

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

DATE: July 1, 2008

TIME: 9:00 am

PLACE: The MAX Charter School, Cafeteria

**Present:** Brian Aucoin, Carol “Boo” Broussard, Travis Chiasson, Dr. Albert Davis, Mel Duplantis, Andrea Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Marlo Barbera, Brandi Delatte, Rebecca Walker, and Suzy Bourg who took the minutes.

**Absent:** Dr. Deborah Bordelon, Karen Chauvin

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of Minutes of June 5, 2008	<p>Before accepting the June minutes, B. Aucoin brought to the Board’s attention the fact that the May minutes did not include mention of Cleveland Hill’s resignation. He requested that the minutes be amended to reflect Cleve Hill’s official date of resignation or intent to resign.</p> <p>The June minutes were then considered for acceptance.</p>	<p>To clarify the situation, C. Broussard referred back to the May minutes, quoting the following wording: “B. Aucoin made a motion to hire Dr. C. Hill as the 2008-2009 Director of the MAX Charter School—<u>pending the resolution of any legal stipulation.</u>” B. Aucoin moved to amend the May minutes to include the stipulation that the Board approved of Dr. C. Hill’s forthcoming/pending resignation. M. Duplantis seconded the motion. All in favor...Motion approved.</p> <p>B. Aucoin moved to accept the June minutes as presented. M. Duplantis seconded the motion. All in favor...Motion approved.</p>
3. Announcement of New Personnel Committee Chairperson	D. Savoie nominated Dr. A. Davis for the position of Personnel Committee Chairperson. No other nominations were offered. Dr. A. Davis agreed to accept the nomination.	D. Savoie moved to appoint Dr. Al Davis as the new Personnel Committee Chairperson. C. Broussard seconded the motion. All in favor...Motion approved.
4. Discussion of Old Business	<p><b>Personnel Committee:</b> The Personnel Committee hired two additional teachers-- Julie Borne and Monica Daigle-- to fill the two remaining vacant positions.</p> <p><b>Start-Up Grant Writing Committee:</b> B. Aucoin reported that he is still in the process of compiling the <i>details</i> the state requested for the first request for funds that was submitted months ago. Funds, as of yet, have not been reimbursed.</p>	

	<p><b>Building Committee:</b>  J. Giardina informed the Board that the leak near the computer lab has been corrected; the leak was not caused by the roof but at the point where two sections of the building were put together. J. Giardina requested that the location be monitored to determine if the leak has been fully corrected or if further repair is needed.  Dr. C. Hill reported that the exhaust fan in the girls' restroom is not working properly (makes loud noise when on) and that a few tiles in the cafeteria are coming up and need to be replaced. Dr. Hill will forward list of needed repairs to J. Giardina.</p> <p>P. Toups checked the building again for mold or mildew but could not find any.</p> <p>B. Aucoin reported that the fire marshal's report noted that holes need to be drilled in the concrete at the front entrance for drainage and that all fire extinguishers in the building need to be tagged.</p> <p>Faculty members present at the meeting expressed concern that it takes a long time for the water in the lounge to get hot.</p> <p><b>By- Laws Committee:</b>  Dr. A. Davis reported that he had compiled all the policies approved/adopted by the Board thus far into two (2) formatted documents—one for matters pertaining to the Board in the <b>Bylaws</b> and another for matters pertaining to personnel in a <b>Personnel Policies and Procedures Manual</b>. Dr. A. Davis requested that the Board accept the printing of the two documents as presented.</p>	<p>C. Broussard moved that the Board accept the printing of the Bylaws as presented and the printing of the Personnel Policies and Procedures Manual as presented. D. Savoie seconded the motion. All in favor...Motion approved.</p>
<p>5. Treasurer's Report</p>	<p>B. Aucoin presented the May Financial Statements. He reported that the current fiscal year ends on June 30, 2008. He informed the Board that the school will carry a negative balance into the next fiscal year. This balance may be reduced once grant funds are received.</p> <p>B. Aucoin reported that the 2008-2009 state teacher pay raise of \$1,019.00 was approved by the legislature.</p>	
<p>6. Report on MAX Charter School</p>	<p>Dr. C. Hill informed the Board that he applied for a small grant (EEF) from the state department. He has also ordered six (6) mimeo boards with funds from the 2007-2008 EGMS grant.</p> <p>The school will conduct an enrollment lottery at 8:30 a.m. on July 9, 2008. Letters will be sent home to parents who have submitted student enrollment applications. The school will base enrollment openings on the class size projections stated in</p>	

	<p>the Charter contract.</p> <p>A projected personnel expenses report for the 2008-2009 school year was distributed to the Board members.</p>	
7. Public Relations Committee	<p>On behalf of the MAX Board, C. Broussard expressed her sincere thanks to the PTA for their thoughtfulness and generosity. She wrote a thank you note to the members of the PTA for hosting the Teacher Appreciation Luncheon for the teachers on Friday, May 9, 2008, and including the MAX Board members and had those present at the luncheon sign it.</p> <p>The Giardina Family Foundation was recognized as a “Distinguished Partner in Education” at a special awards ceremony in Baton Rouge on June 18, 2008. The Giardina Foundation was one of only eight in the entire state of Louisiana to receive this prestigious and coveted title for 2008-2009.</p>	
8. Grants	<p>S. Bourg reported that the reimbursement requests for the 2007-2008 have been approved. Funds should be received soon.</p> <p>J. Giardina will contact someone from the Lorio Foundation to see about applying for a grant to cover the cost of the covered awning.</p>	
9. Teacher Representative	<p>R. Walker reported that the PTA voted on the logo for the MAX Charter “Red” uniform shirts. The shirts may be purchased from School Time.</p>	
9. Parent Support Group	<p>Last PTA meeting was held on 6/10/08 with 13 attendees.</p> <p>The minutes from the last meeting were reviewed. The Treasurer’s report was shared, and the PTA balance is \$4,130.95.</p> <p>PTA will begin nominating and electing new officers at the August meeting.</p> <p>Members of the PTA were invited to serve on the 2008-2009 Pupil Progression Plan Committee. Mel Duplantis, Wendy McCoy, and Robyn Moss volunteered to serve on the committee. The first PPP committee meeting is scheduled for July 1, 2008, at 1:00 p.m. at the school.</p> <p>Dr. Lisa Black is organizing a Dyslexia 5K Run/Walk as a school fundraiser. D. Savoie suggested that parents begin to think of contacting businesses that may be interested in being corporate sponsors (donating drinks, T-shirts, music, food,</p>	

	<p>etc.)</p> <p>PTA members voted on the logo for the red MAX uniform shirts.</p> <p>The 2008-2009 school calendar was presented. LEAP summer remediation and test scores were discussed. Plans to pour a slab for the basketball goals were suggested.</p> <p>The next PTA meeting is scheduled for August 12, 2008, after the Open House.</p>	
11. New Business	Dr. C. Hill reported that Summer Leap Remediation was completed. Twelve students attended.	
12. Next Board Meeting	The next Board meeting is scheduled for Thursday, July 7, 2008.	T. Chiasson made a motion to adjourn the meeting. B. Aucoin seconded the motion. All in favor... Meeting adjourned.

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

DATE: June 5, 2008

TIME: 9:00 am

PLACE: The MAX Charter School, Cafeteria

**Present:** Brian Aucoin, Carol “Boo” Broussard, Karen Chauvin, Dr. Al Davis, Mel Duplantis, Andrea “Andie” Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Warren Triche and teachers Marlo Barbera, Brandi Delatte, Terri Matherne, and Rebecca Walker. Guest speakers from the LA State Department of Education were Patricia McFarland and Katherine Whitney. Suzy Bourg took the minutes.

**Absent:** Dr. Deborah Bordelon and Travis Chaisson

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of the May 1 Minutes	Before the minutes were approved, B. Aucoin requested that a <b>specific date, August 1, 2008</b> , be added to the minutes on <b>Agenda Item 4: Consideration of Motion to Rescind the Extended Sick Leave Portion of the Leaves and Absences Policy Previously Adopted.</b>	K. Chauvin moved to accept the Minutes with noted addition. M. Duplantis seconded the motion. All in favor...Motion approved.
3. Consideration of Motion to Go into Executive Session for Strategic Planning		C. Broussard moved to go into Executive Session at 9:06 a.m. M. Duplantis seconded the motion. All in favor...Motion approved. Regular session resumed at 9:18 a.m.
4. Discussion of Old Business	<p><b>Personnel Committee:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Recommendations for New Hire</b> The Personnel Committee, after consulting with Treasurer Brian Aucoin, proposed the need for hiring an additional four (4) teachers, one (1) paraprofessional, and one (1) administrative office assistant for the 2008-2009 school year. After discussion, it was the general consensus of the group that the Personnel Committee at its discretion be given the authority to hire the personnel needed to assure the success of the MAX Charter School.</li> <li>▪ <b>Recommendations to Adopt Proposed Salary Schedule</b> The proposed 2008-2009 MAX Charter School teacher salary scale was distributed to those present. A notation at the bottom indicated that adjustments would be made if the governor’s 2008-2009 proposed raise for each certified teacher was approved. It was also noted that salaries for retired teachers in</li> </ul>	<p>Dr. C. Hill made a motion to allow the Personnel Committee the authority to hire any new teachers or personnel as needed. C. Broussard seconded the motion. All in favor...Motion approved.</p> <p>Dr. C. Hill made a motion to approve the 2008-2009 proposed salary schedule as presented. M. Duplantis seconded the motion. All in favor...Motion approved.</p>

	<p>Louisiana who are receiving retired teacher pay through the Teacher Retirement System of Louisiana would be negotiated with the Director of the MAX School and approved by the MAX Board.</p> <ul style="list-style-type: none"> <li>▪ <b><i>Recommendation to Adopt Proposed 2008-2009 School Calendar</i></b> A copy of the calendar was distributed to those present, whereby the official school year would begin on Tuesday, August 5, 2008, for teachers and Thursday, August 7, 2008, for students. The last day for students would be Thursday, May 21, 2009, and the last day for teachers would be Friday, May 22.</li>   <li>▪ <b><i>Consideration of Adoption of <u>Special Meetings Policy</u> Tabled from Previous Meeting</i></b> Dr. C. Hill presented the Special Meetings Policy to the Board, and C. Broussard explained that if the Board adopted this policy as written, then Section B of Article VI of the Bylaws would have to be updated. It was determined that the newly written policy would be more beneficial to the Board.</li> </ul> <p><b>Start-Up Grant Writing Committee:</b> B. Aucoin reported that the requests for reimbursement were not yet approved and that further details were required in order to get approval. K. Chauvin mentioned that the application for the second part of the federal start-up grant has not yet been released.</p> <p><b>Building Committee:</b> J. Giardina informed the Board that the canopy near the front entrance would more than likely be put up this summer. J. Giardina reported that additional roofing repairs are required.</p> <p>Teachers expressed concern that mold or mildew may be present in the building.</p> <p><b>By-Laws Committee:</b> Dr. A. Davis reported that he had formatted the Bylaws into one document whereby policies that related strictly to the Board would fit somewhere within. (Copies of the format had been previously given to Board members to peruse at their leisure.) Dr. A. Davis also explained that he had made a separate “Personnel Policy and Procedure” document with the other adopted policies, which would all relate to personnel and would follow the same format. Dr. A. Davis requested that</p>	<p>Dr. C. Hill made a motion to approve the 2008-2009 school calendar. M. Duplantis seconded the motion. All in favor...Motion approved.</p> <p>K. Chauvin made a motion to adopt the Special Meetings Policy and to update the MAX Bylaws to reflect the change. D. Savoie seconded the motion. All in favor...Motion approved.</p> <p>C. Broussard made a motion to accept the printing of the Bylaws as presented. A. Bollinger Giardina seconded the motion. All in favor...Motion approved.</p>
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	<p>the Board move to accept the printing of the Bylaws as presented, which would include appropriate amendments and alterations already recorded in the minutes. He also requested that the Board approve the printing of the Personnel Policy and Procedure document in the same format.</p>	<p>Dr. C. Hill made a motion to accept the printing of the Personnel Policy and Procedure document in the presented format. B. Aucoin seconded the motion. All in favor...Motion approved.</p>
5. Treasurer's Report	<p>B. Aucoin presented the April Financial Statements.</p> <p>B. Aucoin informed the Board that the Bollinger Grant income and expenses were added to the budget. He noted that salaries comprised the largest part of the school's expenses. B. Aucoin reported that the MFP per pupil funding amount for the 2008-2009 academic has not yet been determined by BESE.</p>	
6. Principal's Report	<p>V. Adams was not present at the meeting. No report was given.</p>	
7. Public Relations Committee	<p>On May 2, 2008, C. Broussard took the liberty of e-mailing Sandra "Sandy" Holloway, principal of St. Charles Elementary School, to thank her for including the MAX Charter School in its upcoming May 6 visit of the Turkish Group Study Exchange Team and received a very nice note from her in response.</p> <p>On May 6, 2008, Board members Jake, Cleve, Dianne, Travis, Mel, and Boo attended the monthly PTA meeting held at the MAX School. There was a record attendance of twenty-eight (28) participants.</p> <p>On Friday, May 9, 2008, Board members Cleve, Dianne, and Boo attended the <i>Teacher Appreciation Luncheon</i> hosted by the PTA. On behalf of the MAX School <b>and</b> the Giardina Family Foundation, Dianne distributed appreciation checks.</p> <p>On May 22, 2008, Board members Jake and Andie Giardina attended the End-of-Year Awards Ceremony held at 9:00 in Talbot Theater on the Nicholls State University Campus.</p> <p>On May 23, 2008, Cleve held a faculty meeting with the teachers assigned to the MAX School for the 2008-2009 school year. Consultant Linda Musson and Board members Dianne and Boo were also in attendance.</p> <p>Matthew Pleasant, news reporter from <i>The Courier</i>, was interested in doing a story on the first anniversary of the MAX Charter School. Because of the hectic schedule in the last few days of school, it was almost impossible to set up interviews</p>	

	<p>with the teachers and staff. The newspaper interview was postponed until a later date.</p> <p>Board members Dianne and Boo have been meeting and corresponding with the teacher/parent committee that is working on student uniforms for the 2008-2009 school year.</p> <p>Aimee Melancon's progress has been phenomenal. She has accepted a 2<sup>nd</sup> grade teaching position with the archdiocesan schools for the 2008-2009 school year.</p>	
8. Grants	<p>S. Bourg reported that she is currently working on obtaining a grant from the Louisiana Decentralized Arts Funding Program offered through the Houma Regional Arts Council. The proposal would possibly request funds to pay for a part-time art teacher.</p> <p>S. Bourg and Dr. C. Hill are working on getting the eGrant approved so that the school may start requesting funds.</p> <p>S. Bourg reported that a grant which will fund teachers' pay for summer LEAP remediation has been submitted to BESE.</p> <p>S. Bourg will disseminate a teacher survey to find out what types of materials, etc. are needed so that she can begin searching for appropriate grants.</p>	
9. Parent Support Group	<p>On behalf of Travis Chiasson, Mel Duplantis presented the PTA report of May 6, 2008, a meeting that had a record twenty-eight (28) attendees.</p> <p>M. Duplantis reported that J. Giardina addressed the PTA and informed those present that there would be a principal change for the 2008-2009 school year. At the meeting, J. Giardina thanked V. Adams for her service and introduced Dr. Cleveland Hill to the PTA as the Board's Director Nominee.</p> <p>M. Duplantis reported that the balance in the PTA account was <b>\$2,863.71.</b></p> <p>The Board was informed that the next PTA meeting was scheduled for June 10, 2008, at 6:00 P. M. The July 8 meeting would be skipped, and future PTA meetings would resume on August 12, 2008, at 6:00 P. M. In order to encourage greater attendance at monthly meetings, e-mails and the newsletters were considered very successful means of communication.</p> <p>M. Duplantis reported that the PTA agreed to pass out certificates and T-shirts at Field Day recognition.</p>	

Pizza days – PTA agreed to add “no refunds” and also add a comment on the order form “Exact Change or Check! Donations Are Welcomed!”

