

**MINUTES OF MEETING**  
**The MAX Charter School Board of Directors**

DATE: October 6, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

**Present:** Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Angelle Hebert, Dr. Cleve Hill, J.J. Buquet, and Crystal Guillot

**Also present were** Rebecca Walker, Dr. Jim Barr (9:13), Suzy Bourg, and Janice Fabregas who took the minutes

**Absent:** Dr. Al Davis, Andrea Bollinger-Giardina, and Wendie Darcey **Note:** MAX Director Linda Musson was absent.

AGENDA	RECOMMENDATION	
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.	
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of September 1, 2016, were presented.	<ul style="list-style-type: none"> <li>• The Minutes of September 1, 2016, were accepted as presented.</li> </ul>
<b>4. Board Training</b>	None	
<b>5. Teacher Representative Report</b>	<p>Teacher representative Helena Salmon, Social Studies 6<sup>th</sup> to 8<sup>th</sup> grade teacher, reported on the following:</p> <ul style="list-style-type: none"> <li>• <i>Constitution Day</i> and <i>Back-the-Blue Day</i> were a success!</li> <li>• Everyone is progressing along in their academics.</li> <li>• Data binders were turned in and evaluated by the data team.</li> <li>• Progress Monitoring will continue this week with the <i>Aims Web</i> Math probes.</li> <li>• The end of the first 9 weeks is Friday, October 7<sup>th</sup>, and report cards will be sent home Wednesday, October 12<sup>th</sup>.</li> <li>• The 8<sup>th</sup> graders will partner with Synergy Bank to participate in a financial class once a month.</li> <li>• The 2<sup>nd</sup> Gator Gala was held Friday, September 30<sup>th</sup>, where students made “Under the Sea”-themed graham cracker portraits with blue icing and goldfish.</li> <li>• <i>Red Ribbon Week</i> is October 18<sup>th</sup> – 21<sup>st</sup>.</li> <li>• The <i>Nicholls State University Red-Out Day</i> will be Friday, October 21<sup>st</sup>. Celebrating will be cheerleaders, football players, as well as the NSU mascot Colonel Tillou.</li> <li>• The Halloween-themed <i>Family Night</i> will be Thursday, October 27<sup>th</sup>.</li> </ul>	
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourg presented the August 2016 financial statements.</li> <li>• S. Bourg went over the financials.</li> <li>• The 2016-2017 budget approved at last month’s MAX Board meeting was submitted to the state.</li> <li>• In August the school received the following reimbursements for prior year Federal expenses:</li> </ul>	

<p><b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b></p>	<ul style="list-style-type: none"> <li>○ Title I <b>\$7,388</b></li> <li>○ Title II <b>\$2,106</b></li> <li>○ IDEAB <b>\$6,593</b></li> </ul> <p><b>Grants:</b> The school received a grant award notification from the federal government. The school has been awarded <b>\$20,943.00</b> for the Small Rural School Achievement Program. These funds will be used to purchase laptops or chrome books for student use. <b>NOTE:</b> Dr. Barr was unavailable at this time to give his report.</p> <p><b>Building &amp; Sites Representative Report:</b> No report</p> <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <p><b>Publicity/Public Relations Report:</b> (See Attached Copy) Since L. Musson is now the Public Relations Director and Advisor to the MAX Charter School Board, B. Broussard informed the Board that her reports will primarily deal with actual publicity and events she can attend.</p> <ul style="list-style-type: none"> <li>• <b><u>Friday, September 9, 2016</u></b> – “MAX Honors the Blue” Open House was held from 9:00 A.M. to 2:30 P.M.</li> <li>• <b><u>Tuesday, September 20, 2016</u></b> – In observance of <i>Constitution Week</i>, The MAX Charter School held a special presentation and invited members of the Daughters of the American Revolution (<b>DAR</b>) and the Woodmen of the World (<b>WOW</b>) to attend.</li> <li>• During the month of September, at least seven (7) photographs of MAX students and MAX personnel at different activities were published in local newspapers and other publications.</li> </ul>	
<p><b>8. Other Reports</b></p>	<p><b>Principal’s Report</b> (See Attached Copy): R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• PTA Hot Lunches <ul style="list-style-type: none"> <li>○ A complaint was filed with the Board of Health about hot lunch procedures. An initial investigation took place on Wednesday, October 4th. MAX is in violation because the Board of Health was not notified of changes that were made to the lunch service procedures.</li> </ul> </li> <li>• Tutoring – <ul style="list-style-type: none"> <li>○ 4<sup>th</sup> and 8<sup>th</sup> Grade tutoring will begin next week to prepare for LEAP testing in the spring.</li> </ul> </li> <li>• E-mail Usage Policy – <ul style="list-style-type: none"> <li>○ Staff e-mails are set up. Max needs a policy to govern the use of a school- sponsored e-mail.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• R. Walker is working to comply with the Board of Health’s request.</li> <li>• R. Walker will create a policy to govern the use of this school-sponsored e-mail and present it to the Board for approval.</li> </ul>

