

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 3, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, and Dr. Cleve Hill (9:10 A.M.)

Also present were Rebecca Walker, Linda Musson, Suzy Bourg, Dr. Jim Barr (9:26 A.M.), Warren Triche (9:57 A.M.), and Janice Fabregas who took the minutes,

Absent: Andrea Bollinger-Giardina, J.J. Buquet, Alex Arceneaux, Dr. Angelle Hebert, Wendie Darcey, and Crystal Guillot

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 6, 2017, were presented.	<ul style="list-style-type: none"> The Minutes of July 6, 2017, were accepted as presented.
4. Board Training/Special Guest Presentation	K. Chauvin reported that she and Alison Borne had participated in a webinar on July 27 th regarding the 2017-18 Charter Extension and Charter Renewal Process . A Power Point of this information was sent to the Board members.	
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 June 2017 financial statements. S. Bourg went over the financials S. Bourg requested a motion be made to adopt the 2017-2018 MAX School Budget as presented. <p>Grants:</p> <ul style="list-style-type: none"> IDEAB and ESSA grant applications for 2017-2018 have been submitted and are substantially approved. The federal allocations have been received and are included in the proposed budget. J. Giardina asked if MAX is open for another application to the Lorio Foundation. <ul style="list-style-type: none"> S. Bourg replied that she was not sure when this would be available. Dr. A. Davis brought up the Lafourche Education Foundation and its grants and asked if the MAX qualifies. 	<ul style="list-style-type: none"> A motion was made by B. Broussard, seconded by Dr. A. Davis, to adopt the 2017-2018 MAX School Budget as written ... Motion was passed unanimously. J. Giardina will check further into this.

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<ul style="list-style-type: none"> ○ Both R. Walker and B. Broussard confirmed that MAX was at one time the recipient of one or more of LEF's grants. ○ R. Walker recalled that MAX would at one time receive information on applying for a LEF grant but hadn't received any information in a while. <p>Building & Sites Representative Report: Although there was no official report, R. Walker asked about the possibility of putting vents on closet doors in the building.</p> <p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Progress of Memorandum of Understanding (MOU) –</p> <ul style="list-style-type: none"> ● Dr. A. Davis and L. Musson are putting together the final MOU which then needs to be submitted to Dr. Murphy at Nicholls State University. <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> ● July 2017-- Three (3) pictures of MAX Charter School's 9th Annual "Race for their Future" 5 –K Race Fest appeared in <i>What Now Magazine</i>. ● Monday, July 17, 2017 – Board members were sent a forwarded email message from Caroline Roemer of LAPCS containing the latest monthly newsletter. Included in this month's edition was a preview of the School Leader Handbook which included a checklist of common requirements for charter schools. ● Thursday, July 20, 2017 – <i>The Courier</i> published an article on the local nonprofit Girls on the Run Bayou Region. MAX Charter School participates in this program and has a team of runners and volunteer coaches. ● Monday, July 24, 2017 – <ul style="list-style-type: none"> ○ Max Board members were sent the latest on the Type 2 Funding Lawsuit. ○ Casey Gisclair wrote an article in <i>The Times (Houma/Thibodaux)</i> on the new Wellness Center at Thibodaux Regional Medical Center. A picture of Governor John Bel Edwards and several other dignitaries (including Jake Giardina and Dr. Cleve Hill) present for the grand opening in late fall of 2016 was featured in the article. ● Tuesday, August 1, 2017 – MAX Board members were sent a forwarded copy of the latest LAPCS newsletter from Governance Director Neil Ranu. The email allowed members to access the spring 2017 LEAP Assessment Results and estimate the school's SPS 	<ul style="list-style-type: none"> ● R. Walker said that she would call and inquire. ● J. Giardina will check further into this. ● J. Giardina replied that this could be done and that he would look into this. ● K. Chauvin requested that Dr. Meagan Medley, Assistant Professor of Psychology at NSU, be contacted to help. Dr. Davis will send her a copy of the MOU.
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	<p>scores before their official release.</p>	
<p>8. Other Reports</p> <p>Note: Dr. Jim Barr, who was not present for Agenda Item # 6 and his discussion on grants, presented his report at this time.</p>	<p>Principal’s Report (See Attached Copy): R. Walker reported on the following:</p> <ul style="list-style-type: none"> • Current enrollment for 2017-2018 is 120 students. <ul style="list-style-type: none"> ○ Twenty-three (23) students are on the waiting list. • Hallway painting and building pressure-washing have been completed. • The sheds have been organized, and the front yard has been spruced up by April Becnel, a parent volunteer. • Back-to-School Staff Development Days are scheduled for August 4th, 7th, 8th, and 9th. • The PTA will provide lunch for the staff on Wednesday, August 9th. • Vents are needed for the hall closet doors and the technology closet in the teachers’ lounge. • Sodexo will provide Monday—Thursday lunches this school year. <ul style="list-style-type: none"> ○ Online ordering will be available. • A map donated by J. Giardina is now framed and displayed. • New Parent Orientation will be Tuesday, August 8th. • School Opening will be Thursday, August 10th. • Back-to-School Night will be Tuesday August 22nd. <p>Director’s Report L. Musson reported on the following:</p> <ul style="list-style-type: none"> • Professional Development is ongoing. • The mockup of the Rack Card for the school’s website has been received, but it will need to be revised. • L. Musson requested a motion be made to go into Executive Session to discuss an admissions issue. She also asked that Alison Borne, Data Coordinator and MAX Admissions Team member, be present for the discussion. <p style="text-align: center;">Executive Session began at 9:35 A.M. Regular Board Meeting resumed at 9:55 A.M.</p> <p>Dr. Jim Barr discussed information on grants.</p> <ul style="list-style-type: none"> • Dr. Barr distributed information on different Education and Technology Program School Station Grants to the Board members. <ul style="list-style-type: none"> ○ Dr. Barr plans to meet with the teachers to explain 	<ul style="list-style-type: none"> • J. Giardina addressed this need in Agenda Item #6 and said he would handle this request. • A motion was made by K. Chauvin, seconded by Dr. C. Hill, to go into Executive Session to discuss an admissions issue and have Alison Borne present ... Motion was passed unanimously. • A motion was made by Dr. C. Hill, seconded by Dr. A. Davis, to return to the regular session...Motion was passed unanimously.

