

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 1, 2019

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, Dr. Scot Rademaker, Dr. Al Davis, Dr. Cleve Hill, and Andrea Bergeron

Also present were Rebecca Walker, Linda Musson, Suzette DeHart, Catherine Jordan, Dr. Steve Welsh (Guest), Dr. Jim Barr (Guest), and Dr. J Robert Field (Guest)

Absent: Jake Giardina, J.J. Buquet, Larry Howell, and Alex Arceneaux

AGENDA	RECOMMENDATIONS
1. Call to Order	K. Chauvin called the meeting to order at 9:00 A.M.
2. Roll Call	K. Chauvin called the roll, and a sign-in sheet was passed around.
3. Approval of the Minutes	The Minutes of June 6, 2019, were presented. <u>Note:</u> The July 11, 2019, meeting was cancelled due to Hurricane Barry.
4. Board Training/Special Guest Presentation	<p>The Minutes of June 6, 2019, were accepted as presented.</p> <ul style="list-style-type: none"> • Dr. Scot Rademaker, Dean of the College of Education and Behavioral Sciences, was introduced as the new ex-officio member of The MAX Charter School Board of Directors, replacing Dr. Steve Welsh who was the interim Dean of the College of Education. • Dr. J Robert Field distributed a written copy of his report to Board members and went over the results of the Parents’/Teachers’ Survey. <ul style="list-style-type: none"> ○ As in previous surveys, communication remained the most frequent <i>Needs Improvement</i> comment.
5. Teacher Representative Report	No report
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. DeHart presented the May financial statements. • S. DeHart went over the financials. • S. DeHart reported that she had physically gone to the Child Nutrition Office in Baton Rouge to meet with people there to find out why she could not gain access to the files necessary to input the

data required for the school lunch program.

- An appeal will have to be submitted in an effort to obtain reimbursement for the school lunch costs for the past school year.
- State pay raises for teachers go into effect 8/1/2019. All teachers and principals will receive a \$1,000 increase unless they are rated ***“Ineffective.”***
- All support staff—including para-professionals, the administrative assistant, data coordinator, and business manager—will receive a \$500 increase effective 8/1/2019.
- A request was made to increase the pay of the para-professionals, administrative assistant, and janitress to \$1.00 per hour instead of the \$.43 per hour pay increase approved by the state. Staff will receive the increase on their September paychecks.
- A meeting was held with B. Aucoin, L. Howell, and J.J. Buquet to discuss various pay options and liability concerns in switching part-time staff to 12 pay periods vs. 10 pay periods that would carry no extra burden on MAX.
 - Pay for part-time staff will be calculated as salary if they work their full schedule with no time off. If time off is taken, wages will be docked on the corresponding pay period.
 - Part-time staff will work 180 days at 6.5 hours per day. Time will continue to be tracked.
 - No full time benefits (health, vision, dental, or optional health etc.) will be offered.
 - Part-time employees will be entitled to one personal day and four (4) sick days.

Grants

- L. Musson reported that the Danos grant request was submitted. Also, a grant request was made to the Peltier Foundation. The amount of each is \$10,000. The funds would be used to pay for the part-time counselor.

Building & Sites Representative Report:

B. Aucoin reported that the hole in the floor has been repaired.

Painting and bug control has been done.

- A motion was made by Dr. C. Hill, seconded by B. Broussard, to accept the Committee’s recommendation to increase the pay of the para-professionals, administrative assistant, and janitress to \$1.00 per hour instead of the \$.43 per hour pay increase approved by the state **and** to switch part-time staff to 12 pay periods vs. 10 pay periods... Motion was passed unanimously.

7. Ad-Hoc Committee/Coordinator Reports/Updates

Ad-Hoc Committee/Coordinator Reports/Updates

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

- June 7, 2019 --- Board members were sent a forwarded copy of an email from **LAPCS** Legal & Policy Director Sarah Vandergriff that was basically an end-of-session recap announcing increased funding for schools, teachers, and early education.

