

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: July 2, 2015

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert , Brian Aucoin, Dr. Albert Davis, Dr. Cleveland Hill, Angela Smith, and Michelle Strawser

Also present were: Linda Musson, Suzy Bourg, and Janice Fabregas who took the minutes. **Special Guest:** Dr. Jim Barr (9:50 A.M.)

Absent: Andie Bollinger-Giardina

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 June 4, 2015, were presented. The Minutes of June 4, 2015, were approved as presented.
4. Board Training	<ul style="list-style-type: none"> • Dr. Jim Barr, scheduled to address the MAX Board at this time, called the school to say that he would be late. • Dr. C. Hill reported that he had attended the 15th Annual National Charter Schools Conference in New Orleans, LA, held on June 21-24, 2015. <ul style="list-style-type: none"> ○ Dr. Hill asked to delay his report until the next Board meeting in August as he was not prepared with all the information he needed to share.
5. Teacher Representative Report	None
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the May 2015 financial statements. • S. Bourg went over the financials. <p>Grants: S. Bourg reported on the following:</p> <ul style="list-style-type: none"> • EGMS Reimbursement Requests for the 4th quarter were submitted, and the following amounts—totaling \$11, 857—were received on June 26, 2015: <ul style="list-style-type: none"> ○ Title I - \$1,278 ○ Title II - \$72 ○ IDEAB - \$10,507 • The ESY (Extended School Year) Reimbursement Request for 2014-2015 pending payroll payment \$820 • The EGSM application for 2015-2016 was submitted and substantially approved on June 30, 2015. Allocations for 2015-2016 School Year are as follows: <ul style="list-style-type: none"> ○ Title I - \$21, 890 plus \$12, 420 (funds carried over/unused from 2014-2015) ○ Title II - \$3,834 plus \$3,128 (carried over) ○ IDEAB - \$25, 773 plus \$6, 366 (carried over)

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<ul style="list-style-type: none"> ○ ESY \$828 ○ TOTAL: \$52, 325 plus \$21, 914 (carried over) • The 8g applications and EEF applications will be released later in July. • S. Bourg requested Board approval of the proposed budget for the 2015-2016 school year. • L. Musson advised the Board that it would be necessary to hire someone to do lawn maintenance. <p>Building & Sites Representative Report: No Report</p> <p>Ad-Hoc Committee/Coordinator Reports/Updates Dr. A. Davis reported on the following:</p> <ul style="list-style-type: none"> • The Ad-Hoc Committee completed its final review of the <i>Personnel Policies and Procedures Manual</i> and presented its proposed recommendations—that basically changed the wording in the document to include the At-Will language—to the Board for approval. One additional correction was noted in Chapter 7 and added to the final document. • Dr. Davis will contact Dr. J. Field to determine the progress of the surveys and find out what else may need to be done to finalize the task/project regarding the survey information. <ul style="list-style-type: none"> ○ M. Strawser reported that if help in sorting, stuffing, and/or mailing out the surveys is needed, Kohl’s may be able to assist. She once again informed the Board members that Kohl’s has a program (Associates in Action Volunteer Program) which supports the community by sending five (5) people to help for at least three (3) hours, and the group receiving this support would be given \$500. <p>Public Relations Report: (See Attached Copy.)</p> <ul style="list-style-type: none"> • B. Broussard’s report contained mostly information on forwarded e-mails from the LAPCS since very little actual publicity took place after the school closed for the 2014-2015 school year. 	<p>A motion was made by Dr. C. Hill, seconded by B. Aucoin, to approve the budget for 2015-2016 as presented... Motion was passed unanimously.</p> <ul style="list-style-type: none"> • L. Musson will get three (3) estimates for lawn maintenance and submit them to the Board. • A motion was made by Dr. Davis, seconded by Michelle Strawser, to accept the changes to the <i>Personnel Policies and Procedures Manual</i> as presented by the Ad-Hoc Committee... Motion was passed unanimously. • It was also recommended that the Board-approved manual be posted online. • Dr. Davis also suggested that the <i>Personnel Policies and Procedures Manual</i> be reviewed annually. <p>M. Strawser will contact Kohl’s to request getting help for the school.</p>
<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The school population is 120 students. • The school is now fully staffed as teachers and paras have been hired for the 2015-2016 school year. • Staff Development/Important Dates for 2015-2016 are as follows: <ul style="list-style-type: none"> ○ July 8 – Academic Steering Meeting 	

	<ul style="list-style-type: none"> ○ July 22 – Super Steering Meeting ○ July 29 – New Teacher Orientation – To be hosted by Alison Borne and Rebecca Walker ○ July 30 – Project Read Phonology – To be hosted by Linda Musson and Rebecca Walker ○ August 3 – Project Read Written Expression – To be hosted by L. Musson ○ August 4 – Project Read Linguistics – To be hosted by L. Musson ○ August 4–New Parent Orientation at 6:30 P.M.- To be hosted by the teachers ○ August 5 – MAX Staff Returns – L. Musson will be doing the orientation for all staff. Topics for Discussion: 504, 1508, FERPA, and Bullying ○ August 6 – Curriculum Training on <i>Language Science</i>, <i>Calendar Math</i>, and <i>Math-U-See</i>- To be hosted by Terri Matherne and Donna Gauthreaux ○ August 7 – AXI Training (Promethean Boards) - All teachers will attend this training. ○ August 10 – Students’ First Day 2015-2016 school year. • L. Musson also presented and spoke about a color-coded visual on reading that was created on the suggestion of Dr. Jim Barr. She briefly went over and explained the visual to the Board members. <p>Parent Committee Report: Angela Smith reported on the following:</p> <ul style="list-style-type: none"> • The PTA is hosting a uniform exchange on July 12th and 19th at the MAX Charter School. • The first PTA meeting will be August 20th, the same date for the MAX Open House. 	
<p>9. New Board Business</p>	<ul style="list-style-type: none"> • B. Broussard reminded the MAX Board that no School Leader At-Will Employment Offer had been made for the 2015-2016 School Year as of July 2, 2015, and that this item needed to be addressed since Board policy states, “...offer letters for administrative staff shall be signed no later than the last day of June.” <ul style="list-style-type: none"> ○ B. Aucoin stated that he is presently working on this. • C. Hill asked, “Once it is approved in August, will it be retroactive to July 1, 2015?” <ul style="list-style-type: none"> ○ B. Aucoin answered, “Yes, that is how it would work.” • B. Aucoin informed the Board that he had a copy of the Memorandum of Understanding (MOU) from NSU that needed to be signed. Since no one else on the Board had a copy and a signature was needed in a timely manner, J. Giardina requested that he be allowed to sign the document with the understanding that the “new” MOU would be compared with the MOU the school used previously to determine its acceptability to MAX. 	<p>A motion was made by K. Chauvin, seconded by B. Aucoin, to accept the MOU as presented and to give J. Giardina the authority to sign it if after comparing it with the MOU of last year, it was determined that there were/are no changes detrimental to the MAX Charter School... Motion was passed unanimously.</p>

	<p>Awaiting the arrival of Dr. Jim Barr, a short recess ensued—allowing Dr. Barr the opportunity to run off pertinent information pertaining to the School Leader Evaluation Rubric.</p> <ul style="list-style-type: none"> • Upon entering the Board room, Dr. Barr distributed copies of a handout entitled “Maxine Giardina Charter School Leader Evaluation Rubric” for review with the Board members. <ul style="list-style-type: none"> ○ He explained that the various weighted criteria contained on the handout were suggested and agreed to by the Ad Hoc Committee members. He further explained that the criteria were intended to be used in the evaluation of the School Leader, but it could also be used to evaluate the school. <ul style="list-style-type: none"> ▪ In his evaluation of ACADEMICS, Dr. Barr decided to concentrate on the mathematics component since <i>“the use of AIMSweb data provides an excellent process of measuring student performance, comparison to national averages, and growth as measured by ROI or Rate of Improvement. The ROI measure is unique to AIMSweb because the factor of growth is based on an average growth of 36 weeks of instruction. This is a linear regression model and all of the teachers can learn to use it and apply the principles to any assessment to a longitudinal model.”</i> 	<p>After a short period of time, it soon became evident that Dr. Barr was prepared to cite and discuss actual ratings/scores for Director L. Musson, and so an Executive Session was in order since his discussion would lead to confidentiality issues involving the director’s annual performance assessment.</p>
<p>10. Motion to Go Into Executive Session</p>	<p>B. Broussard asked that the Board go into Executive Session to continue with Dr. Jim Barr’s presentation and his evaluation findings.</p> <p>Executive session began at 10:00 A.M.</p> <p>Executive session ended at 10:45 A.M.</p>	<p>A motion was made by Dr. C. Hill, seconded by K. Chauvin, to go into Executive Session to continue the presentation by Dr. Jim Barr as it pertained to the director’s annual performance assessment.... Motion was passed unanimously.</p> <p>A motion was made by K. Chauvin, seconded by Dr. C. Hill, to accept Dr. Jim Barr’s School Leader Evaluation/Annual Performance Assessment as presented... Motion was passed unanimously.</p>
<p>11. Announcements</p>	<p>The next MAX Board meeting is Thursday, August 13, 2015, the second Thursday of the month.</p>	
<p>12. Adjournment</p>	<p>The meeting adjourned at 10:52 A.M.</p>	<p>A motion was made by Dr. C. Hill, seconded by K. Chauvin, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 13, 2015

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Dr. Cleveland Hill, Andie Bollinger-Giardina, Angela Smith, and Michelle Strawser
Also present were Linda Musson, Rebecca Walker, Suzy Bourg, Erika Hymel-Watson (parent), and Janice Fabregas who took the minutes.

Absent: Jake Giardina and Dr. Angelle Hebert

NOTE: J. Giardina sent Board members a copy of an article from *The Wall Street Journal* by Thomas Chiapelas entitled “*School Choice for Special-Needs Students*” to peruse.

AGENDA	RECOMMENDATION	
1. Call to Order	K. Chauvin called the meeting to order at 9:00 A.M.	
2. Roll Call	K. Chauvin called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of July 2, 2015, were presented.	A motion was made by A. Bollinger-Giardina and seconded by Dr. C. Hill to approve the Minutes of July 2, 2015, with the deletion of the departure time of 9:45 A.M. shown for Dr. Angelle Hebert ... Motion was passed unanimously.
4. Board Training	<p>Dr. C. Hill reported that he had attended the 15th Annual National Charter Schools Conference in New Orleans, LA, held from June 21-24, 2015.</p> <ul style="list-style-type: none"> • Dr. Hill distributed a hard-copy summary of the three (3) conference sessions he attended. These sessions included the following: <ul style="list-style-type: none"> ○ <i>Board’s Fundraising Potential</i> (with a self-assessment questionnaire) ○ <i>Fix Your Board Meetings</i> by Marci Cornell Feist of <i>Board on Track</i> ○ <i>Board Engagement: Money, Power, Respect</i> by Makiyah Moody. • Dr. Hill shared a few “food for thought” comments with Board members and emphasized in particular that Boards should be more strategic as opposed to being reactive and that Boards should consider evaluating Board meetings at the end of each session. <ul style="list-style-type: none"> ○ K. Chauvin stated she was privy to a copy of an evaluation used by another group that could possibly be used by The MAX. 	K. Chauvin will get a copy for the MAX Board to examine.
5. Teacher Representative Report	<ul style="list-style-type: none"> • Curriculum Coordinator Rebecca Walker introduced the six (6) new MAX personnel members to the Board members and allowed each to say a few words about themselves and their teaching duties. The Board members, in turn, introduced themselves. <ul style="list-style-type: none"> ○ K. Chauvin announced and congratulated Dr. A. Davis on being appointed Dean and Professor Emeritus at Nicholls State University. 	

	<p>Rouge. A reminder to renew the Board’s membership in LAPCS was also included in the communication.</p> <ul style="list-style-type: none"> • <u>Friday, July 17, 2015</u> – Dr. Al Davis sent MAX Board members the final version of the updated <i>MAX Personnel Policies and Procedures Manual</i> that was approved by the full board on Thursday, July 2, 2015. The e-mail also included attachments that showed the actual changes and adjustments made to the previous document. It was suggested that the manual be posted to the school’s website and be distributed to the teachers. • <u>Tuesday, July 21, 2015</u> – MAX Board members received a forwarded copy of the <i>July 2015 LAPCS Newsletter</i> from Caroline Roemer Shirley. The newsletter served as an opportunity to comment on Louisiana’s Standards Review and register for the 2015 Louisiana Charter School Conference in Baton Rouge. <ul style="list-style-type: none"> ○ The Review Committee will meet in Baton Rouge on August 19, 2015. 	
<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The school year for the students began on August 10, 2015. <ul style="list-style-type: none"> ○ Professional staff, attired in matching Superhero T-shirts, welcomed the students into the school decorated with a Superheroes theme. ○ Color-coded signs showing the different tones of voices the students can use in different areas of the school to help keep noise down have been displayed around the school. • The current school population is 120 students. • New Parent Orientation was held on Tuesday, August 4, 2015, for the thirty-five (35) new students who enrolled. Over 90% of the parents attended. • A Back-to-School Pow Wow for parents is scheduled for Thursday, August 20, 2015, at 6:00 P.M and will be followed by the PTA meeting at 7:00 P.M. • The remedial program “Math-U-See” has been discontinued because of the price increase of the books for the program. • The <i>Stanford Achievement Test (SAT)</i> has been replaced by <i>ASPIRE</i>. The cost to replace <i>SAT</i> with <i>ASPIRE</i> would be \$16,000. <ul style="list-style-type: none"> ○ Ms. Musson has found another program called <i>STAR (Renaissance Learning)</i> which could be used in place of <i>ASPIRE</i> and asked the Board’s approval to purchase the <i>STAR Reading and Math Diagnostic Program</i> at a cost of \$3,572.00 using existing funds. • Ms. Musson thanked M. Strawser and her husband for the 	<ul style="list-style-type: none"> • A motion was made by K. Chauvin, seconded by Dr. C. Hill, to approve the purchase of the <i>STAR Reading and Math Diagnostic Program</i> at a cost of approximately \$3, 572.00... Motion was passed unanimously.