	<p>the process involved with applying for these “low – hanging fruit” grants and help them with grant writing for their particular needs.</p> <p>Dr. Jim Barr’s Report on Results of R. Walker’s Leader Evaluation</p> <ul style="list-style-type: none"> • Dr. Barr distributed an 8-page rubric on the results of R. Walker’s Leader Evaluation and began to explain each section. • Final total of points, which had not yet been determined, will be calculated and given out at a later date to determine R. Walker’s over-all evaluation rating. <p>Parent Committee Report: PTA President Wendie Darcey was absent from the meeting but sent in her report by email. Since PTA Vice President Crystal Guillot was also absent, Principal Rebecca Walker gave the following report:</p> <ul style="list-style-type: none"> • MAX PTA will provide lunch for the faculty and guest speaker on Wednesday, August 9th. • Hot lunches on Monday—Thursday with Sodexo is a go. <ul style="list-style-type: none"> ○ Letters from the PTA will be sent home the first day of school with Sodexo’s contact information and instructions on how to order. • The first PTA meeting will take place before Open House on Tuesday, August 22nd. 	<ul style="list-style-type: none"> • Dr. Cleve Hill recommended that Board members be allowed to review the information on their own and come back with questions if they didn’t understand. <ul style="list-style-type: none"> ○ Dr. Barr agreed with Dr. Hill’s suggestion and did not go into an in- depth report at this time.
<p>9. New Board Business</p>	<ul style="list-style-type: none"> • K. Chauvin informed the Board that she received an email from U.S. Congressman Garret Graves’s District Director David Cavell regarding the possibility of having Congressional Staffer Jennifer Bollinger of Garret Graves’s office visit/tour The MAX. 	<ul style="list-style-type: none"> • J. Giardina offered to host a meeting at his home on Thursday, August 10, and then a tour of The MAX could be conducted. • L. Musson suggested that all the state legislators be invited to visit The MAX during the school year.
<p>10. Motion to Go Into Executive Session</p>	<p>Board members went into Executive Session earlier in the meeting. See Agenda Item # 8, Director’s Report.</p>	
<p>11. Announcements</p>	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, September 7, 2017. • MAX employees and MAX Board/committee members must attend a one-hour ethics training annually. For online training please go to www.ethics.la.gov. <ul style="list-style-type: none"> ○ Ethics training will also be held at the Warren J. Harang, Jr. Municipal Auditorium on Tuesday, October 24, 2017, from 2:00 P.M. – 3:00 P.M. Go to www.ethics.la.gov for more details. 	
<p>12. Adjournment</p>	<p>The meeting adjourned at 10:35 A.M.</p>	<p>Motion was made by Dr. C. Hill and seconded by K. Chauvin to adjourn the meeting ... Motion was passed unanimously.</p>