ 7,348.00	10/24/2014
Title I	\$ 1,239.00	10/21/2014
Title II	\$ 194.00	10/24/2014
IDEAB HRP	\$ 5,591.00	Pending
TOTALS	\$ 14,372.00	

- The application for Education Excellence Funds was approved on 10/27/14 (**\$2,024 allocation**). Funds will be used to defray the cost of the Numeracy Coach/Teacher.
- S. Bourg is currently working with a NSU student in a grant writing course. They are presently in the process of working on grant applications for Promethean Boards.
- SRSA Grant allocation of **\$15,000** was approved. Funds are to be used for technology updates.
 - The official request for Board approval to purchase updated firewall and Internet accessibility and a school server and antivirus will be made in the Director’s Report.

Building Committee:

- B. Aucoin got a name from A&H for someone to do the floors. He contacted the person but has not heard from him. He got more names from A&H and will call.
- Problem with hinge needs to be checked.

A motion was made by B. Broussard, seconded by K. Chauvin, to accept the treasurer’s recommendation of a salary increase for a MAX teacher based on years of service and longevity and a Compass rating of *Effective* and above. This would take effect only this year, and it will be revisited next year... Motion was passed unanimously.

No one knew the answer to the question posed, and so the matter will have to be researched.

Personnel and Policy Committee:

None

Public Relations Report: (See Attached Copy.)

B. Broussard reported on the following:

- October was **Dyslexia Awareness Month**. Students and teachers celebrated this month with various activities.
- **Friday, October 3, 2014** – MAX Board members received copies via e-mail of four (4) documents from LAPCS Legal Director Sarah Vandergriff.
- **Saturday, October 4, 2014** – The annual “Junk in Your Trunk” Parking Lot Fundraiser was held.
- **October 2014 *What Now Magazine*** included a picture of MAX Director Linda Musson and Dr. & Mrs. Bruce Murphy. The issue also included an article on the “Junk in Your Trunk” Fundraiser.
- **Wednesday, October 8, 2014** – MAX Board members received a copy via e-mail of the LAPCS Newsletter that briefly discussed the legal battles that charter schools are facing.
- **Wednesday, October 8, 2014**
 - MAX Board members received a forwarded flyer via e-mail from the LDOE on the Ebola Virus.
 - MAX Charter School participated in a **Raising Cane’s Fundraiser** in Thibodaux and in Houma from 4:00 P.M. to 8:00 P.M. The school received 15% of the sales from those who mentioned MAX Charter School when they ordered.
- **Thursday, October 16, 2014** – MAX Board members received a forwarded copy via e-mail of a LAPCS newsletter that contained updates of the law suits and information pertinent to **Bulletin 741** (Emergency Planning and Procedures/Quarantines, etc.) and to **Bulletin 135** (Health and Safety/Communicable Disease Control.)
- **Friday, October 17, 2014**
 - Former MAX Student Ian Duplantis, together with his parents Mel and Nancy Duplantis, spoke with Upper School students to encourage them to do their best.
 - Volunteers from the Thibodaux Fire Department presented a fire safety lesson to MAX 1st, 2nd and 3rd graders.
 - The MAX Charter School Student Council sponsored a **Fall Masquerade Dance** for Upper School students from 6:30 P.M. to 9:30 P.M. in the Plantation Suite of the Nicholls Student Union.
- **Tuesday, October 21, 2014** – Dr. Cleve Hill attended the **7th Annual LAPCS Conference – 7th Inning Stretch:**

Dr. Hill gave a brief description of what the conference covered. The person giving the presentation was to send the power point of the

	<p>Charter*Choice*Change at the Crowne Plaza Executive Center, 4728 Constitution Avenue in Baton Rouge.</p> <ul style="list-style-type: none"> • <u>Thursday, October 23, 2014</u> – Thibodaux Regional Medical Center presented a special Health-Fitness Program to MAX 6th graders. • <u>Saturday, October 25, 2014</u> – MAX Board members were notified via e-mail of the upcoming visit of Congressman Bill Cassidy. • <u>Monday, October 27, 2014</u> – In conjunction with October: Dyslexia Awareness Month, Congressman Bill Cassidy and members of his staff visited MAX and spoke with school personnel, Board members, and parents. He also toured the school and visited with the students for a short period of time. Pictures were taken and shared with the media and Congressman Cassidy’s office. Reporter Chris Leblanc from <i>The Courier</i> was present for the roundtable discussion. • <u>Tuesday, October 28, 2014</u> – Family Fun Night ... Pictures were taken and sent to the media. • <u>Thursday, October 30, 2014</u> – MAX Board members received the latest LAPCS newsletter through a forwarded e-mail. The newsletter contained information and access to previously recorded trainings and information on registering for an upcoming webinar by Patrick Walsh on Wednesday, November 12, 2014, from noon-1:00 P.M. • <u>Friday, October 31, 2014</u> – MAX Board members received a notice via forwarded e-mail from LAPCS and Louisiana Appleseed training scheduled for Wednesday, November 12, 2014, from 8:00 A.M. to 10:00 A.M. at the Baton Rouge law offices of Adams and Reese, Chase North Tower, 450 Laurel St., Suite 1900. • <u>Week of October 26-October 31: Red Ribbon Week</u> – MAX students participated in various activities to celebrate this special week. 	<p>presentation to Dr. Hill, but as of yet, he has not received it. When he receives this, he will share with the Board.</p>
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • MAX has received computer technology quotes for Internet service. <ul style="list-style-type: none"> ○ Internet accessibility and firewall - \$2,639.00 equipment and labor. ○ Server, backup and storage \$8,064.00 labor and licenses. • A request to pay for this with the monies from the SRSA grant was made. <ul style="list-style-type: none"> ○ Dr. C. Hill asked if the data would be stored in the Cloud. <ul style="list-style-type: none"> ▪ S. Bourg replied that storage would be on-site 	<p>A motion was made by Dr. C. Hill, seconded by B. Broussard, to go ahead with the purchase of the Internet accessibility and service, backup and storage with Computer Sales & Service ... Motion was passed unanimously.</p>

	<p>and backed up to the Cloud. S. Bourg agreed to look at other storage besides the Cloud.</p> <ul style="list-style-type: none"> • Charter 2 Lawsuits – LAPCS has requested that each charter school give the amount of one child’s MFP to defray costs of the lawsuits. <ul style="list-style-type: none"> ○ B. Aucoin asked <i>who</i> was involved in the suits. <ul style="list-style-type: none"> ▪ L. Musson replied – LAE is suing all Charter 2 Schools, and Iberville Parish is suing Legacy vs Non-Legacy. • The school’s performance scores have been received. <ul style="list-style-type: none"> ○ MAX is still a D school but moved up 2.8 points and moved up in every category. ○ Patrick Walsh told Ms. Musson that moving forward—all charter schools will need to have at least a C grade for three (3) years running to keep their charter. <ul style="list-style-type: none"> ▪ B. Aucoin asked how close we were to a C. <ul style="list-style-type: none"> ❖ Ms. Musson replied the school has a 52.8 and needs at least an 80. • 2015 Testing Dates are the following: <ul style="list-style-type: none"> ○ February 27, 2015 – Grade 4, NEAP ○ March 10, 2015-Grade 8, EXPLORE ○ Phase I – PARCC-ELA/Math- (PBA) ○ March 16-20, 2015 – Grades 3-8 (PARCC) ○ March 23-24, 2015 – Make-Up (PBA) • LEAP/iLEAP <ul style="list-style-type: none"> ○ April 14-15, 2015 Grades 3-8 Science and Social Studies • PHASE II (EOY) <ul style="list-style-type: none"> ○ May 4-8, 2015 – Grades 3-8 ○ Make-Up – May 11-12, 2015 • Max students will be attending the Veterans Day activity at NSU. • MAX will be attending the Job Fair on November 17, 2014, at NSU, Plantation Suite from 8:30 A.M. to 11:30 A.M. • A Charter 2 Leadership Meeting will be held on November 13, 2014, in Lafayette. Some members of the MAX School will be attending. <p>December 18, 2014, will be the Christmas play at 7:00 P.M.</p> <p>Parent Committee Report: Angela Smith reported on the following:</p> <ul style="list-style-type: none"> • Members are working on the mail-out for the March 7th Race. • The request for a license for the raffle has been sent. • Raffle tickets should be ready before the Thanksgiving 	<p>No action was taken at this time.</p>
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	<p>break.</p> <ul style="list-style-type: none"> • The Race name has been changed to “Race for their Future 5K and Race Fest.” • The only thing that will be changed on the Race letter will be adding the number of students in the various parishes. 	
8. Other Business	<ul style="list-style-type: none"> • Dr. C. Hill informed the 102 Group that the Board has approved their proposal and to send the proposal to K. Chauvin for signing, which she has done and returned. <ul style="list-style-type: none"> ▪ L. Musson sent the January 2015 date to the 102 Group. • L. Musson reported on the “Read Aloud” status. <ul style="list-style-type: none"> ○ The entire test can be read aloud, but the school will need to fill out information with documented data from a reputable source to be able to read the English language part. ▪ Teachers are presently working on getting data necessary for the students who will qualify. 	
9. Motion to Go Into Executive Session	None needed.	
10. Announcements	<ul style="list-style-type: none"> • The Bistro Dinner will be held on Thursday, November 20th. • The next Board meeting is scheduled for Thursday, December 4, 2014. 	
11. Adjournment	The meeting adjourned at 10:45A.M.	Motion made by K. Chauvin, seconded by Dr. A. Hebert, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: December 6, 2014

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Andrea Bollinger-Giardina, Holly Crawford, Angela Smith, and Michelle Strawser

Also present were Linda Musson, Rebecca Walker (in and out), Warren Triche (arrived at 9:27), Catherine McLain, Kristen McLain, and Janice Fabregas who took the minutes.

Absent: Karen Chauvin, Dr. Angelle Hebert, Dr. Cleve Hill, and Dr. Steve Welsh

Note: Reporter Jacob Batte and Photographer Abby Tabor from *The Courier/Daily Comet* were also present. MAX Business Manager Suzy Bourg was unable to attend.

AGENDA	RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.
3. Approval of the Minutes	The Minutes of November 6, 2014, were presented. The Minutes of November 6, 2014, were approved as presented.
4. Board Training	<ul style="list-style-type: none"> • Boo Broussard had no specific training to discuss but reminded the Board members that most training programs/webinars are recorded and can be obtained through the <i>LAPCS Newsletter</i> which she plans to send out to Board members when recordings are available or important information is presented. • While waiting for the teacher representative to arrive, Dr. A. Davis took advantage of the opportunity to speak. <ul style="list-style-type: none"> ○ He introduced Reporter Jacob Batte from <i>The Courier/Daily Comet</i>. Mr. Batte plans to write an article on the continuing partnership/close affiliation of MAX Charter School and Nicholls State University. ○ He thanked Jake and Andie Giardina for the Bistro Dinner given for the MAX Charter School Board members and school faculty.
5. Teacher Representative Report	<p>Lori Scott, 2nd and 3rd Grade Teacher, reported on the following:</p> <p><u>Lower & Middle School</u></p> <ul style="list-style-type: none"> • Mrs. R. Walker...1st and 2nd Grade <ul style="list-style-type: none"> ○ Mrs. Walker’s students are working on writing paragraphs. ○ They are also reading on-level text and identifying the main idea of the passages. ○ The students are excited about the new school-wide Scholar Dollar System and are working very hard to earn dollars. • Mrs. L. Scott...2nd and 3rd Grade <ul style="list-style-type: none"> ○ Mrs. Scott’s students are currently working very hard to earn scholar dollars ○ In math, students are focused in on learning about fractions. ○ In reading, students are learning about making inferences and

are working very hard to complete Lexia levels.

- They are eagerly preparing for their part in the Christmas play—“Twelve Cajun Days of Christmas.”

- **Ms. C. Pellegrin...3rd & 4th Grade**

- Ms. Pellegrin’s students are learning about money.
- They are working on penmanship, are learning about comparing and contrasting, and have written some awesome compositions.
- They are also doing an outstanding job practicing for their part in the Christmas play—“A Cajun Christmas.”

- **Mrs. J. Domangue...4th and 5th Grade**

- Mrs. Domangue’s students are working on *r-controlled* vowel sounds
- They are continuing to focus on writing Scholar Dollar sentences and paragraphs.
- They are also concentrating on comprehension skills at this time.
- Overall, they are really seeing gains in reading and writing.

- **Mrs. A. Borne...4th & 5th Grade**

- Mrs. Borne’s students are working hard on fractions and algebraic equations.
- They are trying hard to beat their scores on their fact fluency skills and Aimsweb.

Upper School (6th, 7th, 8th)

- **Mathematics Ms. R. Deroche**

- The students are continuing to work very hard preparing for the state tests.
- Her 8th graders are also preparing for the upcoming Christmas play skit “Duck Dynasty.”

- **Science Mr. P. Smitko**

- The 6th graders are learning about earthquakes and volcanoes.
- The 7th graders are learning about infectious and non-infectious diseases, bacteria, and viruses.
- The 8th graders are learning about erosion and weathering.

- **Social Studies Mrs. H. Salmon**

- The 6th graders are learning about Ancient China.
- The 7th graders are learning about the U.S. Constitution.
- The 8th graders are learning about the powers of government.
- All classes are also continuing to work on document-based writing.

