

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

DATE: July 7, 2016

TIME: 9:05 A.M.

PLACE: Max Charter School

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

**Also present were** Linda Musson, Rebecca Walker, Rhonda Avant, and Warren Triche (9:20.)

**Absent:** Andrea Bollinger-Giardina, Dr. Angelle Hebert, J.J. Buquet, and Wendie Darcey

AGENDA	RECOMMENDATION
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:05 A.M.
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.
<b>3. Approval of the Minutes</b>	The Minutes of June 2, 2016, were presented. <span style="float: right;">The Minutes of June 2, 2016, were approved as presented.</span>
<b>4. Board Training/Special Guest Presentation</b>	<ul style="list-style-type: none"> <li>• Although there was no actual training, B. Broussard reported that Louisiana Superintendent of Schools John White will be in Houma on August 1<sup>st</sup> at the Terrebonne Parish School Board Office from 10:00 A.M. to 12:00 noon. He will discuss the new <i>ESSA (Every Student Succeeds Act)</i> which replaces <i>NCLB (No Child Left Behind.)</i> <ul style="list-style-type: none"> <li>○ Representing MAX Charter will be R. Walker and L. Musson, along with anyone else who wishes to attend.</li> </ul> </li> </ul> <span style="float: right;">• J. Giardina asked to be reminded about the meeting.</span>
<b>5. Teacher Representative Report</b>	None
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourg presented the May 2016 financial statements.</li> <li>• S. Bourg went over the financials.</li> </ul> <p><b>Grants:</b>  <b>S. Bourg’s report consisted of the following:</b></p> <ul style="list-style-type: none"> <li>• The EGMS grant application for the 2016-2017 school year has been submitted and is substantially approved—meaning that expenses can now be allocated toward these funds.</li> <li>• S. Bourg is currently working on the periodic expense reports and the reimbursement request for the expenses for the 4<sup>th</sup> quarter ending June 30<sup>th</sup>.</li> <li>• The federal allocations for next year are as follows: <ul style="list-style-type: none"> <li>Title I <span style="float: right;"><b>\$25,159</b></span></li> <li>Title II <span style="float: right;"><b>\$ 3,793</b></span></li> <li>IDEAB <span style="float: right;"><b>\$27,680</b></span></li> </ul> </li> <li>• Unfortunately, <b>no funds</b> were received from the <b>Bayou Community Foundation</b> for the grant request of <b>\$32,000</b> for 60 laptops. <ul style="list-style-type: none"> <li>○ J. Giardina asked if there were any grant request applications for the <b>Lorio Foundation</b> for this year—which</li> </ul> </li> </ul> <span style="float: right;">• R. Walker will generate a list of needs of the teachers,</span>



	<p>decisions or bills that would affect Type 2 Charters or other schools of choice.</p> <ul style="list-style-type: none"> <li>• Several articles and/or pictures related to the MAX School were published in the month of June 2016 which included the following: <ul style="list-style-type: none"> <li>○ A June 8<sup>th</sup> article on the <i>16<sup>th</sup> Annual Louisiana Girls Leadership Academy</i> held at Nicholls State University from June 12-15, 2016, and a picture on June 18<sup>th</sup> of MAX students Madison Broussard, Anne-Marie Orlando, and Victoria Smith-- three (3) of fifty-seven (57) girls selected to participate in the event;</li> <li>○ A picture of MAX student Benjamin Lebouef, 11, who was one of twenty-four (24) participants in Nicholls State University's First Junior Chefs Culinary Camp at the Chef John Folse Culinary Institute;</li> <li>○ A picture of the MAX 8<sup>th</sup> graders bidding a fond farewell to Ms. Musson, a group photo of MAX teachers and staff taken at the closing ceremony, and a picture taken at the LSU Medical School's Neuroscience Center in New Orleans.</li> </ul> </li> </ul>	
<p><b>8. Other Reports</b></p>	<p><b>Director's/Directors' Report (s)</b> (See Attached.)  MAX Director R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• The current school population for 2016-2017 is <b>119</b> students.</li> <li>• The admissions applications statistics are as follows: <ul style="list-style-type: none"> <li>○ One (1) student on waitlist</li> <li>○ Three (3) applicants with files that need review</li> <li>○ Six (6) applicants with incomplete files.</li> </ul> </li> <li>• School maintenance: <ul style="list-style-type: none"> <li>○ Floor waxing is complete.</li> <li>○ Painting is nearing completion.</li> <li>○ Moving, unpacking, organizing and purging/donating are underway.</li> </ul> </li> <li>• A Master Calendar meeting was held on Wednesday, June 29, at 4:00 P.M. Parents, teachers, and Board members attended.</li> <li>• Diabetic Care and Medication Administration Training will be held on Thursday, July 7, from 11:00 A.M. – 2:00 P.M. <ul style="list-style-type: none"> <li>○ Nurse Jane Boudreaux will train six (6) staff members.</li> </ul> </li> <li>• Teachers and para-professionals will attend <i>Project Read</i> Webinars scheduled for Tuesday, Wednesday, and Thursday, July 26, 27, and 28.</li> <li>• All staff will attend Back-to-School Staff Development Days scheduled for August 3, 4, and 5. <ul style="list-style-type: none"> <li>○ Presentations pertaining to <i>504</i>, Special Education, FERPA (Student Privacy), Bullying, Dyslexia and ADHD will take place.</li> <li>○ Terri Matherne will train ELA teachers.</li> </ul> </li> <li>• State LEAP scores from Spring 2016 have not been released.</li> <li>• The template for the <i>2016-2016 Pupil Progression Plan</i> has been</li> </ul>	<ul style="list-style-type: none"> <li>• Another calendar meeting will be held in August.</li> </ul>

	<p>released. A committee will be formed, and a meeting will be scheduled to revise the current plan—as deemed necessary.</p> <ul style="list-style-type: none"> <li>• School opening will be Monday, August 8<sup>th</sup>.</li> </ul> <p><b>Parent Committee Report:</b> Crystal Guillot reported on the following:</p> <ul style="list-style-type: none"> <li>• The PTA is working on fund raisers for this coming school year and new ideas for this year’s Race for Their Future.</li> </ul>	
<b>9. New Board Business</b>	<ul style="list-style-type: none"> <li>• Dr. A. Davis inquired about the possibility of finding out if any teachers might be interested in putting together text books with the information/material that they are teaching that is compatible with iPads. This would be targeted especially to students with dyslexia. <ul style="list-style-type: none"> <li>○ R. Avant commented that she has been approached by companies that are looking to partner with others to get this type of text book made available.</li> <li>○ L. Musson reported that R. Walker and some other teachers attended a Leadership Summit in New Orleans recently and met with people from the <b>CHADD</b> organization. During the conversation, one of the teachers, A. Borne, offered the services of The MAX School as a lab school for this new project. <ul style="list-style-type: none"> <li>▪ The school is waiting on a response from the <b>CHADD</b> organization.</li> </ul> </li> </ul> </li> </ul> <p><b><u>NOTE:</u> Children and Adults with Attention-Deficit/Hyperactivity Disorder (CHADD)</b> is a national nonprofit organization that improves the lives of people affected by ADHD.</p> <ul style="list-style-type: none"> <li>• L. Musson informed the Board of the following: <ul style="list-style-type: none"> <li>○ She is scheduled to appear on HTV 10 <b>Bayou Time</b> in August to speak about The MAX School.</li> <li>○ She will also be visiting one-on-one with the <b>DA</b>’s in the surrounding parishes.</li> </ul> </li> <li>• W. Triche, referencing the administrative training announced earlier, spoke to the Board about programs LSU is promoting on obesity and diabetes—especially as it relates to children.</li> </ul>	<ul style="list-style-type: none"> <li>• R. Avant offered to get more information and work with Dr. A. Davis on this project. <ul style="list-style-type: none"> <li>○ Dr. C. Hill suggested that a resolution be made to give the administration the authority to work with any type of company who could help with this project. <ul style="list-style-type: none"> <li>▪ A motion was made by Dr. C. Hill, seconded by K. Chauvin, to give the administration the authorization to work with any type of company that could help with the project without waiting for it to be brought before the full Board at a future Board meeting.... Motion was passed unanimously.</li> </ul> </li> </ul> </li> <li>• W. Triche offered to obtain more information on these programs.</li> </ul>
<b>10. Motion to Go Into Executive Session</b>	None	
<b>11. Announcements</b>	The next Board meeting will be held on Thursday, August 11, 2016—the second Thursday of the month.	
<b>12. Adjournment</b>	The meeting adjourned at 10:10 A.M.	Motion was made by B. Aucoin, seconded by K. Chauvin, to adjourn the meeting ... Motion was passed unanimously.

**ETING**  
**The MAX Charter School Board of Directors**

DATE: August 11, 2016

TIME: 9:02 A.M.

PLACE: Max Charter School

**Present:** Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Cleveland Hill, J.J. Buquet, Wendie Darcey, and Crystal Guillot

**Also present were** Rebecca Walker, Linda Musson, Suzy Bourq, Dr. Jim Barr (9:13), and Janice Fabregas who took the minutes.

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

AGENDA	RECOMMENDATION	
<b>1. Call to Order</b>	K. Chauvin called the meeting to order at 9:02 A.M.	
<b>2. Roll Call</b>	K. Chauvin called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of July 7, 2016, were presented.	R. Walker requested that the Minutes of June 2, 2016, be adjusted in <b>Agenda Item #8—Other Reports</b> to reflect two (2) distinct titles: Principal’s/Director’s Report (s) and that R. Walker’s title should be written as Principal R. Walker—not Director R. Walker. The Minutes of July 7, 2016, were accepted with the above-noted changes.
<b>4. Board Training/Special Guest Presentation</b>	None	
<b>5. Teacher Representative Report</b>	<ul style="list-style-type: none"> <li>• Teacher representative Helena Salmon, 6<sup>th</sup>-8<sup>th</sup> grade Social Studies teacher, reported that all was going well the first week of classes.</li> <li>• Ms. Salmon introduced the new teachers, paraprofessionals, and interns to the Board members. B. Broussard stepped out to take a group photo of the new addition to the faculty.</li> </ul>	
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourq presented the June 2016 financial statements.</li> <li>• S. Bourq went over the financials.</li> <li>• The MAX Proposed Budget for 2016/2017 was re-presented for Board approval.</li> </ul> <p><b>Grants: (See Draft.)</b>            MAX Research and Development Specialist Dr. J. Barr distributed a handout to the Board and updated its members on the proposed recently submitted <b>\$7 million</b> grant project that would establish the <i>National Comprehensive Center on Improving Literacy for Students with Disabilities</i> beginning with early childhood education programs and continuing through high school.</p> <ul style="list-style-type: none"> <li>• Dr. Barr, along with K. Chauvin, discussed with the Board what had been done thus far and focused on the need to address the following overarching goals:               <ul style="list-style-type: none"> <li>○ Establish a sense of urgency, need, and value to identify students at risk of not attaining full literacy due to a disability—including</li> </ul> </li> </ul>	A motion was made by Dr. C. Hill, seconded by B. Broussard, to approve the MAX Proposed Budget for 2016/2017 as presented... Motion was passed unanimously.

<p><b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b></p>	<p>dyslexia...</p> <ul style="list-style-type: none"> <li>○ Create a guiding coalition to validate and accept identified evidence-based literacy instruction strategies and accommodations...</li> <li>○ Develop a shared vision to provide families of such students with information.</li> <li>○ Develop a clear shared vision among the coalition to validate and accept identified or developed evidence-based professional development for practitioners.</li> </ul> <ul style="list-style-type: none"> <li>● Dr. Barr briefed the members on the operations of the first year to be repeated among additional collaborating partners... <b>See Figure A.6 on Draft.</b> From January 2017-July 2017, the following activities of the program were cited: <ul style="list-style-type: none"> <li>○ Training teachers</li> <li>○ Identifying students with disabilities</li> <li>○ Partnering with other Centers</li> <li>○ Disseminating efforts—locally, regionally, and nationally.</li> </ul> </li> </ul> <p><b>Building &amp; Sites Representative Report:</b></p> <ul style="list-style-type: none"> <li>● B. Aucoin reported that all the changes to the restrooms had been completed, and a wall division had been placed to divide a room to make two classrooms. <ul style="list-style-type: none"> <li>○ R. Walker commented that there seemed to be a problem with the electrical outlets on the new classroom wall and that the door between the rooms didn't close properly.</li> </ul> </li> </ul> <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b>  <b>Public Relations Report: (See Attached Copy.)</b>  Before beginning her public relations report, B. Broussard informed the Board that, due to Mardi Gras holidays, a motion was needed to change the date of the March 2017 Board meeting on the 2016/2017 Board calendar from March 2<sup>nd</sup> to March 9<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>● <b>Thursday, July 7, 2016</b> – After the MAX Board meeting, various teachers and personnel from MAX met with Nurse Jane Boudreaux for an awareness/training workshop on diabetes.</li> <li>● <b>Wednesday, July 13, 2016</b> – <i>Inside NSU</i> welcomed Jacob Batte on July 11<sup>th</sup> as the new publications coordinator for university marketing and communications.</li> <li>● <b>Friday, July 29, 2016</b> – Board members received an e-mail reminder about Education Superintendent John White's <i>ESSA</i> presentation.</li> <li>● <b>Monday, August 1, 2016</b> – Superintendent John White hosted a series of statewide forums this summer to discuss creating educational opportunities for students through the new federal <i>Every Student Succeeds Act (ESSA)</i>. All district and school leaders, teachers, and parents have been encouraged to attend these forums and share their concerns. <ul style="list-style-type: none"> <li>○ The Terrebonne Parish School Board held its two-hour <i>ESSA</i> public forum from 10:00 A.M. – 12:00 P.M. In attendance from MAX were R. Walker, L. Musson, and B. Broussard. All were</li> </ul> </li> </ul>	<p>B. Aucoin is going to have these problems checked.</p> <p>A motion was made by K. Chauvin, seconded by Dr. A. Davis, to change the March 2017 Board meeting date from March 2<sup>nd</sup> to March 9<sup>th</sup>.... Motion was passed unanimously.</p>
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	<p>able to network and connect with various distinguished officials and legislators.</p> <ul style="list-style-type: none"> <li>• <b><u>Wednesday-Friday, August 3-5, 2016</u></b> – Professional Staff Development Days began for the 2016-2017 school year.</li> <li>• <b><u>Saturday, August 6, 2016</u></b> – Three (3) pictures taken of MAX Charter School’s officials at the <i>ESSA Forum</i> were published in <i>The Courier</i>.</li> </ul>	
<p><b>8. Other Reports</b></p>	<p><b>Principal’s Report</b> (See Attached Copy):  R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• School population is <u>119</u> students.</li> <li>• Back-to-School Staff Development Days covered the following topics: All About MAX, 504 and Special Education, FERPA, Crisis Plans, Ethics Training, Language Science (Terri Matherne), Math Lesson Planning.</li> <li>• School opened on Monday, August 8, and all went smoothly. All expected students attended.</li> <li>• R. Walker and L. Musson attended the presentation by John White regarding the new federal <i>Every Student Succeeds Act (ESSA)</i> on August 1<sup>st</sup> in Houma.</li> <li>• State LEAP scores from spring of 2016 were released in July and sent home to the parents.</li> <li>• Building Maintenance/Construction – Everything was completed prior to the opening of school.</li> <li>• <i>CHADD Program</i> – This is a teacher-to-teacher pilot program. <ul style="list-style-type: none"> <li>○ A. Borne and one additional MAX teacher are being trained.</li> </ul> </li> </ul> <p><b>Director’s Report</b>  L. Musson’s report consisted of the following:</p> <ul style="list-style-type: none"> <li>• Eight-Parish Outreach--Truancy – L. Musson has contacted the <i>DA’s</i> in the area.</li> <li>• On Wednesday, August 31<sup>st</sup>, L. Musson will be on HTV <i>Bayou Time</i> at 7:15 P.M.</li> <li>• L. Musson will attend the Houma/Terrebonne Chamber Luncheon on Tuesday, August 23<sup>rd</sup>. Bill Cassidy will be the speaker.</li> <li>• L. Musson will meet with NSU President Dr. Murphy on Friday, August 12<sup>th</sup>.</li> <li>• L. Musson is attempting to schedule a meeting at the LDOE Charter School Office and hopes to speak personally with Olin Parker and Superintendent John White.</li> </ul> <p><b>Parent Committee Report:</b>  Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> <li>• Hot plate lunches from Coley’s will be served on Monday and Wednesday. These will cost \$4.50 per day and includes water.</li> <li>• Pizza will be served on Tuesdays.</li> <li>• A refrigerator has been donated to the school to keep water.</li> <li>• Two coke fundraisers will be held --- one in the fall and one in the</li> </ul>	

