

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: January 5, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, J.J. Buquet (arrived at 9:55), Wendie Darcey, and Alex Arceneaux

Also present were Rebecca Walker, Linda Musson, Dr. Jim Barr, Suzy Bourg, and Janice Fabregas who took the minutes. Ciji Monaghan was the teacher representative.

Absent: Dr. Cleve Hill, Andrea Bollinger-Giardina, Dr. Angelle Hebert, 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 December 1, 2016, were presented.	<ul style="list-style-type: none"> B. Broussard noted two (2) corrections/typos that needed to be made to the Minutes of December 1, 2016. The agenda title in <i>Agenda Item No. 9 New Board Business</i> was omitted, and the wording in the first bullet of <i>Agenda Item No. 9</i> should have been “Board of Directors”—not “Directions.” The minutes of December 1, 2016, were accepted with the corrections noted.
4. Board Training	None	
5. Teacher Representative Report	Teacher representative Ciji Monaghan, 2 nd and 3 rd grade teacher, reported on the following: <ul style="list-style-type: none"> The Christmas play was a huge success. Ms. Monaghan gave a heartfelt story regarding a new 3rd grade MAX student and the scholastic improvement he has made since August. In August he could only read 13 words in 1 minute with 65% accuracy, and in December he is reading 43 words in a minute with 93% accuracy. His parents are so thankful to the MAX School for the improvement. 	J. Giardina asked that this sort of thing be documented and kept in a history file.
6. Finance Report	Financial Report and Update on Insurance and Finance Matters <ul style="list-style-type: none"> S. Bourg presented the November 2016 financial statements. S. Bourg went over the financials. S. Bourg is presently working on a request for reimbursement from the state for the period October-December. This will be submitted in January, and funds should be received in January/February from the state. Grants: <ul style="list-style-type: none"> S. Bourg reported on a grant that was received in January 2017 from the Lorio Foundation in the amount of \$24,000.00 which will be used to purchase Chrome books. <ul style="list-style-type: none"> She requested Board approval for the purchase of three (3) carts, which is a bundle of 30 Chrome books 	A motion was made by B. Broussard, seconded by K. Chauvin, that approval be given to purchase the three (3) carts of Chrome books and

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>each and accessories for a total of 90 Chrome books.</p> <ul style="list-style-type: none"> ▪ The cost per bundle is approximately \$7,000.00. ▪ These Chrome books consist of a tablet and keyboard and will be used to do the state testing and also the STAR testing. ▪ MAX teachers Cindy Grandin and Helena Salmon have taken classes on using the Chrome books. <ul style="list-style-type: none"> • Dr. Barr reported on the need to re-address and re-assess some of the objectives/goals cited in the Strategic Plan such as: <ul style="list-style-type: none"> ○ Funding to continue with a school counselor ○ Information/Data for the Marketing Plan ○ Enrollment issues ○ Funding to support research to find the number of potential students in the area. <p>Building & Sites Representative Report: B. Aucoin reported that a quote had been received in the amount of \$950.00 for testing the building for asbestos as per the request of the state.</p> <p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <ul style="list-style-type: none"> • Consideration of Changes Made to the Computer, Internet, and Electronics Communications Acceptable Use Policy – Policy #6.4. <ul style="list-style-type: none"> ○ Dr. Al Davis explained the minor but more specific changes made to Policy #6.4, which had been approved by MAX Administration. • Progress of Memorandum of Understanding (MOU) <ul style="list-style-type: none"> ○ Dr. Davis reported that the latest MOU, updated by MAX Charter School personnel and sent to NSU for consideration and input, needs to be revisited by the present administration at NSU for more feedback and recommendations before it is mutually approved. • Public Relations Report: (See Attached Copy) B. Broussard reported on the following: <ul style="list-style-type: none"> ○ Publicity has been very scarce in the last month or so which could be the result of <i>The Courier/Daily Comet</i> appointing a new publisher (Lee Bachlet) in November. ○ <u>Friday, December 2, 2016</u> – A conference call at 9:00 A.M. with LDOE personnel to discuss an Alternative Accountability Framework for the MAX 	<p>accessories as requested ...Motion was passed unanimously.</p> <ul style="list-style-type: none"> • J. Giardina will check with T. Baker Smith to see if they are able to do this test. • A. Davis also said that NSU might have someone who can be contacted regarding this issue, and A. Arceneaux gave S. Bourg the telephone number of the person to contact at NSU. <ul style="list-style-type: none"> • A motion was made by Dr. A. Davis, seconded by B. Broussard, to accept the policy on the Computer, Internet, and Electronics Communications Acceptable Use Policy as summarized...Motion was approved unanimously. <ul style="list-style-type: none"> ○ Dr. Davis will make the changes to the policy manual to include these changes and send it to S. Bourg for posting. • B. Broussard will send a draft of the latest MOU to new Board member A. Arceneaux, the Chief of Staff at NSU.
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	<p>took place but was very short and had to be rescheduled for Tuesday, December 13, 2016. This face-to-face meeting proved very productive and was held with two officials from the Charter Accountability Team – Kunjan Narechania and Kristine Barker. Representing MAX were Principal Rebecca Walker, Director Linda Musson, Board representatives Karen Chauvin and Boo Broussard, and MAX Data Coordinator Alison Borne. Pictures were taken and sent to the local media.</p> <ul style="list-style-type: none"> ○ Sunday, December 4, 2016 – The 6th Annual Girls on the Run Reindeer Run took place in Houma, and MAX 6th, 7th, and 8th grade girls participated. Pictures were posted on Facebook. ○ Thursday, December 8, 2016 – The MAX Charter School’s annual Christmas production “MAX Toons into Christmas” was a huge success. Pictures were taken and sent to the media for publication. The Christmas program was taped, and copies can be obtained upon request for a minimal fee from the school. ○ Tuesday, December 13, 2016 – Board members were sent an email notification concerning Dr. Bruce Murphy’s completed letter for the MAX website at www.mymaxcharterschool.org. ○ Friday, December 16, 2016 – Jake & Andie Bollinger-Giardina and Family were thanked for hosting the holiday celebration at the Thibodaux Regional Wellness Center in Thibodaux for MAX faculty and staff and MAX Board members. 	
<p>8. Other Reports</p>	<p>Principal’s Report (See Attached Copy): R. Walker reported on the following:</p> <ul style="list-style-type: none"> • The Christmas play was a huge success with over 700 tickets sold. • Linda Musson, Alison Borne, and Rebecca Walker attended the Supervisor’s Collaboration and Leader’s Collaboration Events in Jefferson Parish on Monday, December 12th. • Girls on the Run’s Spring Season will begin in February. They are looking to expand to include 4th and 5th graders. <ul style="list-style-type: none"> ○ Two NSU students volunteered to coach the MAX girls. • Teachers have been informed of the possible changes to Policy #6.4—the Computer, Internet, and Electronic Communications Acceptable Use Policy. • Resumes are currently being accepted for a counselor position. • Open enrollment has begun, and MAX is accepting 	<ul style="list-style-type: none"> • Principal R. Walker informed the MAX Board that copies of the Board-approved policy will be passed out to the staff, and the staff members will be asked to sign an agreement clause. • B. Broussard will advertise the open enrollment period in the local

