

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: July 12, 2012

TIME: 9:00 A.M.

PLACE: The MAX Charter School, Library/Meeting Room

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Dianne Savoie, Dr. Al Davis, Dr. Cleve Hill, Dr. Steve Welsh, Dr. Leslie Jones, and Vanessa Benoit
 Also present were Linda Musson, Suzy Bourg, Warren Triche, Janis Hayden, and Janice Fabregas who took the minutes.

Absent: Andie Bollinger-Giardina

| AGENDA | RECOMMENDATION |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A. M. |
| 2. Roll Call | J. Giardina called the roll, and a sign-in sheet was passed around. |
| 3. Approval of the Minutes | <p>The Minutes of June 7, 2012, were presented.</p> <p>The Minutes of June 7, 2012, were approved as read.</p> <p>J. Giardina requested that Board members be as brief as possible since the director and two (2) Board members, along with a teacher, planned to attend a luncheon in Baton Rouge with Superintendent John White.</p> |
| 4. Board Training | <p>B. Broussard informed the members about two (2) recent legislative changes that would affect school/governing boards—Act 461: Public Meetings Law Change and Act 747: Public Meetings Notice Requirement Addition.</p> <p>Copies of both law changes were sent to each Board member via email, and hard copies were attached to the meeting agenda.</p> <ul style="list-style-type: none"> • Act 461 states that no meeting agenda can be changed within 24 hours of a scheduled meeting. • Act 747 requires a school/governing board to also post notice of meetings on its website no less than 24 hours before a meeting. <p>B. Broussard recommended that Board members review the new changes to the law since implementation would begin immediately.</p> |
| 5. Teacher Representative Report | None |
| 6. Board and Standing Committee Reports | <p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the May 2012 financial statements. • B. Aucoin went over the financials. • B. Aucoin informed the Board that upcoming changes in the Teachers Retirement System of Louisiana (TRSL) could affect the school through <i>Teach to Teach</i> and other service contracts the school now has. <p>Grant Report (See Attached Copy):</p> <ul style="list-style-type: none"> • S. Bourg reported the school has requested the following <p>Due to time constraints, it was recommended that the Board return to this matter for more in-depth discussion when it came to New Business.</p> |

reimbursements from the state for the 2011-2012 federal programs expenses covering 04/01/2012 through 06/30/2012:

- IDEAB Special Education \$14,157
- SIP School Improvement \$51,990
- Title II Professional Development \$ 551
- Title I At-Risk Students \$ 3,137

Total \$69,835

- S. Bourg also informed the Board that there was an error in last month's report to the Board concerning the amount of Title I funds the school has been allocated for the 2012-2013 school year. It was stated that \$5,750 was allocated, but the actual allocation amount should have been reported as **\$11,229**.

Building Committee:

L. Musson informed the Board that Philip Toups, the school custodian, has done an inspection of the school building for any problems. Everything seems to be in order for the Board of Health inspection.

Personnel and Policy Committee Report:

- Dr. A. Davis asked the Board if he had received all the school-based policies needed to complete the policy manual for the upcoming school year.
- Dr. A. Davis thanked the PPP Committee members for their work in completing the revised **Pupil Progression Plan** for the 2012-2013 School Year.

Public Relations Report (See Attached Copy):

B. Broussard's report entailed the following:

- **June 8, 2012...**A picture of the MAX Director and students receiving donated books and a check for \$50.00 from representatives of the Jo Carol Nolen Speech, Language and Hearing Center at NSU was published in the "Bon Temps" section of *Big Fun on the Bayou*.
- **June 15, 2012...**A picture of MAX teacher LaQuishia Trahan and students enjoying Snowball Day was published in the "Bon Temps" section of *Big Fun on the Bayou*.
- **June 21, 2012...**The International Dyslexia Association (**IDA**) newsletter "The eXaminer" contained an article on U.S. Representatives Bill Cassidy and Pete Stark, co-chairs of the newly formed bipartisan **U.S. Congressional Dyslexia Caucus**.
- **June 28, 2012...**The Louisiana Association of Public Charter Schools (**LAPCS**) sent out an invitation to Type 2 Charter Boards and Leaders to attend a luncheon with Supt. John White on Thursday, July 12, from 11:30 A.M. to 2:00 P.M. at the Louisiana

Dr. A. Davis recommended/requested that all policies be sent to him as soon as possible since he needs them to complete and update the policy manual.

B. Broussard recommended that Board members go to The Yale Center for Dyslexia and Creativity [Legalize Dyslexia Page](#) (Ctrl + Click to follow link.) and consider signing the petition in support of dyslexia.

A team from the MAX is attending the luncheon.

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| | <p>Resource Center for Educators in Baton Rouge.</p> <ul style="list-style-type: none"> • June 29, 2012...MAX teacher Ms. Kari Boudreaux was contacted by a marketing executive from Scholastic Book Fairs, Inc. The school's entry in the national book fair contest was declared one of twelve runner-up winners in the 2011-2012 competition. <ul style="list-style-type: none"> ○ The school will receive a few autographed copies of Henry "The Fonz" Winkler's book <i>Ghost Buddy: From Zero to Hero</i> and \$500 worth of credit, redeemable for Scholastic products of its choice. ○ Paraprofessional Monica Chaisson was commended for her hard work. ○ Ms. Boudreaux plans to enter the 2012-2013 competition in the upcoming school year. • B. Broussard reported that she had received her Board of Ethics Training Certificate, along with other Board members who registered for the course. | <p>B. Broussard once again urged all Board members to get the mandated ethics training before the end of the year.</p> |
| <p>7. Other Reports</p> | <p>Director's Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • Attorney Lee Reid contacted the Office of Parental Options (OPO), Louisiana Department of Education, and spoke with personnel about the "problem" with the recently received Charter Renewal Contract that did not contain the necessary language agreed upon by the stakeholders. Personnel were aware that the contract was in error, but they sent it anyway. Nothing has been resolved as of yet, but a new revision is forthcoming. • New teachers have been hired for the new school year. A new 2nd grade teacher, 3rd grade teacher, and an ELA/<i>Read 180</i> teacher will be joining The MAX. • Three (3) summer schools have been successfully completed: <ul style="list-style-type: none"> ○ LEAP Remediation...Eight (8) students attended. ○ Extended School Year (ESY)...Two (2) students attended for speech and language. ○ Enrichment Camp... Twenty-three (23) students signed up to participate. <ul style="list-style-type: none"> ▪ The new online <i>Lexia</i> program was piloted by K. Chauvin. <ul style="list-style-type: none"> ➤ Funds were received from a foundation to purchase six (6) chairs for Lexia next year. ➤ The program will be used at the MAX School during the day and then turned over to K. Chauvin to use for after-school tutoring. • The Pupil Progression Plan has been completed and sent via e-mail to the Board members for review and approval. | <p>D. Savoie made a motion to approve the Pupil Progression Plan as submitted. K. Chauvin seconded the motion. Motion was passed unanimously.</p> |

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| | <ul style="list-style-type: none"> • Teacher training will be held in late July at the MAX School. • The teachers will have staff development on August 6 and 7, 2012. • School will begin for the students on August 8, 2012. <p>Parent Committee Report: No report</p> | |
| <p>8. Old Business</p> | <p>None</p> | |
| <p>9. New Business</p> | <ul style="list-style-type: none"> • B. Broussard reported that in preparing the yearly calendar for the Board meetings for the 2012-2013 school year, it was noted that the meeting for July 2013 would fall on July 4th. As this is a holiday, B. Broussard requested that this date be changed to the following Thursday, July 11, 2013. • L. Musson reported that at the suggestion of the Board, a poll was conducted to see how many parents would be interested in having school lunches at the MAX School. Eighty percent (80%) showed interest in this. • B. Aucoin briefly discussed the changes that TSRL may be making and the effect it would have on the MAX School. He called on W. Triche to elaborate a bit more. <ul style="list-style-type: none"> ○ W. Triche mentioned some of the major changes in education with the Governor’s Reform Package. ○ He discussed the issue regarding the group benefits health program which may be eliminated if legislation passes to force the Office of Group Benefits (OGB) to cease existence on December 31, 2012. This means that in October 2012, everyone who has coverage under these group benefits will no longer be covered and will have to find another health plan. • J. Giardina informed the Board of a group from Baton Rouge who wants to foster charter schools in different developments. This group is interested in visiting the MAX School to discuss charter schools. • L. Musson informed the Board of new laws that were being implemented that would affect the MAX School. These will have to be looked at by the Policy Committee. <p>J. Giardina advised the Board he would be meeting with Governor Jindal at lunch on Monday, July 16, 2012. He requested that any questions that pertain to charter schools and problems being faced by the MAX School be sent to J. Fabregas via e-mail by 4:00 P.M. on</p> | <p>K. Chauvin made a motion to approve the changing of the July 2013 meeting from July 4, 2013, to July 11, 2013. B. Aucoin seconded the motion. Motion was passed unanimously.</p> <p>The dates for the 2012-2013 school year will be posted to the school’s website—as directed by legislative action.</p> <p>Discussion on this matter was tabled and will be taken into consideration at the time the school budget is made and discussed further at the next Board meeting in August 2012.</p> <p>W. Triche will report back to the Board on the concerns voiced by B. Aucoin at the next Board meeting.</p> <p>B. Broussard informed the Board that she has the legislative updates if anyone is interested in receiving these.</p> |

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| | <p>Friday, July 13, 2012, so that he could have these for the meeting on Monday.</p> <p>K. Chauvin reported that she is working with Dr. Laura Cassidy on a new charter school application and that this is moving along well. This proposed school will be located on the LSU campus.</p> | |
| 10. Motion to Go Into Executive Session | None | |
| 11. Announcements | The next Board meeting is scheduled for Thursday, August 2, 2012. | |
| 12. Adjournment | The meeting adjourned at 9:38 A.M. | A motion to adjourn was made by Dr. S. Welsh and seconded by Dr. C. Hill... Motion was passed unanimously. |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 2, 2012

TIME: 9:00 A.M.

PLACE: The MAX Charter School, Library/Meeting Room

Present: Jake Giardina (9:15), Brian Aucoin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Cleve Hill, Dr. Steve Welsh, Dr. Leslie Jones (9:05), Andie Bollinger-Giardina (9:10) , and Vanessa Benoit

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

Absent: Karen Chauvin and Dianne Savoie

| AGENDA | RECOMMENDATION |
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| 1. Call to Order | In the initial absence of Chairman J. Giardina and President K. Chauvin, Vice President B. Broussard called the meeting to order at 9:00 A.M. |
| 2. Roll Call | B. Broussard called the roll, and a sign-in sheet was passed around. |
| 3. Approval of the Minutes of July 12, 2012 | The Minutes of July 12, 2012, were presented. The Minutes of July 12, 2012, were approved as read. |
| 4. Board Training | None |
| 5. Teacher Representative Report | None |
| 6. Board and Standing Committee Reports | <p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the June 2012 financial statements. • B. Aucoin went over the financials. • B. Aucoin informed the Board that the Louisiana Legislative Auditor’s Office requires that certain steps be taken before the adoption and implementation of a local school board budget. These steps include but are not limited to the following: <ul style="list-style-type: none"> ○ At least one public hearing must be conducted on the budget proposal before it is approved by the Board. ○ A public notice must be published in the official journal at least ten (10) days prior to the public hearing and must include a date, time, and place. ○ The Board shall certify completion of the public participation by publishing a notice in the newspaper. ○ The Board shall then adopt and implement the budget in an open meeting prior to September 15th of the fiscal <p style="text-align: right;">Treasurer B. Aucoin suggested that the public inspection be held on Wednesday, August 22, 2012, from 10:00 A.M. to 3:00 P.M. at MAX Charter School. He and Business Manager S. Bourg would be available to answer questions or receive recommendations for revisions to the proposed budget.</p> <p>B. Broussard volunteered to handle this public notice assignment.</p> <p style="text-align: right;">The Board will consider approval of the proposed budget at its September 6, 2012, meeting.</p> |

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| | <p>year.</p> <ul style="list-style-type: none"> ○ The adopted budget shall be balanced with approved expenditures not exceeding the total of estimated funds available. ○ The Board shall submit to the State Superintendent a copy of its adopted budget by September 30, 2012. <ul style="list-style-type: none"> • B. Aucoin informed the Board that after speaking to several Board members about participating in a proposed school lunch program offered by Sodexo, the consensus is that it is too expensive to budget and implement this program <i>at this time</i>. <p>Grant Report (See Attached Copy): S. Bourg's report informed the Board of the following:</p> <ul style="list-style-type: none"> • In the month of July, the school received from the state the following federal reimbursements for the period April 1st through June 30th, 2012: <ul style="list-style-type: none"> ○ IDEAB Special Education \$14,157 ○ SIP School Improvement \$52,318 ○ Title II Professional Development \$ 1,821 ○ Title I At-Risk Students \$ 3,137 ○ Total \$71,433 • The school received a donation from the Peltier Foundation in the amount of \$5,000 specified for operating funds. • In July 2012 the MAX School had expenses of \$5,448 for the SIP Grant which expired on July 31, 2012. A reimbursement has been requested for this amount and should be received in August 2012. <p>Building Committee: No Report</p> <p>Personnel and Policy Committee Report: Chairman Dr. A. Davis thanked the following individuals:</p> <ul style="list-style-type: none"> • S. Bourg for her assistance in sending information to him which was needed to work on the combined policy manual... • B. Aucoin for communicating with TRSL concerning teacher retirement and how the new regulations could affect the principal's salary. <p>Public Relations Report: No report</p> | <p>It was suggested that these funds be allocated toward the purchase of the <i>Lexia</i> program.</p> <p>Dr. A. Davis recommended that all three (3) school-based policy manuals be combined into one.</p> <p>Dr. Davis suggested that this matter be discussed further in Executive Session since it pertained to school personnel.</p> |
| <p>7. Other Reports</p> | <p>Director's Report (See Attached Copy): L. Musson reported on the following:</p> <ul style="list-style-type: none"> • Attorney Lee Reid sent the school a copy of the requested revision of The MAX Charter School Renewal Contract, | |

but the newly revised version was still unacceptable since it did not contain the necessary language agreed upon by the stakeholders. The revision read:

The Charter School will establish an admissions preference for students diagnosed with dyslexia or related learning differences. The Charter School will implement procedures by which all applicants who have not previously been diagnosed with dyslexia or a related learning difference will be assessed for dyslexia and related learning differences at the school's expense, prior to any admissions lottery. Should the enrollment capacity for any grade exceed the number of applicants with dyslexia or related learning differences, the school will conduct a lottery for the remaining seats to be allocated to applicants who have not been diagnosed with dyslexia or a related learning difference.