	<p>spring.</p> <ul style="list-style-type: none"> <li>○ The fall fundraiser will start on August 15<sup>th</sup> and will end on September 16<sup>th</sup>. The delivery date will be September 21<sup>st</sup>.</li> <li>• The PTA meeting will be held on Tuesday, August 30<sup>th</sup>, after Open House.</li> <li>• The date of the 2017 Race will be Saturday, March 25<sup>th</sup>, at Peltier Park.</li> <li>• The Blake Shirts Fundraiser order forms have been sent home with the students and will be due on Wednesday, August 31<sup>st</sup>.</li> </ul>	
<b>9. New Board Business</b>	L. Musson gave thanks to the Buquet Family Foundation for their \$1,000.00 donation to MAX Charter School.	
<b>10. Motion to Go Into Executive Session</b>	None	
<b>11. Announcements</b>	The next Board meeting will be held on Thursday, September 1, 2016.	
<b>12. Adjournment</b>	The meeting adjourned at 10:30 A.M.	Motion was made by B. Aucoin, seconded by Dr. A. Davis, to adjourn the meeting ... Motion was passed unanimously.

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

DATE: September 1, 2016

TIME: 9:04 A.M.

PLACE: Max Charter School

**Present:** Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Dr. Al Davis (9:13,) Wendie Darcey, and Crystal Guillot

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

**Absent:** Dr. Cleve Hill, Andrea Bollinger-Giardina, and J.J. Buquet

<b>AGENDA</b>	<b>RECOMMENDATION</b>
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:04 A.M.
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.
<b>3. Approval of the Minutes</b>	The Minutes of August 11, 2016, were presented.  The Minutes of August 11, 2016, were accepted as presented.
<b>4. Board Training</b>	None
<b>5. Teacher Representative Report</b>	Teacher representative Elizabeth Kohlhund, Grade 4 Math and Science teacher, reported on the following: <ul style="list-style-type: none"> <li>• The students are preparing for the MAX Student Council campaigning which will be held the week of September 12, 2016.</li> <li>• Constitution Week will be observed during the week of September 19, 2016.</li> <li>• Student progress monitoring began last month.</li> </ul>
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourg presented the July 2016 financial statements.</li> <li>• S. Bourg went over the financials.</li> <li>• The 2016-2017 budget approved at last month’s Board meeting was submitted to the state.</li> </ul> <p><b>Grants:</b> S. Bourg reported on the following:</p> <ul style="list-style-type: none"> <li>• The EGMS Grant application for the 2016-2017 school year has been submitted and substantially approved. <ul style="list-style-type: none"> <li>○ NCLB contacted S. Bourg about a coding adjustment that needed to be made on one of the applications.</li> </ul> </li> <li>• Allocations for 2016-2017 are as follows: <ul style="list-style-type: none"> <li>○ Title I <b>\$25,159...</b>(Para salary &amp; benefits &amp; STAR 360 program)</li> <li>○ Title II <b>\$3,793...</b>(Professional Development)</li> <li>○ IDEAB <b>\$27,680...</b>(Para salary &amp; benefits and Speech Services)</li> </ul> </li> </ul>

<p><b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b></p>	<ul style="list-style-type: none"> <li>• In an effort to prepare for the upcoming on-line state testing, a grant proposal will be sent to the Lorio Foundation for student laptops. <ul style="list-style-type: none"> <li>○ A letter requesting an application will be sent to the Lorio Foundation next week.</li> <li>○ The request would be for laptops in the amount of \$30,000.</li> </ul> </li> <li>• MAX should be receiving funds from REAP which will be used for technology.</li> </ul> <p>Dr. J. Barr reported the following:</p> <ul style="list-style-type: none"> <li>• On Tuesday, August 30<sup>th</sup>, he met with L. Musson to discuss the strategic planning process as it relates to interfacing it with the comprehensive proposal.</li> <li>• A decision should be made on The Comprehensive Centers Program Grant by the end of September.</li> </ul> <p><b>Building &amp; Sites Representative Report:</b> B. Aucoin reported that the state is requesting a letter requiring proof the building has no asbestos.</p> <p><b>Publicity Report:</b> No written report B. Broussard commented that pictures had been sent to the media, but nothing had been published.</p>	<p>S. Bourg is working on getting someone to check this.</p>
<p><b>8. Other Reports</b></p>	<p><b>Principal's Report</b> (See Attached Copy): R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• The current enrollment is <b>119</b> students.</li> <li>• Back-to-School Night was held on Tuesday, August 30<sup>th</sup>.</li> <li>• The Pupil Progression Plan (<b>PPP</b>) meeting will be held at 11:00 A.M. on Thursday, September 1, 2016.</li> <li>• The Master Calendar Meeting will be held at 2:00 P.M. on Thursday, September 1, 2016.</li> <li>• Staff Development Day will be held on Tuesday, September 6, 2016, for all staff members and will cover the following topics: <ul style="list-style-type: none"> <li>○ Anti-bullying Strategies and MAX Procedures to Address Bullying... Presenter: Tiffany Quick</li> <li>○ A review of the Crisis Plan and De-escalation Techniques...Presenter: Jason Talbot</li> <li>○ Report Form...Presenter: Director Linda Musson</li> </ul> </li> <li>• A program called "Girls on the Run" will begin on Monday, September 12, 2016. <ul style="list-style-type: none"> <li>○ The program focuses on character building, healthy eating, and exercise and includes girls in 6<sup>th</sup>, 7<sup>th</sup>, and</li> </ul> </li> </ul>	

	<p>8<sup>th</sup> grade.</p> <ul style="list-style-type: none"> <li>○ There is a <b>\$125</b> fee per student for this program, but there are scholarships available.</li> <li>○ Helena Salmon and Catrina Aucoin will coach the group, and practice will be held every Monday and Tuesday.</li> <li>○ At the end of the year, there will be a 5-K Run.</li> </ul> <p><b>Director's Report</b>  Director L. Musson reported on the following:</p> <ul style="list-style-type: none"> <li>● On Friday, August 12<sup>th</sup>, L. Musson met with Doctors Murphy and Weaver of NSU. <ul style="list-style-type: none"> <li>○ They discussed the signing of the MOU.</li> <li>○ L. Musson, along with K. Chauvin, also spoke to Dr. Murphy about doing a syllabus for an Academic Specialist at NSU.</li> <li>○ L. Musson requested that Dr. Murphy write a personal message for The MAX Web Page, which he agreed to do.</li> <li>○ L. Musson informed Dr. Murphy that MAX will hold a <b>Red Out Day</b> on Wednesday, September 21<sup>st</sup>, which he plans to attend.</li> </ul> </li> <li>● On Monday, August 22<sup>nd</sup>, L. Musson met with Dr. Leslie Jones. <ul style="list-style-type: none"> <li>○ Dr. Jones is planning to place four (4) student teachers at The MAX School.</li> </ul> </li> <li>● On Monday, August 22<sup>nd</sup>, L. Musson also met with Dr. J. Field. <ul style="list-style-type: none"> <li>○ Plans to talk to Dr. Field's Marketing class were scheduled for Thursday, September 8, 2016. <ul style="list-style-type: none"> <li>▪ Information was sent to Dr. Field in advance so that his students can work on presenting a marketing plan for the MAX.</li> <li>▪ They will rework the web page and work on brochures for MAX to give out to the public.</li> </ul> </li> </ul> </li> <li>● On Tuesday, August 23<sup>rd</sup>, Ms. Musson called on the managers of Walgreens, Rite Aide, Marshalls, and Office Depot for Scholar Dollar donations.</li> <li>● On Tuesday, August 23<sup>rd</sup>, Ms. Musson also attended the Chamber luncheon.</li> <li>● On Wednesday, August 24<sup>th</sup>, Ms. Musson met with the NSU security officers concerning the parking lot and tickets.</li> <li>● On Wednesday, August 31<sup>st</sup>, Ms. Musson was interviewed on television by Hillary Domangue of HTV-10.</li> <li>● On Friday, September 9<sup>th</sup>, MAX will host an all-day Open House honoring The Blue.</li> </ul>	<ul style="list-style-type: none"> <li>● Since the MOU needed to be updated before it could be presented to Dr. Murphy for signing, Dr. Davis suggested that L. Musson make a listing of what changes needed to be addressed.</li>   <li>● Ms. Musson asked that the Board consider an amount that could be allocated for a Marketing Plan.</li> </ul>
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	<p><b>Parent Committee Report:</b> Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> <li>• Hot lunches are going well. Surveys were sent home on Wednesday, August 31<sup>st</sup>, and are due back on Friday, September 2, 2016. September lunch form orders are due on Friday.</li> <li>• Race plans are continuing. Race committees are being set up. The band <i>Velvet Sky</i> has been booked. A Cajun Food Cook Off will be one of the events.</li> <li>• The raffle will again include a \$5,000 Disney trip as well as a \$1,000 Carnival Cruise trip and a weekend at the Beau Rivage in Biloxi, Mississippi. <ul style="list-style-type: none"> <li>○ A shoe drive will be held to raise money for the \$1,000 Carnival Cruise trip. To reach the goal of \$1,000, 2,500 pairs of shoes will need to be collected.</li> </ul> </li> <li>• Monday, September 19, will be Firehouse Subs Give Back Night at the Houma and Thibodaux locations.</li> <li>• The Coke fundraiser is continuing, and all money collected is due on Friday, September 16<sup>th</sup>. Delivery will be September 21<sup>st</sup> near the NSU stadium.</li> <li>• The next PTA meeting will be on Tuesday, September 13<sup>th</sup>.</li> </ul> <p><b>Report from Dr. J. Barr on Results of Leader Evaluation</b></p> <ul style="list-style-type: none"> <li>• Copies of The Max Charter School Leader Evaluation Rubric were given to the Board members to follow along as Dr. Barr reviewed and discussed it with those present.</li> </ul>	
<p><b>9. New Board Business</b></p>	<p>J. Giardina commented that with L. Musson, Dr. Barr, and others working together on projects to raise money for The MAX School and getting more exposure, he thought it would be advisable to form a foundation to go along with the school.</p>	<p>J. Giardina suggested that if no one objected, he could get an attorney to set up a foundation. The Board gave their approval for this to be done.</p>
<p><b>10. Motion to Go Into Executive Session</b></p>	<p>None</p>	
<p><b>11. Announcements</b></p>	<p>The next Board meeting will be held on Thursday, October 6, 2016.</p>	
<p><b>12. Adjournment</b></p>	<p>The meeting adjourned at 10:10 A.M.</p>	<p>A motion was made by K. Chauvin, seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.</p>

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

DATE: October 6, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

**Present:** Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Angelle Hebert, Dr. Cleve Hill, J.J. Buquet, and Crystal Guillot

**Also present were** Rebecca Walker, Dr. Jim Barr (9:13), Suzy Bourg, and Janice Fabregas who took the minutes

**Absent:** Dr. Al Davis, Andrea Bollinger-Giardina, and Wendie Darcey **Note:** MAX Director Linda Musson was absent.

AGENDA	RECOMMENDATION	
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.	
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of September 1, 2016, were presented.	<ul style="list-style-type: none"> <li>• The Minutes of September 1, 2016, were accepted as presented.</li> </ul>
<b>4. Board Training</b>	None	
<b>5. Teacher Representative Report</b>	<p>Teacher representative Helena Salmon, Social Studies 6<sup>th</sup> to 8<sup>th</sup> grade teacher, reported on the following:</p> <ul style="list-style-type: none"> <li>• <i>Constitution Day</i> and <i>Back-the-Blue Day</i> were a success!</li> <li>• Everyone is progressing along in their academics.</li> <li>• Data binders were turned in and evaluated by the data team.</li> <li>• Progress Monitoring will continue this week with the <i>Aims Web</i> Math probes.</li> <li>• The end of the first 9 weeks is Friday, October 7<sup>th</sup>, and report cards will be sent home Wednesday, October 12<sup>th</sup>.</li> <li>• The 8<sup>th</sup> graders will partner with Synergy Bank to participate in a financial class once a month.</li> <li>• The 2<sup>nd</sup> Gator Gala was held Friday, September 30<sup>th</sup>, where students made “Under the Sea”-themed graham cracker portraits with blue icing and goldfish.</li> <li>• <i>Red Ribbon Week</i> is October 18<sup>th</sup> – 21<sup>st</sup>.</li> <li>• The <i>Nicholls State University Red-Out Day</i> will be Friday, October 21<sup>st</sup>. Celebrating will be cheerleaders, football players, as well as the NSU mascot Colonel Tillou.</li> <li>• The Halloween-themed <i>Family Night</i> will be Thursday, October 27<sup>th</sup>.</li> </ul>	
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourg presented the August 2016 financial statements.</li> <li>• S. Bourg went over the financials.</li> <li>• The 2016-2017 budget approved at last month’s MAX Board meeting was submitted to the state.</li> <li>• In August the school received the following reimbursements for prior year Federal expenses:</li> </ul>	