- **English Language Arts (ELA) Mrs. T. Hue**

- The students are continuing to work on writing and proofreading through daily editing practice.
- Students are currently working on a book project which will

	include a presentation component.	
<p>6. Board & Standing Committee Reports</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the October 2014 financial statements. • B. Aucoin went over the financials. • B. Aucoin stated that a copy of the audited financial statements, sent to the Board members in December by e-mail, has been sent to KPMG to complete the <i>Form 990</i> for 2014. • At this time, Dr. A. Davis commented that <u>finances</u> play a big part in the renewals and extensions of Charter School contracts. <ul style="list-style-type: none"> ○ He informed the Board that he had attended the BESE committee meeting where the contract for MAX Charter School was recommended for renewal for another three (3) years. ○ He explained to the Board members the difference between extended charters and renewals. <ul style="list-style-type: none"> ▪ An extension is usually good for a year and is a subjective judgment by the Department of Education that a school needs more time to get things in order. ▪ A renewal is subject to law. The law describes what a school has to do and what it has to accomplish to continue to exist. ○ Dr. Davis also informed the Board that the differences in Type 2 charter schools as opposed to Type 5 charters were discussed. <ul style="list-style-type: none"> ▪ L. Musson asked if they had discussed the difference between an alternative school and a regular charter school since MAX is the only alternative school in the state. <ul style="list-style-type: none"> ➤ Dr. A. Davis said the subject was brought up and discussed briefly. ➤ He mentioned that the school would have to maintain a grade for three (3) years before getting the renewal time changed to more years. <p>Grant Report:No report</p> <p>Building Committee:</p> <ul style="list-style-type: none"> • B. Aucoin has contacted two (2) more contractors but has not heard anything yet. • L. Musson advised that a plumber was needed. <p>Personnel and Policy Committee: (See Treasurer’s Report.)</p> <ul style="list-style-type: none"> • Dr. A. Davis gave his report following the Treasurer’s Report. 	

Public Relations Report: (See Attached Copy.)

B. Broussard reported on the following November events:

- **November 2014** *What Now Magazine* published a picture of MAX Charter School's October 4, 2014, "Junk in Your Truck" Parking Lot Fundraiser.
- **November 3rd-18th** – The MAX Student Council held its annual **Food Bank Drive**.
- **November 5th** – Chantell Pepper from the Houma-Terrebonne Chamber of Commerce verified directory information from MAX Charter School for the publication of its upcoming **2015 Business & Community Guide** to increase the school's visibility and exposure in this area.
- **November 11th** – MAX students participated in a **Veterans Day Ceremony** at Nicholls State University. Pictures were taken.
 - A picture of MAX students with Dr. Bruce Murphy was published in NSU's *The Inside Newsletter*.
 - Ben Jones Jr. of *What Now Magazine* has plans to publish a Veterans Day picture of MAX students in the December edition of his magazine.
- **November 12th** – **Webinar: Standardized Testing and the Board's Responsibility** took place from noon-1:00 P.M.
- **November 13th** – A **Type 2 Charter Leadership Meeting** was held in Lafayette. MAX Director Ms. L. Musson and Master Teacher Mrs. Rebecca Walker attended.
- **November 14th** – Board members received a forwarded copy via e-mail of the *LAPCS Newsletter* that focused on the on-going Type 2 Charter Litigation.
 - The newsletter contained important updated information on the lawsuits.
 - The newsletter also asked participating LAPCS member schools "to consider showing its support by donating to LAPCS's Legal Defense Fund to help offset any legal costs incurred by LAPCS in defending against these two lawsuits."
- **November 15th** – Board members received another update – this time on Judge Field's decision – which denied the requests to strip thirty-three (33) charter schools of their MFP funding at this time.
 - A trial date is set for Friday, December 5th, on the substance of both cases filed by the Louisiana Association of Educators and Iberville Parish School Board against the Louisiana State BESE and the State Department of Education".
- **November 17th** – MAX Charter School participated in the **NSU Job Fair**. Representing the school were school psychologist Ms. Tiffany Quick and second/third grade teacher Mrs. Lori Scott.
- **November 19th** –
 - Board members received a copy via e-mail of Dr. Cleve Hill's students' recommendations to support Dr. J. Field's students in their marketing task for developing a Parent/Stakeholder

	<p>Survey for the MAX.</p> <ul style="list-style-type: none"> ○ The MAX Upper School students (6th, 7th and 8th) attended a Thanksgiving lunch in the cafeteria at NSU. ● November 20th – MAX Charter School faculty and staff, together with personnel from Nicholls State University and members of the Giardina family, were invited to “A Night at the Bistro” hosted by Jake and Andie Giardina. ● November 21st – MAX Lower and Middle School students (1st-5th) attended a Thanksgiving lunch at NSU. ● November 24th – Thanksgiving holidays began. Students returned to school on Monday, December 1, 2014. ● November 29th – Board members were sent a forwarded e-mail received from RSDigest reminding them of the BESE committee meeting on Tuesday, December 2, 2014, at 10:00 A.M. Members were directed to go to the seventh bullet and find School Innovation and Turnaround Committee – BESE-authorized charter extensions and renewals. MAX Charter was recommended for an extension of an additional three (3) years. <ul style="list-style-type: none"> ○ Pages 59-63 contained MAX’s School Performance Report. ● During her report B. Broussard introduced photographer for <i>The Courier</i> Abby Tabor, who arrived to take pictures of the MAX students to accompany Jacob Batte’s article. ● She also brought up the subject of fewer pictures being sent to the newspapers for publication. She attributed this to the fact that more parents are requesting that their child/ children not be photographed, and this presents a problem when group pictures are taken with these children in them. 	
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> ● Story teller Reagan Creppel from Thibodaux Regional Hospital visited the school on Wednesday, December 3rd. She read <i>The Cajun Night Before Christmas</i> to the students and talked about the wetlands. ● On December 12, 2014, First Lady Suprya Jindal will visit the school between 12:15-1:15 P.M. Board members and parents are invited to attend. ● L. Musson had a telephone conversation with Kristin Moody with the 102 Group. Representatives will be visiting the school on January 13th & 14th to evaluate Ms. Musson and the school. <ul style="list-style-type: none"> ○ Ms. Moody plans to call back on December 16 to have another conversation concerning assessment, <i>SLT</i>’s, state scores, and goals for the school. She will, also, inquire about various soft skills like manners, patriotism, etc. and how they are measured. ○ The representatives would like to interview a student focus group (former and new students) and a parent focus group (parents of present students and previous students). 	

	<ul style="list-style-type: none"> The annual Christmas play, <i>A Louisiana Christmas</i>, will be held at NSU in Peltier Hall on December 18th at 7:00 P.M. <p>Parent Committee Report: PTA President Angela Smith reported on the following:</p> <ul style="list-style-type: none"> Members are working on the final copy of the Race letter. As soon as this is approved, it will be sent to the printer. The committee has added a \$10,000 Diamond Sponsor, the official sponsor of the event. The event will have a new venue and an extended time. <ul style="list-style-type: none"> More events are being added this year. Raffle tickets (\$5.00) are ready and will go out before Christmas. 	
<p>8. Other Business</p>	<ul style="list-style-type: none"> B. Broussard asked about the possibility of making a monetary donation—as requested by the LAPCS to its Legal Defense Fund to help defray any legal costs incurred by LAPCS in defending against the two on-going lawsuits targeting Type 2 Charter Schools. <ul style="list-style-type: none"> J. Giardina wanted to know what funds would be cut or are available to send a contribution, and a brief discussion took place. H. Crawford asked about the Read Aloud Campaign. <ul style="list-style-type: none"> On May 5th, 2014, Director L. Musson and Board members H. Crawford, Dr. C. Hill, K. Chauvin, and B. Broussard met regarding the Read Aloud Campaign and sent a resolution to the appropriate parties. Mrs. Crawford wanted to know how this is going to work for the students. <ul style="list-style-type: none"> Ms. Musson replied that the students that have “Test Read Aloud” on their IEP or IAP plan would require documentation to support this (outside evaluations, school evaluations.) This documentation would have to be attached to the plan and submitted to the state for approval. 	<ul style="list-style-type: none"> J. Giardina felt that this matter should be put on hold for the time being, and all members agreed.
<p>9. Motion to Go Into Executive Session</p>	<p>None needed.</p>	
<p>10. Announcements</p>	<p>Our Next Board Meeting: January 8, 2015, the second Thursday of January due to holidays.</p>	
<p>11. Adjournment</p>	<p>The meeting adjourned at 10:07 A.M.</p>	<p>Motion made by B. Aucoin, seconded by M. Strawser, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: January 8, 2015

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Dr. Cleveland Hill, Angela Smith, and Michelle Strawser

Also present were: Linda Musson, Suzy Bourg, Rebecca Walker, Warren Triche (9:18) , and Janice Fabregas who took the minutes.

Absent: Karen Chauvin, Dr. Angelle Hebert, Dr. Steve Welsh, Andrea Bollinger-Giardina, and Holly Crawford

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:05 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of December 4, 2014, were presented.	The Minutes of December 4, 2014, were approved as presented.
4. Board Training	None	
5. Teacher Representative Report	<p>Judith Domangue, 4th & 5th Grade ELA and Social Studies Teacher, reported on the following:</p> <p><u>Lower & Middle School</u></p> <ul style="list-style-type: none"> • Mrs. R. Walker...1st and 2nd Grade <ul style="list-style-type: none"> ○ Mrs. Walker’s students are working to finish writing their paragraphs about what it would be like if they would be trapped in a snow globe. ○ They are also working hard to meet their goals in Lexia and Math-U-See. • Mrs. L. Scott...2nd and 3rd Grade <ul style="list-style-type: none"> ○ Mrs. Scott’s students are learning about time in math. ○ In reading, they are working on making inferences. ○ The students are getting better and better at writing paragraphs. • Ms. C. Pellegrin...3rd & 4th Grade <ul style="list-style-type: none"> ○ Ms. Pellegrin’s 3rd/4th grade students are learning about money. ○ They are doing well in reading. Oral reading fluency is improving, and students are showing improvement in comprehension. ○ They will begin a new writing assignment next week that should be fun as students will select a stuffed animal and write an adventure involving themselves and their animal. • Mrs. J. Domangue...4th & 5th Grade ELA & Social Studies <ul style="list-style-type: none"> ○ Mrs. Domangue’s students are concentrating on 	

	<p>writing multi-paragraph responses to text-related questions.</p> <ul style="list-style-type: none"> ○ They continue to work toward improving reading and spelling goals through word syllabication and breaking words into parts for comprehension and fluency. ○ In social studies, the 4th graders are moving to the Midwest region states, and the 5th graders are beginning the American Revolution. <p><u>Upper School (6th, 7th, 8th)</u></p> <ul style="list-style-type: none"> • English Language Arts (ELA) Mrs. T. Hue • Mathematics Mrs. R. Derocher <ul style="list-style-type: none"> ○ The focus is turning to incorporating more writing tasks and practice with PARCC-like reading and responding items. • Science Mr. P. Smitko <ul style="list-style-type: none"> ○ The 6th graders are learning about what causes the weather and how our climates are affected by it. ○ The 7th graders are learning about the different biomes of the world. ○ The 8th graders are learning about wave erosion, shorelines, and ocean wave action. • Social Studies Mrs. H. Salmon <ul style="list-style-type: none"> ○ The 6th graders are learning about ancient Chinese inventions. ○ The 7th graders are learning about the three branches of government on the federal level. ○ The 8th graders are learning about the three branches of government on the state level. 									
<p>6. Board & Standing Committee Reports</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the November 2014 financial statements. • B. Aucoin went over the financials. <p>Grant Report: S. Bourg reported on the following: The second quarter for federal funds ended 12/31/2014. Reimbursement requests in the following amounts were submitted to the DOE via EGMS on 1/7/15 and approved today:</p> <table data-bbox="571 1429 945 1559"> <tr> <td>Title I</td> <td>\$ 4,563</td> </tr> <tr> <td>Title II</td> <td>\$ 544</td> </tr> <tr> <td>IDEAB</td> <td><u>\$ 6,899</u></td> </tr> <tr> <td>Total</td> <td>\$12,006</td> </tr> </table>	Title I	\$ 4,563	Title II	\$ 544	IDEAB	<u>\$ 6,899</u>	Total	\$12,006	
Title I	\$ 4,563									
Title II	\$ 544									
IDEAB	<u>\$ 6,899</u>									
Total	\$12,006									

Building Committee:

- B. Aucoin reported that he attempted to have the new flooring put in during the break, but the tiles were lost in shipment, and so tiles had to be reshipped.

Personnel and Policy Committee:

- Dr. A. Davis reported he had spoken to Dr. J. Field about the proposed MAX project/study, and Dr. Field felt that the students he would be getting in the spring semester would not be able to do the study to meet the standards the Board is expecting.
- B. Broussard asked Dr. Davis if he had heard anything from Nicholls regarding the affiliation agreement.
- L. Musson asked **who** was/is in charge of making the changes to the *MOU* for the items that need to be updated.

Public Relations Report: (See Attached Copy.)

B. Broussard reported on the following:

- **December 2014** – Two (2) pictures of MAX Charter School were published in the *What Now Magazine* in its FLASHBACK section.
- **December 2, 2014** – Dr. Al Davis attended the BESE committee meeting in Baton Rouge where MAX Charter School’s charter was recommended for approval for an additional three (3) years – through 2017, its ten-year anniversary.
- **December 3, 2014** – Mrs. Reagan Creppel, a volunteer from Thibodaux Regional Hospital, paid a special visit to MAX to read the book “Cajun Night Before Christmas” to the students.
- **December 5, 2014** – E-mail notices about the upcoming visit of First Lady Supriya Jindal to MAX Charter School were sent to all local media. A second reminder was sent out on Tuesday, December 9, 2014.
- **December 6, 2014** – A front-page article entitled **“Dyslexia School’s Charter Renewed for Three**

- B. Aucoin will contact the company once again to see if anyone can install the tiles during Mardi Gras week.

- Dr. Field has decided to contribute his time to do the study himself. Dr. Davis will be meeting with Dr. Field to get ideas on how to proceed. Tentative plans are to start by surveying families of the students who have left the school to see how well the students are doing and what they think about the students coming from the MAX Charter School.

- Dr. Davis replied that he had not heard anything as of yet and suggested that K. Chauvin will be speaking to the president of Nicholls State University about this. (Karen was not present at this meeting.)