Pride in Max signs and stickers should be in soon and will be distributed.

Teacher Appreciation Week is planned for the week of May 5, 2008, through May 9, 2008. The PTA will sponsor and host an appreciation luncheon for the teachers and Board members on Friday, May 9, 2009.

In an effort to plan ahead for future enrollment, parents were encouraged to get their **letters of intent** back to the Max School as soon as possible.

SAT volunteers and snacks were discussed.

It was reported that the PTA parents are concerned about the issuance of parking tickets to some MAX parents who visit or volunteer at the school. Dr. C. Hill offered to discuss this matter with the NSU police and arrange to have some parking permits available at the MAX School for parents to use.

5K Walk/Run – Coordinator Dr. Lisa Black has scheduled the event on April 17, 2009, at 9:00 A. M. at Peltier Park. She will need folks to solicit for sponsors and donations. The PTA agreed to discuss this at its June 10<sup>th</sup> meeting.

Bus service – The parents were informed that Jerry Pitre has a bus service and if anyone is interested in obtaining this service, they should personally contact Mr. Pitre. Due to liability issues, obtaining this service would be an individual choice and would not in any way be associated with the Max School. Terrebonne public bus transportation was discussed, and some parents had concerns about the students crossing the streets without adults. Mel volunteered to contact Terrebonne Parish Government on behalf of the PTA to discuss changing the bus pickup station from the current spot at NSU to the Max School parking area. The PTA requested an updated car pool list for folks to group up and save time and gas.

Dianne Savioe shared the recent visit to Briarwood School in Houston, Texas, with the PTA.

Ms. Musson suggested that attendance at monthly PTA meetings and participation of parents at various activities could be increased if the students or classes were perhaps offered

	incentives.	
10. New Business	<p>K. Chauvin will request the person who handles NSU's insurance to contact the school's insurance company concerning the summer camp which will be held in the school building.</p> <p>Guests Katherine Whitney from the Louisiana State Department of Education and Patricia McFarland from the Louisiana State Charter School Office were introduced to the Board. They were invited for the purpose of addressing concerns relative to charter schools in general and to the MAX Charter School in particular. They were also given a pre-determined list of questions for which the Board sought answers.</p>	
11. Next Board Meeting	The next Board meeting is scheduled for Tuesday, July 1, 2008.	Dr. C. Hill made a motion to adjourn the meeting. M. Duplantis seconded the motion. All in favor... Meeting adjourned at 11:45.

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

DATE: August 14, 2008

TIME: 9:00 am

PLACE: The MAX Charter School, Cafeteria

**Present:** Brian Aucoin, Dr. Deborah Bordelon, Carol “Boo” Broussard, Karen Chauvin, Dr. Albert Davis, Andrea Bollinger-Giardina, Jake Giardina, and Dianne Savoie.  
 Also present were Marlo Barbera, Warren Triche, Dr. Cleveland Hill, and Suzy Bourg who took the minutes.

**Absent:** Travis Chiasson and Mel Duplantis

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. <b>Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. <b>Approval of Minutes of July 1, 2008</b>	The June minutes were considered for approval.	A. Bollinger-Giardina moved to accept the Minutes as presented. D. Savoie seconded the motion. All in favor...Motion approved.
3. <b>Discussion of Old Business</b>	<p><b>Personnel Committee:</b> No report</p> <p><b>Start-Up Grant Writing Committee:</b> B. Aucoin reported that he sent in the first request for funds with the additional requested details. To date, there has been no response.</p> <p><b>Building Committee:</b> J. Giardina presented a drawing of the proposed canopy for the front entrance. The quote for this drawing was <b>\$32,549</b>. A request for a grant proposal application form to finance this project was sent to the <b>Lorio Foundation</b>. J. Giardina also received a quote for <b>\$4,100</b> on low-maintenance landscaping. The Board agreed to look at additional landscaping quotes if presented and discussed the possibility of parent involvement. There are some remaining leaks in the building which are being worked on. The remaining payment was remitted to Comark with the condition of a no-cost additional one year warranty on the building.</p> <p>The fire extinguishers in the building have been inspected and tagged. Holes have been drilled in the front entrance landing to improve drainage.</p> <p>On Friday, August 17, several loads of aggregate are being brought in to fill in the parking and driveway areas.</p>	

	<p>J. Giardina reported that the smell in the boys' restroom has been eliminated. The urinals were not correctly sealed when mounted. This has been corrected, and the bad odor is no longer present.</p> <p><b>By Laws Committee:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Consideration of Adoption of Computer and Technology Use Policy (6.4)</i></li> <li>▪ <i>Consideration of Adoption of Drug Free and Weapons Free Policy (6.5)</i></li> <li>▪ <i>Consideration of Approval of Printing Above Policies in Personnel Policies Manual</i></li> </ul>	<p>C. Broussard made a motion to adopt the Computer and Technology Use Policy. K. Chauvin seconded the motion. All in favor...Motion approved.</p> <p>C. Broussard made a motion to adopt the Drug Free and Weapons Free Policy. K. Chauvin seconded the motion. All in favor...Motion approved.</p> <p>C. Broussard made a motion to approve the printing of the amended Personnel Policies Manual. K. Chauvin seconded the motion. All in favor...Motion approved.</p>
<p><b>4. Treasurer's Report</b></p>	<p>B. Aucoin presented the Financial Statements for period ending June 30, 2008. He informed the Board that last week, independent auditors performed an audit of the school. The firm will give a report to the Board at the September Board Meeting.</p> <p>B. Aucoin received a quote for workers' compensation insurance. The quote was <b>\$2,500</b> less than the current provider.</p>	
<p><b>5. Report on MAX Charter School</b></p>	<p>Dr. C. Hill informed the Board that the school conducted an enrollment lottery at 8:30 a.m. on July 9, 2008. Local attorney Toni Goaux conducted the lottery. The lottery was open to the public. Student names were pulled for grade-level openings and for waitlist order.</p> <p>The proposed Pupil Progression Plan for 2008-2009 was previously sent out to the Board for review. The Board was asked to consider the adoption of the proposed plan.</p> <p>Ten students took the LEAP summer re-test at MAX Charter School. The SBLC will meet to discuss test results and make placement determinations on several students.</p> <p>The Lorio Foundation received the grant application request from the school and sent the school a package with the official grant application format to be completed and returned no later than October 31. The grant writing committee will meet to complete the application so that the deadline is met.</p> <p>Over the past few weeks, the school has upgraded its</p>	<p>D. Bordelon made a motion to approve the 2008-2009 Pupil Progression Plan. B. Aucoin seconded the motion. All in favor...Motion approved.</p>

	<p>technology by purchasing six (6) mimio interactive boards for classrooms and a smart board for the computer lab. Additional laptops and projectors are needed to complete the technology upgrades. Dr. C. Hill expressed thanks to Anthony Giardina for installing the wireless network. M. Barbera presented a demonstration on the mimio interactive board.</p> <p>B. Delatte has finalized the school's <b>Crisis Response Plan</b>. The plan has been distributed to the Board and the faculty</p> <p>Dr. C. Hill discussed Circulars 11-12 regarding temporary cuts in charter school funding. Cuts are in response to MFP being underfunded.</p> <p>Dr. C. Hill distributed letter to Board members concerning new ethics guidelines.</p>	
<p>6. <b>Public Relations Committee</b></p>	<p>A picture of the <b>Giardina Family Foundation</b> receiving the <b>Distinguished Partners in Education Award</b> was published in two (2) media resources thus far—<i>Tri-Parish Times</i> (Wednesday, July 16, 2008) and <i>Bayou Catholic</i>. Although no picture was published in <i>The Courier</i> and/or the <i>Daily Comet</i>, a feature article entitled “Educational Foundation Gets State Award” written by Staff Writer Naomi King appeared under the <i>LA Journal</i> section of the newspaper on August 13, 2008. The pictures and news article were passed around for viewing.</p> <p>On Thursday, August 9, 2008, C. Broussard nominated The Maxine Giardina Charter School for a possible profile on <b>NBC Nightly News...Making a Difference</b> after Dianne and she viewed a segment brought to their attention by Jake and Andie. To view this same video on a dyslexia tutoring program featured on NBC, members of the Board were encouraged to visit the following website:  <a href="http://www.msnbc.msn.com/id/3032619/#%2325740648">http://www.msnbc.msn.com/id/3032619/#%2325740648</a></p> <p>The nomination had to be sent via e-mail, and so the basic information contained in the nomination letter was e-mailed earlier to the Board members so that they would be aware of its contents. Additional copies of the nomination letter were available for viewing at the meeting. The names of Director Cleve Hill, Chairman of the Board Jake Giardina, President of the Board Karen Chauvin, and Secretary Dianne Savoie were added to the nomination letter and given as further contacts.</p> <p>C. Broussard encouraged others to participate in the nomination process if they felt that the MAX School was making or will make a difference in the lives of the students and parents it serves. She advised all present to get as many</p>	

	<p>parents involved as possible. She explained that the nomination reason did not have to be long. It just had to be sincere. She reasoned that if a good many of the Board members, teachers, and parents nominate the school, the network just may take notice and feature the MAX School in a future <b>Making a Difference</b> profile. She further informed the Board that she had personally contacted Marcy Kolodny, the lady featured in the <b>NBC Nightly News—Making a Difference</b> news clip. Ms. Kolodny said that she had no magic formula or secret weapon in getting the attention of NBC. Persistence, she said, was the key.</p>	
7. <b>Grants</b>	<p>S. Bourg reported that reimbursements for the 2007-2008 EGMS have been received.</p> <p>A request for a grant application was submitted to the Lorio Foundation.</p>	
8. <b>Teacher Representative</b>	<p>M. Barbera reported that Open House was a success. She reported that textbooks may need to be replaced/updated for students in grades six and seven.</p>	
9. <b>Parent Support Group</b>	<p>No report.</p>	
10. <b>New Business</b>	<p>Because of recent articles in the area newspapers on the potential abuse of the annual leave policy in Terrebonne Parish, the Board will have its Personnel and Policy Committee revisit the policy and make necessary recommendations concerning placing caps on unused days. Since only two (2) employees are involved, this matter is not considered to be urgent at this time. A “wait and see what happens with Terrebonne Parish” approach was expressed.</p> <p>A. Bollinger-Giardina suggested that the school submit a grant proposal to the Bollinger Family Foundation to purchase the additional laptops and items needed to help complete the technology upgrade for the present school year.</p> <p>Dr. D. Bordelon announced that she will be leaving NSU and will be moving out of state at the end of the fall semester.</p> <p>W. Triche questioned members on how to nominate someone to fill a vacancy on the Board and, after encouragement from a few members, offered the name of Carol Blanchard for consideration since a vacancy existed due to Dr. C. Hill’s resignation and another vacancy was imminent when Dr. Bordelon would resign.</p>	<p>The Board was extremely appreciative of the offer, and C. Broussard suggested that this offer be addressed by the Grant Writing Committee as soon as possible since the deadline date for the next submission would be September 1, 2008.</p> <p>The Personnel and Policy Committee agreed to meet and discuss his nomination and other suggested names that had been mentioned previously to Board personnel and return to the Board at its next monthly meeting with a recommendation.</p>
11. <b>Next Board Meeting</b>	<p>The next Board meeting is scheduled for Thursday, September 4, 2008.</p>	<p>D. Savoie made a motion to adjourn the meeting. B. Aucoin seconded the motion. All in favor... Meeting adjourned at 10:17 a.m.</p>



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

DATE: August 29, 2008

TIME: 9:00 am

PLACE: The MAX Charter School, Cafeteria

**Present:** Brian Aucoin, Carol “Boo” Broussard, Karen Chauvin, Dr. Albert Davis, Jake Giardina, and Dianne Savoie. Also present were Dr. Cleveland Hill and Linda Musson.

**Absent:** Travis Chiasson, Mel Duplantis, Dr. Deborah Bordelon, and Andrea Bollinger-Giardina

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
<b>1. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
<b>2. Discussion of Emergency Situation—Tropical Storm Gustav</b>	<p>Dr. C. Hill presented a Hurricane Preparation and Possible MAX School Closure Proposal to the MAX Board for consideration. He informed those present that he would send a systematic action plan letter to the parents at the end of the day, Friday, August 29, 2008. The plan would outline communication and school closing procedures in the event that Hurricane Gustav or another storm threatened the area.</p> <p>Dr. Hill handed out copies of the proposed plan under consideration, the August 28, 2008, letter written and previously given to the teachers and staff, a media outlet contact list, an updated faculty/Board contact list, and a <i>sample letter</i> written to the parents and caregivers of Belle Chasse Academy students forwarded by Kenneth Campbell.</p>	<p>The Board approved the proposed Hurricane/Storm Preparation Plan and commended Dr. Hill on his quick response to the emergency. It was determined that all documents pertaining to this emergency situation would be filed for future reference with Suzy Bourg.</p> <p>Other cautionary measures were suggested:</p> <ul style="list-style-type: none"> <li>• All computers should be covered in case of roof leakage or removed out of harm’s way if in close proximity to the windows.</li> <li>• Photographs of each classroom/area of the building—especially the computer lab—should be taken before the storm. It was mentioned that Kaci Portier could probably do this.</li> </ul>
<b>3. Next Board Meeting</b>	The next regular Board meeting is scheduled for Thursday, September 4, 2008.	<ul style="list-style-type: none"> <li>• B. Aucoin made a motion to adjourn the meeting. D. Savoie seconded the motion. All in favor... Meeting adjourned at 10 a.m.</li> </ul>

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

DATE: October 2, 2008

TIME: 9:00 am

PLACE: The MAX Charter School, Cafeteria

**Present:** Brian Aucoin, Carol “Boo” Broussard, Travis Chiasson, Dr. Albert Davis, Mel Duplantis, Andrea Bollinger-Giardina, Jake Giardina, and Dianne Savoie. Also present were Carol Blanchard, Monica Daigle, Warren Triche, and Suzy Bourg who took the minutes.