	<p>chain barrier given to the school.</p> <p>Parent Committee Report: Angela Smith and Michelle Strawser reported on the following:</p> <ul style="list-style-type: none"> • M. Strawser distributed the 2016 Race materials to the MAX Board members and emphasized the need for mailing out the forms and sponsorship requests as soon as possible. She encouraged all Board members to sell a book of tickets and/or to obtain a sponsor. • A Coke Fund raiser will be held in September. • Hot lunches will be served twice a week. 	
9. New Board Business	None	
10. Motion to Go Into Executive Session	None needed	
11. Announcements	<ul style="list-style-type: none"> • Our Next Board Meeting is Thursday, September 3, 2015. • Andie Bollinger-Giardina announced that the Holiday Dinner for the MAX staff and Board members will be held on Thursday, December 10, 2015, at the Bayou Country Club in Thibodaux. • Andie Bollinger-Giardina shared a thank you note from Cyrus Theriot, a former student of MAX. 	
12. Adjournment	The meeting adjourned at 10:25 A.M.	Motion made by Brian Aucoin, seconded by Dr. Cleve Hill, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF EMERGENCY MEETING
The MAX Charter School Board of Directors
August 28, 2015

DATE: August 28, 2015

TIME: 3:00 P.M.

PLACE: MAX Charter School Board/All-Purpose Room

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Dr. Cleveland Hill, Angela Smith, and Michele Strawser

Absent: Dr. Angelle Hebert and Andie Bollinger-Giardina

Also Present: MAX Director Linda Musson, Curriculum Coordinator Rebecca Walker, School Psychologist Tiffany Quick, MAX Teacher/504 Committee Member Alison Borne and mothers/guardians of the students recommended for expulsion

Note: Names are being withheld to protect the students’ identities. Mothers /Guardians were present for Executive Session only and came into the session one family at a time.

AGENDA	DISCUSSION	RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 3:00 P.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	Before going into Executive Session, B. Broussard explained to the Board members that the agenda needed to be adjusted slightly to read, “...to Discuss Proposed Recommended Expulsions...” instead of “...a Proposed Recommended Expulsion...”
3. Motion to Go into Executive Session to Discuss Proposed Recommendations for Expulsion	<p>Executive Session began at approximately 3:04 P.M.</p> <p>Executive Session ended at approximately 4:55 P.M., and the regular session resumed.</p> <p>The meeting adjourned at approximately 5:00 P.M.</p>	<p>A motion was made by B. Aucoin, seconded by K. Chauvin, to go into Executive Session to discuss a matter that warranted multiple expulsion recommendations. Motion was passed unanimously.</p> <p>A motion was made by Dr. C. Hill, seconded by B. Aucoin, to return to regular session.</p> <p>After hearing and weighing the testimony from all witnesses present, B. Broussard moved that the MAX Board uphold the recommendations of the MAX Director: The first student (ID # 7847882183) will be expelled for a minimum of thirty (30) school days—to include the time served. Student #7362739362 and Student #7899652359 will be expelled for fifteen (15) days. Dr. C. Hill seconded the motion. Motion was passed unanimously.</p> <p>A motion to adjourn the meeting was made by Dr. C. Hill and seconded by Dr. A. Davis. Motion passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: September 3, 2015

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Dr. Albert Davis, Dr. Cleveland Hill, and Michelle Strawser

Also present were Linda Musson, Rebecca Walker, Suzy Bourg, Warren Triche, and Janice Fabregas who took the minutes. **TEACHER REPRESENTATIVE:** Mrs. Alison Borne

Absent: Andie Bollinger-Giardina and Angela Smith

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 13, 2015, and the Minutes of the Emergency Meeting of August 28, 2015, were presented.	The Minutes of August 13, 2015, and the Minutes of Emergency Meeting of August 28, 2015, were approved as presented.
4. Board Training	<ul style="list-style-type: none"> • B. Broussard reported that MAX Board members received a copy of an e-mail from <i>BoardOnTrack</i> containing a video on The Board’s Role in Academic Oversight and a recorded version of a webinar on Finding, Recruiting and Retaining Outstanding Board Members. (See Public Relations/Publicity Report.) • B. Aucoin reported that he attended a LAPCS-sponsored AFR Training held in Baton Rouge on Wednesday, September 2, 2015. <ul style="list-style-type: none"> ○ The one-day intensive program focused on two (2) important school finance topics: <ul style="list-style-type: none"> ▪ Preparing annual financial reports ▪ Preparing for a school’s audit 	
5. Teacher Representative Report	<p>Teacher Representative Alison Borne, 1st and 2nd Grade, reported on the following:</p> <ul style="list-style-type: none"> • A REMIND texting system is currently being used to send reminders to MAX parents. <ul style="list-style-type: none"> ○ Dr. Hill asked if it was web- based or telephone-based. <ul style="list-style-type: none"> ➤ Mrs. Borne replied that it was both. Teachers set up profiles for the class or school, and the parents have to text or e-mail a certain code to be linked to that classroom or school. • All students in 1st – 5th are using the Lexia Reading Program. • Upper School ELA students are almost finished reading their 1st novel of the school year. Each grade will be reading a total of four (4) novels this year. 	

	<ul style="list-style-type: none"> • Mrs. Borne is considering taking her class to the Pumpkin Patch. • MAX Lower School students (1st through 3rd) have been invited to volunteer with planting and harvesting at the St. Francis Vegetable Garden. The teachers are considering this as a possible community outreach activity. • DIBELS and Math AIMSweb benchmark assessments have been done, and MAX will continue progress monitoring the students throughout the year. • The STAR Diagnostic Program was ordered, and the teachers are looking forward to implementing this program. 	
<p>6. Finance Report</p>	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the July 2015 financial statements. • S. Bourg went over the financials. (See Attached Copy.) • B. Aucoin asked the Board to approve membership renewal payments to the following: <ul style="list-style-type: none"> ○ The Louisiana Association of Public Charter Schools (LAPCS) in the amount of \$545.00 ○ The Houma Terrebonne Chamber of Commerce in the amount of \$200.00. • B. Aucoin also stated that at the AFR Training, it was recommended that when doing the budget, a line item should be included called, for example, Building Surplus, where you put in a certain percentage to increase funds. <p>Grants:</p> <ul style="list-style-type: none"> • S. Bourg reported that the grant proposal submitted to the Lorio Foundation was approved for the full request of \$32,000 to purchase eight (8) Promethean Boards and accessories. <ul style="list-style-type: none"> ○ J. Giardina asked if the school needed anything else similar to the Promethean Boards that could possibly be covered by grants. <ul style="list-style-type: none"> ▪ L. Musson mentioned/suggested the following items: <ul style="list-style-type: none"> ➤ Additional software programs ➤ New computers ➤ Another storage unit. ○ J. Giardina asked L. Musson to send him a listing of items the school needs and the approximate cost. <p>Building & Sites Representative Report:</p> <ul style="list-style-type: none"> • No Report <ul style="list-style-type: none"> ○ L. Musson informed the Board that there were a few 	<ul style="list-style-type: none"> • The Board approved paying both renewal membership dues. • Board President K. Chauvin and MAX Curriculum Coordinator R. Walker volunteered to attend a few of the Chamber's meetings during the course of the year. <p>L. Musson will send J. Giardina a list of items that the school requires that could possibly be purchased with grant money.</p>

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>problems in the boys' restroom that needed to be looked into.</p> <p>Ad-Hoc Committee/Coordinator Reports/Updates Dr. A. Davis reported on the following:</p> <ul style="list-style-type: none"> • Dr. A. Davis said he will contact Dr. J. Field and invite him to the next Board meeting in October to find out what he needs to get the surveys mailed out. <p>Public Relations Report: (See Attached Copy.) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • <u>Friday, August 14, 2015</u> – Contact was made with local media in both Lafourche and Terrebonne Parishes. Pictures involving the opening days of school were sent to <i>The Courier</i> and <i>The Daily Comet</i>, and invitations were sent to reporters and photographers from <i>The Times</i>, <i>Point of Vue Magazine</i>, and <i>What Now Magazine</i> to visit The MAX. • <u>Saturday, August 15, 2015</u> - Three (3) pictures were published in Class Acts of The Courier including a front-page teaser. • <u>Thursday, August 20, 2015</u> – A very successful Parent Orientation (Pow Wow) followed by a PTA meeting was held at The MAX. • <u>Friday, August 21, 2015</u> – MAX Board members received a copy of an e-mail from <i>BoardOnTrack</i> containing a video on The Board's Role in Academic Oversight and a recorded version of a webinar on Finding, Recruiting and Retaining Outstanding Board Members. 	<p>B. Aucoin will check on this restroom situation.</p>
<p>8. Other Reports</p>	<p>Director's Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The Lorio Grant in the amount of \$32,000 was received and will be used to purchase eight (8) Promethean Boards and accessories. • An anonymous donation in the amount of \$4,000 was received to be used for technology. • L. Musson requested the permission of the Board to purchase the <i>Star 360 Diagnostic Reading and Math Program</i>. The program would be paid using the \$4, 000 donation, \$1, 800 savings from the cancellation of <i>Read 180</i>, and \$1,800 from a Student Council donation. • Staff Development Day will be held on Friday, September 4, 2015. Karen Chauvin will be one of the instructors. No students will be at school. • There will be no school on Monday, September 7, 2015, in honor of Labor Day. • Hearing and Vision screening will be held in September. 	<p>Motion was made by B. Broussard, seconded by M. Strawser, that L. Musson be allowed to purchase the <i>Star 360 Diagnostic Reading and Math Program</i> with the \$4, 000 that was anonymously donated, the \$1,800 from the cancellation of <i>Read 180</i>, and the \$1,800 donated by the Student Council... Motion was passed unanimously.</p>

	<p>Parent Committee Report:</p> <p>M. Strawser reported on the following:</p> <ul style="list-style-type: none"> • The first in-school session of the PTA Meeting was held after the orientation. The meeting had a good turnout. • Hot lunches are starting. • The Coke Fundraiser starts September 3, 2015. <p>L. Musson stated that there were 140 people at the Open House.</p>	
9. New Board Business	<ul style="list-style-type: none"> • W. Triche had a question about the August 28th meeting where three (3) students were expelled. Mr. Triche asked if the term <i>expelled</i> was correct in this case or should it be <i>suspended</i>. He also questioned if this would affect the student funding. • J. Giardina spoke about the DVD “Journey into Dyslexia” and suggested that the Board members watch this DVD if they had not seen it. • K. Chauvin announced that she is now a Certified Ethics Trainer and can deliver training to other organizations, etc. 	A discussion ensued, and it was determined that the term “expelled” was correct and that student funds would not be affected as the students would be attending the state-approved MAX alternative school and still be considered students of The MAX Charter School.
10. Motion to Go Into Executive Session	None needed.	
11. Announcements	<ul style="list-style-type: none"> • Our Next Board Meeting is Thursday, October 1, 2015. • The Holiday Dinner for MAX staff and Board members, hosted by Andie & Jake Giardina, will be held at the Bayou Country Club on Thursday, December 10, 2015. 	
12. Adjournment	The meeting adjourned at 9:45 A.M.	Motion was made by Dr. C. Hill, seconded by K. Chauvin, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: October 1, 2015

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Cleveland Hill, Andie Bollinger-Giardina, Michelle Strawser, and Angela Smith

Also present were Linda Musson, Suzy Bourg, Rebecca Walker, and Janice Fabregas who took the minutes.

