

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: September 7, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Dr. Cleve Hill (9:30 A.M.), Dr. Angelle Hebert, Wendie Darcey, and Crystal Guillot

Also present were Rebecca Walker, Linda Musson, Suzy Bourg, Dr. Jim Barr, Michelle Giardina, and Janice Fabregas who took the minutes. **Note:** Teacher Representative Helena Salmon—along with new MAX personnel Melanie Melancon, Marie Crosby, and Jenny Gros

Absent: Andrea Bollinger-Giardina, J.J. Buquet , and Alex Arceneaux

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 August 3, 2017, were presented.	<ul style="list-style-type: none"> The Minutes of August 3, 2017, were accepted as presented.
4. Board Training	No Report	
5. Teacher Representative Report NOTE: Teacher Representative Helena Salmon, together with the three (3) new faculty members, was not initially present at the meeting when this agenda item came up; hence, in an effort to save time, the MAX Board moved on to Agenda Item #6 with the intent of returning to Agenda Item #5 as soon as the designated personnel arrived.	Helena Salmon, 6 th – 8 th Grade Social Studies teacher, gave the following report: <ul style="list-style-type: none"> Ms. Salmon first shared a heartfelt story with the Board members. Ms. Salmon introduced new faculty and staff: <ul style="list-style-type: none"> Melanie Melancon – 4th/5th Grade Social Studies Marie Crosby – 2nd/3rd Grade Jenny Gros – Upper School Math Para Benchmark assessments are currently taking place. Student Council campaigning/elections are being held this week. The Back-to-School Dance will be held on Friday, September 22, 2017. All teachers are submitting DonorsChoose.org projects to be sent to Chevron for possible funding. 	
6. Finance Report	Financial Report and Update on Insurance and Finance Matters <ul style="list-style-type: none"> S. Bourg presented the July 2017 financial statements. S. Bourg went over the financials. Grants: <ul style="list-style-type: none"> Title I, Title II, and IDEAB 4th Quarter Reimbursements were received from the state in July 2017. Regarding the Lorio Foundation, a letter requesting an application needs to be submitted. Application is due by 	NOTE: B. Broussard stepped out the meeting for a short period of time to take pictures of the three (3) new faculty/staff members. Upon her return the Board members were discussing renewing membership in the Houma-Terrebonne Chamber of Commerce. <ul style="list-style-type: none"> J. Giardina suggested that S. Bourg and R. Walker look into a project to submit to the Lorio Foundation for the grant money.

	<p>October 31, 2017.</p> <p>Discussion of/Consideration of Renewing Membership in The Houma-Terrebonne Chamber of Commerce and LAPCS</p> <ul style="list-style-type: none"> • B. Aucoin asked the Board if The MAX should renew the membership in the Houma-Terrebonne Chamber of Commerce as an invoice was received in the amount of \$200.00. • B. Broussard requested that membership in LAPCS be renewed. <p>Grants (continued) Dr. J. Barr reported on the following:</p> <ul style="list-style-type: none"> • Although the previously scheduled grant writing workshop had to be postponed, Dr. Barr will work on getting another one scheduled in the very near future. • Dr. Barr informed the Board members of a grant writer who is retired from NSU and previously worked with him in writing grants--Shannon Lafont. <p>Building & Sites Representative Report: B. Aucoin reported on the following:</p> <ul style="list-style-type: none"> • The lockbox has been installed. • R. Walker reported some issues with the air conditioning. • The doorbell has been replaced. 	<ul style="list-style-type: none"> • The Board agreed to renew its membership in the Houma-Terrebonne Chamber of Commerce. • It was decided that membership in LAPCS be renewed for 2017-2018. • Dr. Barr suggested that the Board look into the possibility of hiring Ms. Lafont to help with grant writing. • Jake will check with Trent's regarding this problem.
<p>Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Progress of Memorandum of Understanding (MOU) –</p> <ul style="list-style-type: none"> • Dr. Davis referred to the draft of the newly revised copy of the MOU that was included in the packet for the Board members. <ul style="list-style-type: none"> ◦ He indicated that the College of Education at NSU will need to look at the MOU before its renewal. • L. Musson requested that the food service with Sodexo/or another vendor be included in the MOU. <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • <u>Saturday, August 5, 2017</u> – A photo of MAX 7th grader Brady Hebert attending the Saints training camp on July 29, 2017, appeared in <i>The Courier</i>. • <u>Friday, August 11, 2017</u> – Pictures from the opening days of school for both the professional staff and students were sent to local media for publication. • <u>Saturday, August 20, 2017</u> – Five (5) photos related to the first day of school for students on Thursday, August 10, 2017, appeared in “Class Acts” in <i>The Courier/The</i> 	<ul style="list-style-type: none"> • Dr. A. Hebert will meet with Dr. L. Jones and others at NSU to review the MOU and have it renewed.

