

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: December 7, 2017

TIME: 9:02 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, and Crystal Guillot

Also present were Rebecca Walker, Linda Musson, and Michelle Giardina. **Note:** Dr. Meagan Medley was the guest speaker, and Mr. Keith Wommack was the teacher representative.

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

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:02 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 November 2, 2017, were presented. **A request to deviate from the Agenda was made.	The Minutes of November 2, 2017, were accepted as presented. A motion was made by B. Broussard, seconded by B. Aucoin, to deviate from the Agenda to take up Item #7 , which contained two (2) Action Items needing MAX Board Approval... Motion was passed unanimously.
DEVIATION FROM THE AGENDA	ITEM # 7...Ad-Hoc Committee/Coordinator Reports/Updates Dr. A. Davis introduced the following two (2) Action Items that required Board Approval: <ul style="list-style-type: none"> • Amended Policy 3.0 Leaves & Absences as it relates to part-time employees. • The newly signed <i>Memorandum of Understanding (MOU)</i> <p>After the vote was recorded, the meeting returned to regular order.</p>	<ul style="list-style-type: none"> • A motion was made by Dr. A. Davis, seconded by B. Broussard, to accept <u>as written</u> the proposed alterations to Section 3.0 of the <i>Personnel Policy and Procedures Manual</i> ... Motion was passed unanimously. • A motion was made by Dr. A. Davis, seconded by C. Guillot, to accept the wording and actions taken in concert with Nicholls State University regarding the <i>Memorandum of Understanding (MOU)</i> dated October 31, 2017... Motion was passed unanimously.
4. Board Training/Special Guest Presentation	<ul style="list-style-type: none"> • Special Guest Holly Duchmann, Lifestyles Reporter for <i>The Courier</i> and the <i>Daily Comet</i>, was unable to attend. • Dr. Meagan Medley, Psychology Assistant Professor at NSU, informed the Board that she is presently helping MAX Charter School with crisis planning intervention, post-intervention, etc. <ul style="list-style-type: none"> ○ Dr. Medley, Jason Talbot, and Rebecca Walker met with University Police Chief Craig Jaccuzzo on the NSU campus to discuss procedures related to crisis planning. <ul style="list-style-type: none"> ▪ Chief Jaccuzzo advised that in the case of a crisis at the school, the NSU rules would supercede any 	<ul style="list-style-type: none"> • Dr. Medley recommended that a representative group work on wording to put into a MAX student manual

	MAX procedures.	<p>to make this public knowledge.</p> <ul style="list-style-type: none"> ○ Dr. Medley will meet with the NSU Crisis Committee to help with this. ● Dr. A. Davis suggested that this statement could possibly be put in the By-Laws.
5. Teacher Representative Report	<p>Keith Wommack, 6th – 8th Grade Science teacher, reported on the following:</p> <ul style="list-style-type: none"> ● The Lower School visited the Thibodaux Playhouse. ● Middle School and Upper School are utilizing the I-Excel Program. ● Practice is ongoing for the MAX Christmas Play. ● Mr. Wommack shared a heartfelt story with the Board members. ● Michelle Giardina took the opportunity to share her own heartfelt story about The MAX. ● K. Chauvin added to the two (2) stories above and spoke about a former MAX student, currently a sophomore in a Civil Engineering Program at Louisiana Tech, who is doing extremely well at the university. 	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> ● B. Aucoin presented the October 2017 financial statements. ● B. Aucoin went over the financials <p>Grants: There was no official report or update available, but a need for additional funding through grants was discussed. Various names were mentioned during the discussion.</p> <ul style="list-style-type: none"> ● J. Giardina asked that a concerted effort be made to find a grant writer who would consider writing grants for the school. ● Also, a discussion was held about the possibility of increasing enrollment which would help increase the funding from the state. <p>Building & Sites Representative Report:</p> <ul style="list-style-type: none"> ● Boys’ bathroom still has issues. Repairs may be done during the Christmas holidays. ● B. Aucoin asked if the air conditioner issues had been resolved. <ul style="list-style-type: none"> ○ R. Walker reported that the work done to the air conditioner system so far has worked well. 	<ul style="list-style-type: none"> ● Dr. Al Davis asked that names of grant writers be submitted at the next Board meeting on January 4th. ● It was recommended that the president start the procedure and fill out the paperwork necessary to increase enrollment and obtain BESE approval.
7. Ad-Hoc Committee/Coordinator Report/Updates	<p>Ad-Hoc Committee/Coordinator Report/Updates See Deviation Above for Action Items.</p> <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> ● Publicity for the MAX Charter School’s Cajun Christmas Festival has continued throughout the entire month of November. ● <u>Tuesday, November 7, 2017</u> – <i>The Courier/Daily Comet</i> 	