Absent: Dr. Al Davis and Dr. Angelle Hebert

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 September 3, 2015, were presented.	The Minutes of September 3, 2015, were approved as presented.
4. Board Training	B. Broussard reported that on September 25, 2015, she sent <i>BoardonTrack</i> webinar information to the Board members.	See specific information included in Agenda Item # 7: Public Relations/Publicity Report.
5. Teacher Representative Report	<p>Teacher Representative Lori Scott, 1st and 2nd Grade, reported on the following:</p> <p>Upper School</p> <ul style="list-style-type: none"> • Student Council representatives were elected in September. • The back-to-school dance was a hit. <p>Middle School</p> <ul style="list-style-type: none"> • Students are excelling at learning the vocabulary word of the week. • Students are doing hands-on activities throughout the classes. • The students are excited about receiving Promethean Boards. <p>Lower School</p> <ul style="list-style-type: none"> • The students are looking forward to the Thibodaux Fire Department visit later this month. • The students had a great time at the September Gator Gala with Kool Pops and music. • PE has begun for all grades on Mondays and Wednesdays. 	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the August 2015 financial statements. • S. Bourg went over the financials. <p>Grants:</p> <p>S. Bourg reported on the following:</p> <ul style="list-style-type: none"> • The Promethean Boards and laptops purchased with the 	

<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The current school population is 119 students. • The Promethean Boards have been received and installed. • <i>STAR 360 Program</i> has been implemented and is being used in math and reading to help with progress monitoring of the students. • A Back-to-School Glo Dance was held for the students. • Parent Teacher Conferences will be held on Friday, October 9, in the morning, and Staff Development, which will include a CPR class, will be held that afternoon. • The Fall Break will be Monday, October 12th, and the school will be closed. • October is Celebrating Dyslexia Month. Various activities will be held including: <ul style="list-style-type: none"> ○ Dimes for Dyslexia ○ Dance for Dyslexia • The Family Fun Night, which is a literacy and numeracy night with activities for the students and their parents, will be held on Thursday, October 29, beginning at 6:00 P.M. Costumes will be allowed. • L. Musson presented the “wish list” that J. Giardina had requested at the last Board meeting. • B. Aucoin asked about the status of the students who had been expelled. <ul style="list-style-type: none"> ○ L. Musson replied that three (3) of the four (4) students were back in school, and the fourth student would be returning this month. <p>Parent Committee Report:</p> <p>M. Strawser reported on the following:</p> <ul style="list-style-type: none"> • The Coke Fundraiser is ending today, October 1st. <ul style="list-style-type: none"> ○ The items will be delivered Thursday, October 8th. ○ The money from the Coke Fundraiser will be used to help pay for improvements to the game booths at the MAX Race. • Work on the MAX Race is continuing. The information on the race is presently at Copy Connection for printing. 	<ul style="list-style-type: none"> • J. Giardina asked Ms. Musson to send the list to the Board members via e-mail.
<p>9. New Board Business</p>	<ul style="list-style-type: none"> • K. Chauvin advised that the Ethics Training deadline is December 31, 2015. 	<ul style="list-style-type: none"> • K. Chauvin volunteered to do the training for the new people who have not had the training. • J. Giardina suggested inviting the Board members of the Lorio Foundation to visit the school. • He also informed the Board that on Friday, October 9th, a person or persons who work with development (fundraising,) along with a group from the LSU School of Medicine, will be visiting Thibodaux, and it would be nice to invite these visitors to MAX on that Friday.

		<ul style="list-style-type: none"> ○ L. Musson replied that this date may be a bit inconvenient since school was closed. Teachers were involved with teacher-parent conferences in the morning, and teachers and staff had staff development (to include CPR training) in the afternoon. She said that she would do the best she could to accommodate the guests.
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board Meeting is Thursday, November 5, 2015. • Faculty/Staff Holiday Party hosted by Jake & Andie Giardina will be held Thursday, December 10, 2015. 	
12. Adjournment	The meeting adjourned at 9:50 A.M.	Motion was made by K. Chauvin, seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.

	<p>that the states provide called “Info Ed & Smarts” where one can create a profile for specific needs and this data base will provide information on available grants.</p> <ul style="list-style-type: none"> ▪ Dr. C. Hill informed the Board that he has an account with this data base and will take on this project. K. Chauvin also agreed to help. <p>Before leaving, Mrs. Benoit offered to review any letters that may be written before they are sent out.</p>													
<p>4. Board Training</p>	<p>Dr. Cleve Hill participated in the 8th Annual Louisiana Charter Schools Conference in Baton Rouge on October 13, 2015, and shared the following information with the Board:</p> <ul style="list-style-type: none"> • He attended the sessions on teacher recruitment and retaining good teachers. • By 2018 all Type II Charter Schools must present a plan for transportation. <ul style="list-style-type: none"> ○ Ms. Musson informed the Board that The MAX School has a waiver at this time. • The definition for “At Risk” has been changed. 	<p>Area local legislators need to be invited to the Board meetings on a monthly basis was a strong recommendation made at the LAPCS Conference.</p>												
<p>5. Teacher Representative Report</p>	<p>Teacher Representative Mrs. Judith Domangue, 4th & 5th Grade ELA, reported on the following:</p> <ul style="list-style-type: none"> • The STAR Diagnostic Program has started and has been well received. • The AR Reading program has also been incorporated. • The students are preparing for the Veterans Day Program. • The Dimes for Dyslexia fundraiser has ended. • The Dance for Dyslexia was held. • The Student Council has started its annual food drive for the Food Bank. 													
<p>6. Finance Report</p>	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the September 2015 financial statements. • S. Bourg went over the financials. <p>Grants: S. Bourg reported on the following: The DOE has reallocated our carryover federal funds in EGMS for the 2015-2016 school year. The current allocations for the fiscal year are</p> <table style="margin-left: 20px;"> <tr> <td>Title I</td> <td>\$34,310</td> </tr> <tr> <td>Title II</td> <td>\$ 6,933</td> </tr> <tr> <td>IDEAB</td> <td>\$32,139</td> </tr> <tr> <td>ESY</td> <td>\$ 828</td> </tr> <tr> <td>8(g)</td> <td>\$ 981</td> </tr> <tr> <td>Total</td> <td>\$75,191</td> </tr> </table> <p>Reimbursement requests have been submitted for the first quarter ending 9/30/2015:</p>	Title I	\$34,310	Title II	\$ 6,933	IDEAB	\$32,139	ESY	\$ 828	8(g)	\$ 981	Total	\$75,191	
Title I	\$34,310													
Title II	\$ 6,933													
IDEAB	\$32,139													
ESY	\$ 828													
8(g)	\$ 981													
Total	\$75,191													

Title I \$ 2,066
Title II \$ 341
IDEAB \$ 5,299
8(g) \$ 981
Total \$ 8,687

Building & Sites Representative Report:

No Report

Ad-Hoc Committee/Coordinator Reports/Updates

No report

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

- **October 2015** – *What Now Magazine* published a “Dress-Down Day” picture of three (3) MAX students alongside Director Linda Musson and Administrative Assistant Dru Pierce in the *September Flashback* section of their monthly magazine.
- **Friday, October 2, 2015** – MAX Board members received a copy of an e-mail from LAPCS Governance Initiatives Director Makiyah Moody containing the latest newsletter from *The Top Shelf*.
 - The e-mail contained a 12- question membership survey due by Thursday October 8, 2015, asking the Board’s input and feedback on the effectiveness of LAPCS.
 - There was also information on the **8th Annual Louisiana Charter Schools Conference** in Baton Rouge to be held on October 13, 2015.
- **Friday, October 9, 2015** – A front-page “teaser” of MAX Charter School students Jaise Taylor and Tristen Cable appeared in *The Houma Courier*.
- **Saturday, October 10, 2015** – Two (2) pictures of MAX students engaged in a team-building/get- acquainted activity held in Mrs. Lori Scott’s class appeared in “Class Acts” section of *The Houma Courier*.
- **Tuesday, October 13, 2015** – Dr. Cleve Hill attended the **8th Annual Louisiana Charter Schools Conference** in Baton Rouge. The conference theme was 20/20 Vision: Celebrating 20 Years, Preparing for 20 More.
- **Monday, October 19, 2015** – In a write-up in *The Houma Courier* in a District 3 BESE article, Jacob Batte mentioned the existence of MAX Charter School, along with BCA and the Virtual Academy of Lafourche.
- **Wednesday, October 21, 2015...**
 - The Houma Terrebonne Chamber of Commerce e-mailed its Chamber Nominating Committee’s Board of Directors Ballot with its slate of nominees for a three (3) year term commencing on January 1, 2016. Six (6) Board nominees were submitted for consideration for the existing vacant positions. The ballot

7. Ad-Hoc Committee/Coordinator Reports

	<p>was completed and e-mailed to the Chamber of Commerce on behalf of MAX Charter School.</p> <ul style="list-style-type: none"> ○ MAX Board Members received a copy of an e-mail which contained information on the subject of dyslexia from U.S. Senator Bill Cassidy, M.D. ● Wednesday, October 28, 2015 – MAX Board members received a copy of an e-newsletter from IDA that focused on recent legislative action as it pertains to the recognition of dyslexia, dyscalculia, and dysgraphia in IDEA evaluation, eligibility in determinations, or IEP documents. ● Monday, November 2, 2015 – MAX Board members received a second copy of an e-newsletter from U.S. Senator Bill Cassidy, M.D. This newsletter contained a speech he delivered at the Yale Center for Dyslexia and Creativity and information on two (2) Senate Health, Education, Labor, and Pensions (HELP) Committee Hearings in New Orleans and Baton Rouge. <p>***Two former MAX students Sky Jasper and Kenneth Kyle Gros made the news recently:</p> <ul style="list-style-type: none"> ● Sky Jasper, who entered MAX as a fourth grader in 2007/2008 and exited as a sixth grader in 2009/2010 to pursue basketball aspirations, was recently crowned Ellender Homecoming Queen. Sky has been lauded as a key player for the Lady Patriots’ Basketball Team and was deemed a “junior shooting sensation” in the 2014 season. ● Kenneth Kyle Gros, MAX 8th grade class of 2013-2014, was recognized by the Barataria-Terrebonne National Estuary Program (BTNEP) as a 1st place winner for his artwork in the 13 to 18 year-old category in a competition held to celebrate National Estuaries Day on September 26, 2015. 	
<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> ● The current school population is 120 students. ● Family Fun Night was held on Thursday, October 29th, and was a great success. ● The Teachers’ Compass Evaluations are being held this week and next week. ● The students are practicing for the Veterans Day Program at Nicholls State University. ● The MAX Charter School’s Annual Report was received, and the only place where points were lost was for the At-Risk Population. ● The MAX Charter School will participate at the NSU Job Fair on November 17th. Rebecca Walker and Tiffany Quick will attend. ● The NSU Communicative Disorders Program cuts were discussed earlier in the meeting with Dr. Lynn Gillette. ● Mr. Alex Arceneaux, NSU Chief of Staff, visited The MAX. <ul style="list-style-type: none"> ○ Several issues were discussed... 	

	<ul style="list-style-type: none"> ▪ Coordination of plans with NSU for evacuation ▪ The need for a message from NSU President Dr. Bruce Murphy for the MAX website. <ul style="list-style-type: none"> • The STAR 360 Program is working and has been well received by the teachers and the students. • The PARCC Test Scores for the ninety (90) MAX students who took the test last spring were received. The results follow: <ul style="list-style-type: none"> ○ No advances in ELA but 15 Masteries ○ 40 tested Basic ○ 29 tested Approaching Basic ○ 6 tested Unsatisfactory ○ The school's score is still <u>D</u>. • Thanksgiving Holidays will be the week of November 23rd. <p>Parent Committee Report: M. Strawser reported on the following:</p> <ul style="list-style-type: none"> • Work on the MAX Race is continuing. • The PTA is collecting Community Coffee UPS labels to help raise money and also Coke tops. • The Coke sale raised \$3,500.00. 	
<p>9. New Board Business</p>	<ul style="list-style-type: none"> • B. Broussard discussed information she received from Makiyah Moody on a possible Board candidate for consideration—Ms. Monique Robinson. <ul style="list-style-type: none"> ○ The information, along with Ms. Robinson's resume, was forwarded to all Board members a few days before the Board meeting. • W. Triche questioned whether a permanent structure could be built on the NSU campus. Regarding risk management, he wondered how this would be considered in relationship to insurance and any possible lawsuits. <ul style="list-style-type: none"> ○ B. Aucoin replied that it should not be a problem. 	<ul style="list-style-type: none"> • After a brief discussion, The MAX Board decided to take no action at this time. K. Chauvin said that she would try to contact Ms. Robinson personally. • When Dr. C. Hill mentioned that Dr. Jim Barr had created an application for people who want to be on a board, J. Giardina suggested that he get a copy of the application.
<p>10. Motion to Go Into Executive Session</p>	<p>None needed.</p>	
<p>11. Announcements</p>	<ul style="list-style-type: none"> • The next MAX Board meeting is Thursday, December 3, 2015. • Faculty/Staff Holiday Party hosted by Jake & Andie Giardina will be held Thursday, December 10, 2015. • MAX Christmas Play is Thursday, December 17, 2015, at Peltier Auditorium at 7:00 P.M. 	
<p>12. Adjournment</p>	<p>The meeting adjourned at 10:30 A.M.</p>	<p>Motion was made by B. Aucoin, seconded by Dr. A. Davis, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: December 3, 2015

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Cleveland Hill, Michelle Strawser, and Angela Smith

Also present were Linda Musson, Suzy Bourg, Rebecca Walker, Warren Triche, and Janice Fabregas who took the minutes. **Special Guest:** Dr. J. Robert Field

Absent: Jake Giardina, Karen Chauvin, Dr. Angelle Hebert, and Andrea Bollinger-Giardina.