<p><b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b></p>	<ul style="list-style-type: none"> <li>○ Title I <b>\$7,388</b></li> <li>○ Title II <b>\$2,106</b></li> <li>○ IDEAB <b>\$6,593</b></li> </ul> <p><b>Grants:</b> The school received a grant award notification from the federal government. The school has been awarded <b>\$20,943.00</b> for the Small Rural School Achievement Program. These funds will be used to purchase laptops or chrome books for student use. <b>NOTE:</b> Dr. Barr was unavailable at this time to give his report.</p> <p><b>Building &amp; Sites Representative Report:</b> No report</p> <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <p><b>Publicity/Public Relations Report:</b> (See Attached Copy) Since L. Musson is now the Public Relations Director and Advisor to the MAX Charter School Board, B. Broussard informed the Board that her reports will primarily deal with actual publicity and events she can attend.</p> <ul style="list-style-type: none"> <li>• <b><u>Friday, September 9, 2016</u></b> – “MAX Honors the Blue” Open House was held from 9:00 A.M. to 2:30 P.M.</li> <li>• <b><u>Tuesday, September 20, 2016</u></b> – In observance of <i>Constitution Week</i>, The MAX Charter School held a special presentation and invited members of the Daughters of the American Revolution (<b>DAR</b>) and the Woodmen of the World (<b>WOW</b>) to attend.</li> <li>• During the month of September, at least seven (7) photographs of MAX students and MAX personnel at different activities were published in local newspapers and other publications.</li> </ul>	
<p><b>8. Other Reports</b></p>	<p><b>Principal’s Report</b> (See Attached Copy): R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• PTA Hot Lunches <ul style="list-style-type: none"> <li>○ A complaint was filed with the Board of Health about hot lunch procedures. An initial investigation took place on Wednesday, October 4th. MAX is in violation because the Board of Health was not notified of changes that were made to the lunch service procedures.</li> </ul> </li> <li>• Tutoring – <ul style="list-style-type: none"> <li>○ 4<sup>th</sup> and 8<sup>th</sup> Grade tutoring will begin next week to prepare for LEAP testing in the spring.</li> </ul> </li> <li>• E-mail Usage Policy – <ul style="list-style-type: none"> <li>○ Staff e-mails are set up. Max needs a policy to govern the use of a school- sponsored e-mail.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• R. Walker is working to comply with the Board of Health’s request.</li> <li>• R. Walker will create a policy to govern the use of this school-sponsored e-mail and present it to the Board for approval.</li> </ul>

- Christmas Play
  - Peltier Auditorium at NSU is no longer available to MAX for the original date of the play. The date of the play has been changed to Thursday, December 8, 2016
- Chamber Membership
  - R. Walker suggested that the MAX join the Thibodaux Chamber of Commerce.
- Parent/Teacher Conferences
  - Conferences will take place in the morning of Friday, October 14<sup>th</sup>.
- Staff Development
  - During the afternoon of Friday, October 14<sup>th</sup>, a representative from Louisiana's Assistive Technology Center will present training to the teachers pertaining to use of the Promethean boards.
  - Karen Chauvin will present at a PLC this month on a comprehension strategy called *Visualizing and Verbalizing*.
- Supervisor's Collaboration
  - Alison Borne and Rebecca Walker attended meetings held by the Louisiana Department of Education.
    - Matters pertaining to state testing, curriculum, and other state requirements were presented and discussed.
- NSU Red Out Day
  - This event is scheduled for Friday, October 21, at 1:00 P.M. at the NSU stadium.
- Pupil Progression Plan
  - The Pupil Progression Plan Committee met twice and made revisions to the PPP, and R. Walker asked for the Board's approval.
    - Dr. C. Hill asked if summer remediation had been eliminated as this once was mandatory.
      - R. Walker replied the state has stopped mandating this, and it is no longer required. Thus, we are still in compliance.

**Director's Report**

No report submitted.

**Parent Committee Report:**

Crystal Guillot reported on the following:

- The PTA will purchase each teacher a case of paper.
- Funds have been collected for the following fundraisers:
  - Coca Cola --- **\$5,000**
  - Firehouse Subs --- **\$225**
  - Dominos --- **\$68**

- Membership was approved by the Board members with the understanding that MAX personnel will attend and participate in the various meetings.

- A motion was made by Dr. C. Hill and seconded by K. Chauvin to accept the Pupil Progression Plan as submitted ... Motion passed unanimously.

<p>*Dr. J. Barr's Report</p>	<ul style="list-style-type: none"> <li>○ The Shoe Drive is going well.</li> <li>○ Other fundraising ideas discussed were plate lunches and wrapping paper.</li> <li>● The PTA has donated <b>\$500</b> to MAX for art supplies, <b>\$500</b> for the Gator Gala events, and <b>\$250</b> to the Freshwater Academy in Denham Springs.</li> <li>● The PTA will supply food for <i>Family Fun Night</i> on October 27<sup>th</sup>.</li> <li>● The PTA will purchase a <b>\$100</b> gift card for students' race participation prize.</li> <li>● The PTA is working on the hot lunch policy issue with R. Walker.</li> <li>● <i>Dimes-for-Dyslexia</i> is going on this month. Money will be used for the Scholar Dollar store.</li> <li>● PTA is working on Race details.</li> </ul> <p>After the PTA report, the Board allowed Dr. J. Barr an opportunity to address the Board since he was not present for the Grants discussion.</p> <ul style="list-style-type: none"> <li>● Dr. Barr briefed the Board on the U.S. Education Department Grant that was recently awarded to The University of Oregon.</li> <li>● Dr. Barr gave the Board members information on several organizations that could possibly be contacted to apply for grants and discussed the process of researching the different sources for funding.</li> <li>● Dr. Barr is presently working on the Lorio Foundation Grant application.</li> </ul>	<ul style="list-style-type: none"> <li>● Dr. Barr suggested that K. Chauvin contact the recipient of the grant, The University of Oregon, to offer assistance in any way needed.</li> <li>● J. Giardina asked R. Walker to get a listing of the school's needs.</li> </ul>
<p><b>9. New Board Business</b></p>	<p>None</p>	
<p><b>10. Motion to Go Into Executive Session</b></p>	<p>None</p>	
<p><b>11. Announcements</b></p>	<p>K. Chauvin reported that on October 31<sup>st</sup>, the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> graders will have trick or treating in the school parking lot.</p> <p>The next Board meeting will be held on Thursday, November 3, 2016.</p>	
<p><b>12. Adjournment</b></p>	<p>The meeting adjourned at 10:09 A.M.</p>	<p>Motion was made by Dr. C. Hill, seconded by K. Chauvin, to adjourn the meeting ... Motion was passed unanimously.</p>

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

DATE: November 3, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

**Present:** Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Angelle Hebert, Dr. Cleve Hill, Dr. Albert Davis, Wendie Darcey, and Crystal Guillot  
**Also present were** Rebecca Walker, Linda Musson, Dr. Jim Barr, Suzy Bourg, and Janice Fabregas who took the minutes. Ms. Rebecca Durocher was the teacher representative, and Ms. Beth Olivier spoke about the Heartfelt Program at MAX. Warren Triche arrived toward the end of the meeting.

**Absent:** Andrea Bollinger-Giardina and J.J. Buquet

<b>AGENDA</b>	<b>RECOMMENDATION</b>	
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.	
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of October 6, 2016, were presented.	The Minutes of October 6, 2016, were accepted as presented.
<b>4. Board Training</b>	None	
<b>5. Teacher Representative Report</b>	<p>Teacher representative Rebecca Durocher, 5<sup>th</sup> Grade Math and Science teacher, reported on the following:</p> <ul style="list-style-type: none"> <li>• Little School attended the Pumpkin Patch in October.</li> <li>• The 3<sup>rd</sup> graders are getting ready to make bread and butter.</li> <li>• The MAX Student Council is holding a Food Drive November 1<sup>st</sup> – 14<sup>th</sup> and will be delivering can goods and non-perishable items to the local Food Bank in town.</li> <li>• Christmas Play practice has begun.</li> <li>• The Shoe Drive is continuing until November 17<sup>th</sup>.</li> <li>• The Heartfelt Program has started at The MAX, and Ms. Beth Olivier, teacher-in-residence, shared her heartfelt story with the Board members.</li> </ul>	
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourg presented the September 2016 financial statements.</li> <li>• S. Bourg went over the financials.</li> </ul> <p><b>Grants:</b></p> <ul style="list-style-type: none"> <li>• The use of the <b>\$20,943</b> in SRSA funds has been placed on hold—pending the results of the Lorio Grant application that was recently submitted. <ul style="list-style-type: none"> <li>○ Dr. J. Barr asked that S. Bourg complete the Lorio Grant application and insert his narrative and program purpose description. That was completed on Friday, October 28. The proposal was for approximately <b>\$24,000</b> to cover the cost of Chromebooks for the students.</li> </ul> </li> <li>• Dr. J. Barr suggested a Strategic Planning Meeting be held</li> </ul>	<ul style="list-style-type: none"> <li>• No equipment has been purchased to date. If the Lorio funding request is approved, the SRSA funds will be used to contract counseling services for the students.</li> <li>• J. Giardina suggested the meeting be held on Wednesday morning,</li> </ul>

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>to address the coming proposal timelines which will include the Entergy Grant, Mid South Grant, and Bayou Community Foundation Grant.</p> <p><b>Building &amp; Sites Representative Report:</b>  B. Aucoin reported the state is requiring proof of <i>no asbestos</i> in the building.</p> <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b>  <b>Progress of Memorandum of Understanding:</b></p> <ul style="list-style-type: none"> <li>• Dr. A. Davis thanked B. Broussard and L. Musson for getting back on track with getting the College of Education in on the <i>MOU</i> with Nicholls State University.</li> </ul> <p><b>Public Relations Report:</b> (See Attached Copy)  B. Broussard 's report consisted of the following:</p> <ul style="list-style-type: none"> <li>• Congratulations to Amber Williams, one of MAX's teachers-in-residence working with the 5<sup>th</sup> and 6<sup>th</sup> grade classes, on being selected for the NSU 2016 Homecoming Court.</li> <li>• <b>Saturday, October 15, 2016</b> – Pictures were published in “Class Acts” of MAX Charter School’s observance of Constitution Week.</li> <li>• <b>Sunday, October 16, 2016</b> – SEEN ON SCENE published pictures of MAX 5<sup>th</sup> grader Dawson Becnel and his mom April attending the Cajun Fly-In at the Houma-Terrebonne Airport.</li> <li>• <b>Monday, October 17, 2016</b> – As a voting representative for MAX Charter School in the Houma-Terrebonne Chamber of Commerce, B. Broussard received a Board of Directors Ballot and was given the opportunity to view the names of the six (6) nominees submitted by the Chamber’s Nominating Committee and Executive Committee for consideration. B. Broussard accepted the slate of nominees as presented and submitted her vote on behalf of MAX Charter School the same day.</li> <li>• <b>Wednesday, October 26, 2016</b> – SEEN ON SCENE published a picture of MAX 6<sup>th</sup> grader Lanie Callahan and former MAX student Grace Lyons attending the <b>Nicholls &amp; Fletcher Family Day 2016</b> celebration outside the university’s stadium.</li> <li>• <b>Saturday, October 29, 2016</b> – Three (3) pictures of MAX Charter School appeared in “Class Acts.”</li> <li>• B. Broussard also mentioned a picture published in the local media of the opening of the Thibodaux Regional Medical Center’s new Wellness Center that included two MAX Charter School Board members—Jake Giardina and Dr. Cleve Hill.</li> <li>• R. Walker also spoke about Jay Rodrigue, a 4<sup>th</sup> grader at</li> </ul>	<p>November 9<sup>th</sup>, at his home. Board members will be sent a notice of this meeting by e-mail.</p> <ul style="list-style-type: none"> <li>• S. Bourg has received one quote on having someone check on this.</li> </ul>
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	<p>The MAX, who is presently in Las Vegas competing in a bull riding competition. He is 2<sup>nd</sup> in the nation and a world finalist in Mini Bull Riding.</p>	
<p><b>8. Other Reports</b></p>	<p><b>Principal's Report</b> (See Attached Copy):  R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• PTA Hot Lunches/Board of Health Update – <ul style="list-style-type: none"> <li>○ All requests from the Board of Health were met, and the MAX School is now in compliance.</li> </ul> </li> <li>• <b>Family Fun Night</b> was held on October 27<sup>th</sup> with about 130 people in attendance.</li> <li>• Veterans Day – <ul style="list-style-type: none"> <li>○ NSU invited the MAX students to sing at their Veterans Day Ceremony on Friday, November 11<sup>th</sup>, at 11:00 A.M.</li> </ul> </li> <li>• Election Day – <ul style="list-style-type: none"> <li>○ No School on Tuesday, November 8<sup>th</sup>.</li> </ul> </li> <li>• Thibodaux Regional Orientation – <ul style="list-style-type: none"> <li>○ R. Walker, K. Chauvin, J. Giardina, Jason Talbot, and Tiffany Quick from the Center for the Study of Dyslexia at NSU went to Thibodaux Regional Medical Center's New Staff Orientation.</li> </ul> </li> <li>• R. Walker spoke about starting to share heartfelt stories at staff, committee, and Board meetings.</li> <li>• The MAX Christmas Play will be held on Thursday, December 8<sup>th</sup>, at 7:00 P.M. Tickets will go on sale to the public on Wednesday, November 9<sup>th</sup>. L. Musson spoke about the possibility of having two (2) performances (day and night) in the future. Also, The MAX has been asked about having the students perform at local schools.</li> </ul> <p><b>Director's Report</b>  L. Musson reported on the following:</p> <ul style="list-style-type: none"> <li>• The school has implemented "Flip Fridays" which will include: <ul style="list-style-type: none"> <li>○ Arts &amp; Music - Every third Friday of the month, art students from NSU will come to The MAX to do art projects with the students. <ul style="list-style-type: none"> <li>▪ The PTA has donated money for art supplies.</li> </ul> </li> <li>○ The Second Step Program – Character building and Anti-Bullying</li> <li>○ Gator Gala</li> </ul> </li> <li>• The MAX presently has four (4) teachers-in-residence from NSU—master teachers of the future.</li> <li>• The MAX has implemented a program called Financial Literacy in partnership with Synergy Bank. A representative will come once a month to teach this program.</li> <li>• In progress is Dr. J Field's Competition of MAX</li> </ul>	<ul style="list-style-type: none"> <li>• Special pre-sale tickets were made available to the Board members at the meeting. Prime tickets will be sold this year with <i>assigned</i> seating.</li> </ul>

	<p>Marketing Plan.</p> <ul style="list-style-type: none"> <li>• The school is still in the process of writing a policy for a professional e-mail account which will be brought before the Board for review and approval.</li> <li>• The MAX has hired someone to help with the computer system and to help upgrade the Web.</li> <li>• L. Musson, R. Walker, and A. Borne did a workshop at Holy Rosary in Houma, Louisiana, at the request of the principal of Holy Rosary School to give them a better understanding of how The MAX School operates to help them make improvements to their school.</li> <li>• Through a recommendation, L. Musson was contacted from someone at Grand Coteau who wants to implement a Resource Room for the boys' school. L. Musson invited her to visit The MAX, and she came on Wednesday, November 2<sup>nd</sup>.</li> </ul> <p><b>Parent Committee Report:</b> Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> <li>• The PTA provided food and drinks for <b>Family Fun Night</b>.</li> <li>• <i>Raising Cane's</i> Night Fundraiser in October collected <b>\$225.00</b>.</li> <li>• <i>Off the Hook</i> Fundraiser will be held Wednesday, November 9<sup>th</sup>, at the Houma and Thibodaux locations.</li> <li>• The PTA will reward the class that brought in the most Dimes for Dyslexia and the box top winners on Friday, November 4<sup>th</sup>.</li> <li>• Three (3) local bands have been booked for the Race.</li> <li>• To date there are four (4) participants registered in the Cajun Cook-off. <ul style="list-style-type: none"> <li>○ Online registration for the cook-off will be available.</li> </ul> </li> <li>• The PTA is working on organizing booths, and a beer truck has been reserved.</li> <li>• Raffle tickets were sent home Wednesday, November 2<sup>nd</sup>.</li> <li>• Hot Lunches – <ul style="list-style-type: none"> <li>○ The MAX is now in compliance with the Board of Health.</li> <li>○ The PTA is looking into adding <i>Cashio's</i> in December.</li> <li>○ <i>Coleys</i> will continue to deliver on Monday and Wednesday.</li> <li>○ <i>Pizza Hut</i> has been added as a vendor as well.</li> </ul> </li> <li>• Room parents are reaching out to teachers to assist with the Christmas play.</li> <li>• The Shoe Drive is continuing through November 17<sup>th</sup>.</li> </ul>	
<p><b>9. New Board Business</b></p>	<p>None</p>	

<b>10. Motion to Go Into Executive Session</b>	None	
<b>11. Announcements</b>	<ul style="list-style-type: none"> <li>• The next Board meeting will be held on Thursday, December 1, 2016.</li> <li>• B. Broussard also requested that anyone who plans to give a report—<b>please</b> send the report to the Board members ahead of the Board meeting.</li> </ul>	
<b>12. Adjournment</b>	The meeting adjourned at 10:10 A.M.	Motion was made by Dr. C. Hill, seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.

