

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: May 11, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Dr. Albert Davis, Dr. Cleve Hill, J.J. Buquet, Crystal Guillot, and Wendie Darcey

Also present were Rebecca Walker, Linda Musson, Dr. Jim Barr, and Janice Fabregas who took the minutes. **Note: Teacher Representative:** Rebecca Durocher; **Special**

Guest Speaker: Ms. Ann E. Heslin

Absent: Karen Chauvin, Andrea Bollinger-Giardina, and Alex Arceneaux **Note:** 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 April 6, 2017, were presented.	The Minutes of April 6, 2017, were accepted as presented.
4. Board Training/Special Guest Presentation NOTE: Ms. Heslin arrived at 9:08 A.M. and thus gave her presentation after R. Durocher’s report.	<p>Special Guest Speaker Ms. Ann E. Heslin, Advancement Consultant and Event Production Specialist/President, <i>Fabulous Fêtes LLC</i>— Special Event Production and Non-Profit Consulting Services spoke to the Board members.</p> <p>Ms. Heslin spoke about her company <i>Fabulous Fêtes LLC</i>, which is a full-service special event, fundraising consulting, and strategic planning company that works with individual, corporate, and non-profit organizations on a project-by-project basis.</p> <p>Members commented on factors affecting small non-profits, the abundance of fund raisers in the area, and various concerns throughout her presentation.</p>	<ul style="list-style-type: none"> Ms. Heslin offered to submit her proposal directly to MAX Board members for review, but Principal Rebecca Walker found the previously submitted document forwarded by K. Chauvin and requested that Boo Broussard re-send to all MAX Board members.
5. Teacher Representative Report	Teacher representative Rebecca Durocher, 5 th Grade math & science teacher, reported on the following: <ul style="list-style-type: none"> Ms. Durocher thanked the Board members for their support during the school year. On May 19th, the Upper School will take a field trip to the Regional Military Museum in Houma. The 3rd Graders are learning about life cycles and even have had live praying mantises hatching in their classroom. When asked about LEAP testing, Ms. Durocher responded that although testing was exhausting, everything went smoothly, and the students who were on computers appeared to embrace the technology. 	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> B. Aucoin presented the February 2017 financial statements on behalf of S. Bourg who was unable to attend the meeting. B. Aucoin went over the financials. 	

- B. Aucoin also informed the MAX Board of the following:
 - A **W-2G Tax Form** needs to be sent to the winner of Race prizes valued at **\$5,000 and over**.
 - **28%** of any amount **over \$5,000** in winnings needs to be withheld.
 - Even though **tax-exempt** nonprofits do not pay federal **taxes**, they do have to file an information **form** with the IRS annually. That **form** is called a **990**.
 - B. Aucoin asked that a motion be made to approve the **990 Tax Return Form for 2016** as presented.

Grants:
No report

Building & Sites Representative Report:
No report

Ad-Hoc Committee/Coordinator Reports/Updates

- **Progress of Memorandum of Understanding (MOU) –**
 - Dr. A. Davis reported that a copy of the MOU was sent to Alex Arceneaux, but no response has been received to date.

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

- **April 2017** – Publicity on MAX Charter School’s **9th Annual “Race for Their Future” 5-K Race Fest**, rescheduled due to inclement weather, began almost immediately after the notification of the media on April 7, 2017, and continued through the month of April and into May.
- **April 11, 2017/April 13, 2017** – Board members were sent forwarded email messages from **LAPCS** Executive Director Caroline Roemer and Director of External Relations – New Orleans – Brady Shannon outlining a **2017 Legislative Session Preview** in an effort to keep members informed of educational issues and engaged in advocacy efforts.
- **April 27, 2017** – Board members were sent an email notification, along with an article from Tulane University’s A.B. Freeman School of Business, which informed them of the selection of fellow MAX Board member J.J. Buquet as ***Tulane Distinguished Entrepreneur of the Year***.
- **May 2, 2017/May 4, 2017** – Board members were sent forwarded email messages from LAPCS officials regarding a “Call to Action” on **SB 87: Mandatory UAL/TRSL payments via MFP withholdings**.
- **May 3, 2017** – *Inside NSU* announced the departure of Stephanie Verdin. A “Farewell/Thank You” message was sent to her on behalf of MAX.

7. Ad-Hoc Committee/Coordinator Reports/Updates

- A motion was made by Dr. C. Hill, seconded by J.J. Buquet, to approve the **990 Tax Return Form for 2016** for The MAX Charter School as presented ... Motion was passed unanimously.

- L. Musson will be following up on this.