	<p>published two (2) pictures in the “Class Acts” section of its newspaper – a photo of the three (3) newly hired professional staff members and the other of the newly elected officers of the 2017-2018 MAX Student Council.</p> <ul style="list-style-type: none"> • Tuesday, November 14, 2017 – <i>The Courier/Daily Comet</i> published two (2) pictures in the “Class Acts” section of its newspaper which included a picture of the students who participated in the school’s Reader’s Theater Presentation of “United We Stand.” • Friday, November 7, 2017 – Mary Downer Ditch, Managing Editor of Rushing-Media.com contacted B. Broussard about writing a short story about the Cajun Christmas Fest. • Monday, November 20, 2017 – <i>The Courier/Daily Comet</i> Staff Reporter Brent St. Germain featured the Rodrigue brothers in an article entitled “Rodrigue Brothers Thrive as Miniature Bull Riders.” Jay and Carson Rodrigue are the state’s top miniature bull riders for their respective age groups after winning the Louisiana Miniature Rodeo Association’s Competition November 12 in Greenwell Springs. • Wednesday, November 22 & 29, 2017, and Sunday, December 3, 2017 – Bill Ellzey’s columns in <i>The Courier/Daily Comet</i> for three (3) consecutive weeks contained more information and excellent coverage of our first ever Cajun Christmas Festival fundraiser. • December, 2017 – The Holiday Issue of the <i>Gumbo Entertainment Guide</i> contained the article from Mary Downer Ditch on MAX Charter School’s festive fundraiser. <p>A decision on the Type 2 Funding Lawsuit before the Louisiana Supreme Court has still not yet been received.</p>	<ul style="list-style-type: none"> • B. Broussard suggested that perhaps it could be arranged for the Board to meet the Rodrigue boys personally at the January MAX Board meeting.
<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"> • R. Walker had a conversation with Olin Parker who sent a draft of the Annual Review (copies were given to the Board members.) The MAX School will be brought up for a 3-year renewal on December 11, 2017, at the BESE Board meeting. • The Business Manager position is still open. Interviews are presently being held. • R. Walker thanked B. Broussard and Dr. A. Davis for completing the changes to the Personnel Policy and Procedures Manual. <ul style="list-style-type: none"> ○ The revisions will be shared and discussed with the staff. • The state is requesting that a separate policy be written as it pertains to any student fees. <ul style="list-style-type: none"> ○ Once written and approved, the policy should be posted on the school’s website and be included in the student handbook. <ul style="list-style-type: none"> ▪ R. Walker and A. Borne will work on this policy. • B. Broussard asked about the status of the website. 	

	<ul style="list-style-type: none"> ○ R. Walker reported that this has not been completed as of yet. <p>Director's Report L. Musson reported that the MAX Christmas Play tickets have been sold out.</p> <p>Parent Committee Report: Crystal Guillot reported on the following:</p> <ul style="list-style-type: none"> • Preparations for the Christmas Fest scheduled for Saturday, December 9, 2017, are ongoing. • The Race preparations are also ongoing. • The PTA is trying to get the Race raffle tickets out before the Christmas break. 	<ul style="list-style-type: none"> • It was suggested that maybe someone else be contacted to complete the website.
9. New Board Business	<ul style="list-style-type: none"> • B. Broussard asked about scheduling a MAX Foundation Board meeting to follow the January 2018 MAX Charter School Board meeting... 	<ul style="list-style-type: none"> • J. Giardina agreed to this.
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, January 4, 2018. • MAX Cajun Christmas Fest: Saturday, December 9, 2017 ... Chackbay Fairgrounds... 10:00 A.M.-2:00P.M. • The 10th Anniversary Louisiana Charter Schools Conference in New Orleans – December 13-14, 2017 • MAX Christmas Play: Tuesday, December 19, 2017 • MAX Christmas Party: Wednesday, December 20, 2017 ... Thibodaux Wellness Center ... 6:30 P.M. • Winter Break: December 21-January 3, 2018... School Closed. • REMINDER: 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. 	
12. Adjournment	The meeting adjourned at 10:18 A.M.	Motion was made by B. Aucoin, seconded by C. Guillot to adjourn the meeting...Motion was passed unanimously.