**Absent:** Dr. Deborah Bordelon and Karen Chauvin NOTE: Director Dr. O. Cleveland Hill was also absent due to an administrative commitment.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. <b>Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. <b>Approval of the Minutes of August 14, 2008</b>  <b>Approval of the Minutes of August 29, 2008</b>	The Minutes of August 14, 2008, were considered for approval.  The Emergency Minutes of August 29, 2008, were considered for approval.	C. Broussard moved to accept the Minutes as presented. M. Duplantis seconded the motion. All in favor...Motion approved.  C. Broussard moved to accept the Minutes as presented. D. Savoie seconded the motion. All in favor...Motion approved.
3. <b>Presentation by MAX Auditor</b>	Brian Wilkinson, representative for LaPorte Sehrt Romig Hand, Certified Public Accountants, introduced himself and distributed copies of the Independent Auditor’s Report to the MAX Charter School Board of Trustee. He explained the contents of the audit performed by the professional accounting corporation for the year ended June 30, 2008.	D. Savoie noted that Page 25 of the report inadvertently listed Suzy Bourg as a member of the MAX Board of Directors. It was recommended that the firm be notified so that the error could be corrected. Brian Wilkinson agreed to pass this information on.
4. <b>Discussion of Old Business</b>	<b>Start-Up Grant Writing Committee:</b> No report.  <b>Building Committee:</b> J. Giardina reported that the front awning is presently under construction. There is no timeline for completion. He informed the Board that the building did not suffer damage from the storms.  T. Chiasson reported that he is currently trying to acquire bids for the basketball/recess court area.	
5. <b>Treasurer’s Report, Insurance Update, and Financial Update</b>	July financial statements were discussed.  In August, the school received \$58,000 in reimbursements from the Public Charter School Program Planning Grant.	

	<p>The discussion of the need for future expansion of the MAX building was tabled until a later date.</p> <p>A \$20,000 donation was received from the dePaul Bayou Dyslexia Association, Inc. C. Hill requested that these funds be used to purchase such things as a TV/DVD, a laminating machine, and a vacuum cleaner. He also hoped to use the funds to pay for installation of hardware to mount projectors to the ceiling and to pay for paint and supplies to paint the building's interior.</p>	<p>The Board gave Dr. C. Hill permission to use the money as needed.</p>
<p><b>6. Report/Update on MAX Charter School</b></p>	<p>In the absence of Dr. C. Hill, D. Savoie presented Dr. C. Hill's report to the MAX Board:</p> <p>Dr. C. Hill requested the Board's guidance in a matter where a student was violating the school's dress code in what appeared to be the parent's behest.</p> <p>Dr. C. Hill requested that the Board or individual members of the Board consider attending a luncheon at NSU honoring Senator Mary Landrieu on October 27, 2008. Tickets for the event were \$30.00 per person or \$240.00 per table of eight (8.)</p> <p>Dr. C. Hill reported that the school had applied for an implementation grant and the Summer 2009 LEAP Remediation grant.</p> <p>Dr. C. Hill also informed the Board that IDEA and Title I funds are being used to pay Monica Chiasson for after-school tutoring. Portions of IDEA, Title I, Education Excellence, and 8(g) funds will also be used to hire six additional after-school tutors (4 hired.)</p> <p>An ad hoc committee composed of the Director, some Board members, teachers, and parents will be formed to review the charter contract and consider material changes that need to be made (For example- the number of students in each grade designation.)</p> <p>Dr. C. Hill will be attending the Louisiana Training of Teachers in Lockport (mandatory for Ms. Alison Borne to complete the Louisiana Teacher Assistance and Assessment Program.)</p>	<p>Several members of the Board offered suggestions in handling the situation, but the ultimate decision was left to Dr. C. Hill. The Board felt that any decision he made as Director would be in the best interest of the child.</p> <p>W. Triche, upon hearing the political implications of the event, expressed concern that attendance as a group would be in violation of an ethics clause. Upon hearing former Representative Triche's explanation, the Board decided that attending the function as a MAX Charter School entity would be inappropriate.</p> <p>D. Savoie volunteered to help organize this committee.</p>

<p><b>7. Personnel/Policy Committee:</b></p>	<p>The Personnel Committee expressed a desire to fill the vacancy on the Board created when Dr. C. Hill resigned and asked for permission to open nominations.</p> <p>Dr. Al Davis, on behalf of the Personnel Committee, nominated Carol Blanchard to serve as member-at-large. He then opened the floor to any other nominations. Since no one else was nominated, nominations were closed.</p> <p>The Personnel Committee asked the Board to accept the resignation of First Grade Teacher E. Susan Brazan as of October 10, 2008—who resigned due to personal reasons.</p> <p>Mrs. Brazan asked the Board to consider creating a part-time position for librarian, something she would definitely consider.</p> <p>The Personnel Committee asked the Board’s permission to hire a teacher to fill the vacant position in first grade.</p>	<p>T. Chiasson made a motion to open nominations to fill the vacancy on the Board. D. Savoie seconded the motion. All in favor...Motion approved.</p> <p>C. Broussard made a motion to accept the nomination of Carol Blanchard. D. Savoie seconded the motion. All in favor...Motion approved. Carol Blanchard accepted the nomination and will serve as a member-at-large.</p> <p>M. Duplantis made a motion to accept the resignation of E. Susan Brazan. T. Chiasson seconded the motion. All in favor...Motion approved.</p> <p>The Personnel Committee agreed not to pursue creating a part-time position for a librarian at this time due to financial concerns.</p> <p>C. Broussard made a motion to approve the recommendation of the Personnel Committee to hire a teacher for Susan Brazan’s position. D. Savoie seconded the motion. All in favor...Motion approved.</p>
<p><b>8. Public Relations Committee</b></p>	<p>C. Broussard made the following report:</p> <p>In lieu of sending flowers, many families now prefer that their friends donate to a favorite charity or other non-profit organization. These donations, whether <i>designated</i> or <i>undesignated</i>, can help serve as the vehicles through which donors can provide continuous funding for school programs and much-needed financial support for the day-to-day operations of a school, especially in a school such as ours—with a far-reaching mission. Memorial/honor contributions are always appreciated and can provide the flexibility to direct financial attention to non-budgeted or unexpected needs as they arise. To fulfill our mission, it is important that our school have enough operating income to continue serving its students.</p> <p>The MAX School has established a <i>memorial/honor fund</i> and is ready to accept and respond to donations/gifts to the school on behalf of a loved one. A form has been created for those who wish to give a special gift or make a monetary donation to the school <i>in memory of...</i>or <i>in honor of...</i>someone. C. Broussard emphasized that the suggested form, which was presented to the Board for viewing, contained more</p>	

	<p>information than what was needed, but the information on it can be used later on when the Board begins its fundraising events for the school.</p> <p>It was suggested that blank forms be placed at the front desk or be picked up or distributed to interested parties as needed. The completed forms could be kept on file in Suzy's office and can be readily available to the MAX Board, office staff, and other designated personnel. The forms can serve as records for tax purposes. Each form allows for a quick review of what has been done or what needs to be done on behalf of the MAX School. An acknowledgement card has also been created to acknowledge any memorial or honor gifts/donations received. Using the information provided on the memorial/honor fund form, Suzy or a member of the newly organized MAX Courtesy Committee will send acknowledgements to the family of the honored or deceased individual. When the acknowledgement or <i>thank you</i> is sent, the bottom of the form will reflect such.</p>	
<b>9. Grants</b>	<p>Start-Up Grant <i>Planning:</i> Fund Request #1 for \$58,443.00 was submitted, and funds have been received. S. Bourg reported that Request #2 for \$77,663.00 would be sent out today.</p> <p><i>Implementation:</i> The proposal for the second phase of the Start-Up Grant, Implementation, has been completed and is ready to be mailed to the LA State Department of Education.</p>	
<b>10. Teacher Representative</b>	<p>Teacher M. Daigle reported that a MAX Courtesy Committee has been formed. This committee will be in charge of sending thanks and acknowledgements for donations/special occasions. The board was invited to send suggestions and recommendations to the committee.</p>	
<b>11. Parent Support Group Report</b>	<p>T. Chiasson reported that there was a low turnout for the last PTA meeting held on September 17, 2008.</p> <p>It was announced that the City Council approved the parents' request to place a <i>Good Earth Transit</i> bus stop on the school grounds. The members present discussed the rules and regulations concerning <i>Good Earth Transit</i>. It was noted that if disciplinary action is required by <i>Good Earth</i>, students may be asked to get off the bus before their scheduled stop.</p> <p>MAX Charter School will participate in NSU's Family Day October 18, 2008. The PTA asked for volunteers to collect donations and to cook and serve hamburgers and hot dogs to</p>	<p>Upon hearing that a MAX student could be asked to get off the bus before his/her scheduled stop, a few of the MAX Board members expressed concern and took issue with the safety aspect of this disciplinary action. It was agreed that the matter would be looked into more closely, and, if necessary, advice from a lawyer would be sought.</p>

	<p>MAX students, faculty and staff, and their families.</p> <p>The Pride in MAX stickers and magnetic clings did come in and will be distributed to parents who placed orders.</p> <p>T. Chiasson reported that some parents discussed their concern about the school remaining open during Hurricane Ike.</p> <p>The next PTA meeting is scheduled for October 8<sup>th</sup> at 6pm.</p>	
12. <b>New Business</b>	<p><b>Test Data Analysis</b>—Tabled until future meeting</p> <p><b>Additional Matters and Concerns</b>—Dr. Al Davis distributed the latest revision of the Personnel Policies and Procedures Manuals to the MAX faculty and staff</p>	
13. <b>Next Board Meeting</b>	<p>The next Board meeting is scheduled for Thursday, November 6, 2008.</p>	<p>D. Savoie made a motion to adjourn the meeting. B. Aucoin seconded the motion. All in favor... Meeting adjourned at 10:30 a.m.</p>

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

DATE: November 6, 2008

TIME: 9:00 am

PLACE: The MAX Charter School, Computer Lab

**Present:** Brian Aucoin, Carol Blanchard, Carol “Boo” Broussard, Travis Chiasson, Dr. Albert Davis, Mel Duplantis, Jake Giardina, and Dianne Savoie.

Also present were Kenneth Campbell, Gina Coggins, Brandi Delatte, Linda Musson, Warren Triche, and Suzy Bourg who took the minutes.

**Absent:** Dr. Deborah Bordelon, Karen Chauvin, and Andrea Bollinger-Giardina.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. <b>Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. <b>Approval of the Minutes of October 2, 2008</b>	The Minutes of October 2, 2008, were considered for approval. Board discussed the wordage in the proposed minutes. Board decided to replace the word “requested” with the word “discussed” in paragraph three (3) of agenda item number six (6).	T. Chiasson moved to accept the Minutes with proposed word revision. M. Duplantis seconded the motion. All in favor...Motion approved.
3. <b>Treasurer’s Report</b>	<p>B. Aucoin presented the September 2008 financial statements.</p> <p>B. Aucoin and C. Hill informed the Board that Type 2 Charter Schools do not receive additional funding for Special Education students. To compensate for this, the MFP formula for Type 2 Charters is higher per pupil.</p> <p>B. Aucoin proposed a change in authorized signatures for the MAX Charter Special Account. B. Aucoin discussed adding C. Hill and S. Bourg as secondary authorized signatures for the Special Account.</p>	<p>T. Chiasson moved to accept the financial report as presented. M. Duplantis seconded the motion. All in favor...Motion approved.</p> <p>D. Savoie moved to accept the motion as presented. M. Duplantis seconded the motion. All in favor...Motion approved.</p>
4. <b>Discussion of Old Business</b>	<p><b>Charter School Grants:</b> C. Hill informed the board that he is resubmitting the LEAP Remediation Grant. The funds available from last year will be added to the current fiscal year’s allocation.</p> <p><b>Building Committee:</b> No report.</p>	
5. <b>Grants Report</b>	D. Savoie requested an on-going needs and wants list (one including grants items and one without) from the administration and faculty.	

	<p>S. Bourg reported the following:  The EGMS Consolidated Grant has been returned for changes. Currently working on submitting requested changes. Some wordage has to be changed.  Total Allocations for 2008-2009:  Title I allocation- \$22,275  Title II- Professional Development- \$4,353  Title IV- Safe &amp; Drug Free Schools- \$239  IDEA- Special Education- \$25,970</p> <p>The Lorio Grant Proposal has been submitted. The application requested a total amount of \$19,537.86. Original grant request of \$41,339 was lowered because project would need to be completed by December 1, 2008, and only materials are an allowed expense, no labor is considered. The grant, if awarded, will cover the cost of materials for the awning and limestone that was placed in the driveway.</p> <p>On Friday, October 31, 2008, Dr. Hill, Brian Aucoin, Dianne Savoie, Boo Broussard, and Suzy Bourg attended a workshop in Baton Rouge hosted by Kenneth Campbell from the Charter School Office. The workshop was concerning upcoming changes to the Public Charter Schools Program, referred to as our Start Up Grants. A budget summary, including budgets for all three phases of the program, is due by November 21, 2008. That budget summary has been completed.  Start Up 1- Request #002 for funds (\$77,663) has been submitted. Payment not yet received.  Start Up 2- The Implementation Grant Proposal summary was submitted last month, no response.</p> <p>Have not had response from Bollinger Grant Proposal.</p>	
<p><b>6. Report/Update on MAX Charter School</b></p>	<p>C. Hill discussed the need for additional space and expansion of the MAX Charter School. C. Hill informed the board that students who are diagnosed and remediated in early development are far more likely to catch up to grade level. He discussed the possibility of adding a kindergarten class along with concerns for additional space for tutoring and storage. Some items of concern included, NSU clearance, water and electricity, storage space, do we add on to building or go to a permanent housing (brick and martyr).</p> <p>C. Hill reported that Cynthia Sanchez was hired to replace first grade teacher, Susan Brazan.</p> <p>C. Hill, Julie Borne and Monica Daigle attended the National International Dyslexia Association Conference in Seattle, WA.</p>	

	<p>Students from Nicholls State University’s Delta Zeta Sorority have been providing community services to MAX students.</p> <p>Three Nicholls University students have been providing MAX students with after-school tutoring. Monica Chiasson is heading the tutoring program. Monica Chiasson and the tutors are being paid using funds from Title I, IDEA, EEF, and 8(g).</p> <p>C. Hill reported that two students have been suspended from school, one full day, and one half a day. Students were suspended for disciplinary reasons and refusal to participate in learning. C. Hill informed the Board that if any student is expelled from school, the school must provide an alternate school setting for that student.</p> <p>A legal opinion is needed on the limits of liability concerning the public transportation system used by some parents, Good Earth Transit. When does the school’s responsibility for a student end (bus stop to front door?). B. Aucoin was advised to contact the school’s insurance agent, attorney Harold Block and the state office of risk management. M. Duplantis suggested having parents sign a liability waiver, or offering personal insurance if available.</p>	
<p>7. <b>Personnel/Policy Committee:</b></p>	<p>The Personnel Committee proposed to eliminate the current Educational Conferences portion of the leaves and absences policy (Section 3.1) pertaining to professional development. The policy will be amended at a later date to reflect the school’s mission pertaining to professional development.</p>	<p>T. Chiasson made a motion to accept the recommendation to eliminate Educational Conferences from the Leaves and Absences Policy (Section 3.1). D. Savoie seconded the motion. All in favor...Motion approved.</p>
<p>8. <b>Public Relations Committee</b></p>	<p>C. Broussard made the following report:  The 13<sup>th</sup> Annual <b>Sponsor A+ Scholar</b> Food &amp; Wine Extravaganza was held at Nicholls State University from 7:00 P.M. to 10:00 P.M., Wednesday, October 8, 2008, in the Cotillion Ballroom of the Bollinger Memorial Student Union. NSU annually awards the A+ scholarship to students who demonstrate both leadership and academic potential in high school. In addition to sampling outstanding dishes and wines from more than a dozen restaurants and other vendors, the evening included a live and silent auction. The local band, Jazmine, provided entertainment. Two of the <b>Gold Sponsors</b> for the event were <b>Bollinger Shipyards</b> and the <b>Giardina Family Foundation</b>. Board members in attendance were Jake &amp; Andie Bollinger Giardina, Dianne Savoie, and Dr. Al Davis. Also in attendance from the MAX School were teachers Gina Coggins and Rebecca Walker.</p>	

On Saturday, October 18, 2008, from 10:30 A.M. to 1:30 P.M. next to John L. Guidry Stadium, many MAX Charter School students, parents, faculty and staff members, and their families took advantage of the gorgeous fall weather and participated in the annual **Fete de Famille** celebration, also known as **Family Day** at Nicholls State University. The festivities included live music by Treater; numerous food booths offering jambalaya, hamburgers, nachos, cotton candy and more; large inflatables; face paintings; and displays and interactive games sponsored by departments and organizations. Volunteers from the **MAX Family** cooked and served hamburgers and hot dogs and forged new friendships and relationships. A good time was had by all.