<p>***DEVIATION FROM THE AGENDA</p>	<ul style="list-style-type: none"> • <u>June 12, 2019</u> --- Board members received a forwarded email from Golda Sharpe of <i>Instruction Partners</i> that provided written feedback on their school visit and included a folder with a “debrief deck” that gave more insight into their observations on Wednesday, May 8, 2019. <p>Not much news was published in the local media due to summer vacation. Some students, past and present, managed to be mentioned or featured in some June newspaper write-ups:</p> <ul style="list-style-type: none"> • <u>June 25, 2019</u> --- Former MAX student Cameron Oliver (MAX 8th Grade Class of 2015 and 2019 Covenant Christian Academy Graduate) received the <i>Jean Picou Scholarship Award</i> presented annually by the Terrebonne Volunteers for Family and Community. Picture was published in “Class Acts” of <i>The Courier/Daily Comet</i>. • <u>June 30, 2019</u> --- A two-page spread on the 2019 Louisiana Girls Leadership Academy for girls entering Grades 9-12 appeared in <i>The Courier/Daily Comet</i>. MAX Charter School students Michelle Henson & Alexa Matherne participated in the June 9-12, 2019, event held at Nicholls State University. The event was hosted by the Louisiana Center for Women in Government and Business in partnership with Lafourche Commission on Women. • <u>June/July 2019</u> –MAX students Jay & Carson Rodrigue have been competing in mini bull riding events. Jay competed in the National Jr. High Finals Rodeo in Huron, South Dakota. <p>***Dr. A Davis asked permission to deviate from the Agenda.***</p> <ul style="list-style-type: none"> • He requested that an item on the agenda under New Business be put in his report under the Ad Hoc Committee. Permission was granted. <p>By-Laws --- A copy of the proposed changes to the By-Laws was sent to the Board members for review beforehand. The proposed changes were brought about based on confidentiality concerns expressed by A. Bergeron regarding the inclusion of Parent Representatives in Executive Sessions involving Personnel issues. A discussion of the proposed changes was held.</p> <ul style="list-style-type: none"> • Dr. Davis informed the Board that Alex Arceneaux will be resigning from the Board. • Dr. Davis also reported on the progress of the additional policy/procedures changes for the 2019-2020 school year being made to the <i>Personnel Policy Manual</i>. A summary of these proposed changes was included in the Board packet. 	<p>A motion was made by Dr. C. Hill, seconded by A. Bergeron, to accept the alterations that were made to the By-Laws as submitted... Motion was passed unanimously.</p>
<p>8. Other Reports</p>	<p>Principal’s Report (See Attached Copy) R. Walker reported on the following:</p> <p>2019-2020 School Year Enrollment/Admissions Updates:</p> <ul style="list-style-type: none"> • 119 Students enrolled 	

- 4 Students are on the wait list

2019-2020 Staffing:

The following new teachers have been hired:

- Monique DeHart – 1st & 2nd Grade
- Renee Domangue – 3rd & 4th Grade Social Studies/Science
- Josie Chenier – 5th, 6th, 7th & 8th Grade Social Studies
- Genise Golden – 7th & 8th Grade Math
- Renee Delatte – 5th & 6th Grade Math
- Rhonda Duplantis – Math Para-professional

LDOE Summer Professional Development Events:

- The **Teacher Leader Summit** held on **June 26-28** was attended by Alison Borne, Linda Musson, Rebecca Walker, and teachers Aaron Lyons, Judy Domangue, and Christie Waguespack.
- Marie Crosby is attending the **Math Content Leader Training**.
- Renee Fields is attending the **ELA Content Leader Training**.
- Suzanne Cavalier is attending the **Mentor Teacher Training**.

The **Back-to-School Professional Development** is scheduled for Monday, August 5th, through Thursday, August 8th. An agenda is attached to the Board packet.

Students return to school on Friday, August 9th.

Ms. Walker also shared the **LEAP** Scores averages that were released on June 30th with the Board of Directors.

Consultant's/Ms. Musson's Report:

L. Musson reported on the following:

The Houma/Terrebonne Chamber of Commerce presented a plaque to The MAX for being a member.

- The Dinner Theater Christmas play is not possible this year.
- The Christmas Play is being planned for two nights --- Wednesday, December 18th, & Thursday, December 19th.