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

DATE: December 1, 2016

TIME: 9:00 A.M.

PLACE: Max Charter School

**Present:** Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Angelle Hebert, Dr. Cleve Hill, Dr. Albert Davis, J.J. Buquet, Wendie Darcey, and Crystal Guillot. **Note:** K. Chauvin and Dr. A. Hebert left the meeting at 10:00 A. M.

**Also present were** Rebecca Walker, Dr. Jim Barr, Aline Barr, Suzy Bourg, and Janice Fabregas who took the minutes. Keith Womack was the teacher representative.

**Absent:** Andrea Bollinger-Giardina **Note:** Director Linda Musson was not present due to scheduled Christmas Play practice.

<b>AGENDA</b>	<b>RECOMMENDATION</b>
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.
<b>3. Approval of the Minutes</b>	The Minutes of November 3, 2016, were presented. <span style="float: right;">The Minutes of November 3, 2016, were accepted as presented.</span>
<b>4. Board Training</b>	None
<b>5. Teacher Representative Report</b>	Teacher representative Keith Wommack, 6 <sup>th</sup> -8 <sup>th</sup> Grade Science, reported on the following: <ul style="list-style-type: none"> <li>• MAX held its Annual Food Drive, and over 125 items were delivered to Loaves &amp; Fishes Food Bank.</li> <li>• The Scholar Dollar Store was open to students on Thursday, November 17<sup>th</sup>, and students were able to spend money they earned for academic performance on items in the store.</li> <li>• The practice for the Christmas play is in full swing.</li> </ul>
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourg presented the October 2016 financial statements.</li> <li>• S. Bourg went over the financials.</li> <li>• In October the school received the following reimbursements for the 1<sup>st</sup> quarter expenses: <ul style="list-style-type: none"> <li>○ Title I    <b>\$2,142</b></li> <li>○ Title II   <b>\$ 757</b></li> <li>○ IDEAB    <b>\$7,601</b></li> </ul> </li> </ul> <p><b>Grants:</b>  The proposal to the LORIO Foundation was submitted in October. Dr. Barr will have more information on this in his report.</p> <p><b>Note:</b> Dr. Barr’s presentation on grants was delayed until later in the meeting.</p>

<p><b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b></p>	<p><b>Building &amp; Sites Representative Report:</b>  B. Aucoin reported several sections of flooring had to be replaced during the Thanksgiving holidays.</p> <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b>  Progress of Memorandum of Understanding (MOU) –  No report</p> <p><b>Public Relations Report:</b> (See Attached Copy)  B. Broussard reported on the following:</p> <ul style="list-style-type: none"> <li>• <b><u>November 2016 Edition of Point of Vue (POV)</u></b> – A picture of MAX personnel involved with <i>Girls on the Run</i> students appeared in “Scene In” of the monthly magazine. The girls were invited to attend a free screening of “The Student Body” hosted by <i>Girls on the Run</i> Bayou Region Council. Seven (7) of the MAX students attended along with two (2) coaches/sponsors of the MAX program Helena Salmon and Catrina Aucoin and Tara Broussard and daughter Madison.</li> <li>• <b><u>Thursday, November 3, 2016</u></b> – Information on MAX Charter School’s participation in the Veterans Day Program at Nicholls State University and the upcoming Christmas program went out to local media and <i>Inside NSU</i> for publication. Publicity began almost immediately and was continuous throughout the month.</li> <li>• <b><u>Wednesday, November 9, 2016</u></b> – A picture of E.D. White sophomore Samuel Avants, MAX 4<sup>th</sup> Grade ELA &amp; Social Studies teacher Ms. Rhonda Avant’s son, was featured in a sports article in <i>The Courier/Daily Comet</i>. Samuel took first place in a District 8-3A cross country meet. This was the Cardinal boys’ team 3<sup>rd</sup> consecutive district championship.</li> <li>• <b><u>Monday, November 7... Sunday, November 20 ... Tuesday, November 22, 2016 --- Congratulations, Jay Rodrigue, MAX 4<sup>th</sup> grader!</u></b> Jay competed in a bull riding competition in Las Vegas and placed 2<sup>nd</sup> in the nation, was named a world finalist in Mini Bull Riding and named reserve world champions in his respective age group.</li> </ul>	
<p><b>8. Other Reports</b></p>	<p><b>Principal’s Report</b> (See Attached Copy):  R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• Louisiana Department of Education Updates <ul style="list-style-type: none"> <li>○ A conference call to discuss Alternative Framework Revisions will be held at noon on Friday, December 2<sup>nd</sup>.</li> <li>○ The following documents were given to the Board of Directors for review and discussion: <ul style="list-style-type: none"> <li>▪ 2015-2016 Annual Review</li> <li>▪ 2015-2016 School Report with School Performance Score.</li> </ul> </li> </ul> </li> </ul>	

- The Veteran’s Day Program at NSU was held on November 11<sup>th</sup>, and the students did an outstanding job honoring veterans and representing MAX.
  - Some of the veterans came to MAX that afternoon and spoke to the students.
- NSU Art Program – NSU Art students have been coming to MAX on select Fridays to conduct art lessons with the students. MAX appreciates this program, and the students enjoy it tremendously.
- Heartfelt Stories, which are very uplifting, are being told at the beginning of every staff meeting.
- *Girls on the Run* –
  - The 6<sup>th</sup>-8<sup>th</sup> grade girls will participate in The Reindeer Run in Houma at 2:00 P.M. on Sunday, December 4<sup>th</sup>.
  - The fall season ends, and the spring session will begin in February. Catrina Aucoin and Kim Landry will coach in the spring.
  - There has also been talk about starting a “Boys on the Run” program.
- **Computer, Internet, and Electronic Communications Acceptable Use Policy** – Revisions will be made to **Policy No. 6.4** of the present policy that will allow all teachers to use the MAX e-mail system.
  - The MAX Board will be asked to review and add suggestions to the amended policy so that final Board approval can be given soon.
- The Christmas Play will be held on Thursday, December 8<sup>th</sup> at 7:00 P.M. Tickets for the event are still available.

**Director’s Report**  
**No report**

**Parent Committee Report:**

Wendie Darcey reported on the following:

- The Hot Lunch Committee met and decided on lunch five (5) days a week...Monday and Tuesday from Coleys, Wednesday and Thursday from Cashios (online ordering and paying only) and alternate Pizza Hut and Firehouse Subs on Fridays.
- Two fundraisers were held --- Canes Night made **\$225**, and Off the Hook made **\$353**.
- The PTA will supply snacks and drinks for six (6) days of play practice.
- Candy grams will be sold for Team Blake the week of December 12<sup>th</sup>.
- The Santa Shop fundraiser will be held December 12<sup>th</sup> thru 14<sup>th</sup>.
- The second Coca Cola Fundraiser will be discussed at the

<p>***Dr. Jim Barr's Report***</p>	<p>next PTA meeting.</p> <ul style="list-style-type: none"> <li>• The Shoe Drive was a success, and the goal was met.</li> <li>• The race preparations are on-going, and raffle tickets are being sold.</li> <li>• The Teachers' Christmas Luncheon will be provided by the PTA and will be held on Wednesday, December 14<sup>th</sup>.</li> </ul> <p>Following the Parent Committee Report, J. Giardina asked that Dr. Jim Barr continue with his report on Grants.</p> <ul style="list-style-type: none"> <li>• Dr. Barr reported that the school was awarded <b>\$24,000</b> from the LORIO Foundation. The money will be used to purchase Chrome books.</li> <li>• Aline Barr also gave summary information on the Strategic Planning Meeting that was held on Wednesday, November 9<sup>th</sup>, 2016, at the home of J. Giardina with several Board members present. A copy of the information discussed at the meeting was given to the Board members for review and discussion.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Consideration of appointment of Alex Arceneaux, Nicholls Chief of Staff, to the MAX Charter School Board of Directions.</li> <li>• J. Giardina expressed his desire to form a separate foundation once again and asked that the Board move to do so.</li> <li>• J. Giardina informed the Board that the MAX Christmas Party would be held on Friday, December 16<sup>th</sup>, at The Thibodaux Regional Medical Wellness Center.</li> </ul>	<p>A motion was made by J.J. Buquet, seconded by Dr. C. Hill, to accept the appointment of Alex Arceneaux, Nicholls Chief of Staff, to the MAX Charter School Board of Directors—pending the completion of necessary paperwork ... Motion was passed unanimously.</p> <p>A motion was made by B. Aucoin, seconded by J.J. Buquet, to form a separate foundation...Motion was passed unanimously.</p> <ul style="list-style-type: none"> <li>• <b>Note: The Minutes of September 1, 2016, reflect the Board's previous approval...</b> <i>"J. Giardina commented that with L. Musson, Dr. Barr, and others working together on projects to raise money for The MAX School and getting more exposure, he thought it would be advisable to form a foundation to go along with the school. J. Giardina suggested that if no one objected, he could get an attorney to set up a foundation. The Board gave their approval for this to be done."</i></li> </ul>
<p><b>10. Motion to Go Into Executive Session</b></p>	<p>None</p>	
<p><b>11. Announcements</b></p>	<ul style="list-style-type: none"> <li>• The next Board Meeting will be Thursday, January 5, 2017.</li> <li>• The MAX Christmas Program will be Thursday, December 8, 2016.</li> <li>• Winter Break will be December 19, 2016 – January 2, 2017.</li> </ul>	
<p><b>12. Adjournment</b></p>	<p>The meeting adjourned at 11:00 A.M.</p>	<p>Motion was made by B. Aucoin and seconded by Dr. C. Hill to adjourn the meeting ... Motion was passed unanimously.</p>

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

DATE: January 5, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

**Present:** Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, J.J. Buquet (arrived at 9:55), Wendie Darcey, and Alex Arceneaux

**Also present were** Rebecca Walker, Linda Musson, Dr. Jim Barr, Suzy Bourg, and Janice Fabregas who took the minutes. Ciji Monaghan was the teacher representative.

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

AGENDA	RECOMMENDATION	
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.	
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of December 1, 2016, were presented.	<ul style="list-style-type: none"> <li>B. Broussard noted two (2) corrections/typos that needed to be made to the Minutes of December 1, 2016. The agenda title in <i>Agenda Item No. 9 New Board Business</i> was omitted, and the wording in the first bullet of <i>Agenda Item No. 9</i> should have been “Board of <b>Directors</b>”—not “Directions.” The minutes of December 1, 2016, were accepted with the corrections noted.</li> </ul>
<b>4. Board Training</b>	None	
<b>5. Teacher Representative Report</b>	Teacher representative Ciji Monaghan, 2 <sup>nd</sup> and 3 <sup>rd</sup> grade teacher, reported on the following: <ul style="list-style-type: none"> <li>The Christmas play was a huge success.</li> <li>Ms. Monaghan gave a heartfelt story regarding a new 3<sup>rd</sup> grade MAX student and the scholastic improvement he has made since August. In August he could only read 13 words in 1 minute with 65% accuracy, and in December he is reading 43 words in a minute with 93% accuracy. His parents are so thankful to the MAX School for the improvement.</li> </ul>	J. Giardina asked that this sort of thing be documented and kept in a history file.
<b>6. Finance Report</b>	<b>Financial Report and Update on Insurance and Finance Matters</b> <ul style="list-style-type: none"> <li>S. Bourg presented the November 2016 financial statements.</li> <li>S. Bourg went over the financials.</li> <li>S. Bourg is presently working on a request for reimbursement from the state for the period October-December. This will be submitted in January, and funds should be received in January/February from the state.</li> </ul> <b>Grants:</b> <ul style="list-style-type: none"> <li>S. Bourg reported on a grant that was received in January 2017 from the Lorio Foundation in the amount of <b>\$24,000.00</b> which will be used to purchase Chrome books.               <ul style="list-style-type: none"> <li>She requested Board approval for the purchase of three (3) carts, which is a bundle of 30 Chrome books</li> </ul> </li> </ul>	A motion was made by B. Broussard, seconded by K. Chauvin, that approval be given to purchase the three (3) carts of Chrome books and