AGENDA	RECOMMENDATION	
1. Call to Order	B. Broussard called the meeting to order at 9:00 A.M.	
2. Roll Call	B. Broussard called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes DEVIATION:	<p>The Minutes of November 5, 2015, were presented.</p> <ul style="list-style-type: none"> • B. Broussard asked for a motion to deviate from the agenda to allow Dr. J. Robert Field, Assistant Professor of Management & Marketing at Nicholls State University, to speak to the Board. • Dr. A. Davis informed the Board that the purpose of Dr. Field’s attendance at the meeting was to discuss exactly what needs to be done to complete the surveys so that these can be sent out. <ul style="list-style-type: none"> ○ Separate surveys will be sent out to the following groups: <ul style="list-style-type: none"> ▪ Current students ▪ Students who have left The MAX • Dr. Field suggested that the cover letter from The MAX needs to be printed on The MAX letterhead. <ul style="list-style-type: none"> ○ A discussion was held on <i>how</i> to distribute the surveys to the present students as well as former students, postage requirements, and <i>who</i> would be in charge of addressing the envelopes, stuffing, and mailing. • B. Aucoin had a question for Dr. Field regarding one of the survey questions and the way the question had to be answered as he felt it might be confusing. 	<p>The Minutes of November 5, 2015, were approved as presented.</p> <p>Motion was made by B. Aucoin, seconded by M. Strawser, to deviate from the agenda to allow Dr. J. Robert Field, Assistant Professor of Management & Marketing at NSU, to speak to the Board ... Motion passed unanimously.</p> <ul style="list-style-type: none"> • Dr. Field will make the change to the form as suggested by the Board members. • To complete the survey mailing, the following suggestions and/or recommendations were made: <ul style="list-style-type: none"> ○ <i>Excel</i> data for mailing addresses is to be sent to Dr. Field. ○ The Board president’s letter will be printed on the school’s letterhead. ○ Copies of the president’s letter and surveys to be mailed need to be delivered to Dr. Field.

		<ul style="list-style-type: none"> ○ A supply of MAX envelopes and a supply of return envelopes addressed to Dr. Field are needed. ○ The surveys are to go out by January 4, 2016. The cover letter will be modified to include a deadline and include the phrase, "Please return this no later than January 21, 2016."
	The regular meeting resumed.	
4. Board Training	Dr. Cleve Hill reported he had attended the BESE Board Committee meeting on Tuesday, December 1 st . Discussions were held concerning the current problems with the amount of tests students are now required to take.	
5. Teacher Representative Report	<p>Teacher Representative Elizabeth Kohlhund, 4th & 5th Grade Math, reported on the following:</p> <ul style="list-style-type: none"> • Students are preparing for the Christmas Play. • The students are preparing for the end of the second nine weeks. • They are continuing with weekly progress monitoring in math and ELA. • The Middle School is using a 3- month Pilot Program for math called <i>Aleks.com</i>. This program tests the students and—based on their answers—puts them at their level. The students then work at the proposed level and at the end receive valuable feedback on their progress as it pertains to growth, strengths, and weaknesses. 	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the October 2015 financial statements. • S. Bourg went over the financials. <p>Grants:</p> <ul style="list-style-type: none"> • S. Bourg reported she had not heard from the Gheens Foundation regarding the laptops. <p>Building & Sites Representative Report:</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • There are still issues in the walls and floor of the boys' bathroom that need to be addressed. • The parking lot has potholes that need to be filled. 	<p>B. Aucoin will check on this.</p> <ul style="list-style-type: none"> • It was suggested that Nicholls be contacted before any material is purchased to fill the potholes as the university may be responsible for maintaining the parking lot. <ul style="list-style-type: none"> ○ B. Aucoin will contact J. Giardina regarding this problem. ○ Dr. A. Davis will also contact Mike Davis and Craig Jacuzzo at Nicholls.
7. Ad-Hoc Committee/Coordinator Reports/Updates	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Dr. C. Hill reported on the following:</p> <ul style="list-style-type: none"> • In response to D. Benoit's suggestion that MAX needs a Strategic Plan, he informed the Board that he is 	

	<p>volunteering to do the Strategic Plan.</p> <ul style="list-style-type: none"> • Dr. Hill will take the <i>102 Group's</i> report and develop some broad categories and strategic planning goals. Afterwards, he will come to the Board and the teachers and ask them to help come up with specific objectives to meet these goals. It would then be brought back to the Ad Hoc Committee for finalizing and then brought back to the Board. <p>Public Relations Report: (See Attached Copy)</p> <p>B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • For the month of November, publicity on the Christmas Play and The MAX students' participation at the Veterans Day Program at Nicholls State University were published in local newspapers and various entertainment guides along with pictures of The MAX students from these events. 	
<p>8. Other Reports</p>	<p>Director's Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The current school population is 120 students. • The MAX is holding various fundraisers for MAX student Blake Brazan, a 3rd grader who is seriously ill. <ul style="list-style-type: none"> ○ A blood drive is also being held for Blake Brazan. <ul style="list-style-type: none"> ▪ A. Smith asked Dr. C. Hill (Our Lady of Holy Cross College in New Orleans) and Dr. A. Davis (NSU) for their assistance in passing the word around at these schools for possible donors. • The ELA teacher has resigned. Interviews are being held for a replacement. • The Christmas Play will be held on December 17, 2015, at 7:00 P.M. at Peltier Auditorium at Nicholls State University. • Christmas holidays will start at the end of the day on Friday, December 18, 2015, and students and teachers will return to school on Monday, January 4, 2016. • A Teachers' Luncheon will be held on December 18th from 12:45 P.M. to 2:15 P.M. followed by the students' party from 2:15 P.M. to 3:00 P.M. <ul style="list-style-type: none"> ○ Dr. A. Davis asked L. Musson about the inquiry from the parents regarding hot lunches and the information he had sent to her from Grady V's. <ul style="list-style-type: none"> ▪ Ms. Musson replied that she had not spoken to anyone at Grady V's yet. ▪ Dr. Hill stated he thought getting food from anyone outside of Nicholls would require specific authorization from Nicholls. 	<p>Both Dr. Hill and Dr. Davis agreed to do this.</p>

	<p>Parent Committee Report:</p> <p>M. Strawser reported on the following:</p> <ul style="list-style-type: none"> • Work on the MAX Race is continuing. • A pizza card fundraiser for Blake Brazan, the 3rd grade MAX student who has a serious illness, will be held around January. • Sponsor letters for the March 5, 2016, MAX Race Fest went out in October. • Raffle tickets for the MAX Race Fest, and Christmas play tickets are available. 	
9. New Board Business	B. Broussard informed the Board that she had sent out to them by e-mail a copy of a revised questionnaire for prospective new Board members for their review (copies were available at the meeting).	
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting is Thursday, January 7, 2016. • Faculty/Staff Holiday Party hosted by Jake & Andie Giardina will be held Thursday, December 10, 2015. • Christmas Play: Thursday, December 17, 2015, at Peltier Auditorium at 7:00 P.M. 	
12. Adjournment	The meeting adjourned at 10:30 A.M.	Motion was made by M. Strawser, seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: January 7, 2016

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert (arrived at 9:20), Brian Aucoin , Dr. Cleveland Hill, Dr. Al Davis, Michelle Strawser, and Angela Smith
Also present were Linda Musson, Suzy Bourg, Rebecca Walker, Warren Triche, and Janice Fabregas who took the minutes.

Absent: Jake Giardina and Andrea Bollinger-Giardina

AGENDA	RECOMMENDATION	
1. Call to Order	K. Chauvin called the meeting to order at 9:00 A.M.	
2. Roll Call	K. Chauvin called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of December 3, 2015, were presented.	The Minutes of December 3, 2015, were approved as presented.
4. Board Training	Dr. Cleve Hill used this opportunity to talk more about The MAX Charter School Five-Year Strategic Plan . A brief discussion followed that encompassed the tutorial sent to Board members on Writing SMART Objectives —Specific, <u>M</u> measurable, <u>A</u> chievable, <u>R</u> ealistic, <u>T</u> ime-phased .	After the Strategic Plan goals are reviewed and responses are received from the Board members and other stakeholders, the document will be reviewed again in March 2016 by Dr. Cleve Hill, Dr. Al Davis, and Boo Broussard to make any necessary changes and/or adjustments.
5. Teacher Representative Report	Teacher Representative Ciji Monaghan, Grade 3 Self-Contained, reported on the following: <ul style="list-style-type: none"> • The Christmas play was a huge success. • The 3rd nine weeks grading period started on January 4, 2016. • Report cards went out on January 6, 2016. • Parent teacher conferences will be held on Friday, January 15, 2016. • Ms. Monaghan introduced Ms. Michelle Leblanc, the new Upper School ELA 6th, 7th, and 8th grade teacher who started at the MAX on Monday, January 8, 2016. 	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the November 2015 financial statements. • S. Bourg went over the financials. <p>Grants:</p> <p>S. Bourg reported on the following;</p> <ul style="list-style-type: none"> • The following reimbursement requests were submitted to the DOE on 01/05/2016 for the 2nd quarter expenses through December 31, 2015: <ul style="list-style-type: none"> ○ Title I \$6,774 ○ Title II \$ 194 ○ IDEAB \$8,372 ○ Total \$15,340 	

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<ul style="list-style-type: none"> • A letter was received from the Gheens Foundation. <p>Building & Sites Representative Report: B. Aucoin reported on the following:</p> <ul style="list-style-type: none"> • The floor was repaired during the Christmas holidays. • The parking lot was dragged, but no fill was added. • Dr. A. Davis contacted NSU about the fixing of the holes in the parking lot, and he is awaiting their response. • B. Aucoin contacted someone about doing the repairs in the boys' restroom. <p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <ul style="list-style-type: none"> • Dr. A. Davis gave an update on the matters discussed at the December 3, 2015, MAX Board meeting pertaining to NSU – Parent Survey, Sodexo, and <i>Inside Nicholls State University</i>. <ul style="list-style-type: none"> ○ The parent surveys are going well. ○ Dr. A. Davis contacted Stephanie Verdin about <i>Inside NSU</i>. ○ Regarding the issue of soliciting services outside of Nicholls State University (Sodexo) to provide hot meals for the students at MAX, Dr. Davis contacted Brenda Haskins and Terry Dupre. Mr. Dupre is waiting to speak to Ronnie Rodriguez and set up a meeting to review this subject. <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • Publicity on the MAX Charter School's annual Christmas play continued throughout the month of December along with other activities held in December at The MAX. • <u>Thursday, December 3, 2015</u> – <ul style="list-style-type: none"> ○ A phone conference meeting was held after the MAX Board meeting with Nancy Linville, head of a committee responsible for writing a charter for a school for students with dyslexia. Attending were MAX Director Ms. Musson, Dr. Al Davis, Dr. Cleve Hill, and Boo Broussard. ○ Dr. Al Davis began making contact with various personnel from Nicholls State University regarding matters discussed at the MAX Board meeting that day – the parking concerns at MAX, the Sodexo contract, and getting on the mailing list for <i>Inside Nicholls State University</i> with the option of being allowed to use the newsletter for limited MAX publicity. ○ MAX Board members received e-mails from Dr. Davis on his progress with the above tasks. 	<ul style="list-style-type: none"> • MAX was instructed to apply to the local foundation. <p>Dr. Davis needs a list of the people who want to receive this newsletter.</p>
---	---	---

- **Friday, December 4, 2015** – Mrs. Rebecca Walker sent a blood donation flyer for 3rd grader Blake Brazan.
 - Dr. Cleve Hill made these flyers available at Our Lady of Holy Cross College in New Orleans, and Dr. Al Davis made these flyers available at NSU.
- **Monday, December 7, 2015** – MAX Board members received an article on **Decoding Dyslexia**.
- **Thursday, December 10, 2015** –
 - A holiday celebration for MAX faculty and staff and MAX Board members, hosted by Jake & Andie Bollinger-Giardina, was held at Grady V’s American Bistro in Thibodaux.
 - Mel Duplantis, parent of former MAX student Ian Duplantis and a former MAX PTA president, sent an e-mail thanking MAX Charter for being instrumental in his son Ian’s success in college.
- **Tuesday, December 15, 2015** – MAX Board members received a forwarded e-mail from LAPCS Executive Director Caroline Roemer. The December issue primarily contained information on the reauthorization of **ESEA** (**E**lementary & **S**econdary **E**ducation **A**ct): **ESSA** (**E**very **S**tudent **S**ucceeds **A**ct,) the upcoming National School Choice Week 2016, and upcoming trainings and events.
- **Thursday, December 17, 2015** – The MAX Charter School’s 6th annual production entitled “Christmas Notes from MAX” was a huge success.
- **Saturday, January 2, 2016** –
 - Photographs of MAX 1st, 2nd, and 3rd grade students interacting with members of the Thibodaux Volunteer Fire Department appeared in the local newspaper. A previous picture appeared on Saturday, December 12, 2015.
 - MAX Board members received a forwarded copy of an e-mail from Dr. Cleve Hill that contained a draft of a proposed **Five-Year Strategic Plan** for MAX Charter School. Dr. Hill asked for suggestions and input and asked that the suggestions be sent to him via e-mail.