- Dr. Davis suggested that L. Musson note changes to the *MOU* and present it to the Board at the next Board meeting in February. After it is revised, it should be submitted to the Chief of Staff at NSU— Alex Arceneaux.
 - Ms. Musson suggested that she would try to get a small committee to work on the changes to the *MOU* to include L. Musson, K. Chauvin, B. Broussard, Dr. C. Hill, Dr. A. Davis, and R. Walker. It was unclear if this could be arranged before the February meeting.

- B. Broussard expressed concern about the accuracy of the information presented in the article when it stated “...School officials

Years” was published in *The Courier*. The article was written by Jacob Batte, and the picture was taken by Abby Tabor.

- Dr. A. Davis and R. Walker were interviewed by *The Courier* for this article.

- **December 8, 2014** – The *November/December 2014 Dyslexia Newsletter* featured MAX Charter School students for its “Students in the Spotlight” article. The article also contained a mentoring update – another “closer affiliation” endeavor between MAX and NSU.

- **December 11, 2014** –

- MAX Board members received an e-mail reminder about First Lady Supriya Jindal’s visit scheduled from 12:15 PM – 1:15 PM.
- Publicity on the upcoming Christmas play began in the local newspapers under “Calendar of Events”.

- **December 12, 2014** – First Lady Supriya Jindal, escorted by members of her staff, visited MAX Charter School and spent some valuable time with the first and second grade students in Mrs. R. Walker’s classroom.

- Using the Promethean Board recently awarded/donated to the school by the *Supriya Jindal Foundation for Louisiana’s Children*, Mrs. Jindal immediately connected with the children, and she and a few members of her staff answered multiple-choice science/math-related questions and played games with them.
- Mrs. Jindal posed for pictures with the entire class and with the administrators and gave the children various gifts to commemorate her visit.
- Students Cameren Deroche (1st) and Hayden Bourg (2nd), on behalf of the school and their class, presented Mrs. Jindal with a few special gifts:
 - A handmade *Thank You* card of appreciation with their names within and the words, “We love our new board”
 - A MAX Charter School apple container with candy mints
 - A small alligator skin coin purse.

- **December 14, 2014** – On the same day of First Lady Supriya Jindal’s visit and after witnessing firsthand the educational benefits and enthusiastic responses from the students who interacted with the instructor using the Promethean Board, Mrs. Louise “Lou” Ledet and her husband Dane Ledet (grandparents to MAX second grader Hayden Bourg and parents of Hayden’s mom

are set to extend their agreement with Nicholls State University, granting more administrative control to the college...The agreement would...allow the director to focus on the activities of the school rather than external issues that are time consuming.”

- J. Giardina attempted to allay these concerns and L. Musson’s vocalized comment of feeling “inadequate” and cited specific instances where his own words were often taken out of context by reporters.

	<p>Wendie Darcey) donated another Promethean Board to MAX Charter School. Pictures were taken of the family members present with Director L. Musson and sent to the media for publication.</p> <ul style="list-style-type: none"> • <u>December 13, 2014</u> – A picture of First Lady Supriya Jindal teaching MAX first and second graders “about the physical states of matter using a Promethean interactive whiteboard” appeared in <i>The Courier</i>. • <u>December 17, 2014</u> – A picture of First Lady Supriya Jindal clarifying the differences among solids, liquids, and gases and explaining why mathematics and science are so important appeared in <i>The Times</i>. • <u>December 18, 2014</u> – MAX Charter School held its annual Christmas play production “A Louisiana Christmas” in Peltier Auditorium on the Nicholls State University campus. The play was a huge success, and the auditorium was filled to capacity. • <u>December 19, 2014</u> – The Christmas holidays began at the end of the day. Students returned to school on Monday, January 5, 2015. 	
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The official renewal approval of MAX Charter School for three (3) more years has been received from BESE. • The MAX Christmas play was held on December 18th with over 600 people in attendance. The profit before expenses is \$3,050.00. • Funds for two (2) additional Promethean Boards were donated by the grandparents/ parents of a MAX Charter School student. (See PR report for names.) <ul style="list-style-type: none"> ○ <u>J. Giardina asked</u>, “What is more adaptable for the school: iPads or Promethean Boards?” ○ <u>L. Musson replied</u> Promethean Boards because they are interactive for students and teachers. ○ <u>B. Aucoin asked</u>, “What is the total cost for a Promethean Board?” ○ <u>S. Bourg replied</u> \$4,000 for Promethean Board with computer and installation. • L. Musson reported that the computer server is now installed and working. • The school evaluation by the 102 Group will be held on January 13th & 14th. This will include classroom observations and numerous interviews throughout the two-day site visit. Interviews are scheduled for the director/principal, various staff members, student focus groups (4th/5th grade...6th-8th grade), a parent focus group, and a teacher and/or academic steering committee 	<ul style="list-style-type: none"> • A debriefing report will be given to L. Musson and MAX Board president K. Chauvin after the two- day evaluation has been completed.

	<p>focus group.</p> <ul style="list-style-type: none"> • Parent/Teacher Conferences and Professional Development (AXI) will be held on Friday, January 16, 2015. <ul style="list-style-type: none"> ○ There will be other trainings (AXI Educational Solutions AXI) on Promethean Boards for the MAX staff. • School will be closed on Monday, January 19, 2015, to commemorate the Martin Luther King, Jr. holiday. • The SDOE meeting concerning testing will be in New Orleans on Friday, January 23, 2015. • The <i>Raising Cane's</i> Fundraiser will be held on Wednesday, January 28, 2015. • An Upper School Winter Dance will be held on Friday, January 30, 2015. • Dianne Savoie's memorial sculpture is almost complete, and a date will be set for the dedication. <p>Parent Committee Report: Angela Smith reported on the following:</p> <ul style="list-style-type: none"> • The PTA did a tremendous amount of work on the MAX Christmas play, a huge success. • The PTA is presently working on the race details, getting permits, etc. • MAX raffle tickets, located on the conference table, are available at \$5.00 each. Drawing will be Saturday, March 7, 2015, and the winner does not have to be present to win. 	<ul style="list-style-type: none"> • Note: AXI's sole focus is improving teaching and learning outcomes utilizing innovative professional development with interactive technology and digital curriculum. <p>Please consider purchasing tickets today. The prizes are phenomenal—including a chance to win a Walt Disney World vacation trip valued at up to \$5,000.00 and themed gift baskets valued at approximately \$200.00 each.</p>
8. Other Business	None	
9. Motion to Go Into Executive Session	None needed.	
10. Announcements	<ul style="list-style-type: none"> • Our Next Board Meeting: February 5, 2015. • MAX raffle tickets are available at \$5.00 each. Drawing will be Saturday, March 7, 2015. 	
11. Adjournment	The meeting adjourned at 9:50 A.M.	Motion made by B. Aucoin, seconded by M. Strawser, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: February 5, 2015

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Angelle Hebert (left 11:09), Dr. Albert Davis, Dr. Cleveland Hill, Holly Crawford, Angela Smith, and Michelle Strawser

Also present were: Linda Musson, Suzy Bourg, Rebecca Walker, Warren Triche (9:30), Catherine McLain (left 11:09), and Janice Fabregas who took the minutes.

Absent: Andre “Andie” Bollinger-Giardina **NOTE:** Dr. Steve Welsh resigned—Effective February 4, 2015

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of January 8, 2015, were presented.	The Minutes of January 8, 2015, were approved as presented.
4. Board Training	<ul style="list-style-type: none"> • B. Broussard reported that three (3) Board-training webinars were held in January and information derived from each had been sent to Board members in the form of an audio recording or a power point. • More specific information on these trainings appears in the Public Relations Report contained in Agenda Item #6. 	B. Broussard recommended that the Board members listen in particular to the instructional webinar on “ Board Structure: A Guide to Bylaws, Officers, Committees, Responsibilities and More for Exceptional Charters ” because there were many things in it that could benefit The MAX Board.
5. Teacher Representative Report	<p>C. Pellegrin, 3rd & 4th Grade Teacher, reported on the following:</p> <p><u>Lower & Middle School</u></p> <ul style="list-style-type: none"> • Mrs. R. Walker... 1st and 2nd Grade <ul style="list-style-type: none"> ○ Mrs. Walker’s students have been working very hard. ○ The 2nd graders have been learning to multiply and divide. ○ The students have also been reading and responding to grade-level text. ○ They are also learning to write well-developed sentences and paragraphs. • Mrs. L. Scott ...2nd & 3rd Grade <ul style="list-style-type: none"> ○ Mrs. Scott’s students are currently learning about graphs. The students love collecting data and looking at the graphs. ○ In reading the students are learning about comparing and contrasting. ○ In social living the 2nd graders are learning about history. They are creating timelines as a home project. • Ms. C. Pellegrin ... 3rd & 4th Grade <ul style="list-style-type: none"> ○ Students are actively engaged in <i>Ready Common Core</i>. ○ Students have shown growth in decoding and word attack skills. ○ They are showing growth in oral reading ability and math facts. ○ The class is currently working on a compare-contrast writing 	

assignment.

- The science unit on rocks & minerals was just completed, and the social studies students are learning about the early settlement of Louisiana.
- The **Scholar Dollars** is highly successful in Ms. Pellegrin's classes as students are making a tremendous effort to achieve the dollars.
- **Mrs. A. Borne ...4th & 5th Grade Math & Science**
 - Students have been practicing *Ready Common Core*. The students are doing great as this is relating to material done in class previously.
- **Mrs. J. Domangue ... 4th & 5th Grade ELA & Social Studies**
 - Mrs. Domangue's students are invested in Common Core writing skills.
 - They continue to read and give constructive responses to text given.
 - Our priority is still encoding and decoding text, and we strive for both improvements in reading comprehension and in fluency.
 - In social studies classes,
 - The 4th graders are learning about the regions of America – their history and their contributions to our country.
 - The 5th graders are concentrating on the American Revolution.

Upper School (6th, 7th, 8th)


- **Mathematics Mrs. R. Durocher**
 - Students are working hard preparing for the state test.
 - They are using PARCC-released test items and *Ready Common Core*.
 - The **EXPLORE** Test is also coming up in March. This test will give the 8th graders a chance to see what an **ACT** test looks like and to get a first score.
- **Science Mr. P. Smitko**
 - Students in 6th grade science classes are learning about electricity and magnetism.
 - Students in 7th grade science class are learning about the parts of plants and how plants reproduce.
 - Students in 8th grade science class are learning about our sun and the different types of stars in the universe.
- **Social Studies Mrs. H. Salmon**
 - The 6th grade class is learning about Ancient Greece.
 - The 7th grade class is learning about our U.S. government.
 - The 8th grade class is learning about citizens' rights and the election process.

	<ul style="list-style-type: none"> ○ Next week the students will participate in MAX's Social Studies Fair. 	<ul style="list-style-type: none"> ● Dr. C. Hill asked what <i>Ready Common Core</i> was. <ul style="list-style-type: none"> ○ K. Chauvin replied that it was a curriculum supplement tied to Common Core. ○ L. Musson informed the Board that she had purchased sets of <i>Ready Common Core</i> for the teachers so that they could use it to re-enforce the common core standards and teach them more effectively.
<p>6. Board & Standing Committee Reports</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● B. Aucoin presented the December 2014 financial statements. ● B. Aucoin went over the financials. <p>A fairly lengthy discussion ensued on how the loss of even one student impacts the school funds.</p> <p>Also discussed were possible ways to increase the student population in the grades that have less students without having to increase classroom space at the school or adding new teachers.</p> <p>Grant Report:</p> <ul style="list-style-type: none"> ● S. Bourg reported that the school did get the server installed and the Internet accessibility has been changed. She is currently working on getting money back for these costs. ● Dr. C. Hill asked if the school was still receiving the E- rate. <ul style="list-style-type: none"> ○ S. Bourg replied that she is looking into this. <p>Building Committee:</p> <p>B. Aucoin reported that the work on the floors will begin on March 30th.</p> <p>Personnel and Policy Committee:</p> <p>Dr. A. Davis commented on the need for an annual review of the Board's bylaws and policies and asked that a review committee be formed for that purpose.</p>	<ul style="list-style-type: none"> ● Dr. C. Hill asked, "If the rate of loss remains constant for the foreseeable future, how much time before we exhaust the reserve funds?" ● B. Aucoin replied, "Approximately 10 years!" <p>After posing numerous scenarios to various grade levels, no one was able to come up with a desirable solution.</p> <ul style="list-style-type: none"> ● It was suggested that the initial meeting of this Ad Hoc Committee be scheduled for Wednesday, February 11, 2015, at 9:00 A.M. in the Board Room at MAX. The committee members at this point would be Dr. A. Davis, B. Broussard, and Dr. C. Hill. <ul style="list-style-type: none"> ○ The committee would be responsible for reviewing the bylaws and policies and adjusting or making recommendations to the MAX Board for approval. ○ This committee would attempt to set a regular time to meet each month in order to adhere to the Open Meetings Law by giving the public enough advance notice.

Public Relations Report: (See Attached Copy.)