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>each and accessories for a total of 90 Chrome books.</p> <ul style="list-style-type: none"> <li>▪ The cost per bundle is approximately <b>\$7,000.00.</b></li> <li>▪ These Chrome books consist of a tablet and keyboard and will be used to do the state testing and also the STAR testing.</li> <li>▪ MAX teachers Cindy Grandin and Helena Salmon have taken classes on using the Chrome books.</li> </ul> <ul style="list-style-type: none"> <li>• Dr. Barr reported on the need to re-address and re-assess some of the objectives/goals cited in the Strategic Plan such as: <ul style="list-style-type: none"> <li>○ Funding to continue with a school counselor</li> <li>○ Information/Data for the Marketing Plan</li> <li>○ Enrollment issues</li> <li>○ Funding to support research to find the number of potential students in the area.</li> </ul> </li> </ul> <p><b>Building &amp; Sites Representative Report:</b>  B. Aucoin reported that a quote had been received in the amount of <b>\$950.00</b> for testing the building for asbestos as per the request of the state.</p> <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Consideration of Changes Made to the Computer, Internet, and Electronics Communications Acceptable Use Policy – Policy #6.4.</b> <ul style="list-style-type: none"> <li>○ Dr. Al Davis explained the minor but more specific changes made to <b>Policy #6.4</b>, which had been approved by MAX Administration.</li> </ul> </li> <li>• <b>Progress of Memorandum of Understanding (MOU)</b> <ul style="list-style-type: none"> <li>○ Dr. Davis reported that the latest <b>MOU</b>, updated by MAX Charter School personnel and sent to NSU for consideration and input, needs to be revisited by the present administration at NSU for more feedback and recommendations before it is mutually approved.</li> </ul> </li> <li>• <b>Public Relations Report:</b> (See Attached Copy)  B. Broussard reported on the following: <ul style="list-style-type: none"> <li>○ Publicity has been very scarce in the last month or so which could be the result of <i>The Courier/Daily Comet</i> appointing a new publisher (Lee Bachlet) in November.</li> <li>○ <b>Friday, December 2, 2016</b> – A conference call at 9:00 A.M. with LDOE personnel to discuss an Alternative Accountability Framework for the MAX</li> </ul> </li> </ul>	<p>accessories as requested ...Motion was passed unanimously.</p> <ul style="list-style-type: none"> <li>• J. Giardina will check with T. Baker Smith to see if they are able to do this test.</li> <li>• A. Davis also said that NSU might have someone who can be contacted regarding this issue, and A. Arceneaux gave S. Bourg the telephone number of the person to contact at NSU.</li> </ul> <ul style="list-style-type: none"> <li>• A motion was made by Dr. A. Davis, seconded by B. Broussard, to accept the policy on the <b>Computer, Internet, and Electronics Communications Acceptable Use Policy</b> as summarized...Motion was approved unanimously. <ul style="list-style-type: none"> <li>○ Dr. Davis will make the changes to the policy manual to include these changes and send it to S. Bourg for posting.</li> </ul> </li> <li>• B. Broussard will send a draft of the latest <b>MOU</b> to new Board member A. Arceneaux, the Chief of Staff at NSU.</li> </ul>
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	<p>took place but was very short and had to be rescheduled for Tuesday, December 13, 2016. This face-to-face meeting proved very productive and was held with two officials from the Charter Accountability Team – Kunjan Narechania and Kristine Barker. Representing MAX were Principal Rebecca Walker, Director Linda Musson, Board representatives Karen Chauvin and Boo Broussard, and MAX Data Coordinator Alison Borne. Pictures were taken and sent to the local media.</p> <ul style="list-style-type: none"> <li>○ <b>Sunday, December 4, 2016</b> – The <b>6<sup>th</sup> Annual Girls on the Run Reindeer Run</b> took place in Houma, and MAX 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade girls participated. Pictures were posted on Facebook.</li> <li>○ <b>Thursday, December 8, 2016</b> – The MAX Charter School’s annual Christmas production “MAX Toons into Christmas” was a huge success. Pictures were taken and sent to the media for publication. The Christmas program was taped, and copies can be obtained upon request for a minimal fee from the school.</li> <li>○ <b>Tuesday, December 13, 2016</b> – Board members were sent an email notification concerning Dr. Bruce Murphy’s completed letter for the MAX website at <a href="http://www.mymaxcharterschool.org">www.mymaxcharterschool.org</a>.</li> <li>○ <b>Friday, December 16, 2016</b> – Jake &amp; Andie Bollinger-Giardina and Family were thanked for hosting the holiday celebration at the Thibodaux Regional Wellness Center in Thibodaux for MAX faculty and staff and MAX Board members.</li> </ul>	
<p><b>8. Other Reports</b></p>	<p><b>Principal’s Report</b> (See Attached Copy):  R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• The Christmas play was a huge success with over 700 tickets sold.</li> <li>• Linda Musson, Alison Borne, and Rebecca Walker attended the Supervisor’s Collaboration and Leader’s Collaboration Events in Jefferson Parish on Monday, December 12<sup>th</sup>.</li> <li>• Girls on the Run’s Spring Season will begin in February. They are looking to expand to include 4<sup>th</sup> and 5<sup>th</sup> graders. <ul style="list-style-type: none"> <li>○ Two NSU students volunteered to coach the MAX girls.</li> </ul> </li> <li>• Teachers have been informed of the possible changes to <b>Policy #6.4—the Computer, Internet, and Electronic Communications Acceptable Use Policy</b>.</li> <li>• Resumes are currently being accepted for a counselor position.</li> <li>• Open enrollment has begun, and MAX is accepting</li> </ul>	<ul style="list-style-type: none"> <li>• Principal R. Walker informed the MAX Board that copies of the Board-approved policy will be passed out to the staff, and the staff members will be asked to sign an agreement clause.</li> <li>• B. Broussard will advertise the open enrollment period in the local</li> </ul>

	<p>applications for new students and will continue until Monday, March 6, 2017.</p> <p><b>Director’s Report</b> L. Musson reported on the following:</p> <ul style="list-style-type: none"> <li>• State Department Meeting which covered... <ul style="list-style-type: none"> <li>○ Alternative Framework</li> <li>○ Increase in population to include high school.</li> </ul> </li> <li>• Dr. J. Field’s Marketing Class - <ul style="list-style-type: none"> <li>○ Two projects were submitted, and students will work on how to improve The MAX website, brochures, etc.</li> <li>○ Dr. Field will work on a comprehensive marketing plan.</li> </ul> </li> <li>• The Christmas play made <b>\$4, 500.</b></li> <li>• A generous donation in the amount of <b>\$18,520.62</b> was made to The MAX by Rita Candies.</li> </ul> <p><b>Parent Committee Report:</b> PTA President Ms. Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> <li>• The Shoe Drive made <b>\$1, 210.00.</b></li> <li>• Focus is now on the preparations for the Race Fest.</li> <li>• Raffle tickets are presently on sale for <b>\$5.00</b> each.</li> </ul>	<p>media.</p> <ul style="list-style-type: none"> <li>• Ms. L. Musson will send an email copy of the Fall 2016/Marketing 490 efforts to the MAX Board for perusal and review.</li> </ul>
<p><b>9. New Board Business</b></p>	<p><b>Update on Matter Pertaining to the Creation of a Separate Foundation</b></p> <ul style="list-style-type: none"> <li>• J. Giardina distributed paperwork from B. Trevor Wilson of Jones Walker Law Firm to MAX Board members in regard to the formation of a supporting foundation for Maxine Giardina Charter School, Inc. (“Max Charter.”)</li> </ul> <p><b>Discussion of Two (2) Suggestions Recommended to Dr. Cleve Hill at the 9<sup>th</sup> Annual Louisiana Charter Schools Conference...</b></p> <ul style="list-style-type: none"> <li>• On behalf of Dr. Hill, B. Broussard introduced the following two (2) suggestions for discussion and consideration: <ul style="list-style-type: none"> <li>○ Formally request an increase in the school’s enrollment cap <b>now</b> – a <b>substantive</b> change to the BESE-authorized Charter School Contract which requires writing a material amendment for BESE approval by majority vote.</li> <li>○ Begin seeking external advice for future expansion. <ul style="list-style-type: none"> <li>▪ Consider scheduling Mary Elizabeth Evans, Senior VP of Hope Credit Union and Enterprise Corporation, as a guest speaker at the February 2 MAX Board Meeting.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• J. Giardina recommended that members study the document and be prepared to discuss it at the February 2, 2017, MAX Board meeting.</li> <li>• J. Giardina expressed concern and suggested that this step be put on hold for now. <ul style="list-style-type: none"> <li>○ B. Broussard told the Board members that the matter was simply presented for discussion and was not intended to be an action item for today’s meeting. She indicated that she was acting on the request of Dr. Hill who was unable to present the request himself and could better explain or clarify the request at the next meeting of the Board.</li> </ul> </li> <li>• The Board approved the invitation to Mary Elizabeth Evans to be a guest speaker at the February 2 MAX Board meeting.</li> </ul>

<b>10. Motion to Go Into Executive Session</b>	None	
<b>11. Announcements</b>	<ul style="list-style-type: none"> <li>• The next MAX Board Meeting will be Thursday, February 2, 2017.</li> <li>• Martin Luther King Jr. Holiday will be Monday, January 16, 2017.</li> <li>• MAX 5-K Race for Their Future Fest will be Saturday, March 25, 2017.</li> </ul>	
<b>12. Adjournment</b>	The meeting adjourned at 10:26 A.M.	Motion was made by B. Aucoin and seconded by Dr. A. Davis to adjourn the meeting ... Motion was passed unanimously.

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

DATE: February 2, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

**Present:** Karen Chauvin, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Dr. Albert Davis, Dr. Cleve Hill, J.J. Buquet, and Wendie Darcey.

**Also present were** Linda Musson, Dr. Jim Barr, Suzy Bourg, **Guest** Mary Elizabeth Evans, and Janice Fabregas who took the minutes. Teacher Representative: Deborah Guidry

**Absent:** Jake Giardina, Andrea Bollinger-Giardina, Alex Arceneaux, and Crystal Guillot. **Note:** Principal Rebecca Walker was not present for this meeting due to an important meeting in Baton Rouge.

AGENDA	RECOMMENDATION	
<b>1. Call to Order</b>	K. Chauvin called the meeting to order at 9:00 A.M.	
<b>2. Roll Call</b>	K. Chauvin called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of January 5, 2017, were presented.	The Minutes of January 5, 2017, were accepted as presented.
<b>4. Board Training/Special Guest Presentation</b>	<p>Dr. C. Hill introduced special guest Mary Elizabeth Evans, Senior Vice President for Community and Economic Development, Hope Credit Union and Enterprise Corporation.</p> <ul style="list-style-type: none"> <li>• Ms. Evans gave each Board member a copy of her presentation as it pertained to charter school facility financing matters through Hope Credit Union and Enterprise Corporation.</li> <li>• Discussion primarily centered on the following:               <ul style="list-style-type: none"> <li>○ Products and services of commercial and community facilities loans –especially in economically distressed areas</li> <li>○ Options to consider for facilities financing, such as Lease, Purchase, or Development Partner <b>or</b> financing options available, such as Fundraising, Bank Financing, <i>CDFIs</i>, Bond Financing, and New Markets Tax Credits.</li> <li>○ Facilities Financing Considerations and Charter School Financial Health Metrics, such as Academic Performance, Management Experience, Board Expertise, Enrollment/Waiting List/Staff Turnover, Cash Flow, Reliance on Fundraising, and Track Record of Success, etc.</li> </ul> </li> </ul>	
<b>5. Teacher Representative Report</b>	<p>Teacher representative Ms. Deborah Guidry, Upper Grade Math teacher, reported on the following:</p> <ul style="list-style-type: none"> <li>• World’s Finest Chocolate Fundraiser will begin on Tuesday, February 7<sup>th</sup>.</li> <li>• Progress Reports will go home on Wednesday, February 8<sup>th</sup>.</li> <li>• <b>Open House</b> will be held for prospective parents from 1:30 P.M. to 2:30 P.M. on Thursday, February 9<sup>th</sup>.</li> <li>• The school’s annual Book Fair will start on Monday, February 20<sup>th</sup>, and grandparents will once again be invited to attend with their grandchild.</li> <li>• Black History Month is being celebrated. A different student from Mrs. Salmon’s class will read about a famous African</li> </ul>	



	<ul style="list-style-type: none"> <li>• Three (3) different flyers have been designed for distribution and posting at various businesses. These include flyers for the enrollment period that ends March 6, 2017, the sale of raffle tickets, and the MAX Race Fest.</li> <li>• <b>Monday, January 23, 2017</b> ... Board members were sent an email from Board Colleague JJ Buquet that contained a commentary entitled “Lucy and the Football” written by LABI (Louisiana Association of Business and Industry) President Stephen Waguespack.</li> <li>• <b>Saturday, January 28, 2017</b> ... <i>The Houma Courier/Daily Comet</i> published a picture in the “Class Acts” section of its newspaper of MAX personnel with the officials from the Louisiana Department of Education Charter Accountability Team.</li> <li>• <b>Sunday, January 29, 2017</b> ... <ul style="list-style-type: none"> <li>○ <i>The Houma Courier/Daily Comet</i> published a brief in the “Area News” section of its newspaper announcing the celebration of African-American History Month at Nicholls State University. Dr. Cleve Hill kicked off the series of events at 9:40 A.M. Wednesday with a town hall discussion held in the LeBijou Theater where he discussed “The Crisis in Education.”</li> <li>○ Board members were sent an email with an attached article from <i>The Advocate</i> entitled “Baton Rouge School for Students with Dyslexia Wins State Extension.”</li> </ul> </li> </ul> <p>***Vandebilt Catholic High School has invited The MAX to attend the Hall of Fame Installation of former Board member Mrs. Dianne Mader Savoie and the dedication of the <u>S</u>avoie <u>O</u>riginal <u>A</u>cademic <u>R</u>esource (<b>SOAR</b>) Program on Sunday, February 12, 2017, from 2:00 P.M. until 3:00 P.M. in the Vandebilt Catholic Resource Lab at 209 South Hollywood Road, Houma, LA.</p> <p>Ms. Musson added the following to the above report:</p> <ul style="list-style-type: none"> <li>• Two (2) billboards advertising The MAX’s enrollment and the Race Fest will be on display—one in Thibodaux and one in Houma.</li> <li>• Ms. Musson is working with Cody Blanchard to obtain quotes on different items. Mr. Blanchard gave a possible quote on building a website -- <b>\$2,500</b> which would include maintenance.</li> <li>• Ms. Musson has been reaching out to students to write testimonials for The MAX which will be shared on the school’s website.</li> </ul>	
<p><b>8. Other Reports</b></p>	<p><b>Principal’s Report</b> (See Attached Copy):  L. Musson reported on behalf of R. Walker, who was not present for the Board meeting.</p> <ul style="list-style-type: none"> <li>• Rebecca Walker and Alison Borne are attending a meeting today, February 2, 2017, with John White to hear about <b>ESSA</b> updates.</li> </ul>	

- MAX held an essay contest during **School Choice Week**, and students also performed the School Choice Week Dance on Friday.
- Stacy Johnson, a certified licensed practical counselor as well as a school psychologist, has been hired and will work two (2) days a week.
- **Admissions** continue through March 6, 2017...
  - Of twelve (12) submitted applicants, nine (9) have been deemed eligible – (2 – 1<sup>st</sup> graders, 3 – 2<sup>nd</sup> graders, 2 – 3<sup>rd</sup> graders, 2 – 4<sup>th</sup> graders.)
  - **Open House** for prospective parents is on Thursday, February 9, at 1:30 P.M. and will include a general question and answer session followed by a school tour.
- Linda Musson will conduct Report Form Workshops for the teachers on Friday, February 3<sup>rd</sup>, and for the paras on Monday, February 6<sup>th</sup>.
- 8<sup>th</sup> graders will take the National Assessment of Educational Progress (NAEP) test on Thursday, February 23<sup>rd</sup>.
- The **Girls on the Run** now has four (4) coaches, and many students in grades 4<sup>th</sup> – 8<sup>th</sup> signed up to participate.

- Mardi Gras Holidays will be February 27 – March 3.