<p>8. Other Reports</p>	<p>Principal's Report (See Attached Copy):</p> <p>R. Walker reported on the following:</p> <ul style="list-style-type: none"> • LEAP testing is finally finished. • MAX was cited by the State Department recently for its failure to meet the requirement of enrolling the required percentage of Economically Disadvantaged Students as defined in <i>Act 467</i>. • In a letter drafted by Dr. Cleve Hill, MAX Charter School endorsed Hope Enterprise Corporation (<i>HOPE</i>) in its request for a funding grant. (Note: Mary Elizabeth Evans was our guest speaker at our MAX Board meeting on February 2, 2017.) The letter of endorsement is being sent to the Application Review Committee for the Credit Enhancement for Charter School Facilities Program of the U.S. Department of Education. • As of today, the 2017-2018 School Year Enrollment/Admissions Update is as follows: <ul style="list-style-type: none"> ○ 120 students <ul style="list-style-type: none"> ▪ 12 new students ○ 22 students on the wait list • Two (2) teachers have elected not to return to MAX. <ul style="list-style-type: none"> ○ We are in the process of interviewing for the two (2) available positions--Upper School Math and 4th Grade ELA. • MAX teachers and three (3) paras were invited to attend The Louisiana Teacher Leader Summit to be held at the Morial Convention Center in New Orleans. Our teachers will be there from Wednesday, June 7, 2017, through Friday, June 9, 2017. <p>Director's Report</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • For a MAX heartfelt story, Ms. Musson shared the news that several former MAX 8th grade students entered the 2016-2017 Thibodaux Calendar Art Contest. <ul style="list-style-type: none"> ○ This year MAX had a winner for the month of December 2016—Emmett Adams. ○ When the calendar was viewed by Board members, the names and art work by other former MAX students were revealed: Casey Acosta, Trevor Lasseigne, Anne-Marie Orlando, Victoria Smith, and Zachary Strawser. • Dr. J. Field will have the surveys for the parents set up before the end of the year. • Ms. Musson had a meeting with the representative from White Car Marketing. <ul style="list-style-type: none"> ○ The representative will be responsible for redesigning and maintaining the school's website that is expected to be launched at the end of June. <ul style="list-style-type: none"> ▪ Several students have been contacted for testimonials to be 	<ul style="list-style-type: none"> • MAX was asked to submit its plans for future compliance. <ul style="list-style-type: none"> ○ On April 30, 2017, the requested documents entitled <i>Act 467 Compliance Action Steps for 2017-2018 School Year</i> were submitted to the State Department.
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	<p>used on the website.</p> <ul style="list-style-type: none"> ○ Marketing materials (brochures, cards, etc.) will be ordered, and The MAX logo will be used on the cards. ● MOU is being worked on. ● Nicholls Department of Music Head Dr. Shane Anderson was contacted regarding coupling up with The MAX for art and music. ● MAX will be looking into writing grants for musical instruments for lower grades. <p>Parent Committee Report: Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> ● PTA is working on preparations for Teacher Appreciation Week. <ul style="list-style-type: none"> ○ May 4th will be the Italian lunch from 1:00 P.M. to 2:30 P.M. ● The last PTA meeting for 2016-2017 was held on Tuesday, May 2, 2017. Nominations for the new PTA officers were made, and the officers will all remain the same. ● The PTA is working on final preparations for The Race on May 21, 2017. ● There will be hot lunches again next year. <ul style="list-style-type: none"> ○ Sodexo submitted a proposal for four (4) days of the week at \$4.00 per day. Approximately 50 students/parents expressed interest. ○ Fridays will be kept open to support places like <i>Pizza Hut</i> and <i>Firehouse Subs</i>, etc. that support The MAX. 	
<p>9. New Board Business</p>	<p>None needed since the school's financial situation was discussed during both Agenda Item 4 and Agenda Item 6.</p>	
<p>10. Motion to Go Into Executive Session</p>	<p>None</p>	
<p>11. Announcements</p>	<ul style="list-style-type: none"> ● The next Board meeting will be Thursday, June 1, 2017. ● Deadline for filing the <i>Annual Tier 3 Personal Financial Disclosure Statement</i> is Monday, May 15, 2017. ● <i>Girls on the Run 5-K Race</i> in Houma: Saturday, May 13, 2017. ● Rescheduled "Race for Their Future": Sunday, May 21, 2017. ● Eighth Grade Graduation & Breakfast: 8:00 A.M. Thursday, May 25, 2017. Breakfast will be in the Century Room, and Graduation will be at Danos Theater in Talbot Hall. 	
<p>12. Adjournment</p>	<p>The meeting adjourned at 10:50 A.M.</p>	<p>Motion was made by B. Aucoin and seconded by Dr. C. Hill to adjourn the meeting ... Motion was passed unanimously.</p>