Parent Committee Report:

Andrea Bergeron, PTA President, reported on the following:

- She reminded the Board about the 2020 5K Race that will be held on Saturday, March 14, 2020.
- The PTA is working on the 2019/2020 budget.
- The PTA is treating The MAX staff to lunch on Monday, August 5th.

Alumni News Report:

L. Musson reported she is still working on The MAX Charter Alumni Facebook page.

<p>9. New Board Business</p>	<p>Consideration of Approval of Proposed MAX Board Calendar Dates for the 2019-2020 School Year.</p> <p>Consideration of Approval of Mandated <i>Pupil Progression Plan (PPP)</i> for the 2019-2020 School Year.</p>	<p>A motion was made by K. Chauvin, seconded by S. Rademaker, to approve The MAX Board Calendar Dates for the 2019-2020 School Year as presented ... Motion was passed unanimously.</p> <p>A motion was made by B. Broussard, seconded by Dr. C. Hill, to approve the <i>Mandated Pupil Progression Plan (PPP)</i> for the 2019-2020 school year as submitted... Motion passed unanimously.</p>
<p>10. Motion to Go Into Executive Session</p>	<p>A motion was made to go into Executive Session to discuss/review the update/progress of the Mandated School Leader Evaluation of the Principal for the 2018-2019 School Year with Dr. J. Barr.</p> <p>Executive Session began at 11:07 A.M.</p> <p>Executive Session ended at 11:30 A.M.</p>	<p>Motion was made by Dr. C. Hill, seconded by B. Broussard, to go into Executive Session... Motion was passed unanimously.</p>
<p>11. Announcements</p>	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, September 5, 2019. • Remember to get your annual Ethics Training ... www.ethics.la.gov • Staff Development/Teacher Days: Monday-Thursday, August 5-8, 2019. • First Day for Students: Friday, August 9, 2019 • Labor Day: Monday, September 2, 2019... School Closed 	
<p>12. Adjournment</p>	<p>The meeting adjourned at 11:32 A.M.</p>	<p>Motion was made by Dr. C. Hill , seconded by B. Aucoin, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: September 5, 2019

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, J.J. Buquet, Dr. Al Davis, Dr. Cleve Hill (left 10:15), Larry Howell, Dr. Scot Rademaker, and Andrea Bergeron (left 9:15.)

Also present were Rebecca Walker, Linda Musson, Suzette DeHart, Catherine Jordan, and guests Dr. Steve Welsh and Dr. Jim Barr. **Note:** During the course of the meeting, **Dr. S. Welsh was nominated and approved for a position on The MAX Board of Directors.**

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of August 1, 2019, were presented.	<ul style="list-style-type: none"> The Minutes of August 1, 2019, were accepted as presented.
4. Board Training/Special Guest Presentation: **DEVIATION** **Andrea Bergeron asked for a deviation from the agenda. She had to leave the meeting due to an emergency and asked to give her PTA report early.	<p style="text-align: center;">** Deviation Requested**</p> Mrs. Bergeron reported on the following: <ul style="list-style-type: none"> The PTA thanked Dr. A. Davis for attending the last PTA meeting. The next PTA meeting is scheduled for Tuesday, September 10th, at 6:00 P.M. All Board members are encouraged to attend. As of today, September 5th, there are thirty-eight (38) paid members on the PTA. <ul style="list-style-type: none"> Mrs. Bergeron asked the Board members to consider signing up for the PTA. Forms were distributed to the members. The PTA has booked the time guy for the upcoming 5-K Race. Mrs. Bergeron has spoken to Mrs. Borne about getting the license for the raffle tickets. At the next PTA meeting, items to be discussed and voted on include: <ul style="list-style-type: none"> Items/Prizes that will be on the raffle tickets Fundraisers to pay for these items Voting on a new PTA Secretary Discussing how the parents can help with the 5-K Race events The Silent Auction letter was sent home with the parents who attended the PTA meeting in August. The last PTA meeting focused on communication. Parents indicated to Ms. Bergeron that they would like to be informed about any actions being taken to address the concerns of parents in the end-of- the-year surveys. 	**Motion was made by K. Chauvin, seconded by J.J. Buquet, to deviate from the agenda as requested by Parent Representative, A. Bergeron... Motion was passed unanimously.