B. Broussard reported on the following:

- **Monday, January 5, 2015** -Publicity began for the 2015-2016 Enrollment Period: Max Charter will be accepting enrollment applications for the 2015-2016 school year from January 7th through February 27th. The enrollment will be held on March 18, 2015, at 9:00 A.M. Parents interested should re-apply during this enrollment period. Applications forms are available online, at the school, and available for fax and/or mailing.
- **Saturday, January 10, 2015** -*The Courier* staff posed the question, “Would you support the creation of a charter school in Terrebonne Parish? Why or why not?” with its Facebook followers. The nine responses printed were pretty much evenly mixed. One response—that of April Moore Becnel- referred to MAX in an extremely positive manner.
- **Sunday, January 11, 2015** - *The Courier* staff had a front-page article entitled “Charter School Plans Unclear” that indicated an application to create a charter school in Terrebonne Parish had been recently withdrawn. Two Lafourche Parish charters – Bayou Community Academy and MAX Charter School were reported as having been deemed successful by state officials and rankings.
- **Tuesday & Wednesday, January 13 & 14, 2015** – The MAX Charter School “family” met with the *102 Group* representatives Kristen Moody & Nicole Tuttle, contracted by the MAX Charter School Board to evaluate the school and its programs.
- **Friday, January 16, 2015-**
 - MAX teachers held teacher/parent conferences related to report cards and student progress.
 - In the afternoon, teachers were involved with professional development training as it pertains/pertained to AXI.
- **Monday, January 19, 2015** – School was closed in honor of the Martin Luther King, Jr. holiday.
- **Tuesday, January 20, 2015** –
 - MAX Board members received a copy of the *LAPCS Newsletter* which contained notification of three (3) training webinars. Two were presented by **Bottom Line**, and one was given by **The Top Shelf**.
January 21, 2015... New Student Privacy Rules Webinar
January 22, 2015... Increased Renewal Standards Webinar
January 29, 2015...Board Structure: A Guide to Bylaws, Officers, Committees, Responsibilities and More for Exceptional Charters
 - MAX Charter received its new discount code for **Bottom Line** webinars...**BLSPRING15**.
- **Thursday & Friday, January 22 and 23, 2015** – MAX Chairman J. Giardina and MAX President K. Chauvin attended a two-day presentation in New Orleans at the New Orleans Center for Creative Arts (**NOCCA**) to listen to Ben Foss, author of *The Dyslexia*

	<p><i>Empowerment Plan</i>, and to Sam Goldstein, Ph.D., who together with Robert Brooks, Ph.D., authored <i>Raising Resilient Children</i>. What they learned will probably be shared with the MAX Board at its upcoming meeting.</p> <ul style="list-style-type: none"> • Wednesday, January 28, 2015 – MAX students participated in a Cane’s Fundraiser for the school. • Thursday, January 29, 2015 – BoardOnTrack presented an instructional webinar on “Board Structure: A Guide to Bylaws, Officer, Committees, Responsibilities and More for Exceptional Charter Schools.” • Friday, January 30, 2015 – MAX Board members received a copy of the recorded presentation via e-mail from Marci Cornell-Feist, the presenter of the above webinar. • Friday, January 30, 2015 – An Upper School Winter Dance was held. • Monday, February 2, 2015 – “Race for Their Future” advertisement began on local radio stations. 	
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • February 9-13, 2015 – <i>Save a Heart Campaign</i> fundraiser will be held. • February 16-20, 2015 – Mardi Gras Holidays • February 24, 2015 – An Open House for Prospective Parents will take place at the school. • February 27, 2015 – Admissions will close. Lottery will be on March 18, 2015. • February 27, 2015 – Students in Grade 4 will take the NAEP (National Assessment of Educational Progress) Test. <p>Parent Committee Report: PTA Vice President Michelle Strawser reported on the following:</p> <ul style="list-style-type: none"> • Work is being done for the upcoming “Race for Their Future” Fest. • The PTA will be looking into a Kohl’s Cares Program that donates to non-profit organizations. 	
<p>8. Other Business</p>	<p>Mrs. H. Crawford asked to address the Board on a matter of concern.</p> <ul style="list-style-type: none"> • Mrs. H. Crawford began by noting a few of the many reasons for creating The MAX Charter School—smaller classes, individualized accommodations, trained and caring staff—but then expressed a feeling of disappointment/dissatisfaction after listening to complaints from a parent/parents that questioned the school’s purpose, that questioned if the required accommodations were actually being provided, and that questioned why some of the teachers didn’t have the training needed to help the students. H. Crawford then asked the Board members, “Who’s fighting for these kids?” 	<ul style="list-style-type: none"> • Although H.Crawford was initially allowed to voice her concerns, it soon became apparent that this was a school matter—not a Board matter—and needed to be settled at the school level since it involved a committee decision made in the best interest of the student. • Several Board members suggested that the parent (s) contact the school and set up an appointment with the teacher (s) to resolve the situation. • Ms. L. Musson did state that special education law requires parents to be invited to the IEP meetings and 504 asks parents out of courtesy. The 504 law encumbers the teacher with the responsibility to give students accommodations. Parents are invited for input.

	<p>In closing, H.Crawford stated that, in her opinion, she feels the school is no longer living up to its mission.</p> <ul style="list-style-type: none"> • L. Musson reported on two (2) items that she neglected to mention in the Director’s Report: <ul style="list-style-type: none"> ○ The State Department has issued a waiver on transportation for the MAX Charter School because it is an alternative school and covers multiple parishes. ○ Because The MAX Charter School is an alternative school, it will be exempt from the rule that it must maintain a grade of “C” for three (3) years in order to renew its charter. • J. Giardina reported that two (2) weeks ago, K. Chauvin and he attended a meeting in New Orleans of the Young Presidents Organization. The guest speaker was Ben Foss who spoke on dyslexia, and his presentation was extremely interesting. <ul style="list-style-type: none"> • J. Giardina, Dr. Davis, and Dr. Hill met with Dr. Field of Nicholls State University to discuss doing a parent survey for the MAX School to gain information and thus give the school a direction for the future. 	<ul style="list-style-type: none"> • A recording of Ben Foss’s presentation was made, and copies will be given to each Board member. • Also, Mr. J. Giardina intends to purchase copies of the book <i>Raising Resilient Children</i> co-authored by Mr. Foss, and these will be given to each Board member. <ul style="list-style-type: none"> • Mr. Giardina suggested feeding this factual data obtained from Dr. Field to Senator Bill Cassidy to see what can be done on a federal level to get some outside funds into a facility such as the MAX Charter School. • Dr. C. Hill recommended that a user-friendly letter be drafted by L. Musson and sent to the parents of the students that have left the school advising them of the survey and asking for their participation in the survey.
<p>9. Motion to Go Into Executive Session</p>	<p>A request to go into Executive Session was made by MAX Board President K. Chauvin to discuss a matter pertaining to the <i>102 Group</i> MAX Charter School/School Leader Evaluations.</p> <p>Executive Session started at 11:24 A.M.</p> <p>Regular Session resumed at 11:50 A.M.</p>	<p>A motion was made by B. Aucoin, seconded by Dr. C. Hill, to go onto Executive Session. Motion was passed unanimously.</p> <p>A motion was made by B. Aucoin, seconded by Dr. A. Davis, to resume regular session.</p>
<p>10. Announcements</p>	<p>Our Next Board Meeting: March 5, 2015</p>	
<p>11. Adjournment</p>	<p>The meeting adjourned at 11:57 A.M.</p>	<p>A motion was made by Dr. C. Hill, seconded by M. Strawser, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: March 5, 2015

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Dr. Albert Davis, and Michelle Strawser

Also present were: Linda Musson, Suzy Bourg, Rebecca Walker, and Janice Fabregas who took the minutes.

Absent: Andre “Andie” Bollinger-Giardina, Dr. Cleve Hill, and Angela Smith

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of February 5, 2015, were presented.	The Minutes of February 5, 2015, were approved as presented.
4. Board Training	B. Broussard referred Board members to her Public Relations report for Board training information.	
5. Teacher Representative Report	<p>Mrs. Helena Salmon, Upper School Social Studies teacher, reported on the following:</p> <ul style="list-style-type: none"> • Mrs. R. Walker is in the process of planning activities for the 1st and 2nd graders during the week of PARCC testing. Some possibilities that she is considering for her students are as follows: <ul style="list-style-type: none"> ○ Attending Story Time at the Lafourche Parish Library ○ Planting corn at the St. Francis Community Veggie Garden ○ Participating in Angela Hammerli’s aerobic dance class at NSU ○ Conducting class in vacant rooms at NSU. • Grades 3-8 are preparing for PARCC testing. • The students enjoyed spending their Scholar Dollars. • The students are excited about going to see and hear the Singers of United Lands (S.O.U.L.) at NSU. • Two students from Mrs. Salmon’s Upper School Social Studies class will be attending the Social Studies Fair at Nicholls State University on Tuesday, March 10, 2015. 	
6. Treasurer’s Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • On behalf of the MAX Board treasurer B. Aucoin, Business Manager S. Bourg presented the January 2015 financial statements. • S. Bourg went over the financials. <p>Grant Report:</p>	

S. Bourg reported on the following:

- The LDOE has released final allocations for the federal grants for 2014-2015. Budget amendments were submitted on 3/4/2015 to reflect the increased allocations. The final allocation amounts are listed below:

Program	Initial Allocation	Increase in Allocation	Final Allocation
IDEAB	41,387	2,314	43,701
TITLE I	15,458	8,718	24,176
TITLE II	3,910	404	4,314
IDEA ESY	1,010	81	1,091
TOTALS	61,765	11,517	73,282

The adjustments will be included on the third quarter financial report submitted to the state in April.

- The school received the 2014-2015 allocation payment for Education Excellence Funds \$2,024 on February 6, 2015. The period expenditure report will be submitted to the LDOE via EGMS on June 30, 2015. These funds were used to defray the cost of the Literacy Coach/Teacher.

Building & Sites Representative Report:

- B. Aucoin reported that the work on the floors will begin on March 30th.
- B. Aucoin suggested that since the cost of replacing the ballast has been increasing, it will be necessary to increase the budget next year to cover this expenditure.

Bylaws/Policy Review:

Dr. A. Davis reported on the following:

- Dr. Davis, Dr. C. Hill, and B. Broussard met to go through the bylaws to see if what the school is doing is in line with the written bylaws.
- The Policy Review team will also try to include some At-Will language in the existing Board policies.
- Dr. Davis reported he had received an e-mail from Dr. J. Field of the College of Business Administration at Nicholls State University. He reminded the Board members that Dr. J. has been working on the survey instrument for MAX Charter School. The e-mail included a copy of this proposed survey.
 - He noted that Dr. Field had not finished the survey of parents with children who have left the school, but he should have this shortly.
- Dr. Davis informed the Board that a letter is needed telling the population that this survey will be coming to them and

Ad-Hoc Committee/ Coordinator Reports

Dr. Davis should have some suggested changes or recommendations to make to the bylaws for the next Board meeting.

Again, Dr. Davis should have some suggested At-Will language for the Board to review, consider, and discuss at the next Board meeting.

After input from selected members of the Board, a copy of this survey instrument will be distributed to the Board members for consideration.

Dr. Davis and K. Chauvin will work on this letter.

that we would appreciate their participation.

- B. Broussard commented that a few changes have been made to the MAX Agenda to be in-line with the bylaws.

Public Relations Report: (See Attached Copy.)

B. Broussard reported on the following:

- Publicity continued almost daily through the month of February for the 7th Annual “Race for Their Future” 5-K Run Fest.
- **Friday, February 6, 2015 to Present** –
 - Publicity continued sporadically throughout the month of February for the 2015-2016 Enrollment Period. The deadline for registration was Friday, February 27, 2015, and the lottery will be held on Wednesday, March 18, 2015.
 - MAX Board members received a forwarded copy of the *LAPCS Newsletter* that listed instructional webinars in *The Top Shelf* Season 5 Archive.
- **Saturday, February 7, 2015** – An article appeared in the local newspapers addressing the concerns of school districts being punished for students who choose to opt out of PARCC testing as allowed through Governor Jindal’s executive order. As a consequence of these articles, a few MAX parents are considering this option for their children and wanted to know what the MAX policy was/is.
- **Tuesday, February 10, 2015** – Contact was made with LAPCS Legal Director Sarah Vandergriff requesting a bit of legal advice on the matter.
 - Sarah in turn, contacted LAPCS Policy Director Veronica Brooks and LAPCS Executive Director Caroline Roemer in an effort to provide an appropriate directive or response for MAX Charter School.
 - As of this writing, due to federal laws, if a child does not take the test, then the state is required to give that child a zero (0) which will impact the school’s and the district’s overall grades.
- **Wednesday, February 11, 2015** –
 - MAX Board members received a forwarded copy of *LAPCS Newsletter* with an update on the charter funding lawsuit. The trial was set for Monday, March 2, 2015, in the 19th Judicial District Court in East Baton Rouge and was expected to last a few days. As the updated news is received, it will be sent to the MAX Board.
 - This newsletter also pointed out that Bayou Community Academy in Thibodaux has contracted with *The Top Shelf* for customized board

	<p>developmental training.</p> <ul style="list-style-type: none"> • <u>Saturday, February 14, 2015</u> – Dianne Mader Savoie’s Memorial Dedication Ceremony took place in front of MAX Charter School. <ul style="list-style-type: none"> ○ Notes of appreciation, together with pictures, were sent to the speakers and various family members. ○ Parts of the ceremony and an interview by Kaitlyn Thibodeaux with Director Linda Musson were filmed and recorded and presented on HTV at various times during the Mardi Gras holidays. ○ Pictures were sent to the local newspapers, <i>POV Magazine</i>, and <i>What Now Magazine</i>. • <u>February 16-20, 2015</u> – School was closed for the Mardi Gras holidays. • <u>February 26, 2015</u> – A BoardOnTrack instructional webinar presented by Marci Cornell Feist concerning CEO Evaluations took place from 10:00 A.M. to 11:00 A.M. • <u>February 27, 2015</u> – <ul style="list-style-type: none"> ○ MAX Board members received a forwarded copy of the above webinar on CEO Evaluations. ○ An instructional <i>Bottom Line</i> webinar hosted by Charter School Insurance Risk Mangers Allison Courrage and Jill Couvillon of Arthur J. Gallagher & Co. on Bullying Prevention took place from 10:00 A.M. to 11:00 A.M. Allison and Jill showed charter schools how they can mitigate their risks through bullying prevention. A recording and/or power point will be sent to Board members as soon as it is received so that it can be accessed at a convenient time. 	
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • National Assessment of Educational Progress (NAEP) testing was held on February 27th for Grade 4 students. • <i>Explore</i> test will be held on March 11, 2015, for Grade 8 students. • PARCC tests will be held the week of March 16-20th for Grades 3 through 8. • The MAX Lottery will be held on Wednesday, March 18, 2015. <ul style="list-style-type: none"> ○ Fifty-three (53) applications have been received. • Save a Heart Campaign was held on February 9 through 13th and collected \$619.00. • The Book Fair/Grandparents Day will be held as follows: <ul style="list-style-type: none"> ○ Tuesday, March 24th (2 PM- 4PM) – Lower School ○ Wednesday, March 25th (2 PM-4 PM) – Middle School 	

	<ul style="list-style-type: none"> ○ Thursday, March 26th (2 PM-4 PM) – Upper School • Spring Break will be March 30 through April 6th <p>Parent Committee Report: PTA Vice President Michelle Strawser reported that work is continuing on the upcoming MAX Race scheduled for Saturday, March 7, 2015.</p>	
8. Other Business	None	
9. Motion to Go Into Executive Session	None needed.	
10. Announcements	Our Next Board Meeting: April 9, 2015, the second Thursday of the month due to holidays.	
11. Adjournment	The meeting adjourned at 9:50A.M.	Motion made by M. Strawser, seconded by K. Chauvin, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: April 9, 2015

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Andie Bollinger-Giardina, Dr. Cleveland Hill, Angela Smith, and Michelle Strawser

Also present were: Linda Musson, Suzy Bourg, Rebecca Walker, Warren Triche, and Janice Fabregas who took the minutes.