A discussion by the Board members followed.

- The teachers will participate in staff development on August 6 and 7, 2012.
- School will begin for the students on Wednesday, August 8, 2012.
- The present school population is **113**.
- As stated in previous minutes, three (3) new MAX teachers have been hired for the new 2012-2013 school year.
- Curriculum shifts will be coming.
 - To prepare adequately for the shift in curriculum, various professionals attended two (2) days of training on the Common Core State Standards and Compass, whereby teachers will be judged 50% on evaluation and 50% on student performance.
- The lunch program will **not** be implemented due to the high cost.
- L. Musson asked for a motion from the Board to approve the purchase and implementation of *Lexia*, piloted by K. Chauvin during the summer.
 - The **\$5,000** donation, received from The Peltier Foundation and specified for operating funds, would be used to purchase six (6) chairs (program licenses.)
 - *Lexia* will be used at The MAX during the day and turned over to K. Chauvin for after-school tutoring.
- With the opening of school starting for the teachers on August 6th and for the students on the 8th, the condition of the

- J. Giardina suggested that L. Musson try to schedule a meeting with Superintendent John White and Dr. Laura Cassidy to express concerns on issues being faced.
- L. Musson agreed to contact attorneys in Baton Rouge to discuss further revisions to the contract.

Motion was made by B. Broussard and seconded by A. Bollinger-Giardina to approve the purchase and implementation of *Lexia*... Motion was passed unanimously.

J. Giardina wanted to know the best time to come to the school

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| | <p>parking lot/the potholes presented a concern and needed to be addressed.</p> <ul style="list-style-type: none"> • School performance scores are expected on the LDOE website by August 6, 2012. • The Board members were given copies of test results in English, mathematics, science, and social studies showing and comparing the percent scoring at each achievement level (LEAP/iLEAP combined) for the MAX Charter School for the years 2007 - 2012. <ul style="list-style-type: none"> ○ These yearly comparison percent scores were a service of the Louisiana Association of Public Charter Schools (LAPCS.) <p>Parent Committee Report: No report</p> | to remedy the pothole problem. L. Musson suggested Friday evening. |
| 8. Old Business | None | |
| 9. New Business | None | |
| 10. Motion to Go into Executive Session | <p>Executive Session began at 10:00 A.M.</p> <p>The regular meeting resumed at 10:10 A.M.</p> | <p>A motion was made by Dr. A. Davis and seconded by Dr. C. Hill to go into Executive Session for the purpose of discussing personnel matters...Motion was passed unanimously.</p> <p>A motion was made by Dr. C. Hill and seconded by Dr. L. Jones to offer to renew the contract with Teach to Teach at the budgeted amount...Motion was passed unanimously.</p> |
| 11. Announcements | The next Board meeting is scheduled for Thursday, September 6, 2012. | |
| 12. Adjournment | The meeting adjourned at 10:11 A.M. | A motion to adjourn was made by B. Aucoin and seconded by Dr. L. Jones... Motion was passed unanimously. |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: September 6, 2012

TIME: 9:00 A.M.

PLACE: The MAX Charter School, Library/Meeting Room

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Andie Bollinger-Giardina (arrived 9:05), Dr. Al Davis, Dr. Cleve Hill, Dr. Leslie Jones (arrived 9:10), and Vanessa Benoit

Also present were Linda Musson, Suzy Bourg, Joy Martin, Guest Barbara Seely, Jason Talbot, Warren Triche, , and Janice Fabregas who took the minutes.

Absent: Dr. Steve Welsh

| AGENDA | RECOMMENDATION |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A.M. |
| 2. Roll Call | J.Giardina called the roll, and a sign-in sheet was passed around. |
| 3. Approval of the Minutes | The Minutes of August 2, 2012, were presented. The Minutes of August 2, 2012, were approved as read. |
| 4. Board Training | B. Broussard informed the Board that the LAPCS meeting on Louisiana’s Sunshine Laws (Open Meeting Law, Budgetary Process and Public Records)—originally scheduled for Monday, August 27, at the New Orleans Healing Center, Room 256 but cancelled due to Hurricane Isaac—will be rescheduled. She reminded the Board members that they are required to attend or participate in board training annually. <i>ACT 705</i> stipulates six (6) hours of continuing education, but B. Broussard is not sure if charter schools boards are required to attend this amount annually. She plans to check into this and advise the Board. |
| 5. Teacher Representative Report | Teacher Representative LaQuishia Trahan gave the following report: <ul style="list-style-type: none"> • Grades 1 and 2 students learned about <i>greater than</i>, <i>less than</i>, and <i>equal to</i> symbols by counting M & M’s and using alligator mouths to show the distinction. • Ms. Villemarette’s 3rd grade students learned about the importance of following rules and laws. • Upper school students are in the midst of campaigning for student council. Election of officers will take place on Friday, September 14, 2012. • Leap tutoring began Wednesday, September 5, for the 4th and 8th graders. <ul style="list-style-type: none"> ○ L. Trahan pointed out that the 4th graders are close to making the required <i>basic</i> and <i>above</i>. |

****DEVIATION****
Director's Report

B. Broussard requested deviating from the agenda to allow L. Musson to give the Director's Report since she had to leave early.

Director's Report (See Attached Copy):

- L. Musson is waiting on the insurance adjuster to inspect the building for storm damage, especially to the roof.
 - B. Aucoin reminded the Board that the MAX would be liable for the first 5% of the building value, which would amount to approximately **\$36,000**.
- L. Musson requested an update on the grading of the parking lot.
- L. Musson expressed concern about the headstones that are in front of the building and requested that they be removed as they are located in an area where children play and have caused accidents.
- School custodian Philip Toups will be out September 6-14, 2012.
- School custodian Flo Bergeron will be out on September 18 due to surgery.
- Philip Toups will no longer be able to maintain the lawn due to allergies. L. Musson asked the Board for suggestions on this situation. She noted that B. Aucoin had cut the lawn recently and offered to reach out to the parents to see if anyone would volunteer to do the lawn work.
- The High Risk Pool Grant in the amount of **\$60,600** was received, and this enabled the school to hire a new full time Special Education Para who started September 1, 2012. The money also allows the school to purchase some essential equipment.
- LEAP Remediation After-School Tutoring began September 5 and will go on until the LEAP testing. All the 4th and 8th grade students are involved.
- Students have to make up days due to the storm. The teachers decided that the two (2) days will be made up sometime during the fall break (October 12) and on November 6.

- **Raising Cane's Fundraiser** will be held on Tuesday, September 25, 2012, from 3:00 to 8:00 P.M.
- **Literacy Night** will be held on Wednesday, September 26, 2012, for the parents and students.

K. Chauvin introduced Barbara Seely, Representative Bill Cassidy's Education Staffer. Ms. Seely spoke a little bit about herself and informed the Board of some of the ongoing projects in which Representative Cassidy's office has been involved. She planned to tour the MAX Charter School as well as the Dyslexia Center at

A motion to deviate from the agenda was made by B. Broussard and seconded. Motion was passed unanimously.

J.Giardina advised that he is working on this and will get the parking lot graded.

B. Aucoin offered to check on the price of hiring a lawn service.

It was noted that **November 6, Election Day**, is an observed holiday, and, as a consequence, all schools are usually closed on that day. B. Broussard and S. Bourg volunteered to check on this date as a possible make-up day.

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| | <p>Nicholls State University.</p> <p>J. Giardina informed the Board that there was going to be a Campaign Kick Off for Representative Cassidy in Thibodaux at The Foundry on September 7, 2012, from 4:30 to 6:30 P.M.</p> | |
| <p>6. Board and Standing Committee Reports</p> | <p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the July 2012 financial statements. • B. Aucoin went over the financials. • B. Aucoin informed the Board that a vote on the proposed budget for the 2012-2013 fiscal year is required by the state. He informed the Board that a public notice regarding the public inspection of the budget, as required by law, was sent out as directed by the Louisiana Legislative Auditor’s Office and that the public viewing was held at the school on Wednesday, August 22, from 10:00 A.M. to 3:00 P.M. The Board needed to vote on the proposed budget prior to September 15th. <p>A. Bollinger-Giardina asked B. Aucoin <i>where</i> donations made in memory of Dianne Savoie were being assigned. B. Aucoin replied that all donations of this sort go into the <i>In Memory Fund</i> in the Special Account.</p> <p>Grant Report (See Attached Copy): S. Bourg reported that the school has been awarded \$60,600 for the IDEA High Risk Pool Grant for the period 09/01/2012-06/30/2013. This grant is student specific and will pay for IDEA services provided to the two (2) students specified in the applications. The funds are allocated as follows:</p> <ul style="list-style-type: none"> • Salaries for two (2) Full-Time Paraprofessionals (one per student) for a one year period. • Contracted services for the two (2) students including: <ul style="list-style-type: none"> ○ Speech ○ OT ○ APE • Supplies for students including: <ul style="list-style-type: none"> • Reading programs • iPADS • Assistive technology items <p>Dr. A. Davis inquired about the number of iPADS presently being used at the MAX School. S. Bourg informed him that there were approximately fifteen (15) iPADS in all.</p> <ul style="list-style-type: none"> • Dr. A. Davis stated he would be interested in visiting ED White School to see how the iPADS are used. | <p>Motion to accept the proposed budget <i>as presented</i> was made by B. Broussard. K. Chauvin seconded the motion. Motion was passed unanimously.</p> <p>A. Bollinger-Giardina suggested that perhaps a group could plan to go after the MAX Board meeting in October. The group could also include one or more teacher representatives. J. Giardina offered to contact the school and set up the appointment. He asked that someone remind him ahead of time to call the school.</p> |

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| | <p>Building Committee: No Report</p> <p>Personnel and Policy Committee Report: No report</p> <p>Public Relations Report: B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • The 2012-2013 school year officially began for the teachers on Monday, August 6, and for the students on Wednesday, August 8. Flo Bergeron was recognized for capturing the highlights of Day 1. Opening day pictures were taken and sent to the media for publication. <ul style="list-style-type: none"> ○ August 17, 2012 – <i>Big Fun on the Bayou</i> devoted a full page in its “Bon Temps” section to MAX. • Pictures of students engaged in class activities were taken throughout the month of August, and many of these were made into collages for publication in the monthly newsletter and in the yearbook. Some individual pictures with accompanying captions will be sent to the local media for publication. • Hurricane Isaac and the close of school have delayed the publication of the first MAX Newsletter for the 2012-2013 school year. A copy will be sent to all Board members as soon as the newsletter is finalized. • B. Broussard asked that everyone check the MAX website for updates on what’s happening at the school by going to www.mymaxcharterschool.org. | |
| <p>7. Other Reports</p> | <p>SEE DEVIATION ABOVE FOR <u>DIRECTOR’S REPORT</u>.</p> <p>Parent Committee Report: No report</p> | |
| <p>8. Old Business</p> | <ul style="list-style-type: none"> • Dr. A. Davis informed the Board that on Monday, September 10, he would be attending a meeting with Chef John Folsie at his business on the subject of the new building being constructed for the culinary school on the NSU site. • J. Giardina informed the Board that he had asked Dr. Hulbert if there were any buildings available for the MAX to rent on the NSU campus. Dr. Hulbert will keep J. Giardina informed if something becomes available. | <p>Dr. Davis suggested that this new building, which is a prefab building, could be a model for the MAX. The school might want to look into the possibility of raising money for this type of building for the future.</p> |
| <p>9. New Business</p> | <ul style="list-style-type: none"> • A. Bollinger-Giardina informed the Board that she and Jake will be hosting the Bistro Dinner for the MAX staff, Board members, | |

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| | <p>and teachers in November.</p> <ul style="list-style-type: none"> • J. Giardina asked the Board to think about something that could be done in memory of Dianne and to offer suggestions at the next Board meeting. • B. Aucoin asked what will be done about appointing a new Board secretary or adding a new Board member. <ul style="list-style-type: none"> ○ Discussion about what was included in the MAX Bylaws and whether or not certain actions taken would be a material or non-material amendment to the charter arose. ○ It was noted that the discussion of adding a new Board member and the discussion about the election of a new secretary were separate matters and that the agenda should reflect both scenarios. | <ul style="list-style-type: none"> • It was recommended that both matters be sufficiently researched and discussed at the next Board meeting in October. B. Broussard will put both matters on the October agenda. • It was further suggested that the agenda be changed so that the items “Old Business” and “New Business” be combined into one item called “Other Business.” B. Broussard agreed to make this change on the October agenda. |
| 10. Motion to Go Into Executive Session | None | |
| 11. Announcements | The next Board meeting is scheduled for Thursday, October 4, 2012. | |
| 12. Adjournment | The meeting adjourned at 9:51 A.M. | A motion to adjourn was made by B. Aucoin and seconded by K. Chauvin. Motion was passed unanimously. |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: October 4, 2012

TIME: 9:00 A.M.