**Director's Report**

L. Musson reported on the following:

- The Alternative Framework has been approved by BESE.
- On Friday, February 3<sup>rd</sup>, at 1:00 P.M. the State Department people who worked with The MAX on the Alternative Framework will be at The MAX to meet with the Data Team and set baselines for individual growth.
- The MAX has two (2) teachers in residence from NSU.
- Art students from NSU are coming to The MAX every third Friday to work with the students.
- The 1<sup>st</sup> through 5<sup>th</sup> grade students will be participating in the **Thibodaux Playhouse Field Trip** on February 22<sup>nd</sup>/23<sup>rd</sup>, which will also include hands-on activities with the Wetlands.
- L. Musson introduced recently hired Stacy Johnson, a certified licensed practical counselor as well as a school psychologist, to the Board members.
- Personnel from Grand Coteau visited The MAX.
- For the first time, some 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade MAX students will be participating at the Vandebilt Literary Rally in Houma on Saturday, March 25<sup>th</sup>.

**Parent Committee Report:**

Wendie Darcey reported on the following:

- K. Chauvin reported that she spoke with Andrew Kearny from NSU who offered the services of the athletic students and will coordinate this with her to get students to come over to The MAX and assist with field days, activities during recess, etc.

	<ul style="list-style-type: none"> <li>• Preparations for the Race are ongoing.</li> <li>• Volunteers are needed for booths.</li> <li>• Items for the Silent Auction are being collected.</li> <li>• Raffle tickets sales are ongoing.</li> <li>• The PTA will hold a meeting on Tuesday, February 7<sup>th</sup></li> <li>• Firehouse Subs Fundraiser will be held on February 8<sup>th</sup> at both Thibodaux and Houma locations.</li> </ul>	
<b>9. New Board Business</b>	<p><b>Update of Matter Pertaining to the Creation of a Separate Foundation</b></p> <ul style="list-style-type: none"> <li>• K. Chauvin reported that J. Giardina has listed all MAX Board members as the first Board of Directors for the proposed <b>MAX Charter School Foundation, Inc.</b> Attorney Harold Block is working on getting the paperwork finalized. <ul style="list-style-type: none"> <li>○ K. Chauvin presented a check in the amount of <b>\$20,000.00</b> -- a donation from Ronald Adams.</li> </ul> </li> </ul> <p><b>Discussion/Comments on Marketing Plan Submitted by NSU Marketing Students</b></p> <ul style="list-style-type: none"> <li>• L. Musson reported that due to the time restrictions mandated by the proposed plan, this may not be feasible for The MAX <b>at this time.</b></li> </ul> <p><b>Vandebilt Hall of Fame Dedication Ceremony</b></p> <ul style="list-style-type: none"> <li>• B. Broussard referred members back to the Publicity Report.</li> </ul>	
<b>10. Motion to Go Into Executive Session</b>	None	
<b>11. Announcements</b>	<ul style="list-style-type: none"> <li>• The next Board Meeting will be Thursday, March 9, 2017.</li> <li>• Parent/Teacher Conferences/Staff Development: Friday, February 10, 2017 – No School</li> <li>• Mardi Gras Holidays: Monday, February 27, 2017 – Friday, March 3, 2017 – No School</li> <li>• MAX 5-K Race for Their Future Fest – Saturday, March 25, 2017.</li> </ul>	
<b>12. Adjournment</b>	The meeting adjourned at 11:10 A.M.	Motion was made by B. Aucoin and seconded by Dr. C. Hill to adjourn the meeting ... Motion was passed unanimously.

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

DATE: March 9, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

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

**Also present were** Rebecca Walker, Linda Musson, Dr. Jim Barr, Suzy Bourg, and Janice Fabregas who took the minutes. **Teacher Representative:** Mrs. Judy Domangue

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

AGENDA	RECOMMENDATION	
<b>1. Call to Order</b>	J.Giardina called the meeting to order at 9:00 A.M.	
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of February 2, 2017, were presented.	The Minutes of February 2, 2017, were accepted as presented.
<b>4. Board Training</b>	None	
<b>5. Teacher Representative Report</b>	<p>Teacher representative Mrs. Judy Domangue, 5<sup>th</sup> Grade ELA and Social Studies teacher, reported on the following:</p> <ul style="list-style-type: none"> <li>• Mrs. Domangue thanked the Board for its time and support.</li> <li>• The Book Fair made a profit of approximately <b>\$800.00</b>.</li> <li>• The World’s Finest Chocolate Sale is on-going.</li> <li>• The Chrome Books have arrived and are being prepared for use.</li> <li>• The students are preparing and working on skills for the state testing.</li> </ul>	
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourg presented the January 2017 financial statements.</li> <li>• S. Bourg went over the financials.</li> </ul> <p><b>Grants:</b></p> <ul style="list-style-type: none"> <li>• Dr. Barr distributed copies to the Board members of a summary of the information he prepared that will be sent out for the Entergy Grant and also sent to the Bayou Foundation and the Greater New Orleans Foundation. <ul style="list-style-type: none"> <li>○ The purpose is to get funding for the Marketing Plan which was provided by the College of Business Administration/Management and Marketing.</li> </ul> </li> <li>• Dr. C. Hill reported that K. Chauvin and he, along with Dr. J. Barr, attended a meeting at the Freeman Foundation where they met people who are either personally engaged in fund raising or who provide consultancy services to steer non-profit organizations in the right direction to develop a fund</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Barr suggested that the Board members meet to review and edit.</li> <li>• K. Chauvin agreed to contact a development consultant they met at the meeting who would agree to visit The MAX and speak to the Board members with a proposal on the services she could provide.</li> </ul>

raising strategy.

**Building & Sites Representative Report:**

B. Aucoin reported on a rust issue in the boys' restroom.

**Ad-Hoc Committee/Coordinator Reports/Updates**

- **Progress of Memorandum of Understanding (MOU)** – No report due to absence of Alex Arceneaux

- **Public Relations Report:** (See Attached Copy)

B. Broussard reported on the following:

- **February/March 2017** --- Publicity on MAX Charter School's **2017-2018 Enrollment** has been on-going throughout the month of February and early March. Publicity on **MAX Charter School's 9<sup>th</sup> Annual "Race for Their Future" 5-K Race Fest** has been a bit sporadic this far.
- **February 2017 Issues** --- A photo taken with the officials from the Charter Accountability Team – Kunjan Narechania and Kristine Barker – was published in *What Now Magazine* and the *Thibodaux Chamber Insight Newsletter*.
- **Sunday, February 12, 2017** --- Dianne Mader Savoie was inducted posthumously into Vanderbilt Catholic High School's Hall of Fame for her work with students with dyslexia. Family and friends were present for the official dedication and unveiling of the plaque that will hang on the walls of the school's newly renovated resource room honoring Dianne's service – **S.O.A.R.** – **Savoie Original Academic Resource** Program.
- **Monday, February 27, 2017** --- MAX Board members received a forwarded copy of an email from LAPCS Legal Advisor Sarah Vandergriff that kept members abreast of the happenings in Baton Rouge during the special legislative session.
- **Monday, March 6, 2017** --- MAX Board members received a forwarded copy of the *March 2017 LAPCS Newsletter* with a special message from LAPCS Executive Director Caroline Roemer that included updates on recent legislative actions.
- **Wednesday, March 1, 2017** --- A picture of Board members J. Giardina and Dr. C. Hill, along with Governor John Bel Edwards and other dignitaries, at a ribbon-cutting ceremony for the new Wellness Center was posted in *The Times*.
- **Friday, March 3, 2017** --- Dr. C. Hill's picture was also in *The Courier* as part of a forum of the **Glory Road Tour** that promoted the Louisiana Sports Hall of Fame.

**7. Ad-Hoc Committee/Coordinator Reports/Updates**

## 8. Other Reports

### Principal's Report (See Attached Copy):

R. Walker reported on the following:

- **Enrollment/Admissions Update:**
  - Current enrollment is 120 students
  - A total of 42 applicants has been submitted – 28 applicants are eligible; 8 applicants are not eligible; 6 applications are incomplete.
- **Open House** for prospective parents was held on Thursday, January 9<sup>th</sup>.
- **Chrome Books Roll Out**
  - 120 Chrome Books and mice have been purchased.
  - Carts and containers have also been purchased to store the devices.
  - During staff meeting on Tuesday, teachers and paras will be given the guidelines for use. Guidelines will be explained to the students on Wednesday. Contracts will be signed by staff members and teachers.
- **Louisiana Department of Education Supervisor's Collaboration Event:**
  - Linda Musson, Alison Borne, and Rebecca Walker will attend on Tuesday, March 14<sup>th</sup>.
- The **2017-2018 Calendar Meeting** will be held following the March 9<sup>th</sup> Board meeting.
- The **Intent to Return Forms** were sent out, and all students (except 8<sup>th</sup> graders) have returned the form expressing that they all intend to return for the 2017-2018 school year.

### Director's Report

L. Musson reported on the following:

- The MAX is working with the NSU Psychology Department.
  - A group is observing MAX students specifically chosen by The MAX staff
  - They are giving teachers different strategies to use in working with these students with different disabilities.
- Staff development with the teachers and the paras is on-going.
- The 8<sup>th</sup> Grade girls are visiting John Deere and will meet with the engineering people.
- The Vanderbilt Literary Rally will be held on Saturday, March 25, 2017, and ten (10) students in Grades 5<sup>th</sup> – 7<sup>th</sup> from The MAX will be attending.
- The Christmas play DVD's are available for **\$12.00**.

### Parent Committee Report:

Crystal Guillot reported on the following:

- **\$24,000** in sponsor donations has been received to date.
- About 120 racers have registered. Registration is \$30, and shirts can be ordered for \$15 from the website.

	<ul style="list-style-type: none"> <li>• Raffle ticket sales are continuing, and silent auction items are being collected.</li> <li>• Yard signs and banners have been put out in Houma and Thibodaux.</li> <li>• The PTA purchased twelve (12) cases of paper for teachers and office/PTA.</li> <li>• Ms. Guillot also brought up the subject of the lack of support regarding the Race and in particular the sale of raffle tickets. <ul style="list-style-type: none"> <li>○ A discussion followed on ways to improve participation for next year.</li> </ul> </li> </ul>	
<b>9. New Board Business</b>	<p><b>Update on Matter Pertaining to the Creation of MAX Charter School Foundation, Inc. <u>Action Item</u></b></p> <ul style="list-style-type: none"> <li>• J. Giardina reported that the attorney-approved suggested recommendations by Board members to the Articles of Incorporation of The MAX Charter School Foundation have been made, and these revisions were sent to the Board members. He requested that a motion be made to adopt this revision. <ul style="list-style-type: none"> <li>○ J. Giardina also reported that Ronald Adams gave a donation in the amount of <b>\$20,000</b> which will be put into the Foundation account.</li> </ul> </li> </ul>	A motion was made by Dr. C. Hill, seconded by K. Chauvin, to adopt the Articles of Incorporation of The MAX Charter School Foundation as submitted and that the directors of the newly formed MAX Charter School Foundation will be the same as the directors of the MAX Charter School Board ... Motion was passed unanimously.
<b>10. Motion to Go Into Executive Session</b>	None	
<b>11. Announcements</b>	<ul style="list-style-type: none"> <li>• The next Board meeting will be Thursday, April 6, 2017, at the Thibodaux Wellness Center</li> <li>• MAX 5-K “Race for Their Future” Fest will be held on Saturday, March 25, 2017.</li> <li>• Easter Break will be April 14-21, 2017.</li> <li>• Deadline for filing the Annual <b>Tier 3 Personal Financial Disclosure Statement</b> is Monday, May 15, 2017.</li> </ul>	
<b>12. Adjournment</b>	The meeting adjourned at 10:20 A.M.	Motion was made by K. Chauvin and seconded by Dr. C. Hill to adjourn the meeting ... Motion was passed unanimously.

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

DATE: April 6, 2017

TIME: 9:00 A.M.

PLACE: Thibodaux Wellness Center, 5<sup>th</sup> Floor

**Present:** Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Dr. Cleve Hill, J.J. Buquet, Alex Arceneaux, and Crystal Guillot

**Also present were** Rebecca Walker, Linda Musson, Dr. Jim Barr, Suzy Bourg, Warren Triche (arrived at 9:45), and Janice Fabregas who took the minutes.

**Absent:** Andrea Bollinger-Giardina, Dr. Angelle Hebert, and Wendie Darcey

AGENDA	RECOMMENDATION
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.
<b>3. Approval of the Minutes</b>	The Minutes of March 9, 2017, were presented.  The Minutes of March 9, 2017, were accepted as presented.
<b>4. Board Training/Special Guest Presentation</b>	Special Guest Speaker , Ms. Ann E. Heslin, Advancement Consultant and Event Production Specialist/President, Fabulous Fêtes, LLC—Special Event Production and Non-Profit Consulting Services, could not attend and will be at the next MAX Board meeting on May 11, 2017.
<b>5. Teacher Representative Report</b>	Teacher representative Suzanne Cavalier, ELA Grades 6-8, was unable to attend the meeting due to state testing demands but sent the following report to the Board members: <ul style="list-style-type: none"> <li>• Students are using the new Chromebooks and enjoying the new use of technology.</li> <li>• Teachers are using the Chromebooks to enhance the learning in their classes.</li> <li>• Students have completed the ELA section of the LEAP.</li> <li>• The math section will begin on Friday, April 7<sup>th</sup>.</li> <li>• <b>Field Day/ Fun Day</b> will be held on Thursday, April 13<sup>th</sup>.</li> </ul>
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourg presented the February 2017 financial statements.</li> <li>• S. Bourg went over the financials.</li> </ul> <p><b>Grants:</b>  Dr. Jim Barr reported on the following:</p> <ul style="list-style-type: none"> <li>• The <b>Bayou Community Foundation</b> sent a letter of <b>no acceptance</b> for the proposed marketing plan and counselor request that was recently submitted to them.</li> <li>• The <b>Entergy Grant</b> will be submitted this week.</li> <li>• The <b>New Orleans Foundation</b> will announce the special funding this month.</li> <li>• Dr. Barr sent out an email to the Board members regarding</li> </ul>