Absent: Dr. Angelle Hebert

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of March 5, 2015, were presented.	The Minutes of March 5, 2015, were approved as presented.
4. Board Training	See Agenda Item #7 for Dr. A. Davis’s report.	Dr. A. Davis opted to give his proposed Powerpoint presentation concerning At-Will Employment later in the agenda since the setup with the Powerpoint was not complete. .
5. Teacher Representative Report	<p>Mr. Peter Smitko, Upper School Science Teacher, reported on the following:</p> <ul style="list-style-type: none"> • Phase I of PARCC testing (March 16-20) is complete. • Students will continue to practice reading comprehension and writing skills in all classes, especially ELA. • Phase II of PARCC will take place from May 4-8, 2015. • Leap/iLeap preparation for social studies and science is continuing. • Leap/iLeap testing will take place on April 14 and 15, 2015. Makeup days will be April 16 and 17, 2015. • The school held a successful Book Fair/Grandparents Day at the end of March and made a little over \$3,000.00. • Planning for end-of-school activities has begun. <p>Mrs. Rebecca Walker, 1st and 2nd grade teacher, reported that during the testing, she took her students to the Thibodaux Public Library, the St. Francis Community Vegetable Garden, and Nicholls State University—as originally planned.</p> <ul style="list-style-type: none"> • At NSU the students were given a tour of the Biology and Chemistry Departments, attended the Swamp Stomp, enjoyed an aerobics dance class, and ate lunch on campus. 	<p>Other suggestions for places to take the students, barring transportation issues, included:</p> <ul style="list-style-type: none"> • Visiting the John Folse Culinary School at NSU • Visiting the Art Department (Art Works) at NSU • Visiting the Bayou Children’s Museum.

6. Finance Report

Financial Report and Update on Insurance and Finance Matters

- S. Bourg presented the February 2015 financial statements.
- S. Bourg went over the financials.

Grants

S. Bourg reported on the following:

The budget amendments to reflect final EGMS allocations that were submitted on 3/4/2015 have been approved.

The 3rd quarter expenses for federal programs are listed below:

Program	Final Allocation	3rd Qtr Expense	LDOE Status
IDEAB	\$41,387	\$12,581	RR & PER App'd 4/8/15
Title I	\$15,458	\$ 4,676	Approval Pending
Title II	\$ 3,910	\$ 376	RR & PER App'd 4/8/15
IDEA ESY	\$ 1,010	0	N/A
TOTALS	\$61,765	\$17,633	

The school submitted a reimbursement request to the USDOE for the SRSA grant in the amount of **\$13,185.54**. Payment was received on March 27, 2015. This was the total cost associated with the Internet access upgrades and school server. There is a remaining unused allocation balance of **\$2,561.46**.

Building & Sites Representative Report:

B. Aucoin reported that the floors were installed.

Bylaws/Policy Review:

11:02 A.M....Dr. A. Davis discussed the recommended changes made to the school's existing **Bylaws** and to the **Personnel Policies Manual**. Both of these documents had been sent to the MAX Board via e-mail so that the Board could review the recommended changes and would be prepared to discuss and consider them for possible adoption.

- Overall, the **MAX Bylaws** have remained the same for the most part, but the committee adjusted them a bit to reflect various concerns/procedures/confusing terms that may have existed in the original document.
 - Minor adjustments made to the Bylaws would include, but not be limited to, changes such as:
 - The use of **Director/Principal, Board Chair/ Chair, Board Member/Officer/Coordinator** when referring to various individuals or positions
 - The elimination of Standing Committees, which now will be replaced with **Ad-Hoc Committees** that will be used as needed.
 - The major adjustments or questions discussed at the meeting

7. Ad-Hoc Committee/Coordinator Reports

NOTE: The **Bylaws/Policy Review Report** was postponed until the end of the MAX Board meeting so that the other agenda items could be addressed first. Dr. Davis began his report at 11:02 A.M.

concerned the following:

- **Parent Representatives**, who serve as two (2) of four (4) ex-officio Directors on the Board.
 - Should parents be voting or non-voting? (Committee question)
 - If non-voting, should they be included in Executive Sessions? (B. Broussard question)
 - Do the parent representatives on the MAX Board have to be the president and vice president of the PTA? (Parent representative question)

- **Number of Board members**
 - B. Aucoin questioned the total number of Board members required, as stated in **Article IV, Section B**. He felt that **7 to 13** members should be changed to **7 to 11** or lower.
 - B. Aucoin, also, questioned the statement in **Article VI**, “Special meetings of the MAX Charter School Board of Directors may be called at the discretion of the President or Chair of the Board and must be called by the President or Chair with approval, in writing, of a majority of the membership of the Board...”

Dr. Davis then moved on to the **MAX Personnel Policies Manual**—emphasizing that MAX Charter will offer **At-Will Employment** to its teachers for the 2015-2016 School Year.

- Dr. Davis attempted to explain verbally—without the assistance of the Powerpoint presentation obtained from a charter school law training session—the fundamentals of **At-Will Employment**, language that would be included in the **Personnel Policies Manual** and language that would carry over to an **At-Will Employment Offer Letter** in lieu of MAX teachers signing an annual contract for the 2015-2016 School Year.
 - At-Will Employment is a “legal doctrine that says an employment relationship may be terminated by the employer or employee at any time and for any or no reason.
 - Even though MAX will have at-will employment, the school must continue to document corrective action and be sure to have objective, non-discriminatory reasons for termination of employment.
 - MAX has a system in place that is fair, consistent, and officially documented.
 - The MAX Employee Policies Manual will clearly state that MAX is an at-will employer, and employees will be asked to sign an at-will offer letter—not a contract for the 2015-2016 School Year.

- After conferring with the parent representatives, it was suggested that each should have the choice/option to reclude himself/herself from voting and/or from being present during an Executive Session.

- Since the argument that many parents work and may not be able to attend a 9:00 A.M. meeting was a legitimate one, K. Chauvin suggested that the wording could be changed to “two (2) parents elected by the PTA to represent the parents as Board members.”

- After hearing comments for keeping the numbers the same from K. Chauvin and B. Broussard, it was determined that the number would stay the same.

- This statement will be reviewed.

- A motion was made by Dr. C. Hill, seconded by B. Aucoin, to approve the changes made to the Bylaws with the necessary corrections as discussed ...Motion was passed unanimously.

It was recommended that before engaging in adverse employment action, the following questions should be answered:

- Is the proposed action fair?
- Is the proposed action consistent with employer policies and practices?
- Is the proposed action made based on business needs (not made due to other factors, i.e. discriminatory reasons?)
- Is there good documentation to support the above items?

It was noted that Mrs. L. Musson will have to give At-Will Offer Letters out in mid-May.

Public Relations Report: (See Attached Copy.)

B. Broussard reported on the following:

- The March 2015 edition of *What Now Magazine* featured two (2) MAX Charter School events:
 - The Dianne Mader Savoie Memorial Dedication Ceremony/Butterfly Sculpture Unveiling held at MAX on February 14, 2015.
 - An article on the upcoming MAX Charter School's 7th Annual "Race for Their Future" 5-K Run Fest on Saturday, March 7, 2015.
- Thursday, March 5, 2015 – MAX Board members received a forwarded e-mail from Caroline Roemer Shirley explaining what took place at the trial involving the MFP formula lawsuit.
- Friday, March 6, 2015 – MAX Board members received a forwarded copy of *LAPCS Newsletter* which contained an announcement that Vicki Corbett of Bayou Community Academy (BCA) had been selected for *Board Member Focus* and included registration information for two (2) webinars hosted by *The Top Shelf*.
 - A webinar on Thursday, March 26, 2015, from 2:00 P.M. to 4:30 P.M. entitled *Positioning Your Board for Strategic and Generative Governance*
 - An *in-person training* in New Orleans on Friday, March 27, 2015, from 8:00-9:30 A.M. that focused on *Governance as Leadership: Effective CEO-Board Partnership*.
- Saturday, March 7, 2015 – MAX Charter School's Race Fest was held in Peltier Park and was very well attended. The race for next year has already been set for Saturday, March 5, 2016, in Peltier Park.
 - Photos were taken and sent to various school staff and local news agencies.
- Sunday, March 8, 2015 – MAX Board members received a forwarded copy of the *March 2015 BESE UPDATE* from LAPCS Policy Director Veronica Brooks.
 - The update highlighted four (4) basic committee/areas: Academic Goals & Instructional Improvement Committee, Educator Effectiveness, Administration & Finance, and School Innovation & Turnaround. In summary, the following are the various committee recommendations that would affect MAX directly:
 - BESE agreed to move forward with an early review of the Common Core State standards and conduct an RFP (request for proposal) for a new test vendor.
 - BESE approved most of the Accountability Commission's recommendations, including the following:
 - Suspending VAM (value-added measures) for an additional year;
 - Removing the "ineffective" rule for teachers (No longer

- The Ad-Hoc Policy Review Committee will meet on Tuesday, May 5, 2015, at Nicholls State University in K. Chauvin's office.

will have a rating of “ineffective” on one evaluation component automatically trigger an overall “ineffective” ruling);

- Allowing administrators to adjust ratings.
- BESE approved the MFP recommendation which includes:
 - An increase in \$\$ for the high-risk pool;
 - Increased \$\$ for Course Choice/dual enrollment;
 - A 1.375% pay raise increase.
- Thursday, March 12, 2015 –
 - A Calendar Meeting to determine the calendar dates for the 2015-2016 MAX School Year was held at the school at 1:30 PM.
 - Parents, selected teachers from Lower, Middle, and Upper School, administrative staff, MAX Board representatives, and the school psychologist were in attendance.
 - The agreed-upon 2015-2016 MAX Calendar will be presented to the MAX Charter School Board of Directors for consideration of approval.
 - The MAX students attended a performance at Nicholls State University’s 17th Annual Festival of Arts & Humanities of the Singers of United Lands (S.O.U.L.)
 - MAX Board members received an e-mail from Dr. Al Davis, Chair of the Ad Hoc Bylaws/Policy Review Committee, citing the recommended changes made to the MAX Bylaws.
- Wednesday, March 18, 2015 – The MAX Enrollment Lottery was held at 9:00 A.M. at the school to determine the order of the list of incoming registrants for the 2015-2016 School Year. Ms. Toni Gouaux officiated at the drawing.
- Monday, March 20, 2015 – MAX Board members received a forwarded copy of an e-mail sent by Makiyah Moody that listed webinars and in-person trainings given by *The Top Shelf* in the months of March & April.
- Monday, March 23, 2015 – A representative group of MAX Board members met in the Dyslexia Center conference room with NSU Dr. J. Field, Assistant Professor of Marketing, to finalize the satisfaction surveys to be sent to parents of former students and parents presently enrolled at MAX.
- Tuesday, Wednesday, & Thursday, March 24-26, 2015- MAX Charter School held its annual Book Fair & Grandparents Day, which was deemed very successful.
- Thursday, March 26, 2015 – An important telephone conference with several Louisiana State Department of Education (DOE) representatives, conducted by Executive Director of Statewide Monitoring Patrick Walsh, was held in Director L. Musson’s office at MAX Charter School at 8:00 A.M.
 - The call centered on a discussion of a draft of a proposed extension/renewal framework.
 - Selected MAX Board members/administrative staff at LA Key Academy and at MAX Charter School participated in the conference call and were asked to review the proposal and offer input/recommendations for improvement based on Performance

	<p>Indicators & Metrics to be used to determine growth at the individual schools.</p> <ul style="list-style-type: none"> ○ Also participating in the discussion were dyslexia experts Bennett and Sally Shawitz. ○ A follow-up conversation with Patrick is tentatively scheduled during the week of April 20, 2015. ● The <u>April 2015</u> edition of <i>What Now Magazine</i> featured four (4) pictures of MAX Charter School’s Seventh Annual “Race for Their Future” 5-K Race and Fun Fest. ● <u>Wednesday, April 1, 2015</u> – A front-page article appeared in <i>The Times of Houma/Thibodaux</i> under the headline “Senate Passes Opt-Out Protection Amendment.” It stated, “The United States Senate passed an amendment to the Elementary and Secondary Education Act (ESEA) of 1965 that would prohibit the federal government from mandating that states adopt specific academic standards, including Common Core standards, curriculum, or assessments. Additionally, this legislation would allow states that do not accept these standards to continue to qualify for federal grants and waivers currently limited to states that are in compliance with the standards.” ● <u>Thursday, April 3, 2015</u> – MAX Board members received a forwarded copy of <i>LAPCS Newsletter</i> from LAPCS Governance Initiatives Director Makiyah Moody that outlined <i>The Top Shelf</i> training opportunities for Season 6. The e-mail also contained a second reminder about the Tier 3 Financial Disclosure form for the Louisiana Ethics Board – due before May 15, 2015. ● <u>Friday, April 4, 2015</u> – MAX Board members received an e-mail from Dr. Al Davis Chair of the Ad-Hoc Bylaws/Policy Committee, noting the recommended changes made to the MAX Personnel Policy Manual that incorporated the at-will provisions. The recommendations will be discussed at the monthly Board meeting on Thursday, April 9. ● <u>March 30- April 6, 2015</u> – School was closed for the Spring Break. Classes resumed on Tuesday, April 7, 2015. <p>Group 102 Update Dr. C. Hill informed the Board members that the <i>102 Group</i> had completed its evaluation, using the COMPASS instrument—as directed—and expected to be paid the balance of the contracted fee. Many on the Board were not satisfied with the results and felt that the <i>102 Group</i> could have done a better job or used another instrument to evaluate when they realized that the COMPASS instrument was inappropriate.</p>	<ul style="list-style-type: none"> ● A motion was made by Dr. C. Hill, seconded by B. Broussard, to pay the <i>102 Group</i> the balance owed.... Motion was passed with a 5-4 vote. Members voting No were A. Smith, M. Strawser, B. Aucoin, and A. Bollinger-Giardina.
<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> ● The results of the Explore Test were received for the 8th graders. Some accommodations were provided to the students. The results were explained to the students. ● The ACT test will allow accommodations to the students and can be 	

given over four (4) days, and this information should be made known to the parents.