PLACE: Family and Consumer Sciences Building – NSU

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Cleve Hill, Dr. Leslie Jones Andie Bollinger-Giardina, Dr. Steve Welsh (9:22), and Vanessa Benoit

Also present were Linda Musson, Suzy Bourg, Warren Triche (9:15), and Janice Fabregas who took the minutes.

| AGENDA | RECOMMENDATION | |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A.M. | |
| 2. Roll Call | J.Giardina called the roll, and a sign-in sheet was passed around. | |
| 3. Approval of the Minutes | The Minutes of September 6, 2012 were presented. | The Minutes of September 6, 2012, were approved as read. |
| 4. Board Training | No Report | |
| 5. Teacher Representative Report | <p>On behalf of teacher Rebecca Walker, Ms. Musson gave the following Teacher Representative Report:</p> <ul style="list-style-type: none"> • Upper School <ul style="list-style-type: none"> ○ Ms. J. Knight’s students started technology classes. They learned how to use <i>Microsoft Word</i> and <i>Power Point</i> and will start keyboarding lessons on Friday, October 5th. ○ Ms. R. Durocher’s math class is working on multiplication and division of fractions and on finding the greatest and least common factors. ○ The 8th grade students are learning pre-algebra through <i>Math-U-See</i>. ○ Ms. J. Defelice’s <i>Read 180</i> students are competing in a Reading Counts Challenge that will end on Friday, October 5th. 8th graders are in the lead with 681 points; 7th graders have 663 points, and 6th graders have 394 points. • Middle School <ul style="list-style-type: none"> ○ Ms. K. Boudreaux’s 5th grade students have been learning about the human body. Students have made 3D cells to help them better understand the parts of a human cell. • Little School <ul style="list-style-type: none"> ○ Ms. Trahan’s 1st and 2nd grade students will be attending the Pumpkin Patch on Friday, October 26th. ○ Ms. Trahan and Ms. Hutchinson’s classes will take part in a Halloween coloring contest. | |

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| | <ul style="list-style-type: none"> • MAX Student Council <ul style="list-style-type: none"> ○ The installation of officers will be held on Friday, October 5th. ○ The MAX Student Council will be selling sweets on Saturday, October 6, at the “Junk in Your Trunk” Fundraiser. • MAX Literacy Night was held on Wednesday, September 26, and was a great success. | |
| <p>6. Board and Standing Committee Reports</p> | <p>Treasurer’s Report B. Aucoin presented the August 2012 financial statements. B. Aucoin went over the financials.</p> <p>Grant Report: No Report J. Giardina asked if there were any grants that were presently being pursued.</p> <ul style="list-style-type: none"> • S. Bourg replied that there were only the ongoing grants and no new ones. • L. Musson said that Dr. Barr at NSU offered to go through the NSU database to see what grants were available. <ul style="list-style-type: none"> ○ Dr. C. Hill informed the Board that he receives the information from the NSC database and will pass this on to S. Bourg and any other individuals interested. ○ K. Chauvin informed the Board that a committee is working on finding grants that may be available for the MAX to pursue. <p>Building Committee: J. Giardina and B. Aucoin partnered to give the latest building report.</p> <p>They informed the Board that the MAX Charter School building has major roof problems. B. Aucoin listed the steps he has taken <i>thus far</i> to correct the problem:</p> <ul style="list-style-type: none"> • An environmental company was contacted to check on the roof situation. • A roofer came to the school to check the roof damages and gave an estimate of \$80,700 for repairing the roof. <ul style="list-style-type: none"> ○ It is estimated that the roof replacement will take approximately ten (10) days and the metal work will take from five (5) to ten (10) days to complete. • Another company was contacted to give a second estimate on repairing the roof. <p>A discussion regarding the roof situation followed.</p> <ul style="list-style-type: none"> • W. Triche brought up the subject of the new building codes and said the roofer should be aware of these new codes for Lafourche Parish. | |

A. Bollinger-Giardina initiated a discussion on a backup “**Plan B.**”

- J. Giardina informed the Board that he had met briefly with Nicholls President Dr. S. Hulbert regarding the possibility of space being available on the university campus that could house the MAX School. One of the buildings mentioned was North/South Babington on the NSU campus.
- L. Musson mentioned Andrew Price School, a vacant building at Holy Rosary Church, and a church in Gray.
 - A discussion regarding the *pros* and *cons* of using one of these sites for the MAX School followed.

Also discussed was the cost of building a bricks and mortar building in the future. The Bayou Community Academy Charter School was referenced so that Board members would be able to determine a cost estimate on such a huge endeavor.

Personnel and Policy Committee Report:

As a prelude to the upcoming Director’s Report on two (2) requested maternity leaves, Dr. A. Davis briefed the Board on the policy (policies) related to leaves and absences/family and medical leave covered in Chapter 3 (Family & Medical Leave) of the policy manual. He indicated that the Director’s Report will cover these requests in more detail later on in the meeting since one of the requests involved confidential information.

Public Relations Report:

B. Broussard’s report consisted of the following:

- September 10, 2012 – K. Chauvin attended a Junior Auxiliary of Houma meeting where it was announced that the organization would be making a \$100 donation to MAX in memory of Dianne Savoie.
 - K. Chauvin thanked the members for their generosity and talked briefly about Dianne’s passion and many contributions to the community.

A motion was made by A. Bollinger-Giardina and seconded by Dr. C. Hill giving B. Aucoin authorization to hire someone to fix the roof of the Max Charter School...Motion was passed unanimously.

- W. Triche suggested approaching the Lorio Foundation to assist with funding the roof replacement.
- W. Triche also suggested contacting Kevin Riley at Lamar.
 - W. Triche will contact Lamar regarding assistance in funding roof replacement.

Dr. Davis suggested that the Board would possibly need to go into **Executive Session** to discuss one of the two requests.

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| | <ul style="list-style-type: none"> • <u>September 14, 2012</u> – The September MAX Newsletter was sent out to all MAX board members. • <u>September 19, 2012</u> – Advertisement for the “Junk in Your Trunk” Parking Lot Fundraiser scheduled for Saturday, October 6, 2012, has begun. The information was sent to local newspapers for publication. • <u>September 28, 2012</u> – <i>Big Fun on the Bayou</i> published a picture of MAX Charter School in the “Bon Temps” section of its supplement with teachers and students holding Scholastic books earned in the Scholastic Book Fair’s Spring 2012 National Elementary School Contest. • Pictures taken of the teachers and students have been ongoing and sent to the media. • The MAX October Newsletter will be sent out as soon as it is completed. | |
| <p>7. Other Reports</p> | <p>Director’s Report (See Attached Copy):</p> <ul style="list-style-type: none"> • Two (2) teachers requested maternity leaves, which of themselves presented no problem. Ms. L. Musson asked that Board approval be given after she was able to clarify the policy in regard to one teacher’s questions and comments to the school’s business manager. • Friday, October 12, 2012, will be a make-up date for the days missed due to Hurricane Isaac. • Parent Teacher Conferences will be held Monday, October 15th. Report cards will be withheld if parents do not attend or call for a phone conference. • Science /Math Night will be held on Wednesday, October 24th. • Red Ribbon Week will be celebrated Monday, October 29, through Friday, November 2. • The school has been very dissatisfied with JPAMS—both the product and the service—and as a consequence, Ms. L. Musson wrote a letter to the company explaining in detail the problems encountered since the program’s purchase in 2011 and the company’s failure to live up to its contract. In her letter, she requested a full refund of the purchase price. <ul style="list-style-type: none"> ○ Ms. L. Musson received a personal phone call from a co-owner advising that a full refund would be issued to the school. ○ The co-owner, also, offered to send a data assessment person to MAX to determine and try to correct the problems the school has been experiencing with JPAMS. ○ In lieu of the \$3, 000 per year subscription price, the company would instead charge \$2, 000 since it was not aware that MAX catered to a “special needs” population and the company normally offers discounts to schools that do. | <p>L. Musson asked that the Board consider going into Executive Session to discuss the matter since the divulging of confidential information was involved and the questions and concerns had not been directed directly to her and were not included in the teacher’s written request for leave.</p> |

- Ms. Musson requested that the **\$1,000** saved be budgeted toward technology **and** that the **\$14,000** that will be returned for the JPAMS system be used for technology and the purchase of computer equipment.
- On Tuesday, November 13, 2012, a workshop with Sally Shaywitz, M.D. will be held at Pennington Biomedical Research Center in Baton Rouge.
 - L. Musson requested permission from the Board to close the school on that day so that she and her staff could use the day as a Professional Development Day.
- Present school enrollment is **109** students.
- The PTA voted to have a special memorial put up in memory of Dianne Savoie.
 - A parent created a butterfly metal sculpture which will be erected and located, along with an engraved granite stone, in an area near the school building. Cost will be **\$2,000** which will be paid for with funds from the PTA and fundraisers.
 - B. Broussard inquired as to how the MAX Board members could participate in this special project, and L. Musson replied that individual donations could be made to help with the cost of what she called **The Dianne Project**.

Before going to the next agenda item, a comment was made that the school's computer system was very slow. A question regarding whether or not the present electrical system was adequate enough to support the computers was raised. The possibility of the school having its own server was posed.

Parent Committee Report:

V. Benoit reported as follows:

- The Raising Cane's Fundraiser was held Tuesday, September 25, 2012, and raised approximately **\$400**.
- A Chili's Fundraiser was held on Wednesday, October 3rd.
- The yearbooks are available at a cost of **\$30**.
- The "Junk in Your Trunk" Fundraiser will be held on Saturday, October 6, from 7:00 to 12:00 noon.
- Prizes are being collected for the raffle at the school's annual "Race for Their Future" 5K Run/Walk scheduled for Saturday, March 9, 2013.
- V. Benoit requested that the letters and information on the race be sent out early.

Treasurer B. Aucoin will check to see from which account the funds for JPAMS was taken.

After a brief discussion, a motion was made by B. Broussard, seconded by K. Chauvin, that Tuesday, November 13, 2012, be used as a Professional Development Day and that the students be dismissed on that day so that the staff can attend the conference... Motion was passed unanimously.

Dr. C. Hill suggested that maybe the MAX could tie into the NSU server if the university had enough capacity to add MAX and was willing to do so.

- Dr. Al Davis will contact Larry Howell at NSU to see if the MAX could connect to the NSU server.

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| | <p>W. Triche inquired about the money collected during fundraisers and how this is allocated in the budget and about the possibility of other avenues for fundraisers to bring in money.</p> <p>A. Bollinger-Giardina asked W. Triche if politicians are allowed to attach a <i>cause</i> to their campaign fundraisers and how this could be done.</p> | |
| 8. Other Business | <p>The Board considered adding a new Board member to fill a vacancy that existed. After a brief discussion, A. Bollinger-Giardina nominated Tom Hassel to fill the vacancy.</p> <p>A Bollinger-Giardina nominated Dr. Leslie Jones to serve as secretary of the Board. Dr. Jones accepted the nomination.</p> | <p>A motion was made by A. Bollinger-Giardina and seconded by B. Broussard to contact Tom Hassel to see if he would be interested in becoming a MAX Board member... Motion was passed unanimously.</p> <ul style="list-style-type: none"> • K. Chauvin will contact Mr. Hassel regarding this. <p>A motion was made by A. Bollinger-Giardina and seconded by B. Broussard to name Dr. L. Jones to the position of secretary...Motion was passed unanimously.</p> |
| 9. Motion to Go Into Executive Session | <p>Executive Session began at 10:55 A.M.</p> <p>Executive Session ended at 11:10 A.M., and the normal meeting resumed.</p> | <p>A motion was made by Dr. C. Hill and seconded by B. Aucoin to go into Executive Session to discuss personnel matters related to Leaves of Absence...Motion was passed unanimously.</p> <p>A motion was made by Dr. A. Davis and seconded by B. Broussard that the Board accept the two requests for continuous family medical leave for the two employees as requested by the Director...Motion was passed unanimously</p> |
| 10. Announcements | <p>The next Board meeting is scheduled for Thursday, November 1, 2012.</p> <p>J. Giardina reminded the Board that the Christmas Bistro Dinner will be held on Friday, November 30, 2012.</p> <p>Dr. S. Welsh informed the Board of an opportunity to schedule a meeting with all three (3) area charter school boards and to invite Caroline Roemer or a representative of the Louisiana Charter School Association to meet with the group.</p> <ul style="list-style-type: none"> ○ Dr. S. Welsh and Dr. C. Hill will work on scheduling this meeting. | |
| 11. Adjournment | <p>The meeting adjourned at 11:13 A.M.</p> | <p>A motion to adjourn was made by B. Aucoin and seconded by Dr. C. Hill... Motion was passed unanimously.</p> |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: November 1, 2012

TIME: 9:00 A.M.

PLACE: Family and Consumer Sciences Building - NSU

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Leslie Jones, Andie Bollinger-Giardina (arrived at 9:12) , and Dr. Steve Welsh (arrived at 9:12)

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

Absent: Dr. Cleve Hill and Vanessa Benoit

| AGENDA | RECOMMENDATION | |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:05 A.M. | |
| 2. Roll Call | J.Giardina called the roll, and a sign-in sheet was passed around. | |
| 3. Approval of the Minutes | The Minutes of October 4, 2012, were presented. The Emergency Meeting Minutes of October 9, 2012, were also presented. | The Minutes of October 4, 2012, were approved as read. The Minutes of October 9, 2012, were approved as read. |
| 4. Board Training | <ul style="list-style-type: none"> • B. Broussard informed the Board members that she had sent them via e-mail a schedule of upcoming Board trainings from the Louisiana Association of Public Charter Schools (LAPCS.) <ul style="list-style-type: none"> ○ She reminded the members that the next training entitled “Show Me the Money: Board’s Role in Fundraising” will be held Wednesday, November 28, 2012. ○ She indicated that the majority of Board trainings appeared to be scheduled at night in Baton Rouge or New Orleans and that she will advise the Board about any Webinar trainings as they become available. ○ In response to a question from A. Bollinger-Giardina, she stated that for those who have not yet taken the Ethics Training, there is still time to do so over the Internet or to attend one scheduled in Terrebonne Parish in November. <ul style="list-style-type: none"> ▪ J. Giardina informed the Board that he had completed his Ethics Training in October 2012. | |
| 5. Teacher Representative Report | No Report Although a report had been prepared for presentation to the Board, Ms. Musson apologized for leaving it on her desk at school in her rush to get to the MAX Board meeting on time. | |

6. Board and Standing Committee Reports

Treasurer's Report

B. Aucoin presented the September 2012 financial statements.

B. Aucoin went over the financials.

B. Aucoin informed the Board that the contract for the roof replacement has been completed. He is now waiting on a start date from the contractor.

Grant Report:

S. Bourg reported she had not yet finalized all the reimbursement requests.

- There is \$14,000 to be collected from the federal funds for Title I, Title II, and from the School Improvement Fund from last year.
- MAX also has \$5,000+ of IDEA funds to collect.