<p>8. Other Reports</p>	<p>Director's Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • Blake Brazan will be dropped from the student enrollment due to illness and will be home schooled until he can return to The MAX. <ul style="list-style-type: none"> ○ This will bring the total enrollment to 119 students. • On Friday, January 15th, no students will be attending classes. Parent/Teacher Conferences will be held in the morning, and Staff Development will be held in the afternoon. • The Christmas play was a huge success. The play grossed \$4,642.00. • On Monday, January 18th, school will be closed for the Martin Luther King, Jr. holiday. <p>Parent Committee Report:</p> <p>A. Smith reported on the following:</p> <ul style="list-style-type: none"> • MAX is selling bracelets \$3.00 each for a fundraiser for Blake Brazan. • On Monday, January 11th, Domino's cards will be on sale for \$10.00 each to help raise money for Blake Brazan. These will be sold for two (2) weeks. • Work on the MAX Race is continuing. • Shirts for the Race are available. • Signs for the Race will be available next week for anyone who wants to display any in their yard or at their place of business. 	
<p>9. New Board Business</p>	<ul style="list-style-type: none"> • Dr. Hill informed the Board that the new Governor Elect John Edwards had chosen three (3) new BESE Board members who were not previously on the Board. • Dr. A. Hebert added she would like to encourage more cooperation among the Methods Courses in the Department of Education in Teacher Education with students working with The MAX School. 	<p>Dr. Hebert will bring this subject up in upcoming meetings at Nicholls State University.</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 is Thursday, February 4, 2016. • National School Choice Week 2016: January 24-30, 2016. • Dyslexia Screening & Remediation Workshop: February 3, 4, & 5, 2016 ... 8:00 A.M. – 3:00 P.M. ... Century Room • MAX Race Fest: Saturday, March 5, 2016. 	
<p>12. Adjournment</p>	<p>The meeting adjourned at 9:55 A.M.</p>	<p>Motion was made by Angela Smith, seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: February 4, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Cleveland Hill, Dr. Al Davis, Michelle Strawser, and Angela Smith

- **Also present were** Linda Musson, Suzy Bourg, Rebecca Walker, and Janice Fabregas who took the minutes. **Note: *National School Choice Week*** essay winners, accompanied by Upper School Science Teacher Mr. Keith Wommack, were present for Agenda Item # 5. They were Alex Chiasson (3rd), Cani Brown (4th), Lanie Callahan (5th), Arthur Foret (7th), and Alyssa Buckley (8th.) Missing from the presentation was 6th grader Tank Nelson.

Absent: Andrea Bollinger-Giardina and Dr. Angelle Hebert

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 January 7, 2016, were presented. The Minutes of January 7, 2016, were approved as presented
4. Board Training	None
5. Teacher Representative Report	<p>Teacher Representative Mr. Keith Wommack, Upper School Science Teacher, reported on the following:</p> <ul style="list-style-type: none"> • MAX students celebrated <i>National School Choice Week</i> during the week of January 24-30, 2016. <ul style="list-style-type: none"> ○ Students participated in various activities throughout the week, one of which included writing essays on “Why I Love My School.” <ul style="list-style-type: none"> ▪ Winners from each participating grade level read their essays to The MAX Board. ○ The culminating activity for the week was an outside gathering where the students wore special scarves, held up posters, and danced to celebrate the opportunity of being able to attend the school of their choice--The MAX Charter School. • Students are preparing for the state tests.
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the December 2015 financial statements. • S. Bourg went over the financials.

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Grants: S. Bourg reported on the following: The original grant application that was returned to The MAX from the Gheens Foundation was sent to the local bayou community foundation as per the request of the Gheens Foundation.</p> <p>Building & Sites Representative Report: B. Aucoin reported on the following:</p> <ul style="list-style-type: none"> • A plumber has been called to check on the problem in the boys’ restroom. • J. Giardina reported that he would check into getting aggregate to fix the parking lot problem. <p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <ul style="list-style-type: none"> • Dr. A. Davis reported that an e-mail had been sent to all the Board members with information from Dr. J. Field regarding the parent survey. <ul style="list-style-type: none"> ○ Dr. Field reported he had a 15-page report on the parent survey to present to the Board for review and requested a time he could present this at the March Board meeting. • Dr. C. Hill gave an update on the Strategic Plan. <ul style="list-style-type: none"> ○ Dr. Hill is collecting the suggestions sent in by the Board members and later this month or early March will meet with Dr. Davis and B. Broussard to review the comments from the Board members and create a draft for the Board to review possibly at the April Board meeting. • K. Chauvin reported that it was time to think about the MAX School Leadership Evaluation. K. Chauvin asked the Board if she should contact Dr. Jim Barr to assist with this evaluation. <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • Thursday, January 7, 2016 – MAX Board members received an e-mail from Dr. Al Davis updating them on Sodexo. Nicholls Director of Purchasing Terry Dupre gave MAX the go-ahead in obtaining pricing from another food service provider. • Friday, January 8 2016 – <ul style="list-style-type: none"> ○ The January 8-15, 2016 <i>Big Fun on the Bayou</i> edition contained the first publicity notice for The MAX 	<p>To accommodate Dr. Field’s schedule, it was suggested and agreed upon that the MAX Board meeting begin at 9:30 instead of 9:00.</p> <ul style="list-style-type: none"> • The Public Notice would indicate the adjusted time. <p>It was suggested that L. Musson and other school staff be included if possible.</p> <p>It was agreed by the Board that K. Chauvin would contact Dr. Jim Barr for his assistance.</p>
--	--	---

	<p style="text-align: center;">Charter School's 8th Annual Race for Their Future 5-K Race Fest.</p> <ul style="list-style-type: none"> ○ Other media outlets, including insideatnicholls.edu, were contacted and given all the necessary information on the race fest. ● <u>Sunday, January 10, 2016</u> – Information on The MAX Charter School's Open Enrollment Period from January 6, 2016, through March 2, 2016, along with the Lottery date on Wednesday, March 16, 2016, was sent to local media for publication. ● <u>Monday, January 11, 2016</u> – <ul style="list-style-type: none"> ○ Ben Jones, Jr., editor of <i>What Now Magazine</i>, indicated he would publish a short write-up on the race in the February issue of the magazine. ○ <i>The Courier</i> published an article on the school raffle. ● <u>Tuesday, January 12, 2016</u> – Max Board members received an e-mail from Dr. Al Davis updating them on the parent surveys from Dr. J. Field indicating that twenty-nine (29) surveys had been received. ● <u>Wednesday, January 13, 2016</u> – Max Board members received a copy of an e-mail from LAPCS Executive Director Caroline Roemer. The January 2016 issue focused on <i>National School Choice Week (January 24-30, 2016)</i> and <i>Bottom Line</i> Basic Training on January 21-22, 2016, featuring charter finance expert Raj Thakkar. LAPCS Legal & Policy Director Sarah Vandergriff was honored by Louisiana Appleseed with their Good Apple Award. 	
<p>8. Other Reports</p>	<p>Director's Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> ● <i>Renaissance –The Star Program</i> is used to progress monitor the students monthly; one week in math, then reading and then Aimsweb for math and reading. Benchmarks are done 3 times a year. <ul style="list-style-type: none"> ○ According to <i>The Star Program</i>, the last benchmark showed that the entire school from 1st through 8th improved in mathematics by five (5) months and in reading by four (4) months. Another benchmark will be obtained in the spring. ● The MAX Student Council chose to place three (3) digital signs in different locations in the Terrebonne community to advertise The MAX admissions. A stationary sign was placed on Tiger Drive in Thibodaux advertising The MAX. 	<ul style="list-style-type: none"> ● Dr. C. Hill suggested contacting Community Bank to use their digital sign for advertising The MAX.

	<ul style="list-style-type: none"> ○ The purpose of these signs is to attract more At-Risk (Economically Disadvantaged) students since the State feels that The MAX does not have enough. • The Annual School Review visit will be held on Monday, February 15th, at 9:00 AM. • On February 19th an Alternative Framework phone conference will be held to finalize the criteria that will be used to help with the school’s performance scores (SPS) on state testing. • The Book Fair/Grandparents’ Day will be held February 15-19th from 2 to 4 P.M. • L. Musson is working on obtaining information and pricing on hot lunches for the students. • Testing will be held for ELA, Math, and Science April 25-29, 2016. • Social Studies testing will be held May 9-12, 2016. <p>Parent Committee Report: A. Smith reported on the following:</p> <ul style="list-style-type: none"> • Work on the MAX Race is continuing. • \$28,500 in sponsor money has been collected to date. 	<ul style="list-style-type: none"> • The Board members are invited to attend. • The Board members are invited to attend. • The Board members are invited to attend.
9. New Board Business	A. Smith asked if anything had been done regarding the need for more storage space.	J. Giardina will check on purchasing another container.
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting is Thursday, March 3, 2016. • Dyslexia Screening & Remediation Workshop: February 3, 4, & 5, 2016 ... 8:00 A.M. – 3:00 P.M. ... Century Room • Mardi Gras Holidays: February 8-12, 2016 • Annual State Visit: Monday, February 15, 2016 • MAX Race Fest: Saturday, March 5, 2016 	
12. Adjournment	The meeting adjourned at 10:00 A.M.	Motion was made by K. Chauvin, seconded by Dr. A. Davis, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: March 3, 2016

TIME: 9:30 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Michelle Strawser, and Angela Smith

Also present were Linda Musson, Suzy Bourg, Rebecca Walker, and Janice Fabregas who took the minutes.

Absent: Dr. Cleve Hill, Andrea Bollinger-Giardina, and Dr. Angelle Hebert

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:30 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 February 4, 2016, were presented.	The Minutes of February 4, 2016, were approved as presented.
4. Board Training	None	
5. Teacher Representative Report	<p>Teacher Representative, Rebecca Durocher, Math 6th – 8th, reported on the following:</p> <ul style="list-style-type: none"> • The Scholastic Book Fair was held from February 16th – 18th, 2016. The students enjoyed visiting with their grandparents and shopping. Funds from the Book Fair will be used to purchase items for the classrooms. • Lower School science classes have baby caterpillars, and they are watching the different life stages before they emerge as butterflies. • Upper School had their winter formal dance on Friday night, March 26, 2016. All had a wonderful time. • The Scholar Dollar Store will be open on Friday, March 18th. The students gain Scholar Dollars and can spend these dollars for getting A’s, showing an increase on progress monitoring, or completing homework. 	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the January 2016 financial statements. • S. Bourg went over the financials. <p>Grants: S. Bourg reported that she is still waiting to hear from the Bayou Community Foundation on the grant for the laptops in the amount of \$30,000.</p> <p>Building & Sites Representative Report: Update on Boys’ Restroom and Parking Lot Concerns</p> <ul style="list-style-type: none"> • B. Aucoin met with someone who had previously done 	

work in the boys' restroom to look over problems with the floor and walls of the boys' restroom and suggested ways to fix them. A plumber will also be consulted to look into the existing plumbing problems.

7. Ad-Hoc Committee/Coordinator Reports/Updates

Ad-Hoc Committee/Coordinator Reports/Updates

Update on Strategic Plan

In the absence of Dr. Hill, B. Broussard reported on the following:

- A draft of the Strategic Plan was included in the meeting packet for the Board members' review.
- B. Broussard informed the Board that the revised Strategic Plan submitted thus far was only a **draft** and contained only two (2) of the goals.
- On Tuesday, March 8, 2016, the Strategic Plan Committee will meet to address the remaining goals.

Public Relations Report: (See Attached Copy)

Before beginning her report, B. Broussard introduced audience guest Jacob Batte, a news reporter from *The Courier*.

- Publicity on the MAX Race was published in the February issue of *What Now Magazine* and throughout the month in "Big Fun on the Bayou."
- Several pictures of MAX students were posted in *The Courier* and in "Big Fun on the Bayou." These included:
 - Pictures taken at the MAX Board meeting of the *National School Choice Week* essay winners, along with a school-group picture taken at the MAX celebration dance on January 29, 2016 **(02-05-16)**
 - A front-page picture of MAX Charter School students being taught by Nicholls State University physical education senior Stephanie Hebert **(02-16-16)**
 - A picture of MAX Charter School race participants taken in 2012 by Abby Tabor **(02-24-16)**
- **Thursday, February 4, 2016** – Dr. A. Davis contacted Nicholls' Director of Purchasing and Support Services Administration Terry Dupre to inquire about advertising on the LCD Board in front of the Nicholls campus. Mr. Dupre said he would speak to Stephanie Verdin in University Marketing & Communications whose department controls the contents of the board and its messages.
- **Sunday, February 14, 2016** – Columnist Bill Ellzey of *The Courier* promoted The MAX Race Fest Fundraiser in his column. He also included information on the school's

- Board members thanked J. Giardina for getting aggregate to fix the parking lot problem.