<p><b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <p><u>Note:</u> Motion on calendar was scheduled for Agenda Item #8 but took place a bit early.</p>	<p>the <b>Freeman Foundation</b>.</p> <p><b>Building &amp; Sites Representative Report:</b>  B. Aucoin reported on the following:</p> <ul style="list-style-type: none"> <li>• The city sent a letter regarding the outside placement of a lockbox with a key inside to be used for emergencies. <ul style="list-style-type: none"> <li>○ S. Bourg has someone coming to install this box at a cost of <b>\$350</b>.</li> </ul> </li> </ul> <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b>  <b>Progress of Memorandum of Understanding (MOU) –</b></p> <ul style="list-style-type: none"> <li>• Dr. A. Davis reported that the most recent MOU draft submitted by MAX needs to be reviewed and addressed by a special team at Nicholls.</li> <li>• Dr. Davis will re-send the most recent draft of the MOU to Board member Alex Arceneaux to re-acquaint him with the MOU.</li> <li>• It was requested that a motion be made to accept the proposed <b>2017-2018 Academic Calendar</b>.</li> </ul> <p><b>Public Relations Report:</b> (See Attached Copy)  B. Broussard reported on the following:</p> <ul style="list-style-type: none"> <li>• Publicity on MAX Charter School’s 9<sup>th</sup> Annual “Race for Their Future” 5-K Race Fest has been a bit sporadic. Due to the fact that the fest had to be postponed/re-scheduled until May 21, publicity will have to be re-advertised.</li> <li>• <b>March 2017</b> - <i>Bayou Catholic</i> contained an article and pictures of the dedication ceremony held on Sunday, February 12, 2017, at Vanderbilt Catholic High School to honor Dianne Mader Savoie for her work with students with dyslexia.</li> <li>• <b>Friday, March 10, 2017</b> – Two photos, one taken at the MAX Board meeting of guest speaker Ms. Mary Elizabeth Evans and the other taken at the annual review by LDOE official Ms. Delaina Larocque, were sent to local publications.</li> <li>• <b>Wednesday, March 22, 2017</b> – Board members were sent an email notification that contained an invitation to Nicholls State University Alumni Federation’s 2017 Awards for Excellence honoring the recipients and Hall of Fame honorees. Congratulations, Jake Giardina, for being selected to receive the Harvey Peltier Award.</li> <li>• <b>Saturday, March 25, 2017</b> – The 9<sup>th</sup> Annual “Race for Their Future” 5-K Race Fest was postponed due to inclement weather. As a consequence publicity on the re-</li> </ul>	<ul style="list-style-type: none"> <li>• At least two (2) teachers expressed interest.</li> <li>• A motion was made by K. Chauvin, seconded by Dr. C. Hill, to approve the <b>2017-2018 Academic Calendar</b> as presented ....Motion was passed unanimously.</li> </ul>
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<p><b>8. Other Reports</b></p>	<p>scheduled event will be continued.</p> <p><b>Principal's Report</b> (See Attached Copy):</p> <p>R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• Students from ED White came to the MAX on March 22 to tutor some students. It was a wonderful experience for all.</li> <li>• The current population for the 2017-2018 school year is <b>120</b> students. There are twelve (<b>12</b>) new students and twenty-four (<b>24</b>) students on the wait list.</li> <li>• The <b>Intent to Return Forms</b> have been returned from the MAX staff.</li> <li>• There are currently four (<b>4</b>) teachers in “middle school” for <b>44</b> students. <ul style="list-style-type: none"> <li>○ In 2017-2018 there will be thirty-seven (<b>37</b>) students and three (<b>3</b>) teachers.</li> </ul> </li> <li>• Plans are to make shifts to accommodate the anticipated twenty-two (<b>22</b>) special education students for the 2017-2018 school year. <ul style="list-style-type: none"> <li>○ A discussion followed regarding the inadequate funding from the state (IDEA funds) to assist with special education students. The original charter listed only eight (8) special education students at the time, and although the number of special education students has increased, the funding has remained the same.</li> </ul> </li> <li>• The <b>2017-2018 Master Calendar Meeting</b> will be held on Thursday, April 27<sup>th</sup>, at 1:00 P.M.</li> <li>• LEAP Testing <ul style="list-style-type: none"> <li>○ 5<sup>th</sup>-8<sup>th</sup> Graders will be testing on computers.</li> <li>○ 3<sup>rd</sup> and 4<sup>th</sup> Graders will take paper-based ELA, math, and social studies tests on May 1<sup>st</sup>-4<sup>th</sup>.</li> <li>○ 3<sup>rd</sup> through 8<sup>th</sup> Graders will take the paper-based science test on Friday, May 5<sup>th</sup>.</li> </ul> </li> </ul> <p><b>Director's Report</b></p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> <li>• Four (4) PTA Board members were on HTV to advertise the Race Fest.</li> <li>• The NSU Art students have completed their classes at MAX for this school year. This has helped with the new ESSA requirements.</li> <li>• Quotes for marketing items have been obtained from two (2) vendors for building and maintaining the school website. <ul style="list-style-type: none"> <li>○ The vendor chosen is <b>White Car Marketing</b>.</li> <li>○ The cost would be approximately <b>\$3,500.00</b>. <ul style="list-style-type: none"> <li>➤ Ms. L. Musson asked for a motion to accept the <b>\$3,500</b> for the marketing items.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• It was suggested that L. Musson contact Sarah Vandergriff or Caroline Roemer to see what could be done at this time to remedy the funding for the increase of special education students at MAX over the years or to see if the charter could be adjusted to increase the number of special education students that would be covered under IDEA funds to reflect the actual number of students being served.</li> <li>• A motion was made by J.J. Buquet, seconded by Boo Broussard, to approve up to <b>\$3,500</b> for expenditures for the marketing items... Motion was passed unanimously.</li> </ul>
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	<ul style="list-style-type: none"> <li>The MAX will have one student attending the <b>Louisiana Girls' Leadership Academy</b>.</li> <li>On <b>Thursday, May 25<sup>th</sup></b>, the <b>8<sup>th</sup> Grade Graduation and Breakfast</b> will be held. Breakfast will be at 8:00 A.M., and invitations will be given to the Board members.</li> </ul> <p><b>Parent Committee Report:</b> Crystal Guillot reported on the following:</p> <ul style="list-style-type: none"> <li>The Race Fest has been moved to Sunday, May 21<sup>st</sup>.</li> <li>To date over <b>\$16,000</b> of raffle tickets have been sold.</li> <li>Advertising will begin for the new date.</li> </ul>	
<b>9. New Board Business</b>	<p><b>Discussion of/Thoughts on Mandated School Leader Evaluation of Principal Rebecca Walker for the 2016-2017 School Year...Action Item</b></p> <ul style="list-style-type: none"> <li>K. Chauvin informed the Board members that a decision needs to be made on who will do the principal's evaluation this year.</li> </ul> <p><b>Other Matters...</b></p> <ul style="list-style-type: none"> <li>Dr. A. Davis brought up the subject of starting a choir at The MAX.</li> <li>J. Giardina reported that at the next Board meeting, a discussion on the school's financial situation needs to take place.</li> </ul>	<ul style="list-style-type: none"> <li>A motion was made by K. Chauvin, seconded by J.J. Buquet, to contract Dr. Jim Barr to do the evaluation of the principal ... Motion was passed unanimously. <ul style="list-style-type: none"> <li>Dr. Barr, who was present at the meeting, agreed to do the evaluation.</li> <li>L. Musson will contact Dr. J Field about doing a parent &amp; staff survey.</li> </ul> </li> <li>A. Davis suggested that L. Musson contact Shane Anderson in the Music Department at NSU to see about starting a choir at The MAX.</li> <li>J. Giardina suggested that the Board members become familiar with the handout that was included in the Board packet.</li> </ul>
<b>10. Motion to Go Into Executive Session</b>	None	
<b>11. Announcements</b>	<ul style="list-style-type: none"> <li>The next Board meeting will be Thursday, May 11<sup>th</sup>, the second Thursday of the month.</li> <li>Easter Break will be April 14-21, 2017.</li> <li>Deadline for filing the Annual <b>Tier 3 Personal Financial Disclosure Statement</b> is Monday, May 15, 2017.</li> <li>Rescheduled "Race for Their Future": <b>Sunday, May 21, 2017</b></li> </ul>	
<b>12. Adjournment</b>	The meeting adjourned at 10:10 A.M.	Motion was made by B. Aucoin and seconded by Dr. C. Hill to adjourn the meeting ... Motion was passed unanimously.

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

DATE: May 11, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

**Present:** Jake Giardina, Carol “Boo” Broussard, Dr. Angelle Hebert, Brian Aucoin, Dr. Albert Davis, Dr. Cleve Hill, J.J. Buquet, Crystal Guillot, and Wendie Darcey

**Also present were** Rebecca Walker, Linda Musson, Dr. Jim Barr, and Janice Fabregas who took the minutes. **Note: Teacher Representative:** Rebecca Durocher; **Special**

**Guest Speaker:** Ms. Ann E. Heslin

**Absent:** Karen Chauvin, Andrea Bollinger-Giardina, and Alex Arceneaux **Note:** Business Manager Suzy Bourg was unable to attend.

AGENDA	RECOMMENDATION	
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.	
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of April 6, 2017, were presented.	The Minutes of April 6, 2017, were accepted as presented.
<b>4. Board Training/Special Guest Presentation</b>  <b>NOTE:</b> Ms. Heslin arrived at 9:08 A.M. and thus gave her presentation after R. Durocher’s report.	<p><b>Special Guest Speaker Ms. Ann E. Heslin</b>, Advancement Consultant and Event Production Specialist/President, <i>Fabulous Fêtes LLC</i>— Special Event Production and Non-Profit Consulting Services spoke to the Board members.</p> <p>Ms. Heslin spoke about her company <i>Fabulous Fêtes LLC</i>, which is a full-service special event, fundraising consulting, and strategic planning company that works with individual, corporate, and non-profit organizations on a project-by-project basis.</p> <p>Members commented on factors affecting small non-profits, the abundance of fund raisers in the area, and various concerns throughout her presentation.</p>	<ul style="list-style-type: none"> <li>Ms. Heslin offered to submit her proposal directly to MAX Board members for review, but Principal Rebecca Walker found the previously submitted document forwarded by K. Chauvin and requested that Boo Broussard re-send to all MAX Board members.</li> </ul>
<b>5. Teacher Representative Report</b>	Teacher representative Rebecca Durocher, 5 <sup>th</sup> Grade math & science teacher, reported on the following: <ul style="list-style-type: none"> <li>Ms. Durocher thanked the Board members for their support during the school year.</li> <li>On May 19<sup>th</sup>, the Upper School will take a field trip to the Regional Military Museum in Houma.</li> <li>The 3<sup>rd</sup> Graders are learning about life cycles and even have had live praying mantises hatching in their classroom.</li> <li>When asked about LEAP testing, Ms. Durocher responded that although testing was exhausting, everything went smoothly, and the students who were on computers appeared to embrace the technology.</li> </ul>	
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>B. Aucoin presented the February 2017 financial statements on behalf of S. Bourg who was unable to attend the meeting.</li> <li>B. Aucoin went over the financials.</li> </ul>	

- B. Aucoin also informed the MAX Board of the following:
  - A **W-2G Tax Form** needs to be sent to the winner of Race prizes valued at **\$5,000 and over**.
    - **28%** of any amount **over \$5,000** in winnings needs to be withheld.
  - Even though **tax-exempt** nonprofits do not pay federal **taxes**, they do have to file an information **form** with the IRS annually. That **form** is called a **990**.
    - B. Aucoin asked that a motion be made to approve the **990 Tax Return Form for 2016** as presented.

**Grants:**  
No report

**Building & Sites Representative Report:**  
No report

**Ad-Hoc Committee/Coordinator Reports/Updates**

- **Progress of Memorandum of Understanding (MOU) –**
  - Dr. A. Davis reported that a copy of the MOU was sent to Alex Arceneaux, but no response has been received to date.

**Public Relations Report: (See Attached Copy)**

B. Broussard reported on the following:

- **April 2017** – Publicity on MAX Charter School’s **9<sup>th</sup> Annual “Race for Their Future” 5-K Race Fest**, rescheduled due to inclement weather, began almost immediately after the notification of the media on April 7, 2017, and continued through the month of April and into May.
- **April 11, 2017/April 13, 2017** – Board members were sent forwarded email messages from **LAPCS** Executive Director Caroline Roemer and Director of External Relations – New Orleans – Brady Shannon outlining a **2017 Legislative Session Preview** in an effort to keep members informed of educational issues and engaged in advocacy efforts.
- **April 27, 2017** – Board members were sent an email notification, along with an article from Tulane University’s A.B. Freeman School of Business, which informed them of the selection of fellow MAX Board member J.J. Buquet as ***Tulane Distinguished Entrepreneur of the Year***.
- **May 2, 2017/May 4, 2017** – Board members were sent forwarded email messages from LAPCS officials regarding a “Call to Action” on **SB 87: Mandatory UAL/TRSL payments via MFP withholdings**.
- **May 3, 2017** – *Inside NSU* announced the departure of Stephanie Verdin. A “Farewell/Thank You” message was sent to her on behalf of MAX.

- A motion was made by Dr. C. Hill, seconded by J.J. Buquet, to approve the **990 Tax Return Form for 2016** for The MAX Charter School as presented ... Motion was passed unanimously.

- L. Musson will be following up on this.