As promised at the November MAX Board meeting, Dr. C. Hill has been forwarding grant information from the NSU database to Suzy and interested Board members, but none of the grants *thus far* were grants that could be pursued for the MAX.

Building Committee:

B. Aucoin updated the Board on the roof situation in the Treasurer's Report.

- L. Musson asked that a building committee be formed to walk through the school at least once a month to check for any building problems.
 - Dr. Davis asked if someone from NSU could assist since the MAX building is on the university's property.
 - J. Giardina said that he and B. Aucoin would handle this.

Personnel and Policy Committee Report:

Dr. A. Davis reported on the following:

- As a follow up on the weapons incident, Dr. Davis stated that an updated policy on weapons would need to be written and added to the school's policy.
 - B. Broussard offered to research the weapons policy with regard to charter schools.
 - Dr. S. Welsh informed the Board that he had spoken with Tiffany Quick, MAX Student Services Coordinator, regarding the **manifest termination process**, and she indicated there are some specific procedures that need to be followed with regard to this.
 - L. Musson informed the Board that, according to federal law, a special education student can be removed for up to 45 days, not including holidays, whether it's a manifestation or not.
 - L. Musson explained that regarding the student involved in the recent school incident, through a motion made by the Board, a decision was made to expel the student for two (2) semesters and to consider the possible mitigation of this

Dr. S. Welsh suggested that a meeting be held with Tiffany Quick in order to draft something on the **manifest termination process** to be submitted to the Board.

recommendation if a doctor's report indicated such a measure was in order. L. Musson indicated that she did speak to the doctor by phone but did not get a written report.

J. Giardina suggested that L. Musson contact the student's parents and inform them that no written report had been sent by the doctor.

- L. Musson replied she had contacted the mother by phone.
 - J. Giardina suggested that she send an e-mail to the parents in order to have her request in writing.

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

- Since the last MAX Board meeting, much work has been done on preparing for the March 9, 2013, 5th Annual "Race for Their Future" 5K Run/Walk so that sponsorships can be obtained early. All forms, flyers, letters, etc. have been updated.
- Advertisement for the "Junk in Your Trunk" Parking Lot Fundraiser held on Saturday, October 6, 2012, was emphasized in the local media the week before the event. Flyers were distributed and displayed in the surrounding area businesses, and posters were made by the PTA.
- **October 15, 2012** – The October MAX Newsletter was sent out to all MAX Board members.
- **October 17, 2012** – Board development training information on an October 30, 2012, training (*Governance 101: Roles and Responsibilities*) and a November 28, 2012, training (*Show Me the Money: Board's Role in Fundraising*) was sent to all MAX Board members.
- Pictures taken of the students and teachers have been on-going throughout the month of October and sent to the local media for publication.
- The MAX November Newsletter will be sent out as soon as it is completed.

7. Other Reports

Director's Report (See Attached Copy):

L. Musson reported on the following:

- Act 1 Legislative Session Policies required:
 - RIF – Does not apply to MAX
 - Pay – This needs to be done because of the new COMPASS. This is for teachers who earn **Highly Effective** ...they will be required to have bonus pay.
- Alternative Education – The new law will require the school to have alternative education, and it has to be determined if it will be a program or a school.
 - If it is a program, the student's test scores come back to the school.
 - If it is a school, that is a stand-alone score.
- An Anti-Bullying Policy must be implemented. This was discussed earlier in the meeting.
- Leadership Evaluation – The Board will have to determine **who**

and *how* L. Musson will be evaluated. The evaluation will be based on one half (1/2) of the performances of students and teachers and one half on COMPASS.

- The team that will be doing the evaluation must have a good knowledge of the principal's responsibilities.
- Dr. Jones stated that she will be attending COMPASS for school leadership training.
 - J. Giardina asked Dr. Jones if after the training she would be able to train other members of the Board.
 - Dr. Jones agreed to provide a report on what is required to do the leadership evaluation.
- The MAX needs to be **technology ready** by 2015. The biggest deficit is the lack of number of computers.
 - L. Musson also stated that someone needs to come in to check to see if the school has ample service at the school for all the added computers.
 - JPAMS is working with the school's provider and the network to give the school a server, but they need additional information on infrastructure, etc.
 - J. Giardina asked L. Musson if it would be possible to hire someone from the JPAMS organization to work with the school on getting this server running.
- L. Musson informed the board that Lee Reid had called her about the charter contract. Mr. Reid said that when he received the charter back from the parental choice option office, there were no changes made in the admissions procedures, and L. Musson said this was *unacceptable*.
- LEAP/iLEAP scores have improved since 2011—going from **62.6** to **78.0**. The school performance score went from **61.6** to **75.8**—giving a total growth of **32.8**.
 - J. Giardina asked that L. Musson convey congratulations to the teachers from the Board for their accomplishments.
 - A family picnic is being planned for the spring to celebrate the academic achievements made.

Parent Committee Report:

No Report

J. Giardina suggested that L. Musson get the number of computers that will be needed.

L. Musson suggested that Mr. Reid contact John White who is familiar with the MAX population and is planning on making the MAX a Super Sub Group for the new testing that is forthcoming.

8. Other Business

- **Update on Board Vacancy** – K. Chauvin informed the Board that she had contacted Tom Hassell about serving on the Board, but he declined for this year due to other obligations but did say that maybe some time in the future he would be interested.
- **Update on Tying into NSU Server** – Dr. Davis informed the Board that NSU would not be able to help with this and suggested that L. Musson continue checking with JPAMS as discussed in her Director's Report.

It was suggested that the vacancy be left *as is* for now.

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| | <ul style="list-style-type: none"> • Update on Contact with Kevin Riley at Lamar—No report due to Warren Triche’s absence | |
| 9. Motion to Go Into Executive Session | None needed | |
| 10. Announcements | <p>The next Board meeting is scheduled for Thursday, December 6, 2012.</p> <p>Andie Bollinger-Giardina gave out the invitations for the November 30 Bistro Dinner to the Board members.</p> <p>B. Broussard informed the Board that a note was received from the parents of Ian Duplantis, a former student and recent MAX graduate, advising that he is making straight A’s in 10th grade at Covenant Christian Academy and that his parents are giving full credit to the MAX.</p> | |
| 12. Adjournment | The meeting adjourned at 10:00 A.M. | A motion to adjourn was made by B. Aucoin and seconded by Dr. Al Davis... Motion was passed unanimously. |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: December 6, 2012

TIME: 9:00 A.M.

PLACE: Family and Consumer Sciences Building - NSU

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Steve Welsh, Dr. Cleve Hill, and Vanessa Benoit
 Also present were Suzy Bourg, Warren Triche (9:45), Michelle Tabor, Jessica Navarre, and Janice Fabregas who took the minutes.

Absent: Dr. Leslie Jones and Andie Bollinger-Giardina

| AGENDA | RECOMMENDATION | |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A.M. | |
| 2. Roll Call | J. Giardina called the roll, and a sign-in sheet was passed around. | |
| 3. Approval of the Minutes | The Minutes of November 1, 2012, were presented. | The Minutes of November 1, 2012, were approved as read. |
| <p>**Deviation from Agenda...Agenda Item #9</p> <p>Motion to Go into Executive Session</p> | <p>Executive Session began at 9:05 A.M.</p> <p>The regular Board Meeting resumed at 9:25 A.M. The parent and aunt of the student in question were called into the MAX Board meeting.</p> <p>On behalf of The MAX Charter School Board and Director L. Musson, Dr. A Davis spoke to the parent and aunt of the suspended student regarding the Board’s decision to allow <i>said</i> student to return to school on Monday, December 10, 2012.</p> <p>Dr. A. Davis thanked the family for its cooperation and explained the steps that would be taken to help with the reinstating of <i>said</i> student to the MAX Charter School.</p> | <p>Motion was made by K. Chauvin and seconded by Dr. C. Hill to deviate from the agenda to go into Executive Session to discuss the reinstating of a student who had been suspended from the school and provided alternative education services in the interim... Motion was passed unanimously.</p> <p>Motion was made by Dr. C. Hill and seconded by K. Chauvin that Special Education student receiving alternative education services due to a suspension for possession of a knife be allowed to return to the Max Charter School on Monday, December 10, 2012. Motion was passed unanimously.</p> <p>It was recommended that the parent get a typed/legible copy of the doctor’s report, a pre-determined stipulation for consideration of re-admittance, since the handwritten copy presented to the Board for review was so difficult to read.</p> |

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| <p>4. Board Training</p> | <p>B. Aucoin gave a short presentation on the workshop that he attended on November 28, 2012, in New Orleans entitled <i>“Show Me the Money: Board’s Role in Fundraising”</i></p> <p>He informed the Board that 80% of fundraising money is usually received from individuals, about 15% from grants, and 5% from businesses.</p> <p>B. Broussard will be sending a new schedule of pending workshops to the Board members</p> | | | | | | | | | | |
| <p>5. Teacher Representative Report</p> | <p>S. Bourg presented the Teacher Representative Report.</p> <p>Lower School</p> <ul style="list-style-type: none"> Ms. Scott’s 2nd grade class is learning double digit addition. The class took a field trip outside to practice making and solving real-life double digit addition problems. 3rd grade students are learning to follow the writing process in writing a paragraph. <p>Middle School</p> <ul style="list-style-type: none"> 4th and 5th grade students are writing to prepare for the LEAP test. Ms. Trahan’s class is learning about shapes. They made a Wassily Kandinsky painting and had to analyze and compare the shapes from the paintings. <p>Upper School</p> <ul style="list-style-type: none"> 6th, 7th, and 8th grade students are working very hard on the new Transitional Common Core Standards—working with functions, linear equations, algebraic equations, and decimals. Upper school is learning keyboarding. | | | | | | | | | | |
| <p>6. Board and Standing Committee Reports</p> | <p>Treasurer’s Report</p> <p>B. Aucoin presented the October 2012 financial statements.</p> <p>B. Aucoin went over the financials.</p> <p>B. Aucoin spoke about an article that appeared in a newspaper regarding TRSL, the Teachers Retirement System of Louisiana. A lot of charter schools are getting out of TRSL because of the rising cost. Last year the employer contribution rate for MAX was 23.7%, and this year it has risen to 24.5%. The employee contribution rate has remained at 8%. Many charter schools are considering going to a 401 type account where they do a match.</p> <p>Grant Report:</p> <p>S. Bourg reported on the following:</p> <ul style="list-style-type: none"> The school will be receiving the following reimbursements for federal expenses: <table data-bbox="709 1466 1287 1555"> <tr> <td>IDEAB</td> <td>Special Education</td> <td>\$ 417</td> </tr> <tr> <td>IDEAB</td> <td>Special Ed (High Risk Pool)</td> <td>\$ 18,428</td> </tr> <tr> <td>SIP</td> <td>School Improvement</td> <td>\$ 12,541</td> </tr> </table> | IDEAB | Special Education | \$ 417 | IDEAB | Special Ed (High Risk Pool) | \$ 18,428 | SIP | School Improvement | \$ 12,541 | |
| IDEAB | Special Education | \$ 417 | | | | | | | | | |
| IDEAB | Special Ed (High Risk Pool) | \$ 18,428 | | | | | | | | | |
| SIP | School Improvement | \$ 12,541 | | | | | | | | | |

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| Title II | Professional Development | \$ 1,015 |
| EEF | Education Excellence Fund | \$ 926 |
| Title I | At-Risk Students | \$ 7,121 |
| TOTAL | | \$40,448 |

- An additional reimbursement request will be made for the December payroll expenses (approximately \$9,614.)
- S. Bourg has been working on a grant dedicated specifically for technology for the classrooms. Before sending it in, B. Broussard will proof and edit it for presentation to Anadarko and Shell.
- S. Bourg received information that the service the school is getting from Charter has enough bandwidth that there should not be any problems with state testing. She commented that a server will not necessarily help with the state testing. Charter is checking on a **blockage problem** and will fix the problem.

Building Committee:

B. Aucoin received an email on Monday, December 3, from the company doing the roof replacement.

- There was a problem with leaks in a classroom, but this was caused by a clogged drain/stopped-up downspout.
- As of Monday, December 3, 2012, the work on the roof was about 35% complete.
- There will be an additional cost of approximately \$560 to replace 96 square feet of boards.
- Once the roof replacement is complete, the environmental company will need to come in to do the cleaning from underneath.

Personnel and Policy Committee Report:

Dr. A. Davis told the Board he was pleased with the way the latest student incident was handled.

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

- **November 9, 2012** – The November 2012 MAX Newsletter was sent out to all MAX Board members.
- **November 9, 2012** – MAX students participated in the Veterans Day Program at Nicholls State University.
- **November 10, 2012** – A *Courier* front page article “Schools Honor Veterans” included a short paragraph about MAX Charter School’s participation in the annual Veterans Day Program held on the Nicholls State University campus.
- **November 13, 2012** – MAX faculty and staff traveled to Baton Rouge to attend a *Dyslexia Awareness Event* hosted by U.S. Congressman Bill Cassidy. MAX Board president Ms. Karen Chauvin served on the distinguished panel of dyslexia experts.

J. Giardina suggested S. Bourg log the date Charter said they would check into the problem and also contact them and get an update. Also, he suggested S. Bourg get the names of the people she spoke with and get confirmation by e-mail.

- **November 14, 2012** – MAX 1st thru 5th grade students dined at Nicholls before the Thanksgiving holiday break.
- **November 14, 2012** – The MAX Outreach Program/Shoe Drive began. In honor of the shoe drive, students were allowed to wear their favorite shoes to school on Friday.
- **November 15, 2012** – MAX Student Council representatives delivered food drive baskets to the Good Samaritan Food Bank. The drive started on November 7, 2012.
- **November 16, 2012** – MAX 6th thru 8th grade students dined at Nicholls before the Thanksgiving holiday break.
- **November 17, 2012** – Six of the eight pictures published in the “Bon Temps” section of *Big Fun on the Bayou* were MAX Charter School pictures.
- **November 28, 2012** – MAX Board treasurer Brian Aucoin attended a board development training workshop at Success Preparatory School in New Orleans. The workshop was entitled “*Show Me the Money: Board’s Role in Fundraising.*”
- **November 30, 2012** – The John Folse Culinary Bistro Dinner, hosted by Jake and Andie Bollinger-Giardina and the Giardina children, was held at Carmel Inn and was well attended. Pictures of the event were sent via e-mail.
- A special “Thank You” on behalf of the Board and MAX was given to Jake and Andie and the Giardina family for the Christmas gathering.
- The MAX 2012 December Newsletter will be sent to Board members as soon as it is completed.