Director C. Hill and MAX teachers Julie Borne and Monica Daigle recently returned from the IDA National Conference in Seattle Washington.

On Friday, October 31, 2008, five (5) MAX Charter School representatives—Cleve, Suzy, and Board members Brian, Boo, and Dianne—took a trip to Baton Rouge to meet with LA Charter School personnel—Kenneth Campbell, Karen McCarvy, Karen Sheppard, and Paula Matherne. The purpose of the meeting was to discuss the recent implementation of a number of changes which (supposedly) will streamline the grant process for charter schools, standardize application submission timelines, and institute a more orderly process for providing PCSP (Public Charter School Program) funds to high-quality charters in a timelier manner.

On Monday, November 10, 2008, a program designed for parents, teachers, and other interested adults will be presented by Karen Chauvin, Director of the Louisiana Center for the Study of Dyslexia and Related Disorders at Nicholls State University and Phyllis R. Butler, Education Program Consultant at the Louisiana Department of Education. The workshop is sponsored by The Louisiana Parent Training in collaboration with the Louisiana Department of Education & Bayou Land Families Helping Families and is entitled **“Louisiana’s Dyslexia Act & Section 504 of the Rehabilitation Act - What Parents Should Know!”** The workshop will be held at the Theodore Duhe/Allied Health/Nicholls State University Building in Houma, LA, from 9am – 12:00 noon.

Please keep Aimee Melancon and her family in your prayers. Her transplant is still scheduled for Monday, November 17,

	<p>2008. Her mom Becky has requested that those of you who can donate blood, please give in Aimee's name to Tulane Medical Hospital and Clinic. Aimee's doctor is Dr. Hana Safah.</p>	
<p>9. <b>Teacher Representative</b></p>	<p>B. Delatte reported that the first grade teacher requested a hepa filter for the classroom to eliminate the "moldy smell". T. Chiasson recommended checking the a/c drainage.</p> <p>B. Delatte thanked the board on behalf of the faculty and staff for completing the front awning project.</p> <p>G. Coggins thanked J. Giardina for the tickets to Annual <b>Sponsor A+ Scholar</b> Food &amp; Wine Extravaganza held at Nicholls State University from 7:00 P.M. to 10:00 P.M., Wednesday, October 8, 2008. She informed the board that she met with assistant art professor, Jeff Brown and was able to bring her students to an art demonstration on campus and students were interviewed on local radio. She reported that the kids were excited about the demonstration.</p>	
<p>10. <b>Parent Support Group Report</b></p>	<p>T. Chiasson reported that thirteen (13) parents attended the PTA meeting on October 8, 2008.</p> <p>School Time, uniform distributor gave a presentation to the PTA to give a preview of the new "winter" uniform items that will be available for purchase.</p> <p>Carol Davis gave a presentation on Kinder Dance.</p> <p>Other items discussed included:  Good Earth Transit presented rules and liability to the school, Pride in MAX bumper stickers and clings were distributed to parents, the on-going collection of "labels for education", a newspaper ad for partners in education, and a Direct TV donor option.</p> <p>The PTA thanked the participants and donors for Family Day at NSU. Over 150 faculty, board members, parents and students came out to the event.</p> <p>MAX parent, Lisa Hebert will co-ordinate with other parents and the local 4H club to offer 4H membership to MAX students. Student members and parent leaders will meet at the school once a month and students will participate in local 4H activities.</p> <p>The following items were tabled until a later date: Officer election, 5K Run/Walk for Dyslexia.</p>	

<p>11. <b>New Business</b></p>	<p><b>Christmas Plans:</b> A committee was formed to make holiday plans.</p> <p><b>Additional Matters and Concerns:</b> The last parent workshop for this semester will be held on November 18, 2008. L. Musson would like to bring in a psychologist for future workshops to focus on students' anger with their disabilities.</p>	
<p>12. <b>Presentation/Visit from Louisiana Charter School Director, Kenneth Campbell</b></p>	<p>Kenneth Campbell, Director of the Louisiana Charter School Office, was introduced to the Board.</p> <p>Kenneth Campbell informed the board of the purpose and structure of the newly created Charter School Office.</p> <p>Student enrollment policies were discussed and the board was advised that no restrictions may be made for enrollment except for the number of students that may be accepted in each grade level. Only placement testing may be done prior to enrollment.</p> <p>Charter progress and renewal was discussed. Possible alternate exams for some students and alternate methods of showing student growth were discussed as well as flexibility of renewal timelines. The Charter Office makes its recommendation to BESE as to whether or not a charter should or should not be renewed, however, BESE is the final authority.</p>	
<p>13. <b>Next Board Meeting</b></p>	<p>The next Board meeting is scheduled for Thursday, December 4, 2008.</p>	<p>D. Savoie made a motion to adjourn the meeting. B. Aucoin seconded the motion. All in favor... Meeting adjourned at 12:30 p.m.</p>

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

DATE: December 4, 2008

TIME: 9:00 am

PLACE: The MAX Charter School, Computer Lab

**Present:** Brian Aucoin, Carol Blanchard, Dr. Deborah Bordelon, Carol “Boo” Broussard, Travis Chiasson, Dr. Albert Davis, Mel Duplantis, and Dianne Savoie.  
 Also present were Linda Musson, Cynthia Sanchez, Warren Triche, and Suzy Bourg who took the minutes.

**Absent:** Karen Chauvin, Andrea Bollinger-Giardina, and Jake Giardina.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. <b>Roll Call</b>	C. Broussard, in the absence of J. Giardina, called the roll, and a sign-in sheet was passed around.	
2. <b>Approval of the Minutes of November 6, 2008</b>	The Minutes of November 6, 2008, were considered for approval. C. Broussard requested permission to make some minor grammatical revisions to the proposed minutes. She also proposed two (2) changes involving content: <b>Agenda Item #1</b> ...Add “ <i>J. Giardina temporarily excused himself from the meeting, and Vice-President C. Broussard took over.</i> ” <b>Agenda Item #7</b> ...Delete wording behind (Section 3.1.), including second sentence. Add new sentence “ <i>The Committee plans to include this section in another policy focusing on Professional Leave.</i> ” Under <b>Agenda Item # 9</b> , she asked that T. Chiasson’s recommendation be moved in the RECOMMENDATION column.	B. Aucoin moved to accept the November Minutes with proposed revisions. M. Duplantis seconded the motion. All in favor...Motion approved. B. Aucoin asked for a copy of the newly revised minutes. C. Broussard agreed to send the corrected minutes to the entire Board as soon as possible.
3. <b>Treasurer’s Report</b>	B. Aucoin presented the October 2008 financial statements.  B. Aucoin informed the Board that most of the school’s income is MFP funds. He stated that 66% of expenses are related to wages and benefits and that the percentage will likely keep rising. B. Aucoin informed the Board members that in October, \$11,000 was spent on the independent audit which will be a yearly expense that he may begin accruing monthly.  B. Aucoin expressed his concern that expansion of the Charter School may not be an option with MFP funds alone and that donations and contributions will be vital for future expansion.	M. Duplantis moved to accept the Treasurer’s Report as presented. D. Savoie seconded the motion. All in favor...Motion approved.

<p><b>4. Discussion of Old Business</b></p>	<p><b>Charter School Grants:</b> The MAX School has still not received the funds for the second request from the Planning Grant (\$77,663.) This situation, of course, is presenting a cash flow problem. W. Triche, a former legislator, expressed his thoughts on this financial dilemma and basically “opened the Board’s eyes” to money promised and actual money received.</p> <p><b>Building Committee:</b> T. Chiasson did receive a bid on the cost to construct a 30 X 30 basketball/play area. The cost for concrete would be approximately \$10,800, and the cost for the rubberized asphalt surface on top would be an additional \$11,664.00. The total project would cost about \$23,000.</p> <p><b>Other:</b> B. Aucoin reported that he is in the process of contacting attorney Harold Block and the school’s insurance provider for further information on the school’s responsibility concerning the student “bus” riders. Warren Triche did contact the Office of Risk Management for their interpretation of the school’s liability. The office was given a copy of the school’s Charter Contract with BESE. He noted the importance of the last three paragraphs on Page 18 of the contract. The office will be making a site visit within the next few weeks and should have an answer to the Board’s question of “where and when does the school’s liability stop as students leave campus and board the transit bus?” C. Hill informed the Board that the students who board the bus at dismissal time are supervised until the bus arrives. The question of liability is more relevant for students who stay for after-school tutoring and board the bus after regular school hours. M. Duplantis recommended having an “after school” insurance policy available for parents to purchase through the school.</p> <p>Other items discussed: parents picking up their children beyond the limits of after-care hours and students walking across campus at dismissal to meet their parents at work.</p>	<p>C. Hill and W. Triche planned to call Kenneth Campbell’s office after the Board meeting adjourned and before W. Triche’s trip to Baton Rouge to find out the status of the much-needed funds.</p> <p>T. Chiasson recommended that a grant proposal be considered to pay for the project. T. Chiasson will forward the cost information to C. Hill. B. Aucoin cautioned the Board to determine what is most needed.</p> <p>M. Duplantis will chair a Transportation Committee. The committee will work on preparing a “memorandum of understanding” between the school and parents of the students who use the third party transportation system. The contract will describe fully the limits of liability including time frames as to when the school no longer has jurisdiction and /or responsibility over students and will describe parent responsibility. Parents will be required to sign the contract stating that they fully understand the rules and regulations set forth in the contract. T. Chiasson, C. Hill, W. Triche, and B. Aucoin will also advise this committee. After the school has the determination from the Office of Risk Management, a parent meeting will be held, whereby they will receive and sign the memorandum of understanding.</p>
<p><b>5. Grants Report</b></p>	<p>The LORIO Foundation mailed an award letter to the school. The school was awarded \$20,000 to cover the cost of the materials for the awning and the limestone. As of December 4, no check has been received.</p> <p>The MAX School has not yet heard from the Bollinger Foundation, but Andie has offered to check on this.</p> <p>B. Aucoin informed the Board that the Peltier Foundation may be a potential resource for financial assistance. He plans to look into this possibility.</p>	
<p><b>6. Report/Update on MAX Charter School</b></p>	<p>C. Hill informed the Board that thirteen (13) faculty and staff members will be participating in the Microsoft Access training next week. The \$195 fee per participant will be paid using Implementation Funds. This professional development course is critical to creating a longitudinal database showing</p>	

	<p>student growth and progress in multiple areas and levels. This data will be used to present to the Department of Education when applying for Charter renewal.</p> <p>C. Hill informed the Board that the school's 4-H Club is currently hosting a coat and sweatshirt drive for needy families. Board members were invited to participate. The 4-H parent representative Lisa Hebert is heading the project.</p> <p>C. Hill did receive verbal confirmation that the Leap Remediation Grant has been approved. The proposal was re-written to include funds for the current fiscal year in addition to carryover funds from last year. The funds will be used to pay three (3) of our teachers to tutor students who are at-risk of failing the spring LEAP test.</p> <p>Math Consultant Dr. Brad Witzel will be at the school on January 5, 2009, to provide teacher training and assessment.</p> <p>C. Hill reported that no students have been suspended since the last Board meeting. In addition to serving recess detention, students are now being asked to call their parent/guardian and inform him/her of their behavior. This "two-fold consequence" seems to be a better deterrent. One student at the school has been admitted to the juvenile justice center. This student has had a troubled background but is not considered a danger or threat to other students at this time.</p> <p>C. Hill requested that Board members direct enrollment openings and registration inquiries to the school. The school will inform interested applicants of the next open registration period and the enrollment and lottery process.</p>	
<p><b>7. Personnel/Policy Committee:</b></p>	<p>The personnel committee is currently working on a new policy for professional development. This policy may be ready to be presented to the board at the January meeting.</p>	
<p><b>8. Public Relations Committee</b></p>	<p>C. Broussard made the following report:</p> <p>A picture of Kenneth Campbell's visit to the MAX Charter School was sent to the three local newspapers on November 6, 2008, the day of the last monthly board meeting. Although Managing Editor of the <i>Courier and Daily Comet</i> Dee Dee Thurston assured me that the picture would be published in <i>Class Acts</i>, as of this writing, no picture has yet appeared. Pam Guidry, Special Events Coordinator for <i>Tri-Parish Times</i> and wife of the newspaper's publisher Darrin Guidry, also confirmed that the picture I sent would be published soon.</p> <p>Book II and Book III scrapbooks are in the final stages of completion. Although there are a few loose ends to be tied up, the two newest scrapbooks will be available for viewing at the MAX Charter School beginning on December 4.</p>	