- Christmas Play
  - Peltier Auditorium at NSU is no longer available to MAX for the original date of the play. The date of the play has been changed to Thursday, December 8, 2016
- Chamber Membership
  - R. Walker suggested that the MAX join the Thibodaux Chamber of Commerce.
- Parent/Teacher Conferences
  - Conferences will take place in the morning of Friday, October 14<sup>th</sup>.
- Staff Development
  - During the afternoon of Friday, October 14<sup>th</sup>, a representative from Louisiana's Assistive Technology Center will present training to the teachers pertaining to use of the Promethean boards.
  - Karen Chauvin will present at a PLC this month on a comprehension strategy called *Visualizing and Verbalizing*.
- Supervisor's Collaboration
  - Alison Borne and Rebecca Walker attended meetings held by the Louisiana Department of Education.
    - Matters pertaining to state testing, curriculum, and other state requirements were presented and discussed.
- NSU Red Out Day
  - This event is scheduled for Friday, October 21, at 1:00 P.M. at the NSU stadium.
- Pupil Progression Plan
  - The Pupil Progression Plan Committee met twice and made revisions to the PPP, and R. Walker asked for the Board's approval.
    - Dr. C. Hill asked if summer remediation had been eliminated as this once was mandatory.
      - R. Walker replied the state has stopped mandating this, and it is no longer required. Thus, we are still in compliance.

**Director's Report**

No report submitted.

**Parent Committee Report:**

Crystal Guillot reported on the following:

- The PTA will purchase each teacher a case of paper.
- Funds have been collected for the following fundraisers:
  - Coca Cola --- **\$5,000**
  - Firehouse Subs --- **\$225**
  - Dominos --- **\$68**

- Membership was approved by the Board members with the understanding that MAX personnel will attend and participate in the various meetings.

- A motion was made by Dr. C. Hill and seconded by K. Chauvin to accept the Pupil Progression Plan as submitted ... Motion passed unanimously.

<p>*Dr. J. Barr's Report</p>	<ul style="list-style-type: none"> <li>○ The Shoe Drive is going well.</li> <li>○ Other fundraising ideas discussed were plate lunches and wrapping paper.</li> <li>● The PTA has donated <b>\$500</b> to MAX for art supplies, <b>\$500</b> for the Gator Gala events, and <b>\$250</b> to the Freshwater Academy in Denham Springs.</li> <li>● The PTA will supply food for <i>Family Fun Night</i> on October 27<sup>th</sup>.</li> <li>● The PTA will purchase a <b>\$100</b> gift card for students' race participation prize.</li> <li>● The PTA is working on the hot lunch policy issue with R. Walker.</li> <li>● <i>Dimes-for-Dyslexia</i> is going on this month. Money will be used for the Scholar Dollar store.</li> <li>● PTA is working on Race details.</li> </ul> <p>After the PTA report, the Board allowed Dr. J. Barr an opportunity to address the Board since he was not present for the Grants discussion.</p> <ul style="list-style-type: none"> <li>● Dr. Barr briefed the Board on the U.S. Education Department Grant that was recently awarded to The University of Oregon.</li> <li>● Dr. Barr gave the Board members information on several organizations that could possibly be contacted to apply for grants and discussed the process of researching the different sources for funding.</li> <li>● Dr. Barr is presently working on the Lorio Foundation Grant application.</li> </ul>	<ul style="list-style-type: none"> <li>● Dr. Barr suggested that K. Chauvin contact the recipient of the grant, The University of Oregon, to offer assistance in any way needed.</li> <li>● J. Giardina asked R. Walker to get a listing of the school's needs.</li> </ul>
<p><b>9. New Board Business</b></p>	<p>None</p>	
<p><b>10. Motion to Go Into Executive Session</b></p>	<p>None</p>	
<p><b>11. Announcements</b></p>	<p>K. Chauvin reported that on October 31<sup>st</sup>, the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> graders will have trick or treating in the school parking lot.</p> <p>The next Board meeting will be held on Thursday, November 3, 2016.</p>	
<p><b>12. Adjournment</b></p>	<p>The meeting adjourned at 10:09 A.M.</p>	<p>Motion was made by Dr. C. Hill, seconded by K. Chauvin, to adjourn the meeting ... Motion was passed unanimously.</p>