- **PARCC** (State) Testing will be held April 14th-15th and May 4th-8th, 2015.
- **Leap and iLeap** Testing (science & social studies) will be held Tuesday and Wednesday, April 14th & 15th, 2015.
- The May 7th Board meeting location will be changed to the Century Room at Nicholls State University due to the testing that will be going on at the MAX.
- The DARE Program will begin April 13th for the 6th & 7th graders.
- The Parent Appreciation Dinner will be held on April 30th in the Century Room at NSU.
- A request was made to approve the School Calendar for 2015-2016.

- An approval request was made to purchase a Promethean Board. The remaining Promethean donation of \$1, 317 plus the remaining SRSA Grant funds \$2, 561 (total \$3, 878) will be used to purchase the Promethean Board.

- The addresses for mailing the Parent Surveys are available and will be given to Dr. Field.

- A total enrollment of **120 students** has been accepted for the 2015-2016 School Year. Ms. Musson informed the Board that two (2) new teachers will be needed, and she requested approval on the hiring.

- Ms. Musson asked that Rebecca Walker be appointed Curriculum Coordinator for the 2015-2016 School Year.

Parent Committee Report:

Angela Smith reported on the following:

- The 2015 Race made a net profit of **\$53,654.96**.
- Saturday, March 5, 2016, has been chosen as the date of the 2016 Race which will be held at Peltier Park.
- M. Strawser suggested that the mailing list be updated.
- For the 2016 Race each teacher will be asked to obtain a sponsor.

- A motion was made by B. Broussard, seconded by M. Strawser, to approve the School Calendar for 2015 as presented... Motion was passed unanimously.

- A motion was made by Dr. C. Hill, seconded by M. Strawser, to use the remaining Promethean donation of \$1, 317 plus the remaining SRSA Grant funds \$2, 561 (total \$3, 878) to purchase the Promethean Board. Motion passed unanimously.

- K. Chauvin offered to bring the address labels to Dr. Field.

- Following a lengthy discussion on finances, a motion was made by Dr. C. Hill, seconded by K. Chauvin, to allow L. Musson to hire additional personnel for a maximum of \$100,000.00 ...Motion was passed with one Board member voting **No** (B. Aucoin).

- A motion was made by B. Broussard, seconded by B. Aucoin, that Rebecca Walker be appointed Curriculum Coordinator of the MAX Charter School for the 2015-2016 School Year ... Motion was passed unanimously.

9. New Board Business	Matter Pertaining to MAX Board/Committee Member Policy Manual K. Chauvin simply informed the Board that she was working on a handbook for Board members.	
10. Motion to Go Into Executive Session	None needed	
11. Announcements	Our Next Board Meeting: Thursday, May 7, 2015, in the Nicholls State University Century Room.	
12. Adjournment	The meeting adjourned at 11:59 A.M.	Motion made by M. Strawser, seconded by K.Chauvin, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: May 7, 2015

TIME: 9:00 A.M.

PLACE: NSU Century Room

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Dr. Albert Davis, Andie Bollinger-Giardina, Dr. Cleveland Hill, and Angela Smith

Also present were Linda Musson, Suzy Bourg, Rebecca Walker, and Janice Fabregas who took the minutes.

Absent: Carol “Boo” Broussard, Dr. Angelle Hebert, and Michelle Strawser

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of April 9, 2015, were presented.	The Minutes of April 9, 2015, were approved as presented.
4. Board Training	No report See Public Relations/Publicity Report for upcoming Board training webinars, etc.	Note: A discussion on Ethics training was held before the meeting was called to order.
5. Teacher Representative Report	There was no Teacher Representative Report due to the PARCC testing taking place.	Mrs. Rebecca Walker retracted her request to change MAX Personnel Policy <u>3.2 Sick Leave</u> as it pertains to <i>Personal Leave/Louisiana Revised Statutes 17:1208</i> .
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the April 2015 financial statements. • S. Bourg went over the financials. <p>Grants: No report</p> <p>Building & Sites Representative Report: No report</p>	
7. Ad-Hoc Committee/Coordinator Reports	<p>Bylaws/Policy Review</p> <p>Dr. A. Davis reported on the following:</p> <ul style="list-style-type: none"> • The committee met on Wednesday, May 6th, to review the completed MAX Bylaws. • The committee plans to meet again on Tuesday, May 12th, to review the MAX Personnel Policies Manual. <ul style="list-style-type: none"> ○ Major Changes: The MAX Charter School is an At-Will Employer, and as a consequence, teachers and paras will be asked to sign an At-Will Employment Offer Letter in lieu of a contract. <ul style="list-style-type: none"> ▪ A draft of the Offer Letter has been completed and has been sent to S. Bourg who will create a 	<ul style="list-style-type: none"> • The previously Board-approved MAX Bylaws can now be posted to the website. • Upon completion of the review and recommendations to the MAX Personnel Policies Manual, a copy will be sent to the MAX Board members for consideration of approval. <p>Dr. Davis will send a copy of the final Offer Letter template</p>

	<p>template.</p> <ul style="list-style-type: none"> ➤ S. Bourg asked if the Offer Letter will apply to hourly employees. <ul style="list-style-type: none"> ❖ Dr. Davis replied that there are two (2) designated groups of employees—the instructors/teachers and those who are on hourly wages. The instructors and teachers would have one type of letter, and the people who are on term would have a separate offer letter phased differently. He said that the template can be used with some language adjustments. • Dr. A. Davis has not heard anything from Dr. J. Field on the survey as of this date. Dr. Davis will contact him to see how the survey is going. <p>Dr. C. Hill reported that the Board needs to decide how to evaluate Director L. Musson and what procedures need to be followed.</p> <p>Public Relations Report: (See Attached Copy.) K. Chauvin presented B. Broussard’s report in her absence.</p> <ul style="list-style-type: none"> • <u>Thursday, April 9, 2015</u> – MAX Charter School updated its contact information with the Houma-Terrebonne Chamber of Commerce via Chantell Pepper and received the latest edition of its <i>Business-and-Community Guide</i>. • <u>Monday, April 13, 2015</u>-- <ul style="list-style-type: none"> ○ MAX Board members received a forwarded copy of <i>LAPCS Newsletter</i> from Executive Director Caroline Roemer Shirley. The newsletter announced the beginning of the 2015 Legislative Session, contained registration information and dates for webinars and training from <u>Season 6</u> of <i>The Top Shelf</i>, and once again reminded Board members about Ethics Training and Ethics Filing of a Tier 3 Financial Disclosure Form by Friday, May 15, 2015. ○ LDOE Executive Director of Statewide Monitoring Patrick Walsh scheduled a person-to-person meeting in Baton Rouge on <u>Monday, April 27, 2015</u>, with MAX Charter School and LA Key Academy as a follow-up to the March 26, 2015, telephone conference call concerning a proposed “Students with Disabilities Renewal Framework” draft. <ul style="list-style-type: none"> ▪ In preparation for this upcoming meeting, the appointed committee met in L. Musson’s office on <u>Thursday, April 16, 2015</u>, to discuss an alternative evaluation for MAX with the possibility of changing the <i>Potential Points</i> and/or the 	<p>to each Board member for perusal.</p> <p>Dr. C. Hill suggested that this may need to be addressed in Executive Session.</p>
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Performance Metrics in the *Department-Selected Indicators* and/or the *School-Selected Indicators* of the framework document, thus allowing MAX to accumulate additional points based on growth and progress and thereby meet expectations.

- The above-mentioned April 27 Baton Rouge meeting was later changed to another telephone conference call on Monday, April 27, 2015, from 3:30 P.M. to 4:30 P.M., but this meeting had to be cancelled/postponed due to the storm in the area.
- As of this writing, the new date for conferencing with Patrick has not been set, but the MAX committee did review the proposed draft and recommend its suggested changes to the alternative evaluation framework.
 - The MAX proposal was sent to Patrick Walsh on April 22, 2015, for review and consideration.
- MAX Board members received a forwarded Action Alert with a request to support Senator Bill Cassidy's amendment Title II Part A on teacher training for dyslexia and other learning disabilities. (*Every Child Achieves Act 2015*)
- **Tuesday, April 14, 2015** –
 - MAX Board members received an e-mail from Dr. Al Davis, Chair of the Ad Hoc Bylaws/Policy Review Committee with a sample *At-Will Employee Offer Letter* taken from a LAPCS website – <http://www.charterschooltools.org>, a source your public relations chair uses frequently.
 - MAX members also received the Powerpoint on *At-Will Employment* to review before the next scheduled meeting of the MAX Board.
- **Wednesday, April 15, 2015** –
 - The Bylaws/Policy Review Committee began further research and work on revising/tweeting/creating a simpler, less complex, and shorter version of an *At-Will Offer Letter* more appropriate for The MAX Charter School.
 - Attorney Lee Reid was contacted, and his office sent a sample letter on April 20, 2015, which was shared with committee members and school administration.
 - MAX Board members received a copy of *LAPCS Newsletter* from Sarah Vandergriff announcing a lunchtime webinar on Wednesday, April 22, 2015, on End-of-Year Checklists schools can use. Registration for another webinar on May 7, 2015, and the National Alliance of Public Charter Schools Annual Conference

	<p>from <u>June 21-24, 2015</u>, was also included.</p> <ul style="list-style-type: none"> • <u>Friday, April 17, 2015</u> – MAX Board members received a copy of <i>LAPCS Newsletter</i> from Makiyah Moody that once again outlined <i>The Top Shelf</i> training opportunities for <u>Season 6</u> and reminded Board members to submit a Tier 3 Financial Disclosure Form to the Louisiana Board of Ethics by May 15. • <u>Thursday, April 23, 2015</u> – MAX Board members received a copy of an informal invitation to a luncheon in Baton Rouge at the Governor’s mansion on Thursday, May 7, 2015. <ul style="list-style-type: none"> ○ MAX had to decline the invitation due to PARCC testing and the monthly MAX Board meeting. • <u>Friday, April 24, 2015</u> – MAX held its annual Field/Fun Day with the assistance of NSU’s Physical Education Department at John Guidry Stadium. <ul style="list-style-type: none"> ○ Photos were taken and sent to various school staff and local news agencies. 	<p>K. Chauvin suggested that the Board and The MAX School be careful about getting too involved in politics.</p>
<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • Due to the severe thunderstorm on April 27th, the students were evacuated to Nicholls State University. A Thank You note was sent to Dr. Bruce Murphy, Dean of NSU, for the assistance given to The MAX School. • Teacher Appreciation Week was moved to May 11-15 due to PARCC testing. • On Friday, May 22, 2015... <ul style="list-style-type: none"> ○ A mandated Ethics Workshop will be held from 8:00 A.M. - 10:00 A.M. for all MAX personnel and Board members. ○ A presentation/demonstration by representatives from <i>i-Ready Common Core</i>, a program that gets students ready for the state test, will take place after lunch from 1:00 P.M. – 3:00 P.M. <ul style="list-style-type: none"> ▪ If the <i>i-Ready</i> program is good and not too expensive, it may replace <i>Read 180</i>. • TAP: The System for Teacher and Student Advancement is being implemented in Louisiana. Principals will be trained to use the TAP System for future teacher evaluations. • Summer school has been offered to 4th graders, but no parents have taken up the offer. • The 8th Grade Breakfast will be held on Thursday, May 21, 2015, at NSU Plantation Room from 8:00 A.M. to 10:00 A.M. 	<p>Board members are invited.</p>

	<ul style="list-style-type: none"> • Following the breakfast will be the 8th Grade Completion Ceremony and Awards Ceremony in the NSU Peltier Auditorium. • The 6th Grade DARE Closing Ceremony will be held on Wednesday, May 20, at 1:30 P.M. in the MAX cafeteria. • The Taylor/Audubon Students and Scholars Program has rewarded the MAX 7th and 8th grade students with a free one-year membership to Audubon Zoo, Audubon Aquarium of the Americas, the New Orleans Museum of Art, and Audubon Butterfly Garden and Insectarium. <p>Parent Committee Report: Angela Smith reported on the following:</p> <ul style="list-style-type: none"> • The PTA had a volunteer dinner which was well attended. • The PTA has elected the following officers for the 2015-2016 school year: <ul style="list-style-type: none"> ▪ President – Angela Smith ▪ Vice President – Wendie Darsey ▪ Secretary – April Becnel ▪ Reporter – To be announced • Angela Smith and Michelle Strawser will continue to represent the PTA on the MAX Board. 	Board members are invited.
9. New Board Business	None	
10. Motion to Go Into Executive Session	<p>Dr. C. Hill requested that the Board go into Executive Session to discuss a matter pertaining to the evaluation of the school's director/principal.</p> <p>Executive Session began at 9:38 A.M.</p> <p>Executive Session ended at 10:09 A. M.</p>	A motion was made by Dr. C. Hill, seconded by B. Aucoin, to go into Executive Session... Motion was passed unanimously.
11. Announcements	<ul style="list-style-type: none"> • Our Next Board Meeting is Thursday, June 4, 2015 • Teacher Appreciation Week – May 11-15, 2015 • Graduation/School Awards – Thursday, May 21, 2015, from 10:00-12:00. • Mandated Ethics Workshop for MAX staff and Board members – Friday, May 22, 2015, 8:00 A.M.-10:00 A.M. 	
12. Adjournment	The meeting adjourned at 10:10 A.M.	A motion was made by Dr. C. Hill, seconded by Dr. A. Davis, to adjourn the meeting ... Motion was passed unanimously.