	<p>C. Broussard gave a report on Aimee Melancon’s progress with the bone marrow transplant she received. If you wish to find out more on bone marrow transplants and what Aimee is experiencing, please visit the following web sites: <a href="http://cpmcnet.columbia.edu/dept/medicine/bonemarrow/bmtinfo.html">http://cpmcnet.columbia.edu/dept/medicine/bonemarrow/bmtinfo.html</a> <a href="http://www.healthsystem.virginia.edu/uvahealth/peds_oncology/bonetran.cfm">http://www.healthsystem.virginia.edu/uvahealth/peds_oncology/bonetran.cfm</a></p> <p>D. Bordelon requested that the students have a Christmas card design contest again this year. The winning design/s will be used on the Christmas cards from NSU’s College of Education.</p> <p>C. Hill informed the Board that two (2) MAX students attended a Christmas tree lighting ceremony and met the city mayor at Thibodaux’s City Hall on December 3, 2008.</p> <p>C. Hill reported that the students sold “red paper chain links” during Drug-Free Week. The two homerooms with the highest percentage of sales were treated to breakfast at NSU. The remaining funds will be donated to a drug-free charity.</p> <p>The Courtesy Committee reported that \$75 in “memory of” donations was received last month. Also, a flag for the school was purchased using funds collected in honor of Mr. Shelby Blanchard, C. Broussard’s dad who passed away on June 23, 2008.</p>	<p>C. Hill suggested that teacher Cynthia Sanchez chair the project. The two winning designs will be presented to the College of Education on Wednesday, December 10, 2008.</p>
<p><b>9. Teacher Representative</b></p>	<p>First grade teacher Cynthia Sanchez introduced herself to the members of the Board. Ms. Sanchez thanked the Board for the opportunity to teach first grade at MAX Charter School. She stressed how important it is to build strong relationships between elementary and secondary schools and with universities and colleges throughout the region.</p> <p>Ms. Sanchez informed the Board that it would benefit the students to have a counselor. She stated that the students need a positive outlet to vent their anger and frustrations.</p>	<p>In response, L. Musson commented that some parents actually <b>requested</b> assistance in addressing this anger issue. She stated that the concern was being addressed. As reported in the previous November 6 Board meeting, she would like to bring in a psychologist to focus on students’ anger with their disabilities.</p>
<p><b>10. Parent Support Group Report</b></p>	<p>T. Chiasson reported that the November PTA meeting was cancelled. The next meeting is scheduled for 6:30 p.m., December 16, 2008.</p> <p>M. Duplantis asked for guidance on how to get more parental involvement. D. Savoie suggested having parents and students sign a parent “contract” noting the importance of parental involvement in their child’s education. These contracts would be grade-level appropriate (little school, middle school, big school.)</p>	<p>C. Hill recommended having parents sign a parental involvement contract at the beginning of the next school semester or at least by the beginning of next school year.</p>

	A parent appreciation luncheon and recognition was also discussed.	
<b>11. New Business</b>	<p><b>Christmas Plans:</b> The MAX Courtesy Committee is making plans for a school Christmas gathering.</p> <p>Jake and Andie Giardina are hosting a Christmas buffet at their home on Wednesday, December 17, 2008, from 6:30 to 9:00 P.M.</p>	
<b>12. Possible Motion to Go Into Executive Session for Strategic Planning.</b>	Brian Aucoin made a motion to go into Executive Session. Mel Duplantis seconded the motion. All in favor...Executive Session began at 10:26.	Cyndy, Linda, and Suzy excused themselves from the meeting room at this point. Executive Session ended at 11:26, and the regular Board meeting resumed.
<b>13. Next Board Meeting</b>	The next Board meeting is scheduled for Thursday, January 8, 2009.	C. Blanchard made a motion to adjourn the meeting. B. Aucoin seconded the motion. All in favor...Meeting adjourned at 11:30.

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

DATE: January 8, 2009

TIME: 9:00 am

PLACE: The MAX Charter School, Computer Lab

**Present:** Brian Aucoin, Carol “Boo” Broussard, Karen Chauvin, Travis Chiasson, Dr. Albert Davis, Mel Duplantis, Andrea Bollinger-Giardina, and Jake Giardina.  
 Also present were Kari Boudreaux, Dr. O. Cleveland Hill, Warren Triche, and Suzy Bourg who took the minutes.

**Absent:** Carol Blanchard and Dianne Savoie

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. <b>Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. <b>Approval of the Minutes of December 4 , 2008</b>	The Minutes of December 4, 2008, were considered for approval.	B. Aucoin moved to accept the minutes as presented. C. Broussard seconded the motion. All in favor...Motion approved.
3. <b>Treasurer’s Report</b>	B. Aucoin presented the November 2008 financial statements.  B. Aucoin presented a <i>Certificate of Resolution</i> from Security Benefit Corporation for Board approval. The document incorporates the provisions of the recent legislation affecting 403(b) retirement plans.	C. Broussard moved to approve the Security Benefit Corporation <i>Certificate of Resolution</i> as presented. M. Duplantis seconded the motion. All in favor...Motion approved.
4. <b>Discussion of Old Business</b>	<b>Building Committee:</b> Comark workers returned to the school to repair a leak in the building’s roof. Since the repair, no evidence of leaks exists, even after extensive rains.  <b>Additional Matters and Concerns:</b> B. Aucoin reported that the school is liable for students who use the public Good Earth Transit transportation from the time they exit the bus in the morning until the time they board the bus in the afternoon.	C. Hill reported that in an effort to allow students being tutored to use Good Earth Transit, tutoring schedules have been changed to 2:45 -3:45 p.m., permitting teachers to monitor students until the bus arrives.
5. <b>Grants Report</b>	<b>Charter School Grants:</b> On a PCSP (SU-1) funds request for <b>\$77,663.34</b> , the school has only received <b>\$53,832.18</b> . In an effort to collect the balance ( <b>\$23,831.16</b> ) of the funds requested, the school submitted the necessary budget revision.  <b>Other Grants:</b> T. Chiasson mentioned that <b>Shell Oil</b> has a foundation and that the MAX School may be eligible to receive some funds.  J. Giardina informed the Board that grant opportunities are available through <b>Entergy</b> (Phyllis Taylor) and <b>Superior Energy</b> (Teri Hall.) He requested	He told the Board that he would look into the possibility of the school applying for a grant.  Board members and school personnel immediately suggested the following needs:

	<p>that the school provide him with a list of projects that needed to be funded.</p> <p>The Board was informed that there was a fee involved in order to acquire a Peltier Foundation application form. J. Giardina offered to contact someone from the Peltier Foundation he knew personally.</p> <p>C. Hill informed the Board that he has contacted Charlie Melancon's office, asking him to keep MAX Charter in mind if stimulus funds for schools become available.</p> <p>C. Hill informed the Board that the school has been approved for a LEAP Remediation grant. Three MAX teachers will be participating in after-school tutoring focusing on preparing students for the LEAP tests.</p>	<p>fencing around the school, a basketball and recreation area for the students, and additional funds for tutoring programs and consultant fees. The need for additional space (building expansion) and a future permanent brick and mortar building were also mentioned. J. Giardina suggested bringing in people from various foundations to tour the school.</p>
<p><b>6. Report/Update on MAX Charter School</b></p>	<p>C. Hill reported that L. Musson and he completed mid-year assessments of the faculty and gave each teacher objectives on which to work. They then met with each teacher individually to discuss the evaluations and to hear any concerns that the teachers may have. In addition to these mid-year assessments, end-of-the year assessments will be conducted.</p> <p>C. Hill thanked J. Giardina and A. Giardina for hosting the Christmas Buffet held on December 17 for the faculty, staff, and supporters of MAX Charter. He informed them that the faculty and staff were sincerely thankful for the invitation.</p> <p>C. Hill informed the Board that starting January 27, 2009, he will begin having professional development on the weekends to work on a master discipline plan, a school improvement plan, and other school improvement activities. Teachers will be paid stipends using grant funds.</p> <p>Math Consultant Dr. Brad Witzel was the featured speaker/presenter at the all-day staff development on Monday, January 5, 2009. Besides his large-group presentation given in the morning session, he also worked with the teachers individually in the afternoon. C. Hill stated that Dr. Witzel did a wonderful job and was well-received by teachers.</p> <p>C. Hill reported that there have been no student suspensions since his last report. He informed the Board that two students have dropped from the school (one moved, and one left due to health reasons,) and one student from the waiting list has been enrolled. One student, who is still considered enrolled, remains in the Juvenile Justice Center.</p> <p>C. Hill informed the Board that there has been a report of a sex offender in</p>	

	<p>the area. The NSU Campus Police have been notified and are aware of the situation. The faculty and staff are also aware, and safety precautions have been implemented. A picture of the suspect was passed around.</p> <p>C. Hill expressed the need for an Executive Session but decided to wait until the Board requested such in Agenda Item # 11.</p>	
<p><b>7. Personnel/Policy Committee Report</b></p>	<p>A. Davis reported that the Personnel Committee will be meeting to work on two new policies.</p>	
<p><b>8. Public Relations Committee Report</b></p>	<p>C. Broussard made the following report:  A Christmas card design contest, spearheaded by Dean Deborah Bordelon on behalf of the College of Education and chaired by 1<sup>st</sup> grade teacher Cyndy Sanchez, produced many creative responses from the MAX students. Winning designs went to two students-- Divine Martin for his picture of a sleigh and Kayleigh Portier for her picture of a snowman. This is the second year in a row that the MAX students have had the privilege of designing Christmas cards sent out by Nicholls State University. A special thank you goes out to Dean Bordelon, Ms. Sanchez, and to all the students who participated. The entire MAX Board should have received a copy of the Christmas card.</p> <p>Dr. C. Hill reported seeing the picture taken at the November 6, 2008, MAX Board meeting with Kenneth Campbell in <i>The Comet</i>. Further communication and contact with both <i>Tri-Parish Times</i> and <i>The Courier</i> failed to produce the same results (<i>as of this date.</i>)</p> <p>Monday, January 5, 2009, was a Professional Development Day for the MAX Charter School teachers. Because of the tireless efforts of the Giardina Family Foundation Coordinator Dianne Savoie, the school was able to hire Dr. Brad Witzel, an associate professor of special education at Winthrop University in Rock Hill, South Carolina. Dr. Witzel's credentials are impeccable; he is an experienced classroom teacher, published author, and leading special education expert. His professional presentation on Monday focused on mathematics—in particular on word problem solving (paraphrasing and strategy instruction when solving word problems and a grammatical approach to word problem solving.) He held both large and small group presentations, and his dynamic presentation seemed to hold the interest of all the teachers at the school. Pictures were taken and sent to the three local newspapers for publication. The pictures will also be displayed in the school's scrapbook.</p> <p>If you have not yet had the opportunity to view the three (3) scrapbooks, they are usually on the front counter for all to see. I have already started on Scrapbook # 4 since I plan to use the few pictures I took at the Christmas gathering hosted by Jake and Andie (I was having so much fun that I forgot I had a camera) and the Christmas luncheon held at the school.</p> <p>C. Broussard reported that Aimee Melancon's transplant was successful, and that Aimee will be returning home soon.</p>	

	C. Broussard reported that Dianne Savoie sends her thanks and appreciation for the heartfelt prayers and concern. C. Broussard stated that she will keep everyone informed on Dianne's progress.	
<b>9. Teacher Representative</b>	Third grade teacher Kari Boudreaux introduced herself to the members of the Board. On behalf of the faculty and staff, she thanked the Board for the Christmas Buffet. She also thanked the Board for the math presentation given by Dr. Brad Witzel, stating that it was motivational and inspirational to the teachers. She expressed that the faculty and staff are keeping Dianne Savoie in their thoughts.	.
<b>10. Parent Support Group Report</b>	T. Chiasson reported that no parents participated in the December PTA meeting. Due to the lack of participation, the PTA will draft and send home a letter urging parents to participate and support the PTA. The PTA will also begin using a phone tree to contact members.  Items to be discussed at the next PTA meeting include forming committees and asking for support for the MAX Charter School Dyslexia Walk/Run Fundraiser scheduled for April 18, 2009.	In an effort to increase parent participation, the next scheduled meeting will be at 1:00 p.m., January 23, 2009. Hopefully, the daytime meeting will work better for the parents—especially because most personally pick up their children after school.  K. Chauvin will communicate the information to the NSU Student Life Department asking for their participation.
<b>11. Possible Motion to Go into Executive Session for Strategic Planning.</b>	C. Broussard made a motion to go into Executive Session. T. Chiasson seconded the motion. All in favor...Executive Session began.	Kari and Suzy excused themselves from the meeting room at this point. Executive Session ended at 10:27, and the regular Board meeting resumed.
<b>12. New Business</b>	B. Aucoin requested the Board's permission to contact the Teachers Retirement System of Louisiana regarding contracts with consultants and consulting agencies.  C. Hill has asked the Charter School Office about the process and authority to discard items purchased by and/or donated to MAX Charter. The question is to find out whether items donated to the school become state property.	M. Duplantis made a motion to authorize B. Aucoin to represent MAX Charter and contact TRSL regarding purchased contracted services. C. Broussard seconded the motion. All in favor...Motion approved.  M. Duplantis made a motion to authorize the Personnel Committee to develop a contract to be used for contracted consulting services. C. Broussard seconded the motion. All in favor...Motion approved.  B. Aucoin will be working to develop an asset identification numbering system to record and keep track of purchased and donated property.
<b>13. Next Board Meeting</b>	The next Board meeting is scheduled for Thursday, February 5, 2009.	T. Chiasson made a motion to adjourn the meeting. M. Duplantis seconded the motion. All in favor...Meeting adjourned at 10:35 a.m.

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

DATE: February 5, 2009

TIME: 9:00 am

PLACE: The MAX Charter School, Computer Lab

**Present:** Brian Aucoin, Carol Blanchard, Carol “Boo” Broussard, Karen Chauvin, Travis Chiasson, Dr. Albert Davis, Mel Duplantis, Also present were Brandi Delatte, Dr. O. Cleveland Hill, Linda Musson, Dr. Susan Roark, Warren Triche, and Suzy Bourg who took the minutes.

**Absent:** Andrea Bollinger-Giardina, Jake Giardina, and Dianne Savoie.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. Roll Call	K. Chauvin called the roll, and a sign-in sheet was passed around.	
2. Approval of the Minutes of January 8 , 2009	The Minutes of January 8, 2009, were considered for approval.	C. Broussard moved to accept the minutes as presented. T. Chiasson seconded the motion. All in favor...Motion approved.
3. Treasurer’s Report	B. Aucoin presented the December 2008 financial statements.	T. Chiasson moved to accept the Treasurer’s Report. M. Duplantis seconded the motion. All in favor...Motion approved.
4. Discussion of Old Business	<p><b>Building Committee:</b>            B. Aucoin informed the Board that an invoice from Benoit Locksmith was paid by the school.</p> <p><b>Additional Matters and Concerns:</b>            Warren Triche presented the Board with the official ruling from the Office of Risk Management concerning the school’s liability concerns with the Good Earth Transit Bus Stop. The letter verifies that MAX Charter School is responsible for the students’ safety from the time they exit the bus until the time they board the bus.</p> <p>C. Hill informed the Board that he received confirmation from the Louisiana Charter School Office that the school may dispose of any item valued under the “property” threshold (\$5,000 beginning with 2009 or \$ 1,000 prior to 2009) at its discretion.</p>	<p>The school will request reimbursement from Comark for the full amount paid to Benoit Locksmith.</p> <p>Copies of the letter, signed by Brett Beoubay, CSP, State Loss Prevention Manager, Office of Risk Management, were disseminated to members of the Board.</p> <p>The school will keep track of all inventories using a numbering system. This inventory will also include items valued below the “property” threshold. Items not classified as property will be disposed of at the discretion of the director.</p>
5. Grants Report	<p>S. Bourg distributed a grant summary spreadsheet to members of the Board.</p> <p>C. Hill informed the Board that he will not be applying for the K-3 Reading Initiative Grant this school year; however, he hopes to apply next year.</p>	
6. Report/Update on MAX Charter School	C. Hill distributed to Board members a copy of a February 4 email sent to charter schools from Kenneth Campbell at the State Charter School Office. The email gave an update on PCSP reimbursements and a reason for previous reimbursement delay.	