**7. Ad-Hoc Committee/Coordinator Reports/Updates**

<p><b>8. Other Reports</b></p>	<p><b>Principal’s Report</b> (See Attached Copy):</p> <p>R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• LEAP testing is finally finished.</li> <li>• MAX was cited by the State Department recently for its failure to meet the requirement of enrolling the required percentage of Economically Disadvantaged Students as defined in <i>Act 467</i>.</li> <li>• In a letter drafted by Dr. Cleve Hill, MAX Charter School endorsed Hope Enterprise Corporation (<i>HOPE</i>) in its request for a funding grant. (<b>Note:</b> Mary Elizabeth Evans was our guest speaker at our MAX Board meeting on February 2, 2017.) The letter of endorsement is being sent to the Application Review Committee for the Credit Enhancement for Charter School Facilities Program of the U.S. Department of Education.</li> <li>• As of today, the 2017-2018 School Year Enrollment/Admissions Update is as follows: <ul style="list-style-type: none"> <li>○ <b>120</b> students <ul style="list-style-type: none"> <li>▪ <b>12</b> new students</li> </ul> </li> <li>○ <b>22</b> students on the wait list</li> </ul> </li> <li>• Two (2) teachers have elected <b>not to return</b> to MAX. <ul style="list-style-type: none"> <li>○ We are in the process of interviewing for the two (2) available positions--Upper School Math and 4<sup>th</sup> Grade ELA.</li> </ul> </li> <li>• MAX teachers and three (3) paras were invited to attend <b>The Louisiana Teacher Leader Summit</b> to be held at the Morial Convention Center in New Orleans. Our teachers will be there from Wednesday, June 7, 2017, through Friday, June 9, 2017.</li> </ul> <p><b>Director’s Report</b></p> <p>L. Musson reported on the following:</p> <ul style="list-style-type: none"> <li>• For a MAX heartfelt story, Ms. Musson shared the news that several former MAX 8<sup>th</sup> grade students entered the 2016-2017 <b>Thibodaux Calendar Art Contest</b>. <ul style="list-style-type: none"> <li>○ This year MAX had a winner for the month of December 2016—Emmett Adams.</li> <li>○ When the calendar was viewed by Board members, the names and art work by other former MAX students were revealed: Casey Acosta, Trevor Lasseigne, Anne-Marie Orlando, Victoria Smith, and Zachary Strawser.</li> </ul> </li> <li>• Dr. J. Field will have the surveys for the parents set up before the end of the year.</li> <li>• Ms. Musson had a meeting with the representative from <b>White Car Marketing</b>. <ul style="list-style-type: none"> <li>○ The representative will be responsible for redesigning and maintaining the school’s website that is expected to be launched at the end of June. <ul style="list-style-type: none"> <li>▪ Several students have been contacted for testimonials to be</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• MAX was asked to submit its plans for future compliance. <ul style="list-style-type: none"> <li>○ On April 30, 2017, the requested documents entitled <i>Act 467 Compliance Action Steps for 2017-2018 School Year</i> were submitted to the State Department.</li> </ul> </li> </ul>
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	<p>used on the website.</p> <ul style="list-style-type: none"> <li>○ Marketing materials (brochures, cards, etc.) will be ordered, and The MAX logo will be used on the cards.</li> <li>● MOU is being worked on.</li> <li>● Nicholls Department of Music Head Dr. Shane Anderson was contacted regarding coupling up with The MAX for art and music.</li> <li>● MAX will be looking into writing grants for musical instruments for lower grades.</li> </ul> <p><b>Parent Committee Report:</b> Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> <li>● PTA is working on preparations for <b>Teacher Appreciation Week.</b> <ul style="list-style-type: none"> <li>○ May 4<sup>th</sup> will be the Italian lunch from 1:00 P.M. to 2:30 P.M.</li> </ul> </li> <li>● The last PTA meeting for 2016-2017 was held on Tuesday, May 2, 2017. Nominations for the new PTA officers were made, and the officers will all remain the same.</li> <li>● The PTA is working on final preparations for The Race on May 21, 2017.</li> <li>● There will be hot lunches again next year. <ul style="list-style-type: none"> <li>○ Sodexo submitted a proposal for four (4) days of the week at \$4.00 per day. Approximately 50 students/parents expressed interest.</li> <li>○ Fridays will be kept open to support places like <i>Pizza Hut</i> and <i>Firehouse Subs</i>, etc. that support The MAX.</li> </ul> </li> </ul>	
<p><b>9. New Board Business</b></p>	<p>None needed since the school's financial situation was discussed during both Agenda Item 4 and Agenda Item 6.</p>	
<p><b>10. Motion to Go Into Executive Session</b></p>	<p>None</p>	
<p><b>11. Announcements</b></p>	<ul style="list-style-type: none"> <li>● The next Board meeting will be Thursday, June 1, 2017.</li> <li>● Deadline for filing the <i>Annual Tier 3 Personal Financial Disclosure Statement</i> is Monday, May 15, 2017.</li> <li>● <i>Girls on the Run 5-K Race</i> in Houma: Saturday, May 13, 2017.</li> <li>● Rescheduled "Race for Their Future": Sunday, May 21, 2017.</li> <li>● Eighth Grade Graduation &amp; Breakfast: 8:00 A.M. Thursday, May 25, 2017. Breakfast will be in the Century Room, and Graduation will be at Danos Theater in Talbot Hall.</li> </ul>	
<p><b>12. Adjournment</b></p>	<p>The meeting adjourned at 10:50 A.M.</p>	<p>Motion was made by B. Aucoin and seconded by Dr. C. Hill to adjourn the meeting ... Motion was passed unanimously.</p>

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

DATE: June 1, 2017

TIME: 9:00 A.M.

PLACE: Max Charter School

**Present:** Jake Giardina, Carol “Boo” Broussard, Brian Aucoin, Dr. Albert Davis, Dr. Cleve Hill, Crystal Guillot, and Wendie Darcey

**Also present were** Rebecca Walker, Linda Musson, Dr. Jim Barr, Suzy Bourq, Dr. J Robert Field (9:45 A.M.), and Janice Fabregas who took the minutes.

**Absent:** Karen Chauvin, Andrea Bollinger-Giardina, Dr. Angelle Hebert, J.J. Buquet, and Alex Arceneaux

<b>AGENDA</b>		<b>RECOMMENDATION</b>
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.	
<b>2. Roll Call</b>	J. Giardina called the roll, and a sign-in sheet was passed around.	
<b>3. Approval of the Minutes</b>	The Minutes of May 11, 2017, were presented.	The Minutes of May 11, 2017, were accepted as presented.
<b>4. Board Training</b>	No Report	
<b>5. Teacher Representative Report</b>	No Report	
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. Bourq presented the April 2017 financial statements.</li> <li>• S. Bourq went over the financials.               <ul style="list-style-type: none"> <li>○ Title I and IDEAB 3<sup>rd</sup> quarter reimbursements (total of <b>\$14,355</b>) were received from the state on May 5, 2017, and will show in May financials presented next month.</li> </ul> </li> <li>• S. Bourq is               <ul style="list-style-type: none"> <li>○ Currently working on gathering information to submit request for reimbursement for the SRSA grant.</li> <li>○ In the process of drafting a <b>2017-2018 Operating Budget</b>. The proposed copy is due to the State Department by July 30<sup>th</sup>.</li> </ul> </li> <li>• With the cancellation of the Race Fest due to inclement weather, the profit will be about \$15,000 to \$20,000 less than last year.</li> <li>• B. Broussard asked if there were plans to get a counselor for the new school year with grant money.</li> </ul> <p><b>Grants:</b>            Dr. Jim Barr reported on the following:</p> <ul style="list-style-type: none"> <li>• Dr. Barr will be meeting with R. Walker regarding evaluation and other teacher-related issues.</li> <li>• Dr. Barr located a source of information which he feels</li> </ul>	<ul style="list-style-type: none"> <li>• The Board-approved budget should be submitted no later than September 30, 2017.</li> <li>• R. Walker replied that the counselor hired had not been able to complete the school year due to medical issues. She plans to check with K. Chauvin to see if there is a part-time counselor available for the upcoming school year.</li> </ul>

<p><b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b></p>	<p>will be of interest to the Board and will email it to the Board members. It is in regard to <b>The Wallace Foundation</b> about resources concerning Board support and Board information for interacting with capacity building.</p> <ul style="list-style-type: none"> <li>○ Dr. Barr noted that <b>The Wallace Foundation</b> has funded a lot of things in Louisiana at the state level and has been very instrumental in supporting special education issues and leadership programs.</li> </ul> <p><b>Building &amp; Sites Representative Report:</b> No Report</p> <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <p><b>Progress of Memorandum of Understanding (MOU) –</b> No Report</p> <p><b>Public Relations Report:</b> (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> <li>• <b><u>May 2017</u></b> – Publicity on MAX Charter School’s 9<sup>th</sup> Annual “<b>Race for Their Future</b>” <b>5-K Race Fest</b>, rescheduled due to inclement weather, continued throughout the month of May. Unfortunately, the fest event itself was cancelled once again due to inclement weather, but the two races did take place. Pictures were taken and sent to local media for publication.</li> <li>• <b><u>May 11, 2017</u></b> <ul style="list-style-type: none"> <li>○ After Ms. Ann Heslin’s presentation at the May 11<sup>th</sup> MAX Board meeting, Board members were sent a forwarded email message on Ms. Ann Heslin’s proposal from Principal R. Walker that had been previously forwarded to Board members by K. Chauvin on March 22, 2017.</li> <li>○ On this same day, Board members were sent a forwarded email message from JJ Buquet from Mr. Joe Ayo, financial accountant for the Thibodaux Fire Department, who said that the department does not rent out its fairgrounds to outside entities.</li> </ul> </li> <li>• <b><u>May 16, 2017</u></b> – <ul style="list-style-type: none"> <li>○ Board members were sent an email notification from <b>LAPCS</b> Brady Shannon under the subject title “Appreciation and Session Wind Down” as it related to the <b>2017 Legislative Session</b> where certain points of interest were highlighted for Board perusal.</li> <li>○ Board members were sent an email that contained a <b>Draft of Contact Information</b> on the MAX Board of</li> </ul> </li> </ul>	
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	<p>Directors and specific school personnel and were asked to verify the information.</p> <ul style="list-style-type: none"> <li>• <b>May 21, 2017</b> – Despite the predicted inclement weather, the MAX Fun Run and 5-K Race took place. Approximately 60-100 people showed up to witness or participate in the event. Winners were announced, and awards were given. Pictures were sent to the local media for publication.</li> <li>• <b>May 22, 2017</b> – 6<sup>th</sup> Grade <b>D.A.R.E. Graduation</b> was held at MAX. Pictures were taken. A picture of the winners in the <b>D.A.R.E. Essay Contest</b> was sent to the local media.</li> <li>• <b>May 23, 2017</b> – Board members were sent a forwarded email from <b>LAPCS</b> entitled “May Legislative Recap &amp; 3 Weeks Left” as it related to the regularly scheduled fiscal session.</li> <li>• <b>May 25, 2017</b> – The 8<sup>th</sup> Grade Breakfast was held in the Century Room, and the 8<sup>th</sup> Grade Completion Ceremony &amp; Awards Program was held in Danos Theater. Pictures were taken.</li> <li>• <b>May 28, 2017</b> – Board members were sent a revised <b>2017-2018 Contact List</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• After the revised contact list was sent, someone changed his/her address. B. Broussard will send out a new contact list.</li> </ul>
<p><b>8. Other Reports</b></p>	<p><b>Principal’s Report</b> (See Attached Copy):  R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>• 8<sup>th</sup> Grade Breakfast and Completion Ceremony were held May 25, 2017.</li> <li>• 2017/2018 School Year Enrollment/Admissions Updates: <ul style="list-style-type: none"> <li>○ 120 students</li> <li>○ 12 new students</li> <li>○ 25students on the wait list</li> </ul> </li> <li>• Staffing: <ul style="list-style-type: none"> <li>○ Para positions were reduced from 11 to 9.</li> <li>○ Two (2) new teachers were hired: <ul style="list-style-type: none"> <li>▪ Marie Crosby will teach 3<sup>rd</sup> Grade.</li> <li>▪ Brenda Goulas will teach 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Math.</li> </ul> </li> </ul> </li> <li>• MAX is looking into adopting a reading basal for Grades 1-8, met with representatives from McGraw/Hill, and is awaiting a quote.</li> <li>• On June 5-9 fourteen (14) staff members will attend the Teacher/Leader Summit in New Orleans.</li> <li>• Summer Maintenance – <ul style="list-style-type: none"> <li>○ Floors will be waxed.</li> <li>○ Hallway will be painted.</li> </ul> </li> <li>• Plan to Enroll Required Percentage of Economically Disadvantaged Students – <ul style="list-style-type: none"> <li>○ In the requested plan that Mrs. Walker recently</li> </ul> </li> </ul>	

<p>A deviation in the Agenda was made for a presentation by Dr. J Field.</p>	<p>submitted to the State Department, Delaina LaRocque from Office of Portfolio has requested a <b>rewording</b> on the policy related to food service.</p> <ul style="list-style-type: none"> <li>▪ It was noted that the current contract, which comes up for renewal in June 2018, does not include any mention of a food service policy.</li> </ul> <p><b>Director’s Report</b> L. Musson reported on the following:</p> <ul style="list-style-type: none"> <li>• Brochures/Website – <ul style="list-style-type: none"> <li>○ L. Musson is once again waiting on information from Cody Blanchard.</li> <li>○ A launching of the site is scheduled for July 1<sup>st</sup>.</li> </ul> </li> <li>• <b>MOU</b> – Ms. Musson has contacted Alex Arceneaux and is waiting on his reply.</li> </ul> <p><b>The meeting was then turned over to Dr. J Field regarding The MAX survey.</b></p> <ul style="list-style-type: none"> <li>• Dr. Field has been working on the preliminary results and comparing them with last year’s evaluations.</li> <li>• Dr. Field then went on to discuss several points of the Parents’ Survey. Thirty-five (35) responses were received online and seven (7) surveys were mailed back. The response rate was 35% compared to 55% last year.</li> <li>• Dr. Field also reported on the Faculty &amp; Staff Surveys of which 20 responses have been received.</li> <li>• Detailed information will be given to the Board members at the July 6<sup>th</sup> Board meeting.</li> </ul> <p><b>Parent Committee Report:</b> Wendie Darcey reported on the following:</p> <ul style="list-style-type: none"> <li>• The Race was held May 21, 2017; however, the Fest was cancelled due to inclement weather.</li> <li>• The PTA is <ul style="list-style-type: none"> <li>○ Negotiating with Sodexo on hot lunches for the coming school year which would include online ordering and a charge of \$4.00 per meal per day... This will only cover four (4) days as the meal on Friday would be provided by others. For example: Firehouse Subs, Pizza Hut, etc.</li> <li>○ Looking into other possibilities for fundraisers in the fall.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• In discussion, Dr. A. Davis suggested that the present plan be converted into a policy that initially begins, “Though we are under no obligation under our contract, we have nonetheless established a plan that the students have an option to purchase a hot lunch or they can bring their own.” <ul style="list-style-type: none"> <li>○ Dr. Davis will assist R. Walker with this.</li> </ul> </li> </ul> <p>During the course of the discussion, the following suggestions/recommendations were made:</p> <ul style="list-style-type: none"> <li>• Dr. Field will write an overall summary of the survey to be put on the website and possibly be given to the parents at the opening of school.</li> <li>• To encourage more participation, parents would be advised at the beginning of school and reminded several times during the school year that a survey would be done at the end of the school year.</li> <li>• R. Walker will open the survey again for two (2) weeks to give more time for parents to respond to the survey.</li> </ul>
<p><b>9. New Board Business</b></p>	<ul style="list-style-type: none"> <li>• A request for a motion to reappoint MAX Principal Rebecca Walker for the 2017-2018 School Year was brought before the Board.</li> </ul>	<ul style="list-style-type: none"> <li>• A motion was made by B. Broussard, seconded by C. Guillot, to approve the reappointment of MAX Principal Rebecca Walker for the 2017-2018 school year ... Motion was passed unanimously.</li> </ul>

	<ul style="list-style-type: none"> <li>The Board approval of the Reappointment/Rehiring of <i>Teach to Teach LLC</i> to provide services for the position of MAX Director (Linda Musson) for a 12-month period beginning July 1, 2017, and ending June 30, 2018, will be brought before the Board at the July 6<sup>th</sup> Board meeting since a meeting with L. Musson to discuss her future contract/rehiring had not been held.</li> </ul>	<ul style="list-style-type: none"> <li>B. Broussard later brought to the attention of the MAX Board that Dr. Hill had left the meeting before the vote was taken; hence, a quorum <b>may</b> not have been present for the vote. If so, the vote would be retaken at the July meeting.</li> </ul> <p><b>NOTE:</b> Through Dr. A. Davis's quick research, it was later confirmed that, according to the MAX Bylaws, "Not less than one-half (1/2) of the voting Board members currently serving shall be necessary to constitute a quorum for the transaction of business at any meeting of the Board of Directors." <b>The motion to reappoint is legitimate.</b></p>
<b>10. Motion to Go Into Executive Session</b>	None	
<b>11. Announcements</b>	The next Board meeting will be Thursday, July 6, 2017.	
<b>12. Adjournment</b>	The meeting adjourned at 10:50 A.M.	Motion was made by B. Aucoin and seconded by Dr. A. Davis to adjourn the meeting ... Motion was passed unanimously.