7. Other Reports

- Director’s Report** (See Attached Copy):
 S. Bourg reported on behalf of L. Musson who was absent due to illness.
- The first formal Compass observation of the teachers has been completed and will be put into **HCIS** (Human Capital Information System.)
 - The following student projects were held in November:
 - Student Council Food Drive
 - Shoe Project, which collected **\$811.35.**
 - MAX Christmas play practice has begun. The 6:30 P.M. performance of “100 Years of Christmas” will be held at Peltier Auditorium at Nicholls State University on Wednesday, December 19, 2012.
 - The building roof work began on Monday, November 26th.
 - Friday, December 21, will be the last makeup day due to Hurricane Isaac.
 - Winter Break will begin at the end of the school day on Friday, December 21st. Classes will resume on Monday, January 7, 2013.

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| | <p>Parent Committee Report</p> <p>V. Benoit reported on the following:</p> <ul style="list-style-type: none"> • On December 13, 2012, the first race meeting will be held at 5:30 P.M. with the regular PTA meeting following at 6:00 P.M. • The final letter for the race needs signatures so that it can be mailed. • Raffle tickets are presently at the printers. • The race will be held on Saturday, March 9, 2013. | |
| 8. Other Business | <ul style="list-style-type: none"> • Dr. C. Hill stated that he had attended a Compass evaluation training for school leaders/administrators. • Dr. C. Hill informed the Board that he will be attending the LAPCS Conference in New Orleans. • K. Chauvin attended the BESE meeting recently and said that there was opposition to the creation of such schools as MAX Charter School as well as the new charter school in East Baton Rouge—LA Key Academy-- promoted by the Cassidys. She said that the Director of the Learning Disabilities Council of Louisiana spoke against the creation of schools for dyslexia. Also, another person from LaTeach also spoke against charter schools for dyslexia. • J. Giardina informed the Board that The Republican Women's Club will have a luncheon on December 11th at the home of Marie Falgoust. The guest speaker will be Laura Cassidy. | |
| 9. Motion to Go Into Executive Session | See Deviation Above | |
| 10. Announcements | The next Board meeting is scheduled for Thursday, January 3, 2013. | |
| 12. Adjournment | The meeting adjourned at 10:19 A.M. | A motion to adjourn was made by Dr. C. Hill and seconded by B. Aucoin... Motion was passed unanimously. |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: January 3, 2013

TIME: 9:00 A.M.

PLACE: Family and Consumer Sciences Building - NSU

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Andie Bollinger-Giardina, Dr. Al Davis, Dr. Steve Welsh, Dr. Cleve Hill, and Dr. Leslie Jones
 Also present were Linda Musson, Suzy Bourg, Warren Triche, and Janice Fabregas who took the minutes.

Absent: Vanessa Benoit

| AGENDA | RECOMMENDATION |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A.M. |
| 2. Roll Call | J. Giardina called the roll, and a sign-in sheet was passed around. |
| 3. Approval of the Minutes | The Minutes of December 6, 2012, were presented. The Minutes of December 6, 2012, were approved as read. |
| 4. Board Training | Dr. C. Hill gave a short report on the information he received from the two (2) sessions he attended at the LAPCS Mini-Conference held in New Orleans on December 15, 2012. The first session involved teacher retention, and the second session involved resources for schools trying to implement the common core state standards. Dr. C. Hill will send notes on the conference via e-mail to all Board members. |
| 5. Teacher Representative Report | No Report |
| 6. Board and Standing Committee Reports | <p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the November 2012 financial statements. • B. Aucoin went over the financials. • B. Aucoin updated the Board on the roofing situation: <ul style="list-style-type: none"> ○ The MAX received a bill from the roofing company for 95% of the total amount of \$76, 665.00. <ul style="list-style-type: none"> ▪ A retainage of \$4,035.00 will be due for payment in about 30 to 45 days. ○ The MAX will owe approximately \$30,000.00 to the environmental company to inspect the new roof to determine that everything is environmentally safe. ○ ES&H was contacted, and they came to test the building and did not detect any odors or other problems. The cost for this testing was \$650.00. <ul style="list-style-type: none"> ▪ L. Musson reported that odors were still being detected in several rooms. <p>Grant Report: No report</p> <p>Building Committee: This was covered by B. Aucoin in the Treasurer’s Report.</p> <p>B. Aucoin suggested that the Board consider plans to put aside a certain percentage of money from the yearly Race Fundraiser to help defray miscellaneous/unexpected costs that may arise in the future at the school—such as the roof replacement.</p> <p>ES&H will be contacted again to revisit the school and check for any noticeable odors and problems.</p> |

Personnel and Policy Committee Report:

No report

B. Broussard asked questions regarding the merit-based compensation schedule that is mandated by Act 1.

- Dr. A. Davis wants to see how the compensation schedule is mentioned in the present school policy and will look at Act I to make sure school is in compliance.

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

- December 7, 2012 – *The Courier* Staff writer Matthew Albright published an article entitled “State Rewards Most-improved Schools” but neglected to mention The MAX when it listed the 10 Terrebonne Parish schools and the 7 Lafourche Parish schools that earned the designation “Top Gains Schools” by the LA Department of Education.
 - This was brought to the attention of *The Courier* reporter, the publisher, and the executive editor. Matthew apologized for the oversight and offered to recognize MAX’s accomplishment in a future article, which he did on December 12.
- December 8, 2012 – *The Courier* published 5 pictures of The MAX students in the “Your News” section of its Saturday paper.
- December 10, 2012 – MAX Board members received information via e-mail on The Top Shelf sessions/workshops/trainings planned in December.
- December 11, 2012 – The *MAX 2012 December Newsletter* was sent to Board members via e-mail.
- December 12, 2012 – *The Courier* published a short article entitled “MAX School Earns Honors” in its Wednesday Local/State News section acknowledging MAX as a “Top Gains School” and “placing it among the fastest-improving schools in the state.”
- December 15, 2012 – Board member Dr. Cleve Hill, along with Dr. Jim Barr, attended the Louisiana Association of Public Charter Schools 2012 Conference held at Loyola University from 9:00 A.M. to 12:30 P.M.
- December 16, 2012 – The school’s 3rd annual Christmas Play was publicized in local newspapers.
- December 19, 2012 – MAX Charter School performed its 3rd annual Christmas program “100 Years of Christmas” in Peltier Auditorium at Nicholls State University to a packed house.
- December 21, 2012 – Pictures of the Christmas performance were sent to the local media for publication.
- December 21, 2012 – “*Big Fun on the Bayou*” published 2 pictures in the “Class Acts” section of its supplement.
- December 28, 2012 – “*Big Fun on the Bayou*” published 4 pictures in the “*Bon Temps*” section of its supplement.

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| | <ul style="list-style-type: none"> The <i>MAX 2013 January Newsletter</i> will be sent to Board members as soon as it is completed. <p>B. Broussard also noted that a picture of Andie and Jake was published in <i>POV Magazine</i> in its January edition which came out after her written PR report was sent.</p> <p>B. Broussard mentioned the upcoming dyslexia conference and asked K. Chauvin to elaborate on it.</p> <ul style="list-style-type: none"> K. Chauvin informed the Board members of the conference to be held at Nicholls State University on Saturday, January 26, 2013. The keynote speaker will be a priest and former student of the Dyslexia Center—Reverend Joe Wallace-Williams. <ul style="list-style-type: none"> Andie Bollinger-Giardina informed K. Chauvin that she would donate the amount to cover the fees of any MAX Charter School teachers interested in attending the conference | |
| <p>7. Other Reports</p> | <p>Director’s Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> The MAX School was recognized as a Top Gain Reward School and will be receiving \$8,400.00 which will be used for educational purposes to improve school scores. The Office of School Choice will be visiting The MAX School in the spring. The State Department of Special Education Office has released The MAX from all sanctions in the special education department, and the school has no citations. The first round of Teacher Compass evaluations has been completed. L. Musson still has her conferences to complete which will be done next week when school resumes. L. Musson inquired about the Director’s Evaluation. Who would be doing it, and when would it be done? <ul style="list-style-type: none"> It was decided that the Board needs to come up with a trained evaluation team to evaluate L. Musson. L. Musson spoke about the extremely successful Christmas play held on December 21st which brought in approximately \$2,000.00. After the Director’s report was completed, A. Bollinger-Giardina inquired about the school’s policy on having an 8th grade student repeating the 8th grade if the student does not feel ready to move on to another school or school system. <ul style="list-style-type: none"> L. Musson replied that this would be possible if the | <p>After discussion, it was recommended that a three-member team be formed and consist of MAX Board members Dr. L. Jones and Dr. C. Hill, who have already received official training, and a third trained person that Dr. Jones will select from NSU.</p> <ul style="list-style-type: none"> After the third member is chosen by Dr. Jones, the team will meet and choose a date to do the director’s evaluation. L. Musson is to get her SLT to the team as soon as possible. |

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| | <p>parent and the student are willing and as long as the request is in the best interest of all concerned.</p> <ul style="list-style-type: none"> J. Giardina asked the Board if anyone knew of speech classes or speech teachers available for dyslexic students. <p>Parent Committee Report No report</p> <ul style="list-style-type: none"> A. Bollinger-Giardina asked about the date of the MAX race and the status of the addresses and letters to be sent out. She asked that she be informed as soon as possible if anyone had any names/addresses to be included. B. Aucoin informed the Board that he had received a bill from the Lafourche Chamber of Commerce and asked if this should be paid. | <p>K. Chauvin offered to check into this and advise J. Giardina.</p> <p>S. Bourg will check into this and advise A. Bollinger-Giardina.</p> <p>B. Broussard said she thought it was only the Houma-Terrebonne Chamber of Commerce membership that would be renewed annually. She offered to check previous minutes for verification.</p> |
| <p>8. Other Business</p> | <ul style="list-style-type: none"> L. Musson asked if an e-mail had been received from a priest at Holy Cross in Morgan City regarding a free building that was available. <ul style="list-style-type: none"> B. Aucoin said that he had been informed earlier that it was available and will check on its availability since The MAX had been placed on a waiting list. J. Giardina spoke to the Board about two (2) programs on HBO that he recently saw. One was entitled A JOURNEY INTO DYSLEXIA by Alan & Susan Raymond, and the second was entitled I CAN'T DO THIS BUT I CAN DO THAT. <ul style="list-style-type: none"> J. Giardina said that these programs would be good for all teachers to see and that he will check to see if these two CD's can be purchased and distributed to The MAX teachers. He also wondered if these could be shown at the dyslexia conference and requested that S. Bourg get the name of the foundation that funded the programs. J. Giardina offered to donate some back issues of "Annals of Dyslexia" to The MAX. His offer was graciously accepted. | |
| <p>9. Motion to Go Into Executive Session</p> | <p>None</p> | |
| <p>10. Announcements</p> | <p>The next Board meeting is scheduled for Thursday, February 7, 2013.</p> <p>The Board was advised that its February meeting would probably be held in South Babington Hall.</p> | |
| <p>11. Adjournment</p> | <p>The meeting adjourned at 10:35 A.M.</p> | <p>A motion to adjourn was made by B. Aucoin and seconded by K. Chauvin... Motion was passed unanimously.</p> |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: February 7, 2013

TIME: 9:00 A.M.

PLACE: Family and Consumer Sciences Building - NSU

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Andie Bollinger-Giardina, Dr. Al Davis, Dr. Steve Welsh, and Dr. Leslie Jones
 Also present were Linda Musson, Warren Triche, and Janice Fabregas who took the minutes.

Absent: Dr. Cleve Hill and Vanessa Benoit

AGENDA

RECOMMENDATION

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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A.M. | |
| 2. Roll Call | J. Giardina called the roll, and a sign-in sheet was passed around. | |
| 3. Approval of the Minutes | The Minutes of January 3, 2013, were presented. | The Minutes of January 3, 2013, were approved as read. |
| 4. Board Training | No Report K. Chauvin reminded the Board that NSU had sent out reminders for the one-hour ethics training required annually for all boards and employees | |
| 5. Teacher Representative Report | L. Musson gave the Teacher Representative Report . <ul style="list-style-type: none"> • Ms. L. Trahan’s first grade students celebrated 100 days of school by making 100-day masks and counting 100 M&M’s. A picture is in the school newsletter • The lower school (1st, 2nd, 3rd grade) made valentines to send to the troops in Afghanistan; they also made valentines for the media--thanking them for publishing pictures taken at the MAX. • Ms. L. Scott’s second grade class has been practicing money skills. Students earn money throughout the day for good behavior. They later use these earnings to purchase “free time.” • Ms. M. Villemarette’s third grade students created a Louisiana goods poster made from using items from home and placing them on a Louisiana map where they are grown or produced. • Ms. R. Walker’s fourth graders are working on writing multiple-paragraph compositions. They have had several ongoing projects on the solar system in science and social studies. • Ms. K. Boudreaux’s fifth grade class has just finished reading Lois Lowry’s novel <i>Number the Stars</i> about the Germans and the Holocaust. • The sixth graders are learning about ancient Greece (social studies) and endothermic and exothermic chemical reactions (science.) • The seventh graders have been learning about the Westward Expansion (social studies) and punnett squares (science.) | |

- The eighth graders have been learning about Louisiana’s Early American Era: Louisiana Purchase and Pioneers (social studies) and mitosis and meiosis (science.)
- To help motivate the students and to help them appreciate the culture of their state, the eighth graders will attend the **Swamp Stomp** at Nicholls State University.
- *Read 180* English language arts classes (6th, 7th, 8th grade) are participating in a contest called the **Reading Counts Challenge**. Students have to read so many books and then take a quiz on the computer. The class that wins the most points will earn a party. The 6th graders are presently in the lead.
- The MAX Student Council will accompany the younger students to Audubon Guest House on Friday, February 22, to play games with the residents and to sing and dance for them. During their visit, they will hand out “Happy Grams.”
- Ms. L. Trahan is starting a cheerleading squad to cheer, chant, and dance for the “**PREP Rally**.”
- MAX students will celebrate Black History Month by recognizing famous black Americans with dyslexia.