	<p>C. Hill requested that the school be allowed to join the Louisiana Charter School Association as an associate member for the remainder of the current school year at a cost of \$1.00 per student.</p> <p>Three (3) MAX teachers have begun tutoring students in grades four and eight after school. Teachers will be paid using LEAP Remediation Grant Funds. The school is also still searching for additional after-school and in-school tutors for the 8(g) and EEF tutoring programs.</p> <p>MAX Charter is hosting twenty-six (26) teacher candidates from Nicholls State College of Education (Ed 368- Special Education.) These students have been assigned to observe MAX teachers in the classrooms.</p> <p>Since the last Board meeting, one student has been suspended, no students have withdrawn, and one new student has been enrolled. The enrollment now stands at 104.</p> <p>C. Hill, L. Musson, and C. Broussard met with Mike Pedneau from Austin, Texas, on Tuesday, January 20. Mike Pedneau, who has hopes of opening a charter school in Texas, wanted some insight from the MAX Charter School on how to approach the task and what obstacles to expect. C. Hill also received a call from an interested parent in Alexandria, VA. The parent is considering moving to Louisiana in hopes that her child may be enrolled at MAX. She was informed of the enrollment process.</p> <p>C. Hill is requesting that two (2) Board members be selected to attend the National Charter School Conference June 20-23, 2009, in Washington, D.C. The Board members, along with two (2) MAX teachers and the school director, will attend the conference and also hope to meet with Congressional leaders to secure future building funding.</p> <p>MAX Charter School now has a student council. Student council officers have been elected, and a constitution has been written. M. Daigle is the student council advisor. The council will be selling candy gram Valentine's Day cards February 6-11 and has already committed to having a snack sale during lunch every Wednesday. The council has declared February 16 as <i>Maxine Giardina Day</i>. On that day, students will wear pink ribbons in her memory.</p>	<p>Members of the Board discussed the <i>pros</i> and <i>cons</i> of full membership versus associate membership, the various fees involved, and terms and benefits of membership. C. Broussard moved that the MAX School join the Louisiana Charter School Association as an associate member for the remainder of the 2008-2009 school year. T. Chiasson seconded the motion. All in favor...Motion approved.</p> <p>Members of the Board suggested that J. Giardina attend the conference since he is knowledgeable about buildings and construction.</p>
<p><b>7. Personnel/Policy Committee:</b></p>	<p>A. Davis presented a Professional Leave Policy to the Board for its consideration. He commented that once the policy was approved, it will be included in the Personnel Policies Handbook, Section 3.5.</p>	<p>C. Broussard moved to accept the Professional Leave Policy as presented. M. Duplantis seconded the motion. All in favor...Motion approved.</p>

	<p>Given the task of designing/creating/emulating some type of generic contract to be used by the school for contracted consulting and professional services, the Personnel Committee presented the Board with a sample contract to be considered for future contracted services.</p> <p>A. Davis reminded the Board that a vacancy on the MAX Board, created by the resignation of Dr. Deborah Bordelon, Dean of the College of Education at NSC, still existed. Dr. Susan Roark, Interim Dean of the College of Education at Nicholls, was introduced to the members of the Board.</p> <p>A. Davis suggested that the Board re-visit/review its policies and language in the Board's by-laws, especially pertaining to Board terms and regulations. K. Chauvin informed the Board that certain regulations in the by-laws are required by the IRS as a 501© 3 organization.</p> <p>A. Davis asked T. Chiasson and M. Duplantis if the PTA had a set of by-laws or a constitution that determined which PTA members were eligible to serve on the MAX School Board. The PTA representatives informed A. Davis that the PTA did have by-laws.</p>	<p>The Personnel Committee strongly recommended using a written contract for contracted services. B. Aucoin questioned the payment terms stated in the sample contract. A. Davis informed the Board that the beauty of the proposed contract was that adjustments to it could be made as needed.</p> <p>C. Broussard moved that Dr. Susan Roark be considered for the vacated Board member position during her tenure as interim dean. A. Davis seconded the nomination of Dr. Susan Roark to serve on the Board as University Liaison. All in favor...Motion approved. Dr. Susan Roark agreed to serve.</p> <p>The Personal Committee will review the by-laws of the Board and make recommendations for proposed amendments if deemed necessary.</p> <p>A Davis said that he would review the PTA by-laws for possible inclusion in the MAX Charter School Board By-laws.</p>
<p><b>8. Public Relations Committee</b></p>	<p>C. Broussard made the following report: A group of parents in Austin, Texas, want to open a 6<sup>th</sup> -12<sup>th</sup> grade college preparatory charter school for dyslexic students in Texas. One of the parents - Mike Pedneau—recently contacted the MAX School in hopes of meeting with some of its founders to discuss the process of doing so. On Tuesday, January 20, Mike met with Director Cleve Hill, Consultant Linda Musson, and Board Member Boo Broussard.</p> <p>The 2009 D.A.R.E. graduation ceremony for the MAX Charter School fifth graders was held on Monday, January 26, 2009, at 1:30 P.M. in the school's cafeteria. Congratulations go out to teacher Ms. Terri Matherne who coordinated the activities. The program was extremely well attended and boasted a total of nineteen (19) graduates and close to forty parents in attendance. Board members Dr. Al Davis and Boo Broussard were also present. Boo, of course, took pictures and plans to send them to the media as soon as possible. Instructor Deputy Melanie LeBlanc received all the group photos through e-mail and was also sent a note of thanks for her guidance. In appreciation for Officer LeBlanc's efforts, Kaci Portier designed a special thank you card—signed by the graduates--and presented it to Deputy Melanie at the program.</p> <p>An article on the MAX Charter School was recently sent to LaBIDA</p>	<p>C. Broussard strongly recommended that someone at the school take photos and report on all special events that take place at the school when she is unable to do so. This would ensure that all events get the necessary publicity.</p>

	<p>(Louisiana Branch of the International Dyslexia Association) for publication in its spring 2009 newsletter. A copy of the article was made available to the Board members.</p> <p>On Saturday, January 31, 2009, a one-day conference for parents, teachers, guidance counselors, and anyone else interested in making a difference in the lives of students with dyslexia was hosted by The Louisiana Center for Dyslexia &amp; Related Learning Disorders at Nicholls State University. The conference was entitled <i>Unmasking Their Potential</i>, and the keynote speaker was Rob Langston, who developed the five steps process to overcoming a personal battle with dyslexia. The Giardina Family Foundation was one of the co-sponsors of this very successful event that was attended by over 200 participants. Among the presenters were Karen Chauvin and Linda Musson.</p> <p>Please continue to keep Aimee Melancon and her family in your prayers. She recently lost her grandfather but her progress—health wise—has been good.</p> <p>I'm sure it is understood that our beloved Dianne, also, needs your continued prayers and support. She has gone through one chemo but has five more to endure. She sends her love and promises to get back to us as soon as the doctors allow. Although she is not in attendance at our board meetings and cannot drive, she wants you all to know she is working from her home base and will continue to do so as much as possible. She asks that you please continue to “keep her in the loop.”</p>	<p>K. Chauvin recommended that Robert Langston be asked to give a presentation to the MAX Charter students in grades three (3) to six (6).</p>
<p><b>9. Teacher Representative</b></p>	<p>Teacher B. Delatte updated Board members on the upcoming 5K/1Mile Run/Walk School Fundraiser scheduled to be held at Peltier Park, April 18, 2009. Parent Dr. Lisa Black is spearheading the fundraiser and has arranged the music and some of the food (jambalaya.) About three additional volunteers will be needed to cook, and the committee is requesting food donations. The committee will be sending out about 450 letters to local businesses requesting sponsorship for the event. There will be information booths set up along the route. For example, The Center for Pediatric Therapy and The Dyslexia Center are two information booths. Routes have already been mapped. Water stations will be set up at least every mile.</p>	<p>B. Aucoin informed the Board that a \$150.00 rider for the insurance policy is needed for the event. He requested an approximate count of participants about a week prior to the event.</p> <p>K. Chauvin suggested that we make presentations about the school to the local Kiwanis and Rotary Clubs, and during the presentations, mention that the school is having the 5-K Fundraiser.</p> <p>W. Triche suggested that the committee contact Eugene Dial, head of student affairs at Nicholls to see how they could get involved.</p>
<p><b>10. Parent Support Group Report</b></p>	<p>T. Chiasson reported that nineteen (19) parents attended the PTA meeting on January 23, 2009. At the meeting, the following PTA officers were elected: Travis Chiasson, President; Mel Duplantis, Vice President; Daphne Melvin, Secretary; Melissa Folse, Treasurer, and Aimie Barbier, Reporter.</p> <p>Parents were given a printed copy of the 2009 MAX Board meeting dates that appeared in the Public Notice section of <i>The Daily Comet</i>.</p> <p>Other items that were discussed during the meeting included: the 5-K</p>	<p>The PTA will begin selling pizzas on the Fridays of the scheduled PTA meetings. Students will be able to purchase slices on that day. No pre-orders will be taken. PTA volunteers will bring and serve the pizza and collect monies.</p> <p>A parent, Brenda Munger, has offered to</p>

	Fundraiser, forming a committee to paint the school building, disposal of old tables/furniture, the establishment of a school web site, the parent workshop by Dr. Welsh, Science Day on March 5 <sup>th</sup> , Good Earth Transit liability, and the Pride in MAX project and pizza sales.	develop a MAX Charter School web site.  The next PTA meeting is scheduled for 1:00 p.m., Friday, February 20, 2009.
<b>11. Possible Motion to Go Into Executive Session for Strategic Planning.</b>	No motion was made to go into Executive Session.	
<b>12. New Business</b>	<p>L. Musson expressed concern about the school traffic. She has observed that parents do not stop and look when they are exiting the driveway and entering onto the paved road. She requested that a stop sign be placed at the end of the driveway.</p> <p>W. Triche has purchased twelve (12) children's stools at the state auction. He offered to donate these stools to MAX Charter School to be used for a possible first grade reading center or for any other need.</p> <p>M. Duplantis informed the Board that Shell Oil has a stockpile of used computers and asked if the school would be interested in any of them.</p>	<p>C. Hill will contact Nicholls about placing a stop sign at the location.</p> <p>C. Hill happily accepted W. Triche's offer and thanked him for his thoughtfulness.</p> <p>More information is needed to determine if the used PC's could be used by the school. The school could possibly use them for data entry.</p>
<b>13. Next Board Meeting</b>	The next Board meeting is scheduled for Thursday, March 5, 2009.	B. Aucoin made a motion to adjourn the meeting. M. Duplantis seconded the motion. All in favor...Meeting adjourned at 11:45 a.m.

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

DATE: March 5, 2009

TIME: 9:00 am

PLACE: The MAX Charter School, Computer Lab

**Present:** Brian Aucoin, Carol Blanchard, Carol “Boo” Broussard, Karen Chauvin, Travis Chiasson, Dr. Albert Davis, Mel Duplantis, Jake Giardina, and Dr. Susan Roark.  
 Also present were Julie Borne, Dr. O. Cleveland Hill, Linda Musson, Warren Triche, and Suzy Bourg who took the minutes.

**Absent:** Andrea Bollinger-Giardina and Dianne Savoie.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of the Minutes of February 5 , 2009	The Minutes of February 5, 2009, were considered for approval.	C. Blanchard moved to accept the minutes as presented. K. Chauvin seconded the motion. All in favor...Motion approved.
3. Treasurer’s Report	<p>B. Aucoin presented the January 2009 financial statements and explained the correction made to the January statements-- reducing grant revenue by \$28,855.00.</p> <p>B. Aucoin informed members of the Board that he is accruing the amounts needed for the July and August payrolls, which will total approximately \$60,000.00 and commented that he does not anticipate any problem with setting aside these funds since the school’s cash flow is better this school year than in the previous year due to grant funds being received.</p> <p>M. Duplantis inquired about recent transactions within the PTA account. He was told that due to timeline restraints, the financial statements provided at monthly Board meetings are for the preceding months (example: January’s financials are provided at the March Board meeting.)</p> <p>B. Aucoin requested that Board members who were active as of June 2008 fill out a survey for end-of-year auditing purposes (Form 990.)</p>	<p>M. Duplantis moved to accept the Treasurer’s Report. T. Chiasson seconded the motion. All in favor...Motion approved.</p> <p>Surveys were distributed to Board members. Members were asked to return them to B. Aucoin via fax or e-mail upon completion.</p>
4. Discussion of Old Business	<p><b>Building Committee:</b></p> <p>J. Giardina had nothing new to report about the building. B. Aucoin inquired about the painting of the building interior. C. Hill informed the Board that parent volunteers will paint the building interior in late May, once school ends. He added that Comark recommended using acrylic-based primer and paint to obtain the best results.</p>	
5. Grants Report	<p>S. Bourg distributed a grant summary spreadsheet to members of the Board.</p> <p>It was noted that the Peltier Foundation had not yet been contacted.</p>	

<p><b>6. Report/Update on MAX Charter School</b></p>	<p>Dr. C. Hill's report consisted of the following :</p> <p>Dr. Sumita Bhattacharyya, Assistant Professor at Nicholls State University/College of Education, and some of her students were contacted to host Science Day at MAX on March 5, 2009. The Nicholls students planned to demonstrate and participate in various science experiments with the MAX students to encourage the students' appreciation for science.</p> <p>C. Hill asked the Board to consider rescheduling the April 2, 2009, Board meeting due to LEAP/iLEAP standardized state testing.</p> <p>Robert Schaff -- Section Leader, School Climate/Division of Student Learning Support/Louisiana Department of Education—has been invited to give a presentation to the faculty and staff on March 16 on the Positive Behavior Support Program.</p> <p>Dr. Marcia Arceneaux has been invited to attend the April Board meeting to discuss the laws pertaining to special education students. Dr. Arceneaux will advise on what services and resources are needed to serve special education students.</p> <p>Folwell Dunbar from the Louisiana Charter School Office came by to tour the school on February 17. Discussion was held on future issues facing charter schools.</p> <p>C. Hill requested that the Board consider changing the personnel sick leave policy for the 2009-2010 school year so that it would read eighty (80) hours instead of ten (10) days. Dr. A. Davis commented that the policy would not necessarily have to be changed—only adjusted by a simple insertion that would define ten (10) days as eighty (80) hours.</p> <p>Teacher Donna Gauthreaux submitted a letter of resignation on March 5, 2009, and indicated that her last day of employment would be April 9, 2009. C. Hill asked the Board to approve D. Gauthreaux's resignation.</p>	<p>Board members were invited to visit the displays.</p> <p>C. Broussard moved to postpone the April 2, 2009, Board meeting until April 9, 2009. K. Chauvin seconded the motion. All in favor...Motion approved.</p> <p>K. Chauvin recommended that the school offer to the community more information about parents' rights and responsibilities and a list of available resources.</p> <p>C. Broussard made a motion to clarify the sick leave policy by inserting eighty (80) hours behind ten (10) days. M. Duplantis seconded the motion. All in favor...Motion approved.</p> <p>K. Chauvin made a motion to accept Donna Gauthreaux's resignation of employment. M. Duplantis seconded the motion. All in favor...Motion approved.</p>
<p><b>7. Personnel/Policy Committee:</b></p>	<p>The Personnel Committee proposed a change to Article IV in the by-laws. The proposed changes would clarify that members who serve on the Board may remain on the Board until they submit their resignation. It also clarifies four (4) ex-officio Board positions—the PTA president and vice president, the Director of the Louisiana Center for Dyslexia at NSU, and the Dean of the College of Education at NSU. Copies of the revisions were presented to the Board.</p> <p>The Personnel Committee requested that the Board members complete the annual evaluation of the director by March 23, 2009. For convenience, a copy of the evaluation had been sent via e-mail to each Board member, and hard copies were made available at the Board meeting.</p>	<p>M. Duplantis moved that the recommended revisions to Article IV be accepted as presented. T. Chiasson seconded the motion. All in favor...Motion approved.</p> <p>C. Broussard strongly encouraged Board members to add personal comments to their ratings of the director. She also said that members could e-mail their evaluations if this proved to be more convenient.</p>