B. Broussard requested that after reviewing the Strategic Plan, Board members should send any changes/revisions to Dr. C. Hill or to her.

open enrollment period.

- **Monday, February 15, 2016** – Mr. Olin Parker, Manager of School Performance on the Charter Accountability Team of the Louisiana Department of Education, conducted his mandated site visit at MAX. He met with school officials and a MAX Board member and spoke with them about concerns, answered questions, inspected various stations in the school to confirm compliance, and visited classrooms.
- **Tuesday, February 16, 2016**
 - Pictures taken during the State visit, along with pictures of the school’s digital billboard, were sent to Olin Parker.
 - MAX Board members received a copy of an e-mail from LAPCS Executive Director Caroline Roemer. The February 2016 issue focused on being prepared to face any and all opposition to continued threats to charter school authorization, autonomy, funding, and facilities in the upcoming regular legislative sessions from March 14-June 6.
- **Friday, February 19, 2016**
 - Mr. Olin Parker, Manager of School Performance on the Charter Accountability Team of the Louisiana Department of Education, held an 11:00 A.M. telephone conference with MAX to discuss the newly Proposed Alternative Accountability Framework and to set a timeline for its completion.
 - Mr. Parker sent The MAX 2014-2015 Charter School Annual Review report that indicated the following performance scores: Academic...62.6 D; Financial ...100/100; Organization...92/96.
- **Monday, February 22, 2016** - MAX Charter School welcomed three retirees from Clemson, South Carolina – Nancy Linvill, Susie Dooley, and Carolyn Stroup. These ladies are interested in establishing a charter school for children with dyslexia in their state. The visitors met with five Board members and Director L. Musson and her administrative staff and spent the afternoon observing classes at all grade levels.
- **Thursday, February 25, 2016** – MAX Board members were sent an updated article on **HB 122** from *The Advocate* and a copy of an e-mail from LAPCS/The Top Shelf that focused on advocacy and the need to get involved during this legislative session.

Update on MAX School Leader Yearly Evaluation

K. Chauvin informed the Board that she had not yet contacted Dr. Jim Barr.

	<p>Dr. J Field's Report on Surveys This report had to be postponed until later in the meeting. See below for information</p>	
<p>8. Other Reports</p>	<p>Director's Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The MAX is participating in several NSU programs. • Dr. M. Medley with NSU has six (6) students coming daily to work with MAX students—motivating them in writing. • On Friday, March 11th, the students will attend SOUL at Nicholls State University. • On Friday, March 18th, Dr. Kaszycki, a new PhD at Nicholls State University and a vet, will give a presentation on Dog Bite Prevention to The MAX 1st through 3rd grade students. • EDW in their Retreat Component for Social Justice will send ten (10) students to tutor MAX students for a day. • The Enrollment Lottery will be held on Wednesday, March 16th, at 8:00 A.M. • Easter break will be Thursday, March 24th – Monday, March 28th. Students will return to school on Tuesday, March 29th. • On behalf of her Admissions Team, L. Musson requested an informal meeting with a few MAX Board members to discuss things on admissions. A tentative date for this meeting is Thursday, March 10th, at 1:00 P.M. <p>Parent Committee Report: Race is Saturday, March 5, 2016.</p>	
<p>9. New Board Business</p>	<ul style="list-style-type: none"> • J. Giardina spoke about a research meeting Dr. C. Hill, K. Chauvin, and he attended in New Orleans sponsored by Bill Cassidy. • J. Giardina and K. Chauvin also attended a meeting with Dr. Bazane, Director of the Neuroscience Research Center at LSU Medical School, and Senator Bill Cassidy. Dr. Bazane is doing research on Alzheimer's disease and has found that dyslexia can benefit from this research on Alzheimer's. <p>Guest speaker Dr. J. Robert Field joined the meeting at 10:25 A.M.</p> <ul style="list-style-type: none"> • Dr. Field reviewed, discussed, and answered questions about the Parent Performance Perception Survey of the MAX Charter School which he personally prepared. These surveys were sent to current and former students of 	<p>NOTE: A break was taken at 10:10 A.M.—in anticipation of Dr. J. Field's presentation. At 10:25 A.M. the meeting resumed.</p>

	<p>The MAX. The response rate was approximately 65%.</p> <ul style="list-style-type: none"> ○ Copies of the survey were given to each Board member and explained in detail. ○ The results based on Parents' Perception are very positive. 	
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting is Thursday, April 7, 2016. • The MAX Race Fest is Saturday, March 5, 2016. 	
12. Adjournment	<p>The meeting adjourned at 11:25 A.M.</p>	<p>Motion was made by B. Aucoin, seconded by A. Smith, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: April 7, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Cleve Hill, Michelle Strawser, and Angela Smith

Also present were Linda Musson, Suzy Bourg, Rebecca Walker, Guest Dr. J. Barr (arrived at 9:17 A.M.), and Janice Fabregas who took the minutes.

Note: Teacher Representative Renee Domangue

Absent: Dr. Angelle Hebert and Andrea Bollinger-Giardina

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 March 3, 2016, were presented.	The Minutes of March 3, 2016, were approved as presented
4. Board Training	None	
5. Teacher Representative Report	Teacher Representative Renee Domangue, 4 th & 5 th Grade Social Studies and Science teacher, reported on the following: <ul style="list-style-type: none"> • Lower School will have a visit by the Bug Mobile on April 22, 2016. • First through fourth grade will be attending Star Lab on Friday, May 6, 2016. • Upper School will be going on a field trip to Rivertown on Friday, May 6, 2016. 	
6. Finance Report	Financial Report and Update on Insurance and Finance Matters (See attached copy.) <ul style="list-style-type: none"> • S. Bourg presented the February 2016 financial statements. • S. Bourg went over the financials. • Reimbursement requests and periodic expense reports for the 3rd quarter ending 3/31/2016 were submitted to the DOE on 4/1/2016 and approved. Payment is pending for a total amount of \$16,868. Grants: S. Bourg reported on the following: <ul style="list-style-type: none"> • The grant application to Bayou Community Foundation in the amount of \$32,000 for 60 laptops will be submitted 	

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Friday, April 8th. The application deadline is Monday, April 25, 2016.</p> <p>Building & Sites Representative Report: B. Aucoin reported that the problem with the light covers dropping was repaired with latches.</p> <p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Update on Strategic Plan</p> <ul style="list-style-type: none"> • Dr. C. Hill reported that a draft of the Strategic Plan was included in the meeting packet. <ul style="list-style-type: none"> ○ Dr. Hill, B. Broussard, Dr. A. Davis, and L. Musson met and went over the input received from the Board members and settled on the objectives needed to meet the Strategic Plan goals. ○ A copy of the draft of the Strategic Plan was also sent to Dr. Jim Barr so that he could review it before final approval by the Board. <p>Update on Dr. J Field’s Research As It Relates to the Employee Satisfaction Survey</p> <ul style="list-style-type: none"> • Dr. A. Davis sent MAX Board members the following link: (http://nicholls.qualtrics.com/SE/?SID=SV_4IbI2nW7dp4bZop) for review and consideration so that the proposed Employee Satisfaction Survey could be perused before the Board meeting. A discussion ensued among those familiar with the survey, and a few suggestions were recommended. <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • Publicity on MAX School events was very well covered during the month of March 2016 with articles and pictures being published in several of the local newspapers and 	<ul style="list-style-type: none"> • It was suggested that final Board approval be considered at the May 5, 2016, MAX Board meeting so that Dr. Jim Barr could review the plan and offer input. • A few Board members who had read the document expressed concern about the demographic questions in the survey and suggested that a dual classification might be best—teaching and non-teaching, for instance—in an effort to protect the identity of the respondents and any confidentiality issues. • It was suggested that the employees be aware of the importance of answering all questions on the survey and assured that all information was to be kept confidential. • Dr. Davis agreed to contact Dr. J Field with the Board’s concerns, and he encouraged others who had not yet read the document to do so and offer any other suggestions. • S. Bourg will send a list of the faculty e-mail addresses to Dr. Field.
---	--	--

other publications. This included articles and pictures on the MAX Race Fest, an editorial on how cuts could affect local schools and disabled children, as well as recent visitors to the MAX School.

- On **Tuesday, March 15, 2016**, MAX Charter School was visited by Principal Cheryl Orillion and Laura Delaneuville from Sacred Heart of Jesus School in Norco, LA, who expressed interest in finding out more about establishing a charter school for children with dyslexia or other language-related learning differences.
- On **Tuesday, March 22, 2016**, MAX Charter was visited by six (6) professionals from Northlake Christian School in Covington, LA. The visitors were Upward Learning Program (ULP) teachers who provided academic support services for students K-12 and were interested in observing educational settings with similar goals.
- On **Sunday, March 20, 2016**, during the 46th Annual College of Business Administration Honors Banquet College Excellence Awards, Dr. J Field, assistant professor of marketing at NSU, received the Excellence Award in Service. Because of his work with the MAX Charter School, a special congratulatory message was sent to him in recognition of this prestigious honor.
- On **Monday, March 28, 2016**, MAX Board members received a forwarded copy of an e-mail from Sarah Vandergriff that announced the Charter School Advocacy Week at the Capitol from Tuesday, April 12, 2016, through Thursday, April 14, 2016. Board members were encouraged to register for this event in an effort to maintain charter school funding, autonomy, and authorizing.
- On **Tuesday, March 29, 2016**, MAX Board members received a forwarded copy of an e-mail from Sarah Vandergriff with an update on legislative action taken thus far that affected charter schools.

Update on MAX School Leader Yearly Evaluation

- K. Chauvin informed the MAX Board that Dr. J. Barr has agreed to do the MAX School Leader Yearly Evaluation again this year.

<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The present school population is 119. • A request to accept the proposed MAX 2016-2017 School Calendar was made. <ul style="list-style-type: none"> • Spring Break will be April 11th through 15th, 2016. • The State Tests will be April 25th through 28th, 2016. This will include ELA, math, and science. <ul style="list-style-type: none"> ○ The 1st and 2nd grade students who are not being tested will go to NSU for classes. • All students will return to class on Friday, April 29, for a full day of school. • Parent Appreciation will be held on Thursday, April 28th, 2016, in the Plantation Room at Nicholls State University. • Teacher Appreciation Week will be held May 2nd through 6th, 2016. • DARE begins on Monday, May 2, 2016. • Four (4) MAX 8th graders have been recommended to attend the Louisiana Girls Leadership Academy at NSU. <p>Parent Committee Report: Angela Smith reported on the following:</p> <ul style="list-style-type: none"> • The 2016 Race made a profit of \$55,556.92. • The new PTA officers elected for 2016-2017 are... <ul style="list-style-type: none"> ○ Wendie Darcey – President ○ Crystal Guillot – Vice President ○ Shannon Chiasson – Treasurer ○ April Becnel – Secretary • Wendie Darcey and Crystal Guillot will serve as the parent representatives on the MAX Board of Directors. 	<p>A motion was made by K. Chauvin, seconded by B. Broussard, to accept the MAX 2016-2017 School Calendar as presented ...Motion was passed unanimously.</p>
<p>9. New Board Business</p>	<ul style="list-style-type: none"> • K. Chauvin informed the Board that a <i>Prospective Board Member Questionnaire</i> had been received from J.J. Buquet. After reviewing the questionnaire with the Board members, she asked the Board for a vote on his acceptance as a new Board member. • L. Musson gave an update on the hot lunch issue with Grady V’s. 	<ul style="list-style-type: none"> • A motion was made by B. Broussard, seconded by Dr. A. Davis, to accept J.J. Buquet as a potential Board member—pending the receipt of the necessary paperwork ... Motion was passed unanimously. <ul style="list-style-type: none"> ○ K. Chauvin agreed to contact J. J. and get the necessary papers. • It was recommended that a meeting with the new PTA Board members be arranged. They, in turn,

	<ul style="list-style-type: none"> • J. Giardina followed up on information brought up at the March 3, 2016, meeting regarding the meetings K. Chauvin and he attended in New Orleans sponsored by Senator Bill Cassidy and Dr. Bazan, Director of the Neuroscience Research Center at LSU Medical School who is doing research on Alzheimer's disease which could benefit dyslexia. During this meeting the importance of getting grants was discussed. • B. Broussard, who writes the agendas for the MAX Board meetings, reminded the members that (unless it was an emergency situation) any new Board business should be noted in the agenda that goes out on the Friday before the monthly meeting and is part of the public records. 	<p>could get the information out to the parents so that Grady V's could get an idea on how many would want to participate in getting a hot lunch once a week.</p> <ul style="list-style-type: none"> • J. Giardina informed the Board that he had contacted Dr. Jim Barr to see if he would be interested in writing grants for MAX. Dr. Barr agreed to meet with J. Giardina, Dr. C. Hill, and K. Chauvin to discuss the issue. It was decided that Dr. Barr will be taken on as an official Grant Writer for The MAX Charter School.
10. Motion to Go Into Executive Session	None	
11. Announcements	The next Board Meeting will be held on Thursday, May 5, 2016.	
12. Adjournment	The meeting adjourned at 10:00 A.M.	Motion was made by K. Chauvin, seconded by M. Strawser, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: May 5, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Cleve Hill, Michelle Strawser, and Angela Smith

Also present were Linda Musson, Suzy Bourg, Rebecca Walker, Guest Dr. J. Barr, Guest Dr. J Field, Guest Wendie Darcey, and Guest Crystal Guillot.