	<p>applications for new students and will continue until Monday, March 6, 2017.</p> <p>Director's Report L. Musson reported on the following:</p> <ul style="list-style-type: none"> • State Department Meeting which covered... <ul style="list-style-type: none"> ○ Alternative Framework ○ Increase in population to include high school. • Dr. J. Field's Marketing Class - <ul style="list-style-type: none"> ○ Two projects were submitted, and students will work on how to improve The MAX website, brochures, etc. ○ Dr. Field will work on a comprehensive marketing plan. • The Christmas play made \$4, 500. • A generous donation in the amount of \$18,520.62 was made to The MAX by Rita Candies. <p>Parent Committee Report: PTA President Ms. Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> • The Shoe Drive made \$1, 210.00. • Focus is now on the preparations for the Race Fest. • Raffle tickets are presently on sale for \$5.00 each. 	<p>media.</p> <ul style="list-style-type: none"> • Ms. L. Musson will send an email copy of the Fall 2016/Marketing 490 efforts to the MAX Board for perusal and review.
<p>9. New Board Business</p>	<p>Update on Matter Pertaining to the Creation of a Separate Foundation</p> <ul style="list-style-type: none"> • J. Giardina distributed paperwork from B. Trevor Wilson of Jones Walker Law Firm to MAX Board members in regard to the formation of a supporting foundation for Maxine Giardina Charter School, Inc. ("Max Charter.") <p>Discussion of Two (2) Suggestions Recommended to Dr. Cleve Hill at the 9th Annual Louisiana Charter Schools Conference...</p> <ul style="list-style-type: none"> • On behalf of Dr. Hill, B. Broussard introduced the following two (2) suggestions for discussion and consideration: <ul style="list-style-type: none"> ○ Formally request an increase in the school's enrollment cap now – a substantive change to the BESE-authorized Charter School Contract which requires writing a material amendment for BESE approval by majority vote. ○ Begin seeking external advice for future expansion. <ul style="list-style-type: none"> ▪ Consider scheduling Mary Elizabeth Evans, Senior VP of Hope Credit Union and Enterprise Corporation, as a guest speaker at the February 2 MAX Board Meeting. 	<ul style="list-style-type: none"> • J. Giardina recommended that members study the document and be prepared to discuss it at the February 2, 2017, MAX Board meeting. • J. Giardina expressed concern and suggested that this step be put on hold for now. <ul style="list-style-type: none"> ○ B. Broussard told the Board members that the matter was simply presented for discussion and was not intended to be an action item for today's meeting. She indicated that she was acting on the request of Dr. Hill who was unable to present the request himself and could better explain or clarify the request at the next meeting of the Board. • The Board approved the invitation to Mary Elizabeth Evans to be a guest speaker at the February 2 MAX Board meeting.

10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next MAX Board Meeting will be Thursday, February 2, 2017. • Martin Luther King Jr. Holiday will be Monday, January 16, 2017. • MAX 5-K Race for Their Future Fest will be Saturday, March 25, 2017. 	
12. Adjournment	The meeting adjourned at 10:26 A.M.	Motion was made by B. Aucoin and seconded by Dr. A. Davis to adjourn the meeting ... Motion was passed unanimously.