	<p>The Personnel Committee advised the Board of its intent to hand out perception check surveys of the director to the faculty and staff after the Board meeting was adjourned. The results of these surveys would be discussed with the director first and then presented to the Board.</p>	
<p><b>8. Public Relations Committee</b></p>	<p>C. Broussard made the following report:</p> <p>Public notices are now being submitted to Kayla Folse with the <i>Daily Comet/Courier</i>. Ms. Folse sent a welcome package that included guidelines and laws concerning public notices. This information will be kept on file at the school.</p> <p>Parent Brenda Munger is in the process of creating a website for the school. C. Broussard invited Board members to submit suggestions for the site.</p> <p>The school's ad-hoc committee will have its first meeting on March 9, 2009.</p> <p>Carole Wills, director of Briarwood School, is scheduled to visit MAX Charter School on March 26, 2009.</p> <p>A. Melancon has passed her hundredth day following the bone marrow transplant and is recovering very well.</p> <p>D. Savoie has returned home from her third chemotherapy treatment.</p>	
<p><b>9. Teacher Representative</b></p>	<p>Julie Borne reported that the faculty was excited to receive the furniture including the bookshelves, storage cabinets, and desks they had requested.</p> <p>J. Borne thanked the Board for resolving the discrepancy with her health insurance.</p>	
<p><b>10. Parent Support Group Report</b></p>	<p>T. Chiasson reported that fifteen (15) parents attended the PTA meeting on February 20, 2009.</p> <p>The PTA discussed the 5K Run. K. Chauvin informed the Board that she has announced the 5K to the Kiwanis and Rotary Clubs. The Board discussed the problem with the "timing" of the event—the fact that it was being held during the spring break. The Board was informed that over \$7,000.00 in sponsorships and donations has been collected so far.</p> <p>The PTA discussed the newly organized MAX Charter Student Council. The PTA would like for a student council representative to attend the monthly PTA meeting.</p> <p>Claudette Davis gave a demonstration for Kinder Dance.</p> <p>Field Day is tentatively scheduled for May 1, 2009.</p>	<p>The PTA will be a silver sponsor by contributing \$500.00 to the 5K. The PTA will ask Brandi Delatte or Lisa Black to speak at the next PTA meeting.</p> <p>The PTA has agreed to donate \$200.00 to the MAX Student Council to use in its start-up funds.</p> <p>The PTA will discuss the possibility of sponsoring one or more students to attend the program.</p>

	<p>The PTA also discussed the following fundraising ideas: a jambalaya sale, a Poker Run, yard sales, raffles, car washes, and food booths during Mardi Gras.</p> <p>The next PTA meeting is scheduled for 1:00 p.m. on March 20, 2009.</p>	<p>The PTA may have a “jambalaya sale” to raise funds. The food would be prepared off-site and assembled into plate lunches at the school by parent volunteers. Parents would pick up their purchased plates at dismissal time. K. Chauvin recommended selling “trinkets and merchandise” during Mardi Gras parades instead of food items.</p>
11. <b>New Business</b>	<p>M. Duplantis reported that Shell approved a donation of the company’s used computers to the school.</p>	<p>Dr. C. Hill requested five (5) computers to be donated to the school.</p>
12. <b>Next Board Meeting</b>	<p>The next Board meeting is scheduled for Thursday, April 9, 2009.</p>	<p>T. Chiasson made a motion to adjourn the meeting. M. Duplantis seconded the motion. All in favor...Meeting adjourned at 10:10 a.m.</p>

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

DATE: April 9, 2009

TIME: 9:00 am

PLACE: The MAX Charter School, Computer Lab

**Present:** Brian Aucoin, Carol Blanchard, Carol “Boo” Broussard, Karen Chauvin, Dr. Albert Davis, Andrea Bollinger-Giardina, Jake Giardina, Dr. Susan Roark, and Dianne Savoie. Also present were Dr. Marcia Arceneaux, Brandi Delatte, Debbie Estevens, Dr. O. Cleveland Hill, Warren Triche, and Suzy Bourg who took the minutes.

**Absent:** Travis Chaisson and Mel Duplantis.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of the Minutes of March 5, 2009	The Minutes of March 5, 2009, were considered for approval.	K. Chauvin moved to accept the minutes as presented. D. Savoie seconded the motion. All in favor...Motion approved.
3. Proposal to Change Agenda	Because Guest Speaker Dr. Marcia Arceneaux was scheduled to speak at 10:00, C. Broussard requested that the Board consider moving Agenda Item #11 (Possible Motion to Go Into Executive Session for Strategic Planning and Discussion of Personnel) before Agenda Item #3 (Financial Matters) in an effort to avoid having Ms. Arceneaux walk into a possible closed session.	C. Blanchard moved to forward Agenda Item #11 before Agenda Item #3 and go into Executive Session. D. Savoie seconded the motion. All in favor...Motion approved. C. Hill and non-Board members were excused at this time. Board went into Executive Session from 9:03 a.m. to 9:45 a.m. When regular session resumed, A. Davis moved that the present administrative arrangement with the Director be continued for the 2009-2010 school year. C. Broussard seconded the motion. All in favor...Motion approved
4. Treasurer’s Report	B. Aucoin presented the February 2009 financial statements. B. Aucoin discussed the impact of the grant and fundraiser revenues.  B. Aucoin reported that at the Louisiana Association of Public Charter Schools meeting that he attended, a discussion was brought up concerning retirement benefits for hired contracted services through an independent business.	He advised the Board that the school will not be reporting earnings to TRSL for hired contracted services through independent businesses.
5. Discussion of Old Business	<b>Building Committee:</b> J. Giardina informed the Board that there are no current concerns regarding the building.	
6. Director’s Report	C. Hill informed the Board that he nominated individual Board members to serve on certain advisory council committees of the Louisiana Association of Public Charter Schools.	

	<p>C. Hill disseminated the proposed 2009-2010 calendar (includes a school day of 7:42 A.M. first bell to 3:00 P.M. dismissal.) He will request possible motion for approval at the May meeting.</p> <p>C. Hill informed the Board that NSU psychology student Heidi Gros, in collaboration with Dr. Steve Welsh of the NSU Psychology Department, is conducting a student survey (senior research.) The data collected will be shared with the school and parents.</p> <p>Robert Schaff was invited to the school to give a presentation to the faculty on the Positive Behavior Support program. C. Hill informed the Board that the school will consider adopting some practices of the program.</p> <p>C. Hill informed the Board that he attended the recent Louisiana Superintendent’s Meeting in Alexandria. Paul Pastorek reported on the stimulus funds that will be available to schools and on the restrictions placed on those funds. C. Hill informed the Board that he is planning to use the stimulus funds to hire two paraprofessionals and to pay for LEAP tutoring.</p> <p>C. Hill reported that there was one (1) out-of-school student suspension in March. The student’s parents were contacted, and the student was suspended for three days.</p> <p>C. Hill reported that Carole Wills was invited to conduct an assessment of the school. Copies of the evaluation have been distributed to the Board and the faculty.</p>	
<p><b>7. Personnel/Policy Committee Report</b></p>	<p>Due to time constraints, the Personnel Committee deferred discussion concerning a longevity increase for three staff personnel.</p>	<p>The Personnel Committee, in consultation with C. Hill and B. Aucoin, will decide on the feasibility of such a longevity increase and report these recommendations to the Board at its May meeting.</p>
<p><b>8. Public Relations Committee Report</b></p>	<p>C. Broussard made the following report:  A picture taken of the MAX students participating in the <b>NSU Teacher Education Science Workshop</b> on March 5 was published in <i>The Courier</i> on Wednesday, March 25, 2009. A note of appreciation was sent to Dr. Sumita Bhattacharyya—thanking her and her students for giving our students the opportunity to observe “science in action.” A follow-up visit with Dr. Bhattacharyya and the Max teachers, scheduled on <b>Staff Development Day, Monday, March 16</b>, elicited positive comments and re-affirmed the value of the presentation. Everyone is hoping that this will become a yearly event and/or an on-going learning experience throughout the year. (Picture)</p> <p>On that same day, March 16, pictures were taken of <b>Louisiana Department of Education Presenter Robert Schaff</b> during his <b>Positive Behavior Support (PBS)</b> presentation to the teachers.</p> <p>The <b>Ad Hoc Committee</b>—comprised of the director, the curriculum</p>	

	<p>coordinator, three teachers, two parents, and three MAX Board members—met at least three times in the month of March. The committee hopes to present its recommendations to the Board in May.</p> <p><b>Carole Wills, Head of Briarwood School in Houston, Texas,</b> visited the MAX School on Thursday, March 26. She conferred with Dr. Hill and spent a good portion of the day with Consultant Linda Musson—visiting classes and observing students and teachers interacting. In the afternoon, five (5) parents met with her for an hour, and Board members Jake &amp; Boo had the opportunity to speak with her. Pictures were sent to the local media for publication. Ms. Wills plans to send C. Hill a report on her observations.</p> <p>Parent Brenda Munger is still working on the MAX Charter School web site, has personally met with Dr. Hill, and is receiving assistance from school personnel and a few MAX Board members to get the site updated. If anyone has any suggestions on what he/she would like to see, please advise.</p> <p>Please continue to keep Aimee Melancon and Dianne Savoie in your thoughts and prayers. Dianne sends her love and is working very diligently at home. Had it not been for Dianne’s encouragement and persistence, Carole Wills would probably not have been able to visit our school in March. How fortunate for us that she came! Thank you, Dee!</p>	
9.. <b>Teacher Representative Report</b>	No report.	C. Broussard recognized and commended B. Delatte for her role in making LEAP/iLEAP week successful, and C. Hill thanked her for her work coordinating testing week.
10. <b>Parent Support Group Report</b>	No report.	
11. <b>Discussion of New Business</b>	Dr. Marcia Arceneaux made a presentation to the Board concerning special education in public charter schools.	
12. <b>Next Board Meeting</b>	The next Board meeting is scheduled for Thursday, May 7, 2009.	K. Chauvin made a motion to adjourn the meeting. C. Blanchard seconded the motion. All in favor...Meeting adjourned at 11:13 a.m.

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

DATE: May 7, 2009

TIME: 9:00 am

PLACE: The MAX Charter School, Computer Lab

**Present:** Brian Aucoin, Carol Blanchard, Carol “Boo” Broussard, Travis Chiasson, Mel Duplantis, Andrea Bollinger-Giardina, Jake Giardina. Also present were Linda Musson, Warren Triche, and Suzy Bourg who took the minutes.

**Absent:** Karen Chauvin, Dr. Albert Davis, Dr. Susan Roark, and Dianne Savoie. Also absent was MAX Charter School Director Dr. O. Cleveland Hill.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of the Minutes of April 9, 2009	The Minutes of April 9, 2009, were considered for approval.	Andrea Bollinger-Giardina moved to accept the minutes as presented. B. Aucoin seconded the motion. All in favor...Motion approved.
3. Treasurer’s Report	<p>B. Aucoin presented the March 2009 financial statements. He stated that he has set aside some funds to pay for remaining 2008-2009 expenses, the bulk of those expenses being benefits and wages for July and August.</p> <p>B. Aucoin informed the Board that the MFP base allocation will not increase next school year; however, the certified pay raise amount of \$1,019 per certified personnel will be added to the per pupil allocation.</p> <p>B. Aucoin informed the Board that the 2008-2009 pay supplement/increment for non-certified personnel (clerical positions) will not be distributed by the State in 2009-2010. Hence, this would adversely affect the salaries of Business Administrator S. Bourg and Office Administrative Assistant K. Portier.</p> <p>S. Bourg informed the Board that the school will be receiving stimulus funds, thereby giving the school additional funding for Title I and IDEA.</p> <p>B. Aucoin reported that he recently attended a Personnel Committee meeting. During the meeting it was discussed that C. Hill’s salary for 2009-2010 would be paid by a private source. B. Aucoin informed the Board that the</p>	<p>B. Aucoin moved that the salaries for Suzy and Kaci for the 2009-2010 school year include the one- time payment they received from the State for year 2008/2009 of \$1,000 &amp; \$800 respectively. He indicated that the “raise” would be spread over a 12- month period. C. Broussard seconded the motion All in favor...Motion approved.</p> <p>C. Broussard will look into finding a salary schedule for comparison for directors/principals. C. Broussard informed the Board that the</p>

	<p>financial situation of the school is presently in good shape, but he reiterated that C. Hill’s salary has been paid through private funds for 2008-2009, and the same will hold true for 2009-2010. B. Aucoin reminded Board members that this salary would be paid with operating school funds for 2010-2011. B. Aucoin requested a salary schedule for principals.</p>	<p>present teacher salary scale is a blend of Terrebonne Parish and Lafourche Parish salary scales.</p>
<p>4. Discussion of Old Business</p>	<p><b>Building Committee:</b> J. Giardina was informed that a leak in the computer lab has reoccurred and that an electrician was called to replace/repair some of the classroom light fixtures.</p>	
<p>5. Director’s Report</p>	<p>C. Broussard gave the following report on behalf of C. Hill, who was absent from the Board meeting due to another meeting in Baton Rouge:</p> <p>The MAX Charter Ad-Hoc Committee, charged with recommending <i>material</i> (substantial) <i>changes</i> to the MAX Charter, completed its revisions and needed Board approval before sending recommendations to BESE. Board members received a copy of the proposed changes earlier via e-mail, and a hard copy of the recommended <i>material changes</i> to the charter was disseminated to the members of the Board at the meeting. C. Hill requested that these changes be considered for approval by the Board.</p> <p>A revised copy of the proposed 2009-2010 school calendar—which took into account an extension of the school day (7:55-3:00) —was distributed to the Board. C. Hill requested that the Board consider this calendar for approval.</p> <p>The Board was asked to consider a motion to approve the use of the stimulus funds to hire two paraprofessionals (one full-time and one part-time) and to pay for summer LEAP remediation in 2010-2011.</p> <p>The Board was asked to approve a letter of resignation from teacher Marlo Barbera.</p> <p>In C. Hill’s report, he requested that the Personnel Committee report on the teacher interviews.</p> <p>In C. Hill’s report, he informed the Board that the MAX students participated</p>	<p>T. Chiasson moved to accept the proposed material changes to the MAX Charter. M. Duplantis seconded the motion. All in favor...Motion approved.</p> <p>M. Duplantis moved to approve the 2009-2010 school calendar and extend the school day to 3:00 p.m. T. Chiasson seconded the motion. All in favor...Motion approved.</p> <p>Board discussed the amount of funds that the school would be receiving. T. Chiasson made a motion to approve the use of stimulus funds to hire two paraprofessionals (one full-time and one part-time) and to pay for summer LEAP remediation in 2010-2011, pending that enough funds are available.</p> <p>T. Chiasson moved to accept the resignation of Marlo Barbera. C. Blanchard seconded the motion. All in favor... Motion approved.</p> <p>On behalf of Personnel Committee Chairperson Dr. A. Davis, C. Broussard reported that three teachers were set up for interviews for the two vacant positions (math &amp; science.) Two of the teachers were interviewed, and one was not able to attend the interview due to inclement weather.</p>