		<ul style="list-style-type: none"> • Dr. Barr will meet with L. Musson to work out details, collect information, and formalize a report to be given to the Board members or committee members to review/comment on before the July Board meeting. Once the instrument is modified and the interview is held, Dr. Barr will be able to come up with a rating.
4. Board Training	No Report See Public Relations/Publicity Report for upcoming Board training webinars, etc.	
5. Teacher Representative Report	No Report	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the April 2015 financial statements. • S. Bourg went over the financials. <p>Grants: S. Bourg reported on the following:</p> <ul style="list-style-type: none"> • A new Promethean board was purchased with the remaining balance of the SRSA grant money. • The final reimbursements for EGMS will be submitted by June 30, 2015. • The EGMS application for 2015-2016 is due by June 15th. • S. Bourg attended training on the new DOE 8(g) grant online application process in Baton Rouge on May 26th. <p>Building & Sites Representative Report: No Report</p>	
7. Ad-Hoc Committee/Coordinator Reports/Updates	<p>Ad-Hoc Committee/Coordinator Reports/Updates Dr. A. Davis reported on the following:</p> <ul style="list-style-type: none"> • The Ad-Hoc Committee (Dr. A. Davis, B. Broussard, and Dr. C. Hill) have been meeting to review the Policy Manual. • The Committee has completed reviewing the document and made all the changes and corrections, and this will be sent out to the Board members. Two copies will be sent out—one without the markings and one with the corrections shown so that it can be compared. <ul style="list-style-type: none"> ○ B. Broussard asked K. Chauvin if the By-Laws had been sent to BESE for approval. <ul style="list-style-type: none"> ❖ K. Chauvin replied this had not been done yet, but she will get this out. • Dr. J. Field sent two versions of the corrected surveys based on suggestions given to him. 	<ul style="list-style-type: none"> • Dr. Davis said he would contact Dr. Field to check on the progress of the surveys.

Public Relations Report: (See Attached Copy.)

B. Broussard reported on the following:

- **Tuesday, May 5, 2015** – MAX Board members received a copy of a *Call to Action* from LAPCS Veronica Brooks alerting charter school advocates about HB 21.
- **Thursday, May 7, 2015** –
 - MAX Board members received a copy of an e-mail from Executive Director Caroline Roemer Shirley requesting the Board’s attendance once again at the *LAPCS’s Annual Capitol Day* held in Baton Rouge.
 - The invitation was initially declined due to PARCC testing and the monthly Board meeting; however, MAX Charter School President Karen Chauvin was able to attend and participate in some of the events.
- **Monday, May 11, 2015** –
 - MAX Board members received a forwarded copy of *The Bottom Line* which served as a reminder to charter school leaders, administration, and Board members to fulfill their one-hour annual Board of Ethics training requirement. The newsletter also provided registration information for the NAPCS Conference in New Orleans from June 21-24, 2015, and gave access to previous programs sponsored by LAPCS or *The Bottom Line*.
- **Wednesday, May 13, 2015** –
 - Thibodaux Mayor Tommy Eschete personally visited MAX Charter School and recognized MAX 8th grader Jace Thibodaux for his winning entry in the city’s calendar drawing contest. Pictures were taken at the school, and Jace’s artwork will be included in the city’s annual calendar in one of the twelve months.
 - MAX Board members received a forwarded message from Caroline Roemer Shirley reminding Board members about fulfilling their one-hour annual Board of Ethics training requirement and complying with the Financial Disclosure Deadline by Friday, May 15.
- **Friday, May 15, 2015** –
 - Board President Karen Chauvin sent Board members an article on Judge Wilson Field’s ruling on the lawsuit that upheld the constitutional rights of Type 2 charter schools to receive Minimum Foundation Program (MFP) funding, along with the constitutionality of the exiting funding formula that governs MFP.
- **Saturday, May 16, 2015** – The *Houma Courier* published a group picture of MAX students and some Nicholls State

	<p>University physical education coaches/clinicians who assisted in the school's annual Field and Fun Day on Friday, April 24, 2015.</p> <ul style="list-style-type: none"> • Monday, May 18, 2015 – MAX Board members received a forwarded copy of the <i>LAPCS Newsletter</i> that contained various informative articles and resources for members, cited board trainings from both <i>The Top Shelf</i> and <i>The Bottom Line</i>, and highlighted Capitol Day in Baton Rouge. • Friday, May 27, 2015—MAX teachers, staff, and Board members attended and participated in a two-hour Ethics training presented by K. Chauvin. 	
<p>8. Other Reports</p>	<p>Director's Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The Academic Steering Committee requested a material change to the admissions policy. The committee wants to add or stipulate that “qualified children of currently employed staff members be given waitlist preference as is now given to siblings of currently enrolled students.” <ul style="list-style-type: none"> ○ A discussion followed, and questions were raised as to the legality of this request. <ul style="list-style-type: none"> ▪ Ms. Musson said that she would call the State Department and inquire about the legality of this inclusion. ▪ K. Chauvin offered a “safety” stipulation to the proposed addition—“...staff members who have been working at the school for a period of no less than one school year...” • ESY (Extended School Year) – There is one student who qualified for these services. • Population – The current student population is 120. • ELA Teacher – MAX is currently looking for an English Language Arts (ELA) teacher to replace a teacher who resigned. • Parking Lot – J. Giardina informed Ms. Musson he would have someone grade the parking lot on Friday, June 5th. • MOU/EOP – L. Musson contacted Emergency Operation Preparedness to put the MAX on alert for future storms. <ul style="list-style-type: none"> • The MAX School will have two (2) girls attending the Louisiana Girls Leadership Academy at NSU June 14-17, 2015. • L. Musson requested approval of the 2015-2016 Pupil Progression Plan. 	<ul style="list-style-type: none"> • Motion was made by A. Bollinger-Giardina, seconded by M. Strawser, to approve an addition to the admissions policy giving “qualified children of currently employed staff members who have been working at the school for a period of no less than one school year waitlist preference as is now given to siblings of currently enrolled students” pending the approval of BESE... Motion was passed unanimously. • L. Musson suggested having this inclement weather alert put into the NSU MOU. <ul style="list-style-type: none"> ○ J. Giardina stated that The MAX is not a part of NSU but only has an understanding with NSU. It was suggested that L. Musson talk to Alex Arceneaux at NSU who would be able to address and handle this situation. • Motion was made by K. Chauvin and seconded by A. Bollinger-Giardina to approve the Pupil Progression Plan as presented ... Motion was passed unanimously.

	<p>Parent Committee Report: Angela Smith reported on the following:</p> <ul style="list-style-type: none"> The PTA is having a uniform drive during the summer. 	
9. New Board Business	<ul style="list-style-type: none"> B. Broussard presented the proposed 2015-2016 MAX Board Meeting Calendar for approval. She indicated a problem with the August 6th date because the school will be involved with staff development and advised that this date be changed to the second Thursday of the month, August 13th. J. Giardina discussed a phone conversation he had with Senator Bill Cassidy where Senator Cassidy informed him that it looks like something may be coming out of Washington where dyslexia is being recognized by the Department of Education. K. Chauvin also informed the Board that she had received an invitation from Dr. Murphy's office at NSU regarding a future grant opportunity. 	Motion was made by K. Chauvin, seconded by Dr. A. Davis, to approve the 2015-2016 MAX Board Meeting Calendar as recommended with the change from August 6 to August 13, 2015...Motion was passed unanimously.
10. Motion to Go Into Executive Session	None	
11. Announcements	Our Next Board meeting is Thursday, July 2, 2015	
12. Adjournment	The meeting adjourned at 10:50 A.M.	Motion was made by A. Bollinger-Giardina, seconded by Dr. A. Davis, to adjourn the meeting... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 13, 2015

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Dr. Cleveland Hill, Andie Bollinger-Giardina, Angela Smith, and Michelle Strawser
Also present were Linda Musson, Rebecca Walker, Suzy Bourg, Erika Hymel-Watson (parent), and Janice Fabregas who took the minutes.

Absent: Jake Giardina and Dr. Angelle Hebert

NOTE: J. Giardina sent Board members a copy of an article from *The Wall Street Journal* by Thomas Chiapelas entitled “*School Choice for Special-Needs Students*” to peruse.

AGENDA	RECOMMENDATION	
1. Call to Order	K. Chauvin called the meeting to order at 9:00 A.M.	
2. Roll Call	K. Chauvin called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of July 2, 2015, were presented.	A motion was made by A. Bollinger-Giardina and seconded by Dr. C. Hill to approve the Minutes of July 2, 2015, with the deletion of the departure time of 9:45 A.M. shown for Dr. Angelle Hebert ... Motion was passed unanimously.
4. Board Training	<p>Dr. C. Hill reported that he had attended the 15th Annual National Charter Schools Conference in New Orleans, LA, held from June 21-24, 2015.</p> <ul style="list-style-type: none"> • Dr. Hill distributed a hard-copy summary of the three (3) conference sessions he attended. These sessions included the following: <ul style="list-style-type: none"> ○ <i>Board’s Fundraising Potential</i> (with a self-assessment questionnaire) ○ <i>Fix Your Board Meetings</i> by Marci Cornell Feist of <i>Board on Track</i> ○ <i>Board Engagement: Money, Power, Respect</i> by Makiyah Moody. • Dr. Hill shared a few “food for thought” comments with Board members and emphasized in particular that Boards should be more strategic as opposed to being reactive and that Boards should consider evaluating Board meetings at the end of each session. <ul style="list-style-type: none"> ○ K. Chauvin stated she was privy to a copy of an evaluation used by another group that could possibly be used by The MAX. 	K. Chauvin will get a copy for the MAX Board to examine.
5. Teacher Representative Report	<ul style="list-style-type: none"> • Curriculum Coordinator Rebecca Walker introduced the six (6) new MAX personnel members to the Board members and allowed each to say a few words about themselves and their teaching duties. The Board members, in turn, introduced themselves. <ul style="list-style-type: none"> ○ K. Chauvin announced and congratulated Dr. A. Davis on being appointed Dean and Professor Emeritus at Nicholls State University. 	

	<p>Rouge. A reminder to renew the Board’s membership in LAPCS was also included in the communication.</p> <ul style="list-style-type: none"> • <u>Friday, July 17, 2015</u> – Dr. Al Davis sent MAX Board members the final version of the updated <i>MAX Personnel Policies and Procedures Manual</i> that was approved by the full board on Thursday, July 2, 2015. The e-mail also included attachments that showed the actual changes and adjustments made to the previous document. It was suggested that the manual be posted to the school’s website and be distributed to the teachers. • <u>Tuesday, July 21, 2015</u> – MAX Board members received a forwarded copy of the <i>July 2015 LAPCS Newsletter</i> from Caroline Roemer Shirley. The newsletter served as an opportunity to comment on Louisiana’s Standards Review and register for the 2015 Louisiana Charter School Conference in Baton Rouge. <ul style="list-style-type: none"> ○ The Review Committee will meet in Baton Rouge on August 19, 2015. 	
<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The school year for the students began on August 10, 2015. <ul style="list-style-type: none"> ○ Professional staff, attired in matching Superhero T-shirts, welcomed the students into the school decorated with a Superheroes theme. ○ Color-coded signs showing the different tones of voices the students can use in different areas of the school to help keep noise down have been displayed around the school. • The current school population is 120 students. • New Parent Orientation was held on Tuesday, August 4, 2015, for the thirty-five (35) new students who enrolled. Over 90% of the parents attended. • A Back-to-School Pow Wow for parents is scheduled for Thursday, August 20, 2015, at 6:00 P.M and will be followed by the PTA meeting at 7:00 P.M. • The remedial program “Math-U-See” has been discontinued because of the price increase of the books for the program. • The <i>Stanford Achievement Test (SAT)</i> has been replaced by <i>ASPIRE</i>. The cost to replace <i>SAT</i> with <i>ASPIRE</i> would be \$16,000. <ul style="list-style-type: none"> ○ Ms. Musson has found another program called <i>STAR (Renaissance Learning)</i> which could be used in place of <i>ASPIRE</i> and asked the Board’s approval to purchase the <i>STAR Reading and Math Diagnostic Program</i> at a cost of \$3,572.00 using existing funds. • Ms. Musson thanked M. Strawser and her husband for the 	<ul style="list-style-type: none"> • A motion was made by K. Chauvin, seconded by Dr. C. Hill, to approve the purchase of the <i>STAR Reading and Math Diagnostic Program</i> at a cost of approximately \$3, 572.00... Motion was passed unanimously.