Note: Teacher Representative Helena Salmon

Absent: Dr. Angelle Hebert and Andrea Bollinger-Giardina

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:04 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 7, 2016, were presented.	The Minutes of April 7, 2016, were approved as presented
4. Board Training	None	
5. Teacher Representative Report	<p>Teacher Representative Helena Salmon, 6th, 7th, and 8th Grade Social Studies teacher, reported on the following:</p> <ul style="list-style-type: none"> • Grades 1-4 will have a field trip to Star Lab at the NSU Century Room on Friday, May 6, 2016. • Grades 4 and 5 will be visiting the Gator Farm in Gibson on Friday, May 20, 2016. • Upper School will be going on a field trip to Rivertown in Kenner on Friday, May 6, 2016. • Students will be participating in STAR testing the week of May 9-13, 2016. • Sincere thanks to the parents for the wonderful treats and gifts received for Teacher Appreciation Week! • Students in Grades 6 and 7 are participating in DARE this month. The 6th Grade DARE graduation ceremony will be at 1:45 P.M. on Friday, May 20, 2016. 	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters (See Attached Copy.)</p> <ul style="list-style-type: none"> • S. Bourg presented the March 2016 financial statements. • S. Bourg went over the financials. • The actual to budgeted financial reports for the 3rd quarter ending 3/31/2016 were submitted to the DOE on 	

4/30/2016. Revenue and expenses were in expected levels (70-75%) at the end of the 3rd quarter.

Grants:

S. Bourg reported on the following:

- Notification from the grant application to Bayou Community Foundation in the amount of **\$32,000** for 60 laptops is still pending.

Building & Sites Representative Report:

B. Aucoin reported that he has contacted someone regarding putting up stainless steel panels and a trough in the boys restroom and having the floor re-tiled. The work will be scheduled for June 2016.

M. Strawser asked for an update on the storage unit.

Ad-Hoc Committee/Coordinator Reports/Updates

Update on Strategic Plan (See Updated Plan.)

- Dr. C. Hill reported that Dr. Jim Barr and a small group of Board members met last week to go over the draft of the Strategic Plan.
- In an effort to increase possible funding from multiple resources, Dr. Jim Barr informed Board members that the Five-Year Strategic Plan Draft was expanded to include an additional goal—**Goal 7: Local, Regional, State, National, and International Community Enhancement.** This additional goal could be achieved by implementing various measurable objectives such as:
 - By connecting to and developing collaboration with various groups, foundations, institutions, and organizations such as NSU (marketing, psychology), LSU's School of Medicine's Department of Neurology, the National Institutes of Health, the Gates Foundation, etc.
 - By broadening the connection with people and organizations that understand and can relate to the school's mission.
 - By encouraging Board members, teachers, and parents to network and use their talents to provide resources.
 - By building a greater awareness of the school and its

J. Giardina informed the MAX Board that the unit will arrive in the summer.

- Dr. Barr suggested that Board members update their resumes and professional profiles.

7. Ad-Hoc Committee/Coordinator Reports/Updates

mission through updating and printing multiple brochures/pamphlets to appeal to different target audiences and distributing these throughout the various communities.

- Dr. C. Hill asked the MAX Board to approve the Strategic Plan pending the Ad Hoc Committee's final tweaking/refinement of the plan.
 - Dr. Barr informed the Board that the Ad-Hoc Committee will meet in the next few weeks to refine the plan.

Update on Dr. J Field's Research As It Relates to the Employee Satisfaction Survey (See Survey Report.)

Dr. J Field began his presentation by distributing a written report of the Employee Survey results to MAX Board members and indicated the following:

- The majority of answers were positive;
- Most employees seemed to be very satisfied with their employment at MAX;
 - The overall satisfaction rating was **6.44** on a **7- point** scale (**4** would be an average rating);
- The areas that were the lowest, though still in a positive range, and that the employees thought could use some improvement were communication, job security, the need for more technology and equipment, and employee benefits, such as dental, health plan options, and retirement.
- Dr. Field informed the Board that he is still working on compiling results of the open-ended questions to insure anonymity.

Public Relations Report: (See Attached Copy.)

B. Broussard's report consisted of the following:

- **Charter School Advocacy Week** at the Capitol was held from Tuesday, April 12, 2016, through Thursday, April 14, 2016.
- Pictures were taken of the MAX Field Day/Fun Day on Friday, April 8, 2016.
- MAX Board members were forwarded various e-mails from LAPCS keeping members abreast of the happenings in Baton Rouge and any opposition that would jeopardize

- Motion was made by K. Chauvin, seconded by B. Broussard, to approve the Strategic Plan pending the final revision as per the Ad Hoc Committee's recommendations ... **Motion was passed** unanimously.

It was suggested that the school could possibly educate the faculty and staff about their current benefit plans and give comparisons to other schools and organizations.

	<p>efforts to maintain charter school funding, autonomy, and authorizing.</p> <ul style="list-style-type: none"> • It is important that Board members stay informed. Fundamentally, LAPCS is opposed to the following bills: <ul style="list-style-type: none"> ○ Any prohibition or limitation on BESE's ability to authorize charter schools; ○ Any reduction in funds for charter schools, especially as it affects the MFP; ○ Any forced participation in TRSL (directly or indirectly); ○ Any erosion of charter school autonomy. • Thanks to Dr. Al Davis for ensuring that Board members continue to receive the Nicholls Publication <i>Inside Nicholls State University</i> which is published biweekly by the Office of Marketing and Communications. • <u>Reminders:</u> <ul style="list-style-type: none"> ○ National Charter Schools Week: May 1-7, 2016. ○ Next Board Meeting: June 2, 2016. ○ Staff Appreciation Week: May 2-6, 2016. ○ Financial Disclosure Forms: Due May 15, 2016. ○ 8th Grade Breakfast/Graduation and MAX Awards Program: May 26, 2016. 	<p>Invitations were given to Board members.</p> <p>Karen Chauvin informed the Board that members will be required to participate in online ethics training this year. She has not been recertified as a trainer due to a conflict in schedules.</p> <p>Karen Chauvin is interested in creating a Facebook page for MAX.</p> <p>Dr. Al Davis will ask Stephanie Verdin, Director of NSU Marketing and Communications, to attend a future MAX Board meeting and suggest ways that her department can assist us in developing our social media and advertising capabilities.</p>
<p>8. Other Reports</p>	<p>Director's Report (See Attached Copy.) L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The trustees will be requested again to move furniture in the building so that the floors in the building can be cleaned and waxed. • Board members were invited to the MAX Awards 	<p>The trustees will be called when a date is set for the floors to be done in the boys' restroom</p> <p>RSVP for Breakfast due by Friday, May 13, 2016.</p>

	<p>Ceremony and 8th Grade Breakfast and Graduation to be held on May 26, 2016.</p> <ul style="list-style-type: none"> • The 6th Grade DARE Graduation Ceremony will be held at 1:45 on Friday, May 20, 2016. • An NSU psychology master's student enrolled in the FACS program will be completing an internship at MAX Charter. She will contribute 480 hours in the fall semester—assisting MAX students by providing tutoring and after-care services. <p>Parent Committee Report: Angela Smith introduced the new PTA Board representatives: PTA President Wendie Darcey and PTA Vice President Crystal Guillot,</p>	<p>S. Bourg will send required paperwork to new Board representatives.</p>
<p>9. New Board Business</p>	<p>None</p>	
<p>10. Motion to Go Into Executive Session</p>	<p>None</p>	
<p>11. Announcements</p>	<p>The next Board Meeting will be held on Thursday, June 2, 2016.</p>	
<p>12. Adjournment</p>	<p>The meeting adjourned at 10:29 A.M.</p>	<p>Motion was made by C. Hill, seconded by M. Strawser, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: May 5, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Cleve Hill, Michelle Strawser, and Angela Smith

Also present were Linda Musson, Suzy Bourg, Rebecca Walker, Guest Dr. J. Barr, Guest Dr. J Field, Guest Wendie Darcey, and Guest Crystal Guillot.

Note: Teacher Representative Helena Salmon

Absent: Dr. Angelle Hebert and Andrea Bollinger-Giardina

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:04 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 7, 2016, were presented.	The Minutes of April 7, 2016, were approved as presented
4. Board Training	None	
5. Teacher Representative Report	<p>Teacher Representative Helena Salmon, 6th, 7th, and 8th Grade Social Studies teacher, reported on the following:</p> <ul style="list-style-type: none"> • Grades 1-4 will have a field trip to Star Lab at the NSU Century Room on Friday, May 6, 2016. • Grades 4 and 5 will be visiting the Gator Farm in Gibson on Friday, May 20, 2016. • Upper School will be going on a field trip to Rivertown in Kenner on Friday, May 6, 2016. • Students will be participating in STAR testing the week of May 9-13, 2016. • Sincere thanks to the parents for the wonderful treats and gifts received for Teacher Appreciation Week! • Students in Grades 6 and 7 are participating in DARE this month. The 6th Grade DARE graduation ceremony will be at 1:45 P.M. on Friday, May 20, 2016. 	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters (See Attached Copy.)</p> <ul style="list-style-type: none"> • S. Bourg presented the March 2016 financial statements. • S. Bourg went over the financials. • The actual to budgeted financial reports for the 3rd quarter ending 3/31/2016 were submitted to the DOE on 	

4/30/2016. Revenue and expenses were in expected levels (70-75%) at the end of the 3rd quarter.

Grants:

S. Bourg reported on the following:

- Notification from the grant application to Bayou Community Foundation in the amount of **\$32,000** for 60 laptops is still pending.

Building & Sites Representative Report:

B. Aucoin reported that he has contacted someone regarding putting up stainless steel panels and a trough in the boys restroom and having the floor re-tiled. The work will be scheduled for June 2016.

M. Strawser asked for an update on the storage unit.

Ad-Hoc Committee/Coordinator Reports/Updates

Update on Strategic Plan (See Updated Plan.)

- Dr. C. Hill reported that Dr. Jim Barr and a small group of Board members met last week to go over the draft of the Strategic Plan.
- In an effort to increase possible funding from multiple resources, Dr. Jim Barr informed Board members that the Five-Year Strategic Plan Draft was expanded to include an additional goal—**Goal 7: Local, Regional, State, National, and International Community Enhancement.** This additional goal could be achieved by implementing various measurable objectives such as:
 - By connecting to and developing collaboration with various groups, foundations, institutions, and organizations such as NSU (marketing, psychology), LSU's School of Medicine's Department of Neurology, the National Institutes of Health, the Gates Foundation, etc.
 - By broadening the connection with people and organizations that understand and can relate to the school's mission.
 - By encouraging Board members, teachers, and parents to network and use their talents to provide resources.
 - By building a greater awareness of the school and its

J. Giardina informed the MAX Board that the unit will arrive in the summer.

- Dr. Barr suggested that Board members update their resumes and professional profiles.

7. Ad-Hoc Committee/Coordinator Reports/Updates

mission through updating and printing multiple brochures/pamphlets to appeal to different target audiences and distributing these throughout the various communities.

- Dr. C. Hill asked the MAX Board to approve the Strategic Plan pending the Ad Hoc Committee's final tweaking/refinement of the plan.
 - Dr. Barr informed the Board that the Ad-Hoc Committee will meet in the next few weeks to refine the plan.

Update on Dr. J Field's Research As It Relates to the Employee Satisfaction Survey (See Survey Report.)

Dr. J Field began his presentation by distributing a written report of the Employee Survey results to MAX Board members and indicated the following:

- The majority of answers were positive;
- Most employees seemed to be very satisfied with their employment at MAX;
 - The overall satisfaction rating was **6.44** on a **7- point** scale (**4** would be an average rating);
- The areas that were the lowest, though still in a positive range, and that the employees thought could use some improvement were communication, job security, the need for more technology and equipment, and employee benefits, such as dental, health plan options, and retirement.
- Dr. Field informed the Board that he is still working on compiling results of the open-ended questions to insure anonymity.

Public Relations Report: (See Attached Copy.)

B. Broussard's report consisted of the following:

- **Charter School Advocacy Week** at the Capitol was held from Tuesday, April 12, 2016, through Thursday, April 14, 2016.
- Pictures were taken of the MAX Field Day/Fun Day on Friday, April 8, 2016.
- MAX Board members were forwarded various e-mails from LAPCS keeping members abreast of the happenings in Baton Rouge and any opposition that would jeopardize

- Motion was made by K. Chauvin, seconded by B. Broussard, to approve the Strategic Plan pending the final revision as per the Ad Hoc Committee's recommendations ... **Motion was passed** unanimously.