	<p><i>Daily Comet.</i></p> <ul style="list-style-type: none"> • <u>Wednesday, August 23, 2017</u> – Board members were sent a forwarded email message from Caroline Roemer of LAPCS containing the latest monthly newsletter entitled Back2Court – Back2School. Board members were made aware of the following: <ul style="list-style-type: none"> ○ Type 2 Funding Lawsuit will be heard by the Louisiana Supreme Court on Tuesday, September 5, 2017. ○ The school’s LAPCS membership is up for renewal. ○ The US Department of Education has approved Louisiana’s Every Student Succeeds Act or ESSA. ○ The Louisiana Charter School Conference will be held in New Orleans on December 13 and 14, 2017. ○ The Annual Financial Report (AFR) Training is scheduled for Friday, September 15, 2017, in Baton Rouge. • <u>Wednesday, August 30, 2017</u> – <i>The Courier/Daily Comet</i> and other local media publicized the closings and cancellations of area public and Catholic schools in Terrebonne and Lafourche Parishes due to Hurricane Harvey. The MAX was included in the notice. • <u>Thursday, August 31, 2017</u> – Board members were sent a notice about the Louisiana Supreme Court hearing on Tuesday, September 5, 2017, and a two-page attachment that contained the key facts on the Type 2 MFP Lawsuit, courtesy of LAPCS Governance Director Neil Ranu. • <u>Saturday, September 2, 2017</u> – Board members were sent a forwarded email copy of a Letter to the Editor of <i>The Advocate</i> penned by Christin White-Kaiser, parent and national board member of PublicSchoolOptions.org that called on the Louisiana Supreme Court to put an end to the uncertainty of thousands of students and families who attend Type 2 public charter schools in Louisiana. 	
<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"> • R. Walker, L. Musson, and A. Borne will be attending the Supervisor’s Collaboration on Tuesday, September 19, 2017. • Enclosed in the Board packet was a copy of a letter from the Louisiana Department of Education regarding At-Risk/Economically Disadvantaged Enrollment. Of particular concern to The MAX are the following requirements: <ul style="list-style-type: none"> ○ Requirement to have 66.9% At-Risk... Presently The MAX has 51 out of 120 who are economically disadvantaged. It needs 69. The school is eighteen (18) students short. 	<ul style="list-style-type: none"> • J. Giardina suggested that a meeting with John White be scheduled to review the requirements and see how The MAX can be in compliance.

- Requirement that charter schools participate in the **National School Lunch Program** which would provide free and reduced price meals for students that meet the income requirements...
- Requirement that charter schools provide free transportation by 2018 (Presently The MAX does not provide free transportation.)
- The **LDOE Renewal Visit** will be held on Tuesday, September 26, 2017 at 9:00 A.M.
- There will be a meeting next week to revise the Crisis Plan, and it will be presented to the staff on Thursday, September 21st.
- Kristine Russell, Assistant District Attorney, Lafourche Parish will give a **Cell Phone and Internet Safety Presentation** on Tuesday, November 7, 2017, for the parents and on Thursday, November 9, 2017, for the students.
 - Dr. C. Hill asked if the school had a cell phone policy.
 - R. Walker replied there was a policy in place, but it needed to be reviewed to include a policy regarding cyber bullying and proper usage. She also mentioned some new rules on sexting.
- **Redesign Grant** - A meeting was held at J. Giardina's house with a representative from a character building program called "The Leader in Me."

Director's Report

L. Musson reported on the following:

- Cody Blanchard is working on the website.
 - Last week the first parents (Mel & Nancy Duplantis) were interviewed for their testimonial to be put on the website.
 - The first interview with a student was with a former MAX student who is presently a sophomore in high school.
- **Constitution Week Observance/Celebration**
 - On Friday, September 15, 2017, a streaming of a virtual field trip on the Constitution will be held.
 - H. Salmon, the Upper School Social Studies teacher, plans to have her students present a Reader's Theater featuring the events surrounding the development of our American Constitution with a focus on the founding fathers and the Constitutional Convention of 1787 and its aftermath.
 - The skit will be held on the NSU campus at Gouaux Hall at 1:00 P.M. on Friday, September 22nd, if permission is granted.
 - The DAR and Woodmen of the World will be

- MAX Board members are invited to attend.

- Michelle Giardina will get a copy of the cell phone policy used by St. Joseph/E.D. White and give it to R. Walker.

- A grant request for funding for "The Leader in Me Program" will be submitted.

- J. Giardina suggested a group visit the Martin Petitjean School in Rayne, LA, since this school uses this program.

NOTE: Location was later changed to Peltier Hall.

	<p>invited to attend this event.</p> <ul style="list-style-type: none"> • L. Musson has been doing model teaching and Staff Development for the teachers. • Advertising MAX is coming along fine. • L. Musson distributed a mock-up of the rack card to the Board members. These will be distributed to various doctors' offices, social centers, etc. • L. Musson asked J. Giardina for an update on the legislators' visit. • Ms. Musson requested that the Board go into Executive Session to discuss an update from the school's attorney on the admissions issue. <p style="text-align: center;">Executive Session began at 10:10 A.M. Regular Board Meeting resumed at 10:20 A.M.</p> <p>Parent Committee Report: Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> • The Coca Cola Fundraiser will be held August 23 – September 22. Delivery will be Wednesday, September 27th. • The PTA is planning on a Fais Do-Do Fundraiser in the fall – the tentative date is November 4th at the Chackbay Fairgrounds. • Sodexo lunches are going well. <p>Dr. Jim Barr's Final Report on Results of R. Walker's Leader Evaluation...Final Score/Rating</p> <ul style="list-style-type: none"> • Dr. J. Barr noted that Ms. Walker's rating was Highly Effective. 	<ul style="list-style-type: none"> • J. Giardina will get back to Ms. Musson on this. • Motion was made by Dr. C. Hill and seconded by B. Aucoin to go into Executive Session to discuss the attorney's update... Motion was passed unanimously. • B. Broussard offered to email the final report to all Board members.
9. New Board Business	None	
10. Motion to Go Into Executive Session	See Director's Report above.	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, October 5, 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. 	
12. Adjournment	The meeting adjourned at 10:22 A.M.	Motion was made by Dr. C. Hill and seconded by B. Aucoin to adjourn the meeting ... Motion was passed unanimously.