	<p>chain barrier given to the school.</p> <p>Parent Committee Report: Angela Smith and Michelle Strawser reported on the following:</p> <ul style="list-style-type: none"> • M. Strawser distributed the 2016 Race materials to the MAX Board members and emphasized the need for mailing out the forms and sponsorship requests as soon as possible. She encouraged all Board members to sell a book of tickets and/or to obtain a sponsor. • A Coke Fund raiser will be held in September. • Hot lunches will be served twice a week. 	
9. New Board Business	None	
10. Motion to Go Into Executive Session	None needed	
11. Announcements	<ul style="list-style-type: none"> • Our Next Board Meeting is Thursday, September 3, 2015. • Andie Bollinger-Giardina announced that the Holiday Dinner for the MAX staff and Board members will be held on Thursday, December 10, 2015, at the Bayou Country Club in Thibodaux. • Andie Bollinger-Giardina shared a thank you note from Cyrus Theriot, a former student of MAX. 	
12. Adjournment	The meeting adjourned at 10:25 A.M.	Motion made by Brian Aucoin, seconded by Dr. Cleve Hill, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: July 10, 2014

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert (left 11:49), Brian Aucoin, Vanessa Benoit, Andie Bollinger-Giardina, Holly Crawford, Dr. Albert Davis, Dr. Cleveland Hill, Dr. Steve Welsh, Angela Smith, and Michelle Strawser

Also present were Linda Musson, Suzy Bourg, Attorney Wayne Stewart, Warren Triche, and Janice Fabregas who took the minutes.

Absent: None

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of June 5, 2014, were presented. The Minutes of the Special Meeting of June 19, 2014, were presented.	The Minutes of June 5, 2014, were accepted as presented. The Minutes of the Special Meeting of June 19, 2014, were accepted as presented.
4. Board Training	B. Broussard reminded all Board members to participate in Ethics Training for the 2014-2015 school year. This is required annually of each Board member and has an August deadline.	
5. Teacher Representative Report	Three (3) members of the MAX Admissions Team —Alison Borne, Rebecca Walker, and Tiffany Quick—spoke to the MAX Board: <ul style="list-style-type: none"> • Alison Borne, Math Grades 4th and 5th, went over the basic admissions procedure. <ul style="list-style-type: none"> ○ She briefly explained the process of applying for enrollment at MAX and reminded the Board that the Enrollment Period began on January 8, 2014, and ended on February 28, 2014. ○ She informed the Board that the Lottery was held on March 19, 2014. • Rebecca Walker, ELA Grades 4th and 5th, spoke to the Board about the 2014-2015 Enrollment Data. <ul style="list-style-type: none"> ○ She gave the Board members a copy of a chart showing the data of applications deemed acceptable received up until March 18, 2014, and also from March 20, 2014, through July 7, 2014. ○ She indicated that the Admissions Team reviewed the applications thoroughly to determine the eligibility of each applicant. ○ She informed the Board that the number of openings in each grade level is determined by the Director. <ul style="list-style-type: none"> ▪ The Team worked with the Director on this 	

	<p>number—based on how many students in each grade level were currently enrolled.</p> <ul style="list-style-type: none"> ▪ Although the projected enrollment was 103, she stated that it became apparent at the very end of June/early July that an enrollment of 112 students was possible for the coming school year but this could only be realized if additional paras could be hired which would require the Board's approval for funding. • Tiffany Quick, Student Services Coordinator and School Psychologist, spoke to the Board about the restructuring of the classes, something that had been done quite frequently over the years. A one/two split would be used to help in structuring the classes so that a sufficient number of students could be placed in each grade level. The grades were split as follows: <ul style="list-style-type: none"> 1st/2nd – 12 students 2nd/3rd – 12 students 3rd/4th – 12 students <ul style="list-style-type: none"> ○ This allowed for more openings in the 4th and 5th grade where application numbers were the highest. ○ In addition, this allowed for students to be grouped on their educational needs rather than just on grade level. ○ Decreasing the ratio of teacher/students would help ensure the best educational outcome. <p>During the teachers' presentations, Board members frequently asked questions and received answers that helped them understand various decisions.</p> <p>Discussion was held on the number of teachers and paras that would be required using the scenario of the projected 112 enrollment.</p> <p>It was noted that there were three (3) vacancies for new teachers for the coming school year.</p> <p>S. Welsh spoke to the Board about the decision to not rehire two (2) MAX teachers and the reorganization for the coming year. A discussion followed with Board members bringing up PRAXIS and certification attainment in the areas of need.</p> <p style="text-align: center;">*****A short break was taken at 10:15 A.M.***** *****The Board meeting resumed at 10:22 A.M.*****</p>	
<p>6. Board & Standing Committee Reports</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the May 2014 financial statements. • B. Aucoin went over the financials. • B. Aucoin presented two (2) proposed budgets for the school year 2014-2015 and requested Board approval. 	

- S. Bourg explained that both budgets were based on **103** students and ten (**10**) full-time teachers.
 - **Proposal 1** allowed for five (5) paras—showing a profit of **\$5,840**.
 - **Proposal 2** allowed for six (6) paras—showing a loss of **\$13,571**.

Grant Report: (See Attached Copy.)

S. Bourg reported on the following:

- The IDEA and NCLB consolidated applications were approved by the state on July 7, 2014.
- The **IDEA High Cost Services** (formerly High Risk Pool) application is pending.
 - The amount requested was **\$68,000** and included two (2) para salaries and speech and OT services and supplies for two children with disabilities.
 - These funds are child specific.
 - DOE sends approvals for these grants in late August/early September.
- Payments totaling **\$26,429.00** for the fourth quarter reimbursement requests (period 3/31/14 – 6/30/14) were received on July 8, 2014.
- Details of the 2014-2014 allocations and unused carryover funds 2013-2014 were shared with the Board as follows:

Funds	13/14 Carryover	14/15 Allocation	Total Funds Available
IDEAB	\$27,456	\$26,524	\$53,980
Title I	\$428	\$15,030	\$15,458
Title II	\$143	\$3,888	\$ 4,031
ESY	<u>\$907</u>	<u>\$1,010</u>	<u>\$ 1,917</u>
TOTALS	\$28,934	\$46,452	\$75,386

Building Committee:

- The PTA has been painting and cleaning the school building.
 - Trustees were organized to help with this.
- Angela Smith asked for suggestions in keeping the walls clean in the building.

Personnel and Policy Committee Report:

- Dr. Davis sent a copy of the most recent manuals and by-laws to S. Bourg.
 - Dr. Davis also gave thanks to B. Broussard for all her

- B. Aucoin suggested that **Proposal 2** be accepted since the budget could be amended at the end of the first quarter based on **actual** student numbers and adjusted costs.
- A motion was made by B. Aucoin, seconded by Dr. C. Hill, to accept **Proposal 2** as presented ... Motion was passed unanimously.

Note: The agenda contained a request for additional funds for a Master Teacher at MAX. Since these funds were already allocated in the budget, the request was automatically approved by the MAX Board.

- Various options—Plexiglas, molding, epoxy coatings, tiles, etc. – were recommended. J. Giardina turned the ultimate decision over to Angela.

	<p>help with these manuals.</p> <p>Public Relations Report: (See Attached Copy.) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • Wednesday, June 11, 2014 – MAX Board members were sent an update on a number of defeated anti-charter bills. • As stated in a previous report, an annual review of the Pupil Progression Plan for MAX for the 2014-2015 School Year began on Thursday, May 29, 2014, at 10:00 A.M. at the school. <ul style="list-style-type: none"> ○ A second meeting of the eleven-member committee was needed because a revised 2014-2015 Pupil Progression Plan Template did not become available until later. This meeting was held on Wednesday, June 25, 2014, at 1:00 P.M. ○ Required public notices were sent out so that anyone who wished to participate could. Notices also appeared on the school’s website. ○ Because the legislature recently approved a new law affecting the promotion and graduation of students with disabilities, plans for the July 10 Board approval of this annual document are being postponed until August 7, 2014. ○ After the policy related to the implementation of the new law has been approved by BESE, the LDE will provide guidance to the LEAs and a PPP addendum template. ○ Each LEA is expected to submit its plan to the Office of Content by September 5, 2014. • Throughout the month of June, MAX Charter School advertised in local newspapers to fill vacancies for certified teachers and paraprofessionals for the 2014-2015 school year. <ul style="list-style-type: none"> ○ The school’s website continues to advertise for these vacancies and for students in Grades 1-8. <p>Note: The request for consideration of the proposed 2014-2015 MAX Board Meeting Calendar was overlooked but taken up later in the session. See Agenda Item # 9 Announcements below.</p>	<ul style="list-style-type: none"> • W. Stewart recommended that B. Broussard look into familiarizing herself with Act 833 which will have a significant impact for special education. <ul style="list-style-type: none"> ○ Act 833 provides for the promotion and graduation of students with exceptionalities in accordance with their IEP plans. <ul style="list-style-type: none"> ▪ B. Broussard indicated that she was familiar with the new ruling. • W. Stewart also recommended that Act 853 (Senate Bill 61) be looked into. <ul style="list-style-type: none"> ○ Act 853 allows students who were most recently enrolled or would otherwise attend a “D” or “F” rated public school to enroll in any public school rated “A”, “B”, or “C” if the receiving school has sufficient capacity at the appropriate grade level.. <p>The MAX Board approved the 2014-2015 MAX Board Meeting Calendar unanimously.</p>
<p>7. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson’s report included the following:</p> <ul style="list-style-type: none"> • UDOE Small Rural School Achievement Grant Proposal (School Server) <ul style="list-style-type: none"> ○ L. Musson received a call from the UDOE, and MAX Charter School has been rezoned as a small rural school achievement entity and is qualified to apply for a grant of up to \$25,000. <ul style="list-style-type: none"> ▪ MAX has applied for this grant. 	

	<ul style="list-style-type: none"> • A grant in the amount of \$10,000 was received from the Gertrude C. Ford Foundation. <ul style="list-style-type: none"> ○ L. Musson requested approval to use a portion of this money to purchase six (6) Red Cat FM Surround Systems in the amount of \$5,962. • L. Musson informed the Board of a teacher’s recent resignation. <ul style="list-style-type: none"> ○ This teacher’s position will not be replaced. • School will open for teachers on Monday, August 4, 2014. <ul style="list-style-type: none"> ○ Four (4) days of staff development ○ One (1) day for classroom work day • Students will begin on Monday, August 11, 2014. • L. Musson’s answers and comments on a new list of questions posed by several Board members were discussed in open session. <ul style="list-style-type: none"> ○ These answers and comments, along with a previous Board request, served as additional justification for the Director’s re-organization and non-reappointment recommendations. • L. Musson requested an Executive Session to discuss matters pertaining to strategic planning issues. <p>Executive Session began at 10:52 A.M. and ended at 11:19 A.M. The regular meeting resumed at 11:20 A.M.</p> <p>Upon returning to open session, J. Giardina asked about the validity of a one-year contract and was assured that one-year contracts were valid contracts.</p> <p>Before completing her report, L. Musson informed the Board that she needed a second Executive Session to be held after the Board voted on the written recommendation of the president. She wanted to discuss a matter of special concern involving a student.</p> <p>Parent Committee Report: Besides reporting on the building cleanup, Angela Smith informed the Board that the PTA is looking into different fundraisers for the coming year, including a Coca-Cola fundraiser and the traditional “Junk in Your Trunk.”</p>	<p>A motion was made by A. Smith, seconded by A. Bollinger-Giardina, that L. Musson be allowed to purchase six (6) Red Cat FM Surround Systems ... Motion was passed unanimously.</p> <p>A motion was made by B. Broussard, seconded by M. Strawser, to go into Executive Session for the purpose of discussing strategic planning issues... Motion was passed unanimously.</p> <p>A motion was made by B. Broussard, seconded by B. Aucoin, to get out of Executive Session and return to the regular meeting...Motion was passed unanimously.</p> <p>Because of time constraints, further discussion of the matter was shelved and was to be taken up at a later date.</p> <p>From the information provided, Attorney Wayne Stewart advised her that the matter of special concern could be handled between the two of them. He asked to confer with her for a brief moment outside the conference room, and so the two stepped out for a short period of time, and the meeting continued.</p>
<p>8. Other Business</p>	<ul style="list-style-type: none"> • The MAX Charter School Board of Directors opened the floor to nominations for Board Secretary for the 2014-2015 school year. • The MAX Charter School Board of Directors was asked to 	<p>A motion was made by B. Broussard, seconded by C. Hill, to nominate Dr. Angelle Hebert to serve as MAX Board Secretary for the 2014-2015 school year. There being no further nominations, the motion passed unanimously.</p> <p>A motion was made by B. Broussard and seconded by B. Aucoin to</p>

	<p>consider the written recommendation by K. Chauvin, the president of the Board, for disposition of the grievance for non-reappointment.</p> <p>Note: Before voting, the Board waited briefly for the return of the Director and Attorney Wayne Stewart.</p>	<p>approve the written recommendation made by K. Chauvin, president of the Board—to uphold the recommendation of the Director on the disposition of the grievance for non-reappointment.</p> <p>Before the vote was taken, Andie Bollinger-Giardina asked for a roll call vote.</p> <p>9 voted in favor of the president’s recommendation... J. Giardina, K. Chauvin, B. Broussard, B. Aucoin, V. Benoit, A. Bollinger-Giardina, H. Crawford, A. Smith, and M. Strawser</p> <p>3 voted against the recommendation... Dr. A. Davis, Dr. C. Hill, and Dr. S. Welsh</p> <p>1 abstained from voting... Dr. Angelle Hebert</p> <p>The motion passed.</p>
<p>9. Announcements</p>	<ul style="list-style-type: none"> • The next Board meeting is scheduled for Thursday, August 7, 2014. • B. Broussard suddenly realized that the 2014-2015 MAX Board Meeting Calendar had been overlooked and asked for the Board’s approval. She explained the following changes from the first Thursday of the month to the second Thursday of the month due to conflicts with holidays: July 3 changed to July 10. January 1 changed to January 8. April 2 changed to April 9. 	<p>A motion was made by Dr. C. Hill, seconded by Dr. S. Welsh, to accept the changes that were made to the dates on the Board calendar as presented ... Motion was passed unanimously.</p>
<p>10. Adjournment</p>	<p>The meeting adjourned at 12:10 A.M.</p>	<p>Motion was made by B. Aucoin, seconded by Dr. C. Hill, to adjourn the meeting ... Motion was passed unanimously.</p>