L. Musson commented that she was very concerned about the overall apathy and lack of motivation of the 8th graders. A discussion followed. When J. Giardina questioned **why**, L. Musson replied that she was not sure **what** the problem was but that she had personally met with the parents, who were noticing some of the same attitudes at home, to discuss what could be done to motivate the 8th graders.

- L. Musson said that motivational programs and fun activities are being planned to try and get these students motivated for the LEAP testing.
- J. Giardina suggested talking to the students and asking them what they feel could be done to help improve the motivation.
 - L. Jones will check into finding Nicholls State University students who can talk to the 8th graders and help with the motivation.

6. Board & Standing Committee Reports

Treasurer’s Report (See attached financial statement)

- B. Aucoin presented the December 2012 financial statements.
- B. Aucoin went over the financials.
- The budget for the second quarter has been done and sent in to the state.

Grant Report:

L. Musson gave the Grants Report on behalf of Business Manager S. Bourg who was absent.

In January the school received the following reimbursements for federal expenses:

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| IDEAB –HRP | Special Education | \$13,742 |
| IDEAB | Special Education | \$ 2,170 |
| Title II | Professional Development | \$ 7,121 |
| Title I | At-Risk Students | \$ 1,016 |
| Total | | \$24,059 |

S. Bourg has located a list of all foundations in Louisiana and is researching each grant and foundation for guidelines of when they accept proposals. Her budget proposal will concentrate on technology needs, and she hopes to begin mailing out proposals by March 1, 2013.

Building Committee:

B. Aucoin reported on the following:

- A leak was detected, and it was fixed by the roofing company.
- All tests run were okay.
- Any wet insulation will be replaced, and a barrier will be put in some time in the summer break.

Personnel and Policy Committee Report:

Dr. A. Davis distributed to each Board member a copy of the school's present policy on employee compensation (**Chapter 2.0 Salary Administration and Benefits**) with suggested revisions underlined in Section 2.1 Compensation to use as a guideline in determining compliance with the actions taken by the Louisiana Legislature and Governor.

- In the second sentence of the *Salary Schedules* paragraph, Dr. Davis recommended that the Board add the statement, "At MAX Charter School, salary schedules and related contractual provisions comply with established state statutory provisions and guidelines with respect to effective performance expectations, demand, and experience."
- It was also recommended that the following be included in this particular section:
 - The Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:
 1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905;
 2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels;
 3. Experience.
No employee who is rated ineffective pursuant to the school's performance evaluation program shall receive a higher salary in the year following the evaluation than the employee received in the year of the evaluation.
 - In the closing sentence... "Exceptions may be made only when qualified teachers with valid certification are not available for employment."
- Under the *Retirees* section, the following sentences were suggested: "Sick leave, and annual leave if applicable, shall accrue as any other newly hired employee. No sick leave or annual leave shall be carried forward at the time of rehire."

After discussion on the revised wording of this policy was held by the Board, a motion was made by K. Chauvin and seconded by Dr. S. Welsh to accept the salary administration and benefits revision as presented ... Motion passed unanimously.

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| | <p>K. Chauvin informed the Board that she had shared the Board's Personnel Policies and Procedures Manual with the school board of the newly created charter school-- Louisiana Key Academy – in the Baton Rouge area. The MAX manual was reviewed by an attorney connected with U.S. Rep. Bill Cassidy, and various revisions were suggested.</p> <p>Public Relations Report: (See Attached Copy) Since a complete and detailed copy of B. Broussard's Public Relations/Publicity Report is attached, the following summary of the January happenings are as follows:</p> <ul style="list-style-type: none"> • <i>POV Magazine, The Courier, and The Comet</i> published ten (10) pictures of MAX activities, nine (9) of which appeared in “<i>Big Fun on the Bayou.</i>” • Publicity for the 2013-2014 MAX Registration/Enrollment began on January 18 and continued throughout the month. Publicity for the MAX Race began at the end of the month. <ul style="list-style-type: none"> ○ All of the above information can be obtained on the MAX website www.mymaxcharterschool.org or on the media websites. • Various MAX Board members and/or teachers/staff attended, were involved in, or participated in the LAPC 2012 Conference, a LDOE conference call on Bulletin 126, an informational webinar on Act 1, Employee Compensation, and a NSU Dyslexia Conference/Workshop. • <i>Tri-Parish Times</i> published a Letter to the Editor from B. Broussard in regard to the Top Gains Schools. | <p>It was suggested that a copy of these recommendations be forwarded to Dr. A. Davis and any other Board member who would be interested in reviewing it.</p> |
| <p>7. Other Reports</p> | <p>Director's Report (See Attached Copy) Director L. Musson reported the following:</p> <ul style="list-style-type: none"> • Two (2) emergency sick days were granted to Ms. R. Durocher. • The school building needs to be checked for wet insulation. • The MAX teachers have begun aligning the MAX Charter School Curriculum to the state's Common Core Standards. The school plans to write its own curriculum since the state no longer mandates that certain state-approved text books be used. The \$8,400 received from Top Gains will pay stipends, printing, etc. for this Curriculum Circles group. • MAX has started a Kindness Campaign, its version of the anti-bullying legislative proposal mandated by Act 861 (SB 764.) <ul style="list-style-type: none"> ○ Information was sent to the parents regarding bullying. • The law firm of Adams and Reese has not yet produced a finalized charter school contract from the state for the MAX. <ul style="list-style-type: none"> ○ B. Aucoin spoke to Attorney Lee Reid about this matter and is waiting on Mr. Reid's comments. ○ It was noted that the requested changes to the MAX | <p>As previously reported, B. Aucoin will get someone to check on this.</p> |

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| | <p>Charter School contract were previously approved by BESE.</p> <ul style="list-style-type: none"> • The MAX Student Council will accompany the lower school students to Audubon Health & Rehab in February to deliver happy grams. • Race tickets are on sale for \$1.00. • L. Musson requested that the Board go into Executive Session to discuss a confidential matter involving an incident at school and the students' safety. <p>J. Giardina once again brought up the subject of iPads and a visit to E. D. White.</p> <p>Parent Committee Report No report</p> | <p>J. Giardina will set up a meeting with E. D. White for the Board members and a few teacher representatives. It was suggested that this meeting take place after the next Board meeting on Thursday, March 7, 2013.</p> |
| 8. Other Business | <ul style="list-style-type: none"> • K. Chauvin announced that <i>Superior Energy</i> is donating \$5,000 to start a tutoring program to teach adults to read. This program will be offered to adults at no charge. Student materials, however, will cost \$50.00 per person. • L. Musson informed the Board that she had met with Dr. C. Hill, one of her COMPASS evaluators who would help determine her effectiveness as a school leader. The question, “What is the Board’s vision for the MAX Charter School, and are there plans to expand?” was posed to the Board. | <p>K. Chauvin will write a thank you note to <i>Superior Energy</i> and give a copy to A. Bollinger-Giardina who will also write a letter to <i>Superior Energy</i>.</p> <p>J. Giardina suggested a meeting be held at his home to discuss the Board’s vision and the future of MAX.</p> |
| 9. Motion to Go Into Executive Session | <p>Executive Session began at 10:15 A.M.</p> <p>The regular meeting resumed at 10:30 A.M.</p> | <p>A motion was made by B. Aucoin and seconded by B. Broussard to go into Executive Session to discuss an incident that happened at school that caused undue concern ...Motion was passed unanimously.</p> |
| 10. Announcements | <p>The next Board meeting is scheduled for Thursday, March 7, 2013.</p> <p>The MAX Race is Saturday, March 9, 2013.</p> | |
| 11. Adjournment | <p>The meeting adjourned at 10:50 A.M.</p> | <p>A motion to adjourn was made by K. Chauvin and seconded by B. Aucoin... Motion was passed unanimously.</p> |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: March 7, 2013

TIME: 9:00 A.M.

PLACE: Family and Consumer Sciences Building - NSU

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Steve Welsh, Dr. Cleve Hill, and Vanessa Benoit
 Also present were Linda Musson, Suzy Bourg, Warren Triche, and Janice Fabregas who took the minutes.

Absent: Andrea Bollinger-Giardina and Dr. Leslie Jones

| AGENDA | RECOMMENDATION |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A.M. |
| 2. Roll Call | J.Giardina called the roll, and a sign-in sheet was passed around. |
| 3. Approval of the Minutes | The Minutes of February 7, 2013, were presented. |
| 4. Board Training | The Minutes of February 7, 2013, were approved as read. |
| <p>B. Broussard reported on the Board Training as follows:</p> <ul style="list-style-type: none"> • Webinar – A Top Shelf webinar entitled <i>Conducting a Board Assessment: Pathway to Increased Governance Capacity</i> has been scheduled for Tuesday, March 19, 2013, from 5:30 – 7:00 P.M. • A schedule of other webinars in March was e-mailed to Board members so that they could plan ahead. <ul style="list-style-type: none"> ○ In March on every Tuesday between 5:30 – 7:00 P.M., a webinar is scheduled. ○ The webinars usually run between 1 to 1½ hours. • K. Chauvin informed the Board that Marian L. Schutte from the Office of Portfolio, LDOE, would probably be coming next month, along with someone else from the LDOE, to talk about the Charter School Performance Compact (CSPC), approved in January 2013. | <p>Interested Board members should register for the March 19th event as soon as possible.</p> <p>B. Broussard reminded the Board that six (6) hours of training per Board member is mandated and that the Ethics Training must be done annually.</p> <ul style="list-style-type: none"> • Dr. S. Welsh suggested that the visit to E.D. White High School be considered as Board training. |
| 5. Teacher Representative Report | <p>L. Musson presented the Teacher Representative Report as follows:</p> <p>Lower School</p> <ul style="list-style-type: none"> • Celebrated Presidents’ Day and Black History Month by working on George Washington and Barack Obama figures • Will begin measurement in math <p>Middle School</p> <ul style="list-style-type: none"> • Started <i>Write On</i>—writing motivational punch cards to motivate students to take writing compositions to the next level <p>Upper School</p> <ul style="list-style-type: none"> • Students are doing a lot of writing for LEAP and iLEAP preparation. • The Reading Counts Challenge is still going on with the 6th graders in the leading position. |

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| | <ul style="list-style-type: none"> • Math students are focusing on geometry and algebra in preparation for LEAP and iLeap testing. • Students are working hard on <i>Math-U-See</i> and progressing through their books. • In science and social studies, students are doing LEAP and iLEAP preparation. • The 8th graders are going to Swamp Stomp at Nicholls State University on Friday, March 22nd. • Ms. L. Trahan and the “cheerleaders” are preparing for the MAX Race by making signs to encourage and motivate runners throughout the race. | |
| <p>6. Board and Standing Committee Reports</p> | <p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the January 2013 financial statements. • B. Aucoin went over the financials. • B. Aucoin reported he had received an e-mail from Attorney Lee Reid who was going to speak later in the week to the DOA about the school contract. <p>Grant Report: (See Attached Report)</p> <p>S. Bourg reported on the following:</p> <ul style="list-style-type: none"> • The school has received the allocation for the Education Excellence Fund (EEF) grant for the 2012-2013 school year. These funds are used to pay salary and benefits for our part-time math teacher/coach. The amount of \$6,212.97 was received on 2/19/13. • The current quarter for federal funds will be ending on March 31. A reimbursement for federal expenses for the period January 1 through March 31 will be made the first week of April for all incurred federal expenses through EGMS. The amounts requested will be reported at the April MAX Board meeting. • Grants will be submitted during their applicable acceptance periods for technology for the classrooms (i.e. iPads, laptops, etc.) to the following organizations/foundations: Anadarko, BP, Entergy, Lorio, and Halliburton. If grants are declined, requests will be made to other foundations. <ul style="list-style-type: none"> • Grants for a counselor/student services co-coordinator will be submitted to the Gheens Foundation since the current grant expires at the end of this school year. • W. Triche commented that in the minutes of the Board meeting in February, it was noted that approximately \$8,000.00 was put in for reimbursements for <i>Title I</i> and <i>Title II</i>. He asked if anyone had received notification from the federal government about cuts to the Title programs. | <p>J. Giardina will contact Marty at the Lorio Foundation.</p> <ul style="list-style-type: none"> • Dr. A. Davis asked if the Board could get an estimated cost of iPads per student during the visit to E.D. White in order to have the amount of money needed when seeking grants. <ul style="list-style-type: none"> ○ J. Giardina replied that this information would be available to them. |

- K. Chauvin stated that the state members of LDOE would be at the next Board meeting.
- L. Musson stated the only thing she had read from the state department was that the **IDEA** funds would be distributed differently. The extent or severity of the disability would affect the amount of money received per student. She noted that dyslexia is not listed as one of the thirteen (13) disabilities recognized by the federal government.

Building Committee:

No Report

Personnel and Policy Committee Report:

Dr. Al Davis reported on the following:

- Rep. Bill Cassidy had his attorney (s) review the MAX policy manual and make necessary corrections and/or delete certain portions. Now, the MAX Board has to decide if it needs to adjust its own manual to mimic or align with that of the Baton Rouge Charter School.
- The Evaluation Committee that was appointed to review Director L. Musson’s performance has completed its School Leader Evaluation.