	<p>in the following events at NSU :</p> <ul style="list-style-type: none"> <li>• Grades 1-4 attended and participated in a creative arts class on 4/30/09.</li> <li>• Field Day was held at Guidry Stadium on 5/1/09.</li> <li>• Movie Day (in conjunction with Teacher Appreciation Week) was held on 5/8/09.</li> </ul>	
<b>6. Personnel/Policy Committee Report</b>	<p>Since the Personnel Committee Report was handled previously in the Treasurer's Report and the Director's Report, no official report was given at this time.</p>	
<b>7. Public Relations Committee Report</b>	<p>C. Broussard made the following report:</p> <ul style="list-style-type: none"> <li>• The <b>Ad Hoc Committee</b> finalized its report on Tuesday, April 21, 2009. A big <b>"Thank You"</b> goes out to Director Cleve Hill; Curriculum Coordinator Linda Musson; teacher representatives Gina Coggins, Brandi Delatte, and Monica Daigle; parent representatives Robyn Moss and Raymond Jasper, and MAX Board members Boo Broussard, Karen Chauvin, and Dianne Savoie. The request for <i>material</i> changes to our present charter contract will be presented through the Louisiana Charter School Office to the Board of Elementary and Secondary Education (BESE)—once these changes are approved by the MAX Charter School Board. (20-page committee report sent via e-mail)</li> <li>• The 1<sup>st</sup> ever <b>1-Mile and 5-K Run/Walk</b>, <b>"Race for Their Future"</b> held on Saturday, April 18, was deemed a success. Pictures taken at the event will be posted in the school's scrapbook. A special <b>"Thanks"</b> is given to Dr. Steven Hulbert and his wife who honored us with their presence and to the sponsors, coordinators, promoters, participants, onlookers, and all other members of the community who supported our efforts.</li> <li>• The faculty and staff of the MAX Charter School hosted a <b>Volunteers Appreciation Luncheon</b> on Friday, April 24, 2009. Volunteers were presented with special gifts/ tokens of appreciation. Immediately after the luncheon, the monthly PTA meeting was held in the computer room of the school. At the meeting, members of the <b>Delta Zeta Sorority</b> at Nicholls State University presented Dr. Hill with a check for <b>\$1,000.00</b>.</li> <li>• The MAX website is still a work in progress. Parent Brenda Munger has been receiving necessary information, pictures, and suggestions from board members, teachers and staff, and parents. Please keep those suggestions coming. The site should be up and running soon.</li> <li>• May 4-8 is <b>Teacher Appreciation Week</b>. On Friday, May 8, the PTA will host a special luncheon in honor of the teachers and staff.</li> </ul>	
<b>8. Teacher Representative Report</b>	<p>No report</p>	
<b>9. Parent Support Group Report</b>	<p>T. Chiasson gave the following report:</p> <ul style="list-style-type: none"> <li>• Ten (10) parents attended the last meeting.</li> <li>• Delta Zeta Sorority donated \$1,000 to the school.</li> <li>• Approximately 180 people participated in the 5-K Fundraiser.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Field Day was held on May 1, 2009. About fifteen (15) parents volunteered. Many of the student's scores improved from last year's Field Day event. Awards for participation will be given to students during the End of Year Awards Ceremony on May 21, 2009.</li> <li>• The PTA is sponsoring a Teacher Appreciation Luncheon, catered by Cashio's, on May 8, 2009.</li> <li>• The PTA was asked to participate in Project Paint. Dr. Hill is asking for parents to help paint the school hallways and cafeteria on May 21, 2009, at 3:30 p.m.</li> <li>•</li> </ul> <p>T. Chiasson informed the Board that his son will be progressing to a new school and that this would be his last Board meeting as he will no longer be president of the PTA.</p>	<p>The Board thanked T. Chiasson for his dedication and service to the school and the Board.</p>
<p><b>10. Discussion of New Business</b></p>	<p>Guest Warren Triche had a few things to say regarding a previous discussion on TRSL.</p> <p>C. Broussard made the members of the Board aware that its July meeting was scheduled for Thursday, July 2, and wanted to make sure that members would be in attendance and that this date would not interfere with July 4<sup>th</sup> plans.</p>	<p>It was recommended that the scheduled meeting date on July 2, 2009, remain.</p>
<p><b>11. Possible Motion to Go Into Executive Session for Strategic Planning and Discussion of Personnel</b></p>	<p>No Motion.</p>	
<p><b>12. Next Board Meeting</b></p>	<p>The next Board meeting is scheduled for Thursday, June 4, 2009.</p>	<p>T. Chiasson made a motion to adjourn the meeting. B. Aucoin seconded the motion. All in favor...Meeting adjourned at 9:53 a.m.</p>

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

DATE: June 4, 2009

TIME: 9:00 am

PLACE: The MAX Charter School, Computer Lab

**Present:** Brian Aucoin, Carol Blanchard, Carol “Boo” Broussard, Karen Chauvin, Dr. Albert Davis, Mel Duplantis, Jake Giardina, Dr. Susan Roark, and Dianne Savoie. Also present were Dr. O. Cleveland Hill, Warren Triche, Shawn Dudek, Kimberly Landry, and Suzy Bourg who took the minutes.

**Absent:** Andrea Bollinger-Giardina **Note:** Due to his son’s promotion to 9<sup>th</sup> grade, PTA President and Parent Representative Travis Chiasson “retired” from the MAX Board at its May 7, 2009, meeting.

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATION</b>
<b>1. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around. Dr. C. Hill introduced the two new teachers to the board, Ms. Shawn Dudek and Ms. Kimberly Landry.	
<b>2. Approval of the Minutes of May 7, 2009</b>	The Minutes of May 7, 2009, were considered for approval. B. Aucoin noted that the minutes did not reflect that the Treasurer’s report had been approved by the Board at its May meeting and therefore requested that a motion be made today to approve the May and June Treasurer’s Reports.	M. Duplantis moved to accept the minutes as presented. C. Broussard seconded the motion. All in favor...Motion approved.
<b>3. Financial Report</b>	<p><b>Treasurer’s Report</b> B. Aucoin presented the April 2009 financial statements. He stated that he has set aside some funds (approximately \$90,000) to pay for any remaining 2008-2009 expenses—the bulk of those expenses consisting of benefits and wages for July and August.</p> <p>D. Savoie inquired about the amount of money that needed to be raised yearly through fundraisers to keep the MAX School on a sure footing financially. Discussion ensued, and various amounts were mentioned.</p> <p>B. Aucoin informed the Board that the name of paraprofessional Monica Chiasson was inadvertently omitted from last month’s Board-approved recommendation involving the \$1,000 pay supplement for non-certified personnel for the 2009-2010 school year.</p> <p><b>Grants Update</b> S. Bourg updated the Board on the grants. She reported that as of June 4, about \$30,000 in grant reimbursements are pending. Information for the EGMS grants and the Stimulus Funds for 2009-2010 are presently being completed. She informed us that A. Bollinger-Giardina, absent from this particular Board meeting, was presenting the Bollinger Family Foundation grant request to its Foundation today for consideration of approval. This grant</p>	<p>As previously requested, M. Duplantis moved to accept the May 7, 2009, and the June 4, 2009, Treasurer’s Reports. C. Broussard seconded the motion. All in favor...Motion approved.</p> <p>The Board conceded that it should set its goal for yearly fundraisers in the range of \$125,000-\$150,000.</p> <p>C. Broussard moved that the salary for Monica Chiasson for the 2009-2010 school year include the one-time pay supplement of \$1,000 received from the state in 2008-2009. As with Suzy and Kaci, the \$1,000 pay supplement would be spread over a 12-month period. D. Savoie seconded the motion. All in favor...Motion approved.</p>

	request, if approved, would be used to purchase computer technology to be used by the students and the teachers.	
4. Discussion of Old Business	<p><b>Building Committee:</b> J. Giardina reported that the roof leak in the computer lab has been “fixed.” He noted that it should be monitored during heavy rains to determine if further repairs are needed.</p>	Chairman J. Giardina recommended that C. Hill maintain records of all e-mails and correspondence regarding building repairs for warranty purposes.
5. Director’s Report	<p>C. Hill reviewed and discussed the LEAP results with the members of the Board. C. Hill informed the Board that the school is making good progress based on the increase in number of students passing LEAP this year in comparison to last year. He noted that two (2) teachers were hired to instruct the ten (10) students who signed up for Summer Leap Remediation: Eight 4<sup>th</sup> graders and two 8<sup>th</sup> graders.</p> <p>C. Hill reported the number of student registration applications for 2009-2010 received thus far: 1<sup>st</sup> grade-5; 2<sup>nd</sup> grade-7; 3<sup>rd</sup> grade-4; 4<sup>th</sup> grade-18; 5<sup>th</sup> grade-7; 6<sup>th</sup> grade-3; 7<sup>th</sup> grade-3; and 8<sup>th</sup> grade-1. C. Hill stated that it would be best to have 115 students enrolled to maintain efficient funding. C. Hill reported that 1<sup>st</sup> and 2<sup>nd</sup> grade classes may be combined based on the applications received. It was reiterated that the school’s mission is to begin remediation as “early” as possible to lessen the achievement gap. B. Aucoin asked about the number of students withdrawing from the school. C. Hill informed the Board that very few students withdrew from the school during the school year: three (3) withdrew because they were moving, and one (1) student withdrew due to poor health. For the 2009-2010 school year, eight (8) students in 8<sup>th</sup> grade will be moving on to other schools.</p> <p>C. Hill informed the Board that Warren Triche advised him to contact Mr. Paul about the “seemingly discrepancy” in the charter school laws and possible future courses of action. BESE’S approval of the charter school’s mission <i>as written</i> was discussed in relationship to this discrepancy.</p> <p>C. Hill reported that he has written to the US Department of Agriculture Office in Amite to request specific information on the school’s eligibility to apply for a rural “building” grant.</p> <p>C. Hill stated that he submitted the Board-approved <i>material changes request</i> to BESE and that he is awaiting a response.</p> <p>C. Hill informed the Board that several teachers have been working on Professional Development Projects this summer: the School Improvement Plan, the Pupil Progression Plan, and the Discipline Plan.</p>	Chairman J. Giardina recommended that C. Hill personally go to meet with someone at the Amite office to get more information.
6. Personnel/Policy Committee Report	No report	
7. Public Relations Committee Report	C. Broussard reported that LANO (Louisiana Association of Nonprofit Organizations) is putting on a workshop entitled <i>Parliamentary Procedures</i> on Friday, June 12, from 9:30 A.M. to 12:30 P.M. at the Terrebonne Parish	

	<p>Library—Main Branch. Charter School Board members Dianne and Boo plan to attend this interactive training session sponsored by the Louisiana Department of Economic Development and the Louisiana Recovery Authority. The workshop will include the following topics:</p> <ul style="list-style-type: none"> <li>○ Origins of Robert’s Rules of Order</li> <li>○ Developing an Agenda</li> <li>○ Conducting a Meeting</li> <li>○ Contents of Minutes</li> <li>○ Basics of a Motion</li> </ul> <p>Samples of agendas, minutes, motion tables, and resource links will be provided. She informed the Board that the interactive session is provided at NO COST and that if any other board members are interested in attending, they can register online, instantly, at <a href="http://www.LANO.org">www.LANO.org</a>. She explained that priority seating is given to pre-registered participants and that if they ran into a problem, they could just e-mail Dianne or Boo, and either one of them could send them a flyer.</p>	<p>Dianne suggested that any members who wished to be included in the registration should first contact her so that she could supply them with a federal tax ID number and a NAICS code number needed to complete the registration form.</p>
<p><b>8. Teacher Representative Report</b></p>	<p>No report.</p>	
<p><b>9. Parent Support Group Report</b></p>	<p>M. Duplantis presented the following report on the PTA meeting on May 13, 2009:</p> <p>Ten (10) parents attended the meeting.</p> <p>Current balance \$3,469 minus expenditures \$950 leaves closing balance of \$2,519.</p> <p>Discussed Old Business:</p> <ul style="list-style-type: none"> <li>● 5K Run/Walk</li> <li>● Awards Day—May 21, 2009</li> <li>● Paint Project—May 21, 2009, at 3:00 p.m</li> </ul> <p>Discussed New Business:</p> <ul style="list-style-type: none"> <li>● Next PTA meeting—July 15, 2009 at 6:00 p.m.</li> <li>● Necessity of making e-mail addresses for all PTA members accessible to PTA officers</li> <li>● Date students return to school—August 6, 2009</li> <li>● Yearbooks for 2007-2008 and 2008-2009</li> <li>● Election of 2009-2010 PTA officers at mandatory parent meeting at the start of next school year. Officers to be elected: President, Vice-President, Secretary, Treasurer, and Reporter</li> <li>● Standing invitation to PTA to attend MAX Board meetings—next one to be held on June 4, 2009, at 9:00 a.m. in the school’s computer lab. Parents were informed that if they had an issue they would like discussed, they were to email Mel Duplantis, and as the parent representative on the Board, he would bring the matter up for discussion and consideration.</li> </ul>	<p>C. Hill thanked the Duplantis family and acknowledged Nancy and Ian Duplantis for their help with painting the building.</p>

	<ul style="list-style-type: none"> <li>Appreciation to, for, and of out-going PTA President Travis Chiasson , who will be leaving, as his son will be moving on to 9<sup>th</sup> grade and leaving MAX. Travis will be missed, but he offered his continued support if and when needed.</li> </ul> <p>M. Duplantis inquired about the date of Open House for 2009-2010.</p>	C. Hill informed M. Duplantis that Open House was scheduled for August 6, 2009, in Gouaux Hall.
<b>10. Discussion of New Business</b>	Treasurer B. Aucoin discussed the need to go into Executive Session for the purpose of discussing some financial issues involving some recent communications and information received.	<p>M. Duplantis made a motion to go into Executive Session at 9:35 a.m. B. Aucoin seconded the motion. All in favor...Motion approved.</p> <p>B. Aucoin made a motion to come out of Executive Session at 9:50 a.m. M. Duplantis seconded the motion. All in favor... Motion approved.</p>
<b>12. Next Board Meeting</b>	The next Board meeting is scheduled for Thursday, July 2, 2009.	B. Aucoin made a motion to adjourn the meeting. M. Duplantis seconded the motion. All in favor...Meeting adjourned at 9:51 a.m.