It was suggested that the school could possibly educate the faculty and staff about their current benefit plans and give comparisons to other schools and organizations.

	<p>efforts to maintain charter school funding, autonomy, and authorizing.</p> <ul style="list-style-type: none"> • It is important that Board members stay informed. Fundamentally, LAPCS is opposed to the following bills: <ul style="list-style-type: none"> ○ Any prohibition or limitation on BESE's ability to authorize charter schools; ○ Any reduction in funds for charter schools, especially as it affects the MFP; ○ Any forced participation in TRSL (directly or indirectly); ○ Any erosion of charter school autonomy. • Thanks to Dr. Al Davis for ensuring that Board members continue to receive the Nicholls Publication <i>Inside Nicholls State University</i> which is published biweekly by the Office of Marketing and Communications. • <u>Reminders:</u> <ul style="list-style-type: none"> ○ National Charter Schools Week: May 1-7, 2016. ○ Next Board Meeting: June 2, 2016. ○ Staff Appreciation Week: May 2-6, 2016. ○ Financial Disclosure Forms: Due May 15, 2016. ○ 8th Grade Breakfast/Graduation and MAX Awards Program: May 26, 2016. 	<p>Invitations were given to Board members.</p> <p>Karen Chauvin informed the Board that members will be required to participate in online ethics training this year. She has not been recertified as a trainer due to a conflict in schedules.</p> <p>Karen Chauvin is interested in creating a Facebook page for MAX.</p> <p>Dr. Al Davis will ask Stephanie Verdin, Director of NSU Marketing and Communications, to attend a future MAX Board meeting and suggest ways that her department can assist us in developing our social media and advertising capabilities.</p>
<p>8. Other Reports</p>	<p>Director's Report (See Attached Copy.) L. Musson reported on the following:</p> <ul style="list-style-type: none"> • The trustees will be requested again to move furniture in the building so that the floors in the building can be cleaned and waxed. • Board members were invited to the MAX Awards 	<p>The trustees will be called when a date is set for the floors to be done in the boys' restroom</p> <p>RSVP for Breakfast due by Friday, May 13, 2016.</p>

	<p>Ceremony and 8th Grade Breakfast and Graduation to be held on May 26, 2016.</p> <ul style="list-style-type: none"> • The 6th Grade DARE Graduation Ceremony will be held at 1:45 on Friday, May 20, 2016. • An NSU psychology master's student enrolled in the FACS program will be completing an internship at MAX Charter. She will contribute 480 hours in the fall semester—assisting MAX students by providing tutoring and after-care services. <p>Parent Committee Report: Angela Smith introduced the new PTA Board representatives: PTA President Wendie Darcey and PTA Vice President Crystal Guillot,</p>	<p>S. Bourg will send required paperwork to new Board representatives.</p>
<p>9. New Board Business</p>	<p>None</p>	
<p>10. Motion to Go Into Executive Session</p>	<p>None</p>	
<p>11. Announcements</p>	<p>The next Board Meeting will be held on Thursday, June 2, 2016.</p>	
<p>12. Adjournment</p>	<p>The meeting adjourned at 10:29 A.M.</p>	<p>Motion was made by C. Hill, seconded by M. Strawser, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF SPECIAL MEETING
The MAX Charter School Board of Directors
May 17, 2016

DATE: May 17, 2016

TIME: **2:00 P.M.**

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Cleve Hill, Andrea Bollinger-Giardina, Michelle Strawser, and Angela Smith.

Also present were Linda Musson and Rebecca Walker.

Absent: Dr. Angelle Hebert

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 2:00 P.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Chairman’s Presentation and Recommendations Regarding Budget Matters for Academic Year 2016-2017	<ul style="list-style-type: none"> • Before J. Giardina began his presentation, Director L. Musson asked permission to be included on the agenda item. • J. Giardina began his presentation by expressing the need for MAX Charter School to move forward in light of the school’s recently adopted <i>Five-Year Strategic Plan</i> that ties directly into the expansion of its local, regional, state, national, and international community enhancement goals. • He informed the Board that Dr. Jim Barr has been appointed as the Research and Development Specialist at MAX. <ul style="list-style-type: none"> ○ Dr. Barr will be committed to obtaining grants and funding to secure the financial foundation necessary for the future expansion of the school both physically and academically; 	<p>J. Giardina readily agreed.</p> <p>As a consequence of this appointment and this endeavor, J. Giardina emphasized the need for the following:</p> <ul style="list-style-type: none"> • Curriculum Specialist Mrs. Rebecca Walker will be promoted to the position of MAX Principal; • MAX Director Linda Musson will become the Public Relations Director and Advisor to the MAX Charter School Board. <ul style="list-style-type: none"> ○ Ms. Musson will assist Dr. Barr as a data and research consultant, will offer guidance and support to Mrs. Walker, and will reinforce the school’s mission by serving as the official liaison for the Board to such entities as the Louisiana Legislature, the Board for Elementary and Secondary Education (<i>BESE</i>), the Louisiana Association of Public

	<ul style="list-style-type: none"> • Director L. Musson requested that the MAX Board allow her to hire Jani King to clean and polish the floors of the school this summer at the cost of \$3,542—half to be paid by the PTA and half to be paid by the school (\$1,771.) 	<p>Charter Schools (LAPCS), Nicholls State University, and others.</p> <ul style="list-style-type: none"> • In the 2016-2017 School Year, each teacher in each grade level will be assisted by a para-professional. <ul style="list-style-type: none"> ○ The new organizational chart indicated the following: <ul style="list-style-type: none"> ▪ One Special Education teacher—one Special Education para; ▪ Two Lower School teachers—two Lower School paras; ▪ Four Middle School teachers—four Middle School paras; ▪ Four Upper School teachers—four Upper School paras. <p>A motion was made by K. Chauvin, seconded by M. Strawser, to accept the Chairman’s recommendation as it pertains to a reorganization of the MAX Charter School’s financial and administrative resources to align with and reflect the school’s Five-Year Strategic Plan...Motion passed unanimously.</p> <p>A motion was made by A. Bollinger-Giardina, seconded by Dr. A. Davis, that the school hire Jani King for cleaning services. Motion passed unanimously.</p>
<p>4. Adjournment</p>	<p>The meeting adjourned at 2:35 P.M.</p>	<p>A motion to adjourn was made by A. Smith and seconded by M. Strawser...Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: June 2, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Dr. Al Davis, Michelle Strawser, and Angela Smith

Also present were Linda Musson, Suzy Bourg, and Janice Fabregas who took the minutes.

Absent: Andrea Bollinger-Giardina and Dr. Cleveland Hill

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 May 5, 2016, were presented. The Minutes of the Special Meeting of May 17, 2016, were presented.	<ul style="list-style-type: none"> • B. Broussard requested that the minutes of the special meeting be approved separately from the minutes of the regular monthly meeting since these minutes were needed for the completion of the notification form/report to BESE as it pertains to material/non-material changes to the charter. <ul style="list-style-type: none"> ○ The Minutes of May 5, 2016, were approved as presented. ○ The Minutes of the Special Meeting of May 17, 2016, were approved as presented.
4. Board Training	None	
5. Teacher Representative Report	None	
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. Bourg presented the March 2016 financial statements. • S. Bourg went over the financials. <p>Grants:</p> <p>S. Bourg reported on the following:</p> <ul style="list-style-type: none"> • A response on the grant application to Bayou Community Foundation in the amount of \$32,000 for 60 laptops should be received later this month. • S. Bourg reported she is working on the 2016/2017 Operating Budget and will have this available for public review next week. • S. Bourg and B. Aucoin attended a meeting in Houma, LA, regarding Non-Profit Sales & Use Tax. <ul style="list-style-type: none"> ○ Non-Profits are now not exempt from Sales & Use Taxes at a rate of 5% through June 30th which was 	<ul style="list-style-type: none"> • A copy will be sent to the Board members for review, and a request for Board approval will be made at the July 2016 meeting. • The MAX School will now have to collect and remit Sales & Use Taxes.

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>retroactive as of April 1st and starting July 1st it will be 3%.</p> <p>Building & Sites Representative Report: J. Giardina reported on the following:</p> <ul style="list-style-type: none"> • A quote was received in the amount of \$1, 025 for the purchase of a door and frame for the bathroom. Delivery will be in approximately four (4) weeks. • The partition wall for the large classroom that will be divided at the end of the hall will be installed and painted. • Another door will also be installed. • The new storage container will be coming soon. <p>Ad-Hoc Committee/Coordinator Reports/Updates Update on Strategic Plan</p> <ul style="list-style-type: none"> • In the absence of Dr. Hill and Dr. Barr, B. Broussard informed the Board that the Ad Hoc Committee had refined the wording of the Strategic Plan. <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • During the month of May, pictures were taken of various events at MAX Charter, but no pictures have been published thus far. • Former MAX student Sky Jasper, who left MAX to pursue basketball and is now a graduating senior at Ellender Memorial High School, was featured in a full-page spread in <i>The Times</i> on Wednesday, April 26, 2016, as its “Player of the Week.” • MAX Board members received some forwarded copies of e-mails from LAPCS Executive Director Caroline Roemer and/or LAPCS Legal Advisor Sarah Vandergriff that kept members abreast of the happenings in Baton Rouge and of any legislative decisions or bills that would affect Type 2 Charters or other schools of choice. • MAX Charter School’s 8th Grade Graduation event was featured in the Nicholls Publication <i>Inside Nicholls State University</i> for the week of May 23-30, 2016. • The <i>April/May 2016 Dyslexia Newsletter</i> discussed proper documentation for receiving accommodations in college and focused on students with dyslexia who were honored for their achievements/accomplishments or who received degrees at NSU. 	<ul style="list-style-type: none"> • The Board approved the purchase of the door and frame. • J. Giardina spoke to L. Musson about cleaning out the existing storage container. • The finalized copy was sent to the MAX Board for filing purposes and any future reference. • B. Broussard asked that the Board members continue to take an active role in being advocates for charter schools.
--	---	--

	<ul style="list-style-type: none"> ○ The newsletter also contained a picture of Karen Chauvin, Jason Talbot, and Jake Giardina when they met with Dr. Nicolas Bazan, Senator Bill Cassidy, and the staff and students of the LSU Medical School’s Neuroscience Center to discuss research opportunities in the area of dyslexia. • B. Broussard asked for Board approval of the proposed Max School Board Calendar dates for 2016-2017. 	<p>Motion was made by K. Chauvin, seconded by A. Smith, to approve the MAX Charter School Board Calendar dates for 2016-2017 as presented ... Motion was passed unanimously.</p>
<p>8. Other Reports</p>	<p>Director’s Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • New teachers, paras, and a janitress have been hired for the 2016-2017 school year. • The school cleaning is in process. • Medication training will be held on July 7, 2016. The MAX has a part-time school nurse—Jane Boudreaux. • The MAX, in conjunction with Shoe Carnival, will hold a MAX Shoe Sale on July 10, 2016, where family members of students can buy shoes on sale. • May closing and graduation both went well. • Population for the coming school year 2016/2017 is 120 at this time. • Six (6) MAX teachers attended the Teachers’ Leaders’ Summit, a 2½ day meeting held by the State Department. <p>Parent Committee Report:</p> <ul style="list-style-type: none"> • Angela Smith and Michelle Strawser thanked the MAX Board for being given the opportunity to serve on behalf of the PTA for the past few years. • Both ladies commented on what The MAX School had done for their children and the progress they have made over the years. <ul style="list-style-type: none"> • K. Chauvin informed the Board that Dr. J Field is committed to helping The MAX get the video testimonies of the parents of former students. His fall Marketing Research class will be given a project on dyslexia so that they can work with The MAX and the Dyslexia Center at NSU to promote both. • K. Chauvin and L. Musson spoke about a booklet “How to 	<ul style="list-style-type: none"> • J. Giardina suggested that it would be beneficial to get testimonies from parents of former MAX students to keep on file. <ul style="list-style-type: none"> ○ Dr. A. Davis stated that this information was something that Dr. Jim Barr would be compiling and any information the school has should be sent to him.

	Promote the Awareness of Dyslexia” they had made that was distributed to the Houma hospital to be distributed to new parents. L. Musson said she was willing to resurrect this project.	<ul style="list-style-type: none"> J. Giardina suggested that this booklet could be used to promote The MAX School.
9. New Board Business	<ul style="list-style-type: none"> J. Giardina spoke about the need to meet with some of the Board members to address the salaries of L. Musson and R. Walker. 	<ul style="list-style-type: none"> A group will meet with him to discuss this.
10. Motion to Go Into Executive Session	None	
11. Announcements	The next Board Meeting will be held on Thursday, July 7, 2016.	
12. Adjournment	The meeting adjourned at 9:55 A.M.	Motion was made by K. Chauvin, seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.