Public Relations Report: (See Attached Copy)

Since a complete and detailed copy of B. Broussard’s **Public Relations/Publicity Report** was provided, the following summary of the February happenings are as follows:

- MAX Registration/Enrollment publicity AND the “Race for Their Future” 5-K Run/Walk advertisements appeared in *The Daily Comet*, *The Courier*, Bill Ellzey’s column, the *Gumbo Entertainment Guide* of *Tri-Parish Times*, and *The What Now Magazine* during the month of February.
- Pictures taken of MAX students and staff involved with school activities were sent to local media for publication.
 - Students in 1st, 2nd, and 3rd grade made valentines for the troops stationed in Tarin Kowt, Afghanistan, and for the media reporters who have been so supportive of The MAX. A group picture of these students with their valentines was sent to the troops and the media along with the valentines handmade by the students.
 - Two (2) pictures of MAX first graders celebrating 100 Days of School/100 Days of Learning were published in “Big Fun on the Bayou.”
 - Three (3) other pictures of MAX students were published in “Big Fun on the Bayou.”
- MAX Board members received information via e-mail on the following webinars:
 - A National Charter School Resource Center free

J. Giardina requested that L. Musson send him a list of the thirteen (13) disabilities recognized by the federal government because he was going to attend a meeting with Rep. Bill Cassidy and wanted to relay this information on to him.

The Board will have to look at all policies in terms of what the attorney (s) considers/consider legally supportive

It was suggested that the **Parent Satisfaction Survey** and the **Teacher Survey** be continued.

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| | <p>interactive webinar “Strengthen Your Board by Fixing Your Board Meetings” scheduled for February 13, 2013.</p> <ul style="list-style-type: none"> ○ Four (4) webinars scheduled in March by Top Shelf – March 5, March 12, March 19 and March 26 – all on Tuesdays from 5:30 P.M. to 7:00 P.M • The MAX Director and at least five (5) members of the MAX Board attended the <i>10th Annual Lafourche Education Foundation Gala</i> held at the Cotillion Ballroom, Donald G. Bollinger Memorial Student Union, Nicholls State University. | |
| <p>7. Other Reports</p> | <p>Director’s Report (See Attached Copy):</p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> • On Monday, March 11, 2013, Marian Schutte of the Office of Portfolio, along with other office personnel, will visit The MAX and meet with L. Musson and K. Chauvin and interested Board members between 9:00 A.M. and 9:30 A. M. • Book Fair collected \$3,658.00. This is \$1,800.00 of Scholastic money that will be distributed among the teachers to purchase books. • On Friday, March 18th, the 1st through 6th graders are going on a field trip to South Terrebonne High School to see “The Little Mermaid.” • The <i>Explore</i> testing with the 8th graders has been completed. • March 19th will be LEAP Phase I Testing. • A motivational technique was started with a card system called ‘Write On.’ Students took the rubric on how they will be assessed on writing by the state and included the rubric with points. If they get so many points in each part of the rubric, their card would be punched to use for something of their choice, like homework passes or extra trips for water, etc. • LEAP Phase II testing will be held in April. • A meeting was held on March 6 to determine the MAX 2013-2014 School Calendar. This will be completed shortly. • FACS students (7) visited March 6 and met with students that were chosen by the staff to help with motivation. • Admissions ends March 8th, and the Lottery will be held on March 13th. <ul style="list-style-type: none"> ○ Presently all grades are closed. The lottery will be for a wait list. • Compass is in suspension for now. MAX will need another round of Compass with teachers before the end of the year. • The Director’s Evaluation has been completed. • Parking Lot/Play Area – The parking lot has a lot of potholes which need to be addressed. <ul style="list-style-type: none"> ○ The school may need to find another play area for the students. • The MAX Family Day will be held on April 14, 2013, from noon | <p>J. Giardina will look into the matter of the parking lot.</p> <p>J. Giardina will talk to the mayor regarding the issue of children in the park and also with Mike Davis to see where the students can be taken.</p> |

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| | <p>to 3:00 P.M.at the park near the school.</p> <p>Parent Committee Report V. Benoit reported on the following:</p> <ul style="list-style-type: none"> • As of March 7, \$35,000.00 has already been collected from donors/sponsors and entry fees for the Race. Money from the raffle and silent auction has not been included in this figure. • V. Benoit showed a sample of the shirt that was made for the Race to the Board members. | |
| 8. Other Business | None | |
| 9. Motion to Go Into Executive Session | <p>Executive Session began at 9:55 A. M.</p> <p>The regular Board Meeting resumed at 10:10 A.M.</p> | <p>A motion was made by K. Chauvin and seconded by Dr. C. Hill to go into Executive Session to discuss personnel issues.... Motion was passed unanimously.</p> <p>Dr. S. Welsh requested that a copy of the document used by the team for the Evaluation of the Director be included in the minutes. No formal action was taken.</p> |
| 10. Announcements | The next Board meeting is scheduled for Thursday, April 4, 2013. | |
| 11. Adjournment | The meeting adjourned at 10:15 A.M. | A motion to adjourn was made by B. Broussard and seconded by B. Aucoin... Motion was passed unanimously. |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: April 4, 2013

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Dr. Al Davis (9:20 A.M.), Dr. Steve Welsh, and Vanessa Benoit

Also present were Patrick Walsh from the Office of Portfolio, Linda Musson, Suzy Bourg, Warren Triche, and Janice Fabregas who took the minutes.

Absent: Andrea Bollinger-Giardina, Dr. Cleve Hill, and Dr. Leslie Jones

AGENDA

RECOMMENDATION

| AGENDA | RECOMMENDATION |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A.M. |
| 2. Roll Call | J. Giardina called the roll, and a sign-in sheet was passed around. |
| 3. Approval of the Minutes | The Minutes of March 7, 2013, were presented. The Minutes of March 7, 2013, were approved as read. |
| 4. Board Training | <p>After distributing individual copies of his presentation and the CSPC to the Board, Mr. Walsh recommended that each Board member review the information carefully and forward any questions and/or concerns to him or to his office (Patrick.Walsh@la.gov /504-920-6882.)</p> <p>Mr. Walsh’s agenda included:</p> <ul style="list-style-type: none"> • Charter School Performance Compact Overview • ESEA Waiver Overview • Sunshine Laws • Technology Readiness • Contact Information <p>Mr. Walsh basically explained that the Charter School Performance Compact provides charter operators and boards with clear expectations, fact-based oversight, and timely feedback while ensuring charter autonomy.</p> <p>He talked about the changes that will be coming related to how charters are evaluated and how school performance scores are calculated. A few points mentioned were the following:</p> <ul style="list-style-type: none"> • All schools will receive an annual report that will reflect their performance within the following key areas: <ul style="list-style-type: none"> ○ Academic ○ Financial ○ Organizational • This annual review will be sent following the release of the school performance score in late October/early November. • The calculation of the school performance score (SPS) for the coming year will be changed. The key differences include: <ul style="list-style-type: none"> ○ English/Math previously counted as double in 4th and 8th |

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| | <p>grades but now will be double in every grade from 3rd through 8th.</p> <ul style="list-style-type: none"> ○ A new letter grade scale has been devised. 100-150...A; 85-99.9...B; 70-84.9...C; 50-69.9...D; 0-49.9...F. ○ Schools will be labeled “Declining” or “Top Gains.” This replaces growth targets. “Top Gains” schools qualify for monetary rewards. ○ Attendance will no longer be included. ○ Five percent (5%) of SPS schools that serve 8th grades will be based on dropout. Students should have at least six (6) credits by the end of the 9th grade. ○ No points will be given for <i>Approaching Basic</i>. ○ There will be an opportunity to get SPS Bonus Points, a reward for schools for progress with students below grade level. Schools can receive up to ten (10) bonus SPS points based on Value Added Model results. <p>K. Chauvin questioned the statement, “At the October BESE meeting, we will ask the board to award <u>2</u> points for all students with disabilities that take LEAP and iLEAP.” K. Chauvin asked, “Is there a definition of students with disabilities? Is it the Special Ed students and the 504?”</p> <p>Given all the upcoming changes, Mr. Walsh stressed the importance of technology to the Board.</p> <ul style="list-style-type: none"> ○ J. Giardina asked if the LDOE was recommending any particular application and if the use of iPads would be acceptable. | <p>Mr. Walsh said that he would get a clarification on this.</p> <p>Mr. Walsh replied that he believed iPads were on the recommended specifications if that is what the school chose to do and that the digital testing would go into effect in 2015-2016.</p> |
| <p>5. Teacher Representative Report</p> | <p>Teacher Representative Lori Scott (2nd grade) reported on the following:</p> <ul style="list-style-type: none"> • <u>Lower School...</u> <ul style="list-style-type: none"> ○ In March, Ms. L. Trahan’s first graders read about St. Patrick’s Day and created an Irishman to celebrate St. Patrick’s Day. ○ Students are learning about the water cycle in social living. ○ Ms. L. Scott’s second grade students are working on triple digit subtraction. ○ Ms. L. Scott started an intervention with her students about four (4) weeks ago, and some students who were reading 20 to 30 words a minute in DIBELS are now reading as high as 60 to 70 words a minute. • <u>Middle School...</u> <ul style="list-style-type: none"> ○ Middle school students are working on LEAP and iLEAP practice tests, hoping to score <i>Basic</i> and <i>Above</i>. ○ The English/Language Department has been grouping students to focus on the students’ weaknesses, as well as their strengths, to help them do the best they can on the tests. • <u>Upper School...</u> <ul style="list-style-type: none"> ○ Upper school students are also working on LEAP and iLEAP | |

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| | <p>practice tests, hoping to score <i>Basic</i> and <i>Above</i>.</p> <ul style="list-style-type: none"> ○ The cheerleaders, guided by Ms. L. Trahan, are preparing for the “prep rally” that will be held on Friday, April 5th. <p>The MAX students are selling World’s Finest Chocolate bars, and the fundraising activity seems to be going well.</p> | | | | | | | | | | | |
| <p>6. Board & Standing Committee Reports</p> | <p>Treasurer’s Report</p> <ul style="list-style-type: none"> • B. Aucoin presented the February 2013 financial statements. • B. Aucoin went over the financials. • Beginning in March and ending in June, the state will be giving MAX School an increase of \$10,000. <ul style="list-style-type: none"> ○ MAX School has been receiving a maximum amount of money per student based on Lafourche Parish. This formula has changed, and schools will now be allocated money according to what parish the students are “coming from.” <p>Since a question was raised about the amount of money collected at the race fundraiser, V. Benoit reported that as of April 4, 2013, the total amount of money raised from the “Race for Their Future” was <u>\$54,698.85</u>. She added that expenses totaled <u>\$8,569.31</u> for a profit of <u>\$46,129.54</u>.</p> <p>Grant Report: (See Attached Report) S. Bourg reported on the following EGMS grants: Reimbursement requests have been submitted to the State Department for the following expenses incurred during the period 12/15/2012 through 03/31/2013.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">IDEAB</td> <td style="text-align: right;">\$5,579</td> </tr> <tr> <td>IDEAB (HRP)</td> <td style="text-align: right;">\$8,585</td> </tr> <tr> <td>Title I</td> <td style="text-align: right;">\$5,928</td> </tr> <tr> <td>Title IIA</td> <td style="text-align: right;">\$ 87</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right;">\$20,179</td> </tr> </table> <p>These funds should be received in April 2013.</p> <p>S. Bourg is putting together information for technical grants to be sent out and requested help with statistics and/or reasons for requested needs.</p> <p>Building Committee: B. Aucoin reported that MAX</p> <ul style="list-style-type: none"> • Still has the last 5% to pay on the roof replacement; • May have to test again for mold; • Has not found anyone yet to re-insulate and put a vapor barrier for the areas that had gotten wet and needed to be removed. | IDEAB | \$5,579 | IDEAB (HRP) | \$8,585 | Title I | \$5,928 | Title IIA | \$ 87 | Total | \$20,179 | <p>A breakdown of the race income and expenses was given to each Board member for perusal. Some items are still pending.</p> <p>J. Giardina suggested she send the information by e-mail to all Board members.</p> |
| IDEAB | \$5,579 | | | | | | | | | | | |
| IDEAB (HRP) | \$8,585 | | | | | | | | | | | |
| Title I | \$5,928 | | | | | | | | | | | |
| Title IIA | \$ 87 | | | | | | | | | | | |
| Total | \$20,179 | | | | | | | | | | | |

Personnel and Policy Committee Report:

No report

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

- The month of March saw 8th grade students take the *Explore* test for the first time at MAX and participate in the 5th **Annual Swamp Stomp Festival** at NSU.
- The 1st through 6th graders traveled to South Terrebonne High School to watch the stage production of *“The Little Mermaid”* with **Wesley Newton** participating as a member of the cast.
- The **“Race for Their Future” Fundraiser** was a huge success.
- The school’s **Student Enrollment Lottery** took place on March 18 with Attorney Toni Gouaux officiating and MAX Board President Karen Chauvin in attendance.
- Students in Grades 4 and 8 participated in Phase I of LEAP.
- The school’s **Kind Kid Campaign**, MAX’s way of promoting anti-bullying in school, acknowledged so many of our students at each grade level, a true motivation and positive approach to discouraging bullying.
- Pictures were taken for the majority of these events and activities and sent to the local newspapers or the school newsletter for publication.
- **March 7, 2013** – Pictures taken at the E.D. White iPad Presentation, along with a special Thank You note, were sent to school administration and staff.
- **March 9, 2013** – **5th Annual Race for Their Future Fundraiser:**
 - HTV conducted an interview with MAX Director Linda Musson and MAX Board Chairman Jake Giardina during Race Day.
 - Contact was made with Ben Jones, Jr. who participated in the MAX Race and whose company **Jones Insurance** was a **Silver Sponsor**. Mr. Jones asked that The MAX send pictures, etc. to his newly established magazine Fathom Media’s *What Now Magazine*. The first issue was published in March, and the MAX Race should be in the April issue.
- **March 11, 2013** – Director Linda Musson and three (3) MAX Board members met with two representatives from the Louisiana Department of Education, Office of Portfolio – Mr. Bayoji Akingbola and Mr. Patrick Walsh, both of whom have expressed a willingness to develop a strong working relationship with The MAX. A representative from the Office of Portfolio will meet with the Board on April 4 to share information regarding the **Charter School Performance Compact (CSPC)** and the **School Performance Score (SPS)**.
- Information and day-of-event reminders on Board training

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| | <p>webinars scheduled in March were sent via email to MAX Board members throughout the month of March. Board members are reminded that six (6) hours of Board training is mandated by BESE. E-mails of appreciation have been sent to multiple presenters of these webinars.</p> <ul style="list-style-type: none"> • March 20, 2013 – Business Manager Suzy Bourg sent out letters of thanks to Race sponsors and donors. <p>“Special thanks” was given to MAX Business Manager Suzy Bourg who has updated the MAX website and placed all MAX Board Agendas and Minutes on the site.</p> | |
| <p>7. Other Reports</p> | <p>Director’s Report (See Attached Copy):</p> <p>L. Musson’s report included the following:</p> <ul style="list-style-type: none"> • The 2013-2014 School Calendar Proposal, previously sent to the Board for review, required Board approval. • The <i>Explore</i> test was completed, and the 8th grade students did very well. • The MAX Family Day, previously scheduled for April 14, 2013, has been cancelled. • On Friday, April 5th, there will be a “Prep Rally” to help motivate students and prepare them for the LEAP and iLEAP testing. • Admissions for 2013-2014 have been completed. There were no openings except for 1st grade. A total of 119 children are now registered at The MAX. <ul style="list-style-type: none"> ○ L. Musson commented that there is a lot of interest in parents wanting to enroll children in The MAX School. • LEAP/ iLEAP testing will be held the week of April 8th – 12th. <ul style="list-style-type: none"> ○ L. Musson indicated that she may need help from a few more certified professionals with reading the tests to the students who require the accommodation. • NSU Music Grant will be used to have Dr. Eymard teach music to the MAX students after the LEAP tests are over. • Spring Break will be April 22nd – 26th. • The science teacher, who was on maternity leave, has resigned her position at MAX—effective immediately. Interviews for a new teacher for next year are now being conducted. • The MAX School has been given funds by a donor to send a female student to a girl’s camp in Mentone, Alabama, for one week. MAX staff suggested it should be given to an 8th grader. The announcement of the selection will be made on Awards Day and given as an award to an 8th grade girl. Parents, of course, will be notified ahead of time. • The MAX has applied for two 8th grade female students to attend the Young Women’s Leadership at NSU this summer. <p>Parent Committee Report... (See Treasurer’s Report above.)</p> <p>V. Benoit gave her report in conjunction with B. Aucoin’s report.</p> | <p>A motion was made by B. Broussard and seconded by B. Aucoin to approve the proposed calendar for the 2013-2014 School Year as submitted. Motion was passed unanimously.</p> |

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| 8. Other Business | None | |
| 9. Motion to Go Into Executive Session | <p>Executive Session began at 10:20 A.M.</p> <p>The regular Board meeting resumed at 11:22 A.M.</p> | <p>Motion was made by Dr. S. Walsh and seconded by B. Aucoin to go into Executive Session for the purpose of discussing the school leader's evaluation and a personnel issue related to TRSL. Motion was passed unanimously.</p> |
| 10. Announcements | The next Board meeting is scheduled for Thursday, May 2, 2013. | |
| 11. Adjournment | The meeting adjourned at 11:23 A.M. | A motion to adjourn was made by K. Chauvin and seconded by B. Aucoin... Motion was passed unanimously. |

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: May 2, 2013

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Andrea Bollinger-Giardina, Karen Chauvin, Brian Aucoin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Cleve Hill, Dr. Leslie Jones (9:10), and Vanessa Benoit
 Also present were Linda Musson, Suzy Bourg, Warren Triche, Ben Giardina, and Janice Fabregas who took the minutes.

Absent: Dr. Steve Welsh

| AGENDA | RECOMMENDATION |
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| 1. Call to Order | J. Giardina called the meeting to order at 9:00 A.M. |
| 2. Roll Call | <ul style="list-style-type: none"> • J.Giardina called the roll, and a sign-in sheet was passed around. • J. Giardina introduced his son Ben Giardina who will be attending future Board meetings. |
| 3. Approval of the Minutes | The Minutes of April 4, 2013, were presented. The Minutes of April 4, 2013, were approved <i>as read</i>. |
| 4. Board Training | K. Chauvin informed the Board that she will be sending out a “ needs assessment ” survey to be completed by individual Board members and returned to her for tallying so that she can report the results of the survey at the next monthly meeting. She also indicated to the Board that she plans to conduct 5-10-minute Board training presentations as often as possible to comply with the six (6) hours of Board training mandated by law. |
| 5. Teacher Representative Report | <p>Teacher Representative Cindy Grandin (Special Ed teacher) reported on the following:</p> <ul style="list-style-type: none"> • <u>Lower School & Middle School...</u> <ul style="list-style-type: none"> ○ Mrs. Trahan’s students are learning about plants and will be growing plants in the classroom. They are looking forward to participating in their first Field/Fun Day on May 3rd. ○ Mrs. Scott’s 2nd graders are focusing on finding out key points and details in reading passages and are enjoying learning about different animals, people, and places. ○ The 3rd graders got together with the 4th and 5th graders and did a workshop on special plant projects. The “hands-on” project incorporated math and science objectives and gave the students the opportunity to work with fellow students across three (3) grade levels. Just like real scientists, the students collected and reported data. ○ The 3rd and 4th graders are working with <i>Rhymes and Times</i>, a multisensory math program to master multiplication facts. • <u>Upper School...</u> <ul style="list-style-type: none"> ○ Students are completing novels and taking quizzes on them. |

The **Reading Counts** competition is coming to a close, and the 6th graders are in the lead with **387** points, followed by the 7th graders with **295** points, and the 8th graders with **283** points.

- **Special Education...**

Ms. Grandin talked about Bookshare®, a web-based [digital library](#) that she has been using this year with her Special Education students. Bookshare® gives her students immediate access to books (including text books), magazines and periodicals, newspapers, and a multiple resource of other printed materials. The students can go online to access these books that can be read to them or that they can read independently and click on words they do not know—encouraging them to read higher level books. She is presently working on getting the students individual memberships they can use at home to continue reading during the summer. Bookshare offers **free** memberships to U.S. schools and qualifying U.S. students through an award from the U.S. Department of Education and the Office of Special Education Programs (OSEP.)

6. Board & Standing Committee Reports

Treasurer’s Report

- B. Aucoin presented the March 2013 financial statements.
- B. Aucoin went over the financials.
- The money that the MAX will be receiving from the state for March through June will be up approximately **\$10,800**—an adjusted amount based on the student count that was done in February that increased since the October count.
 - B. Aucoin sent the Board the third quarter financial report that showed the actual money spent compared to the annual budget that was submitted and included all special funds.
 - B. Aucoin is trying to get information from **TRSL** to verify that once a person has worked for a parish for a certain number of years and retires, the school is, in fact, liable for a portion of the group insurance.

Grant Report: (See Attached Report)

S. Bourg reported on the following:

The MAX received payment in April for the following reimbursement requests from the State Department for federal expenses:

| | |
|---------------|-------------------------|
| IDEAB | \$ 4,072 |
| Title I | \$ 5,890 |
| Title IIA | \$ 87 |
| IDEAB (HRP) | \$ 11,093 |
| Title I (SIP) | \$ <u>12,541</u> |
| | \$ 33,683 |

A technology grant has been submitted to Toyota in the amount of **\$25,000**. More grants will be submitted as the application windows become available.

Building Committee:

- B. Aucoin reported he had made the last payment on the roof replacement in April.
- B. Aucoin is going to get someone to test for mold before adding the new insulation.

Personnel and Policy Committee Report:

Dr. A. Davis addressed the unresolved matter of the **School Leader Evaluation**, revisited to allow Board members time to study the report more closely and to allow Board members/ designated school leader evaluators Dr. Hill and Dr. Jones to be in attendance.

Discussion on this issue and Dr. Davis's recommendation followed. When asked about the final date to input the director's evaluation ratings into the **Human Capital Information System (HCIS)**, B. Broussard said **July 15, 2013**.

Dr. Davis suggested that the Board should come up with a system for assessing the performance for the director's position. He asked that the minutes note that the Board, even though it is not happy with the timeline established by state agencies, has been working diligently to come up with a system.

"In my opinion, the 'external assessment' done by our external three-person professional panel, which included Drs. Hill and Jones, is not the final assessment since the final assessment needs to be done by the Board. We should have a meeting where we present this assessment to Linda and then have a general discussion with her, including areas where she and the Board need work. The work can be done at that session. The Board would then have a form similar to the one used by the appointed Board external committee where we put down our final score. The score would be based on the external assessment by the subcommittee, general Board assessments, parental assessments, and faculty assessments.

I think the Personnel Committee could come up with a final form. The form would, of course, parallel the state guidelines (and would be similar to the one used by our external committee.) The external committee that we used would be in reality a subcommittee appointed by the Board to help the Board make our final decision about performance."

It was suggested that a meeting be held with Board members to come up with a **shared vision** as to what is the school's goal and how to get there. When the Board meets, it needs to discuss the Compass criteria/rubric for school leaders and include input and responses from Director L. Musson in the discussion.

Motion was made by A. Bollinger-Giardina, seconded by B. Broussard, that at the June 6, 2013, monthly meeting, the Board members plan to stay an extra hour to discuss and work on the School Leader Evaluation process...Motion was passed unanimously.

B. Broussard will send all Board members a copy of the **Compass School Leader Performance Evaluation Rubric**.

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

- **April 2013** – The second edition of *What Now Magazine* contained a picture of MAX Board vice president with three race participants.
 - **April 5, 2013** – Editor Ben Jones, Jr. dropped off 25 or more *April 2013 What Now Magazines* at MAX Charter School for distribution.
- **April 12, 2013** – MAX Charter School’s 5th Annual “Race for Their Future” was featured in the *Bon Temps* section of “*Big Fun on the Bayou.*” The full two-page spread included 7 pictures.
- **April 19, 2013** – For the second consecutive week, MAX Charter School pictures appeared in the *Bon Temps* section of “*Big Fun on the Bayou.*” The full-page spread included 5 pictures.
- **April 24, 2013** – Board training information from Makiyah Moody on the informational webinars presented in Season 2 of **The Top Shelf** was sent via e-mail to MAX Board members. A section entitled “**Relevant Reads and Resources**” allows individuals to access the basic content of the webinars.
 - The MAX Charter School was recognized as one of the 23 schools that participated in the instructional webinars and made Season 2 a success.
- **April 26, 2013** – For the third consecutive week, MAX was featured in the *Bon Temps* section of “*Big Fun on the Bayou.*”

7. Other Reports

Director’s Report (See Attached Copy):

L. Musson reported on the following:

- Two (2) representatives from the Office of Portfolio visited the MAX School on May 1, 2013, and were very pleased with the school’s operation. Bayoji Akingbola asked if the MAX would model for the RSD schools on how to teach children with academic challenges. He was very pleased when visiting the class rooms and was very impressed that the students were all engaged. The school also received 100% on the checking of fire alarms, cleanliness, etc.
- An **Admissions Procedures** document has been included in the Board’s packet and needs Board approval before it is sent in to the charter school office. BESE did allow a preferred lottery for children with dyslexia, and so procedures had to be written accordingly.
- **MAX Field Day/Fun Day** will be held on May 3, 2013.
- **Teacher Appreciation Week** will be May 6th – 10th, 2013.
- The second round of **Compass** teacher evaluations will begin May 6th.
- State Tests Scores for 4th and 8th grade LEAP should be in before the end of the year. The **School Performance Score** is not expected until September/October.
- **New Student Assessments** will be May 13th – 16th, 2013.

Once the Board reviews the **Admissions Procedures**, and the contents are Board-approved, hopefully at the next Board meeting, the **Admissions Procedures** will be sent to the Office of Portfolio for approval.

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| | <ul style="list-style-type: none"> ○ This is the first year there is a waiting list for 1st grade. ● Director's Surveys – Two (2) surveys have gone out: <ul style="list-style-type: none"> ○ Teachers' surveys on the performance of the Director ○ Parents' surveys on the performance of the Director. ● Student Awards Program/8th Grade Class Completion Ceremony will be held at Peltier Auditorium from 10:00 A.M. to 12:00 P.M. on Thursday, May 23, 2013. Personal invitations have been given to all Board members. <ul style="list-style-type: none"> ○ That morning a special breakfast for students and parents will be held in the Plantation Suite. ● The teachers' last day will be Friday, May 24, 2013. ● LEAP Remediation will begin on May 28th, and tests will be taken on June 25, 26 and 27. ● MAX is looking into having a summer school for children in Special Education. IDEA B money can be used for this. A stipend would have to be charged. ● A quote of \$2,924.78 was received for the front door remote lock and intercom. ● Asphalt for student play area was discussed. <ul style="list-style-type: none"> ○ L. Musson has asked for two estimates, but no one has replied. She wants to check with NSU officials to see if they will give permission to asphalt an area near the MAX building. ○ A. Bollinger-Giardina asked about blocking off a section of the road near the school. ○ W. Triche asked about using turf that sometimes is given away instead of asphalt. <p>Parent Committee Report None</p> | <p>Motion was made by B. Broussard and seconded by Dr. C. Hill that money be allocated to pay for the front door entrance remote lock and intercom system...Motion was passed unanimously.</p> <p>J. Giardina will check with NSU to get permission to asphalt area for student play area.</p> |
| <p>8. Other Business</p> | <p>A. Bollinger-Giardina brought up the subject about changing the school stationary to The MAX Charter School.</p> <p>W. Triche mentioned the potential future enrollment of twins with dyslexia, cited by L. Musson earlier, and brought up the subject of case studies that are initiated by pharmaceutical companies in an effort to find a cure or a medication to treat certain ailments.</p> | <p>S. Bourg will look into this.</p> <p>W. Triche suggested that these twins with dyslexia could be a part of a case study, and the school, perhaps, could obtain a grant for this.</p> <p>A Bollinger-Giardina will work on this.</p> |
| <p>9. Motion to Go Into Executive Session</p> | <p>None needed</p> | |
| <p>10. Announcements</p> | <p>The next Board meeting is scheduled for Thursday, June 6, 2013.</p> | |
| <p>11. Adjournment</p> | <p>The meeting adjourned at 10:31 A.M.</p> | <p>A motion to adjourn was made by B. Aucoin and seconded by A. Bollinger-Giardina... Motion was passed unanimously.</p> |