<p>5. Teacher Representative Report</p>	<p>Christy Waguespack, Special Education teacher, allowed the new teachers to introduce themselves to The MAX Board and then reported on the following:</p> <ul style="list-style-type: none"> • A representative from Synergy Bank visited the school and talked to the students in 3rd through 8th grade about the importance of opening a savings account. • Constitution Week at The MAX will be celebrated September 23rd through 27th. • The school is planning on joining the Daughters of the American Revolution on Saturday, September 21st at 10:00 A.M.. for the Bell Ringing Ceremony which will be held at the Lafourche Parish Courthouse. • On Friday, September 27th, the school will have the Flag Raising Ceremony. • The 6th Graders have begun working on Science Fair projects. The Science Fair will be held on Monday, January 27, 2020. • The World's Finest Chocolate Fundraiser is going on at this time and will end Monday, September 23rd. 	
<p>6. Finance Report</p>	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. DeHart presented the July financial statements. • S. DeHart went over the financials. • The MFP has increased by \$4,000 a month. • Ten (10) new Chrome books have been ordered to replace old ones. • The Workmen's Comp audit is complete. • The teacher pay raise will go into effect 9/25/19. • The 2018/2019 Fiscal Monitoring Audit is being worked on. • School lunches will start on Monday, September 9th. • S. DeHart requested approval of the 2019-2020 Annual School Budget. <p>Grants L. Musson reported she is waiting on replies from the Peltier Foundation and the Danos Grant applications.</p> <p>Building & Sites Representative Report: No report</p> <p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <ul style="list-style-type: none"> • Dr. A. Davis requested Board approval of additional policies/procedures for the 2019-2020 School Year. <p>Dr. Hill raised concerns about MAX School's responsibilities and liabilities when it comes to retirement payouts and</p>	<p>* Motion was made by K. Chauvin, seconded by Dr. C. Hill, to approve the 2019-2020 Annual School Budget as presented ... Motion was passed unanimously.</p> <p>* J.J. Buquet and Jake Giardina said they would call to see what more needs to be done.</p> <p>*Motion was made by K. Chauvin, seconded by J.J. Buquet, to approve the additional policies/procedures as recommended by the committee... Motion was passed unanimously.</p>
<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <ul style="list-style-type: none"> • Dr. A. Davis requested Board approval of additional policies/procedures for the 2019-2020 School Year. <p>Dr. Hill raised concerns about MAX School's responsibilities and liabilities when it comes to retirement payouts and</p>	<p>*Motion was made by K. Chauvin, seconded by J.J. Buquet, to approve the additional policies/procedures as recommended by the committee... Motion was passed unanimously.</p>

	<p>benefits, etc..</p> <p>Public Relations Report: No Report</p>	<p>*It was suggested that Sarah Vandergriff be invited to visit The MAX for a meeting regarding TRSL policies. --L. Musson will contact Sarah Vandergriff.</p>
<p>8. Other Reports</p>	<p>Principal's Report (See Attached Copy) R. Walker requested approval of the following:</p> <p>* Amendments to the Pupil Progression Plan (PPP): --Remove Handwriting as a graded subject in Grades 5-8. --Remove Linguistics as a graded subject in 5th Grade and average grades from Linguistics assessments into reading.</p> <p>*Hiring someone to assist with Aftercare daily from 3:00 P.M. until 5:00 P.M. at \$13.00/hour.</p> <p>*Personal Leave for the following employees: --Employee A is requesting personal leave on November 21st and 22nd. --Employee B is requesting personal leave on November 22nd. --Employee C is requesting personal leave on October 10th and 11th.</p> <p>Principal Walker also briefly discussed the 2018-2019 Preliminary School Performance Scores.</p> <p>Consultant's/Ms. Musson's Report: L. Musson reported on the following:</p> <ul style="list-style-type: none"> • Staff Development is going on. • Teacher Observations are being done. • Ms. Musson has been contributing... <ul style="list-style-type: none"> ○ Cliff Notes for the teachers for the novels the children are reading ○ Embedded staff development on <i>Project Read</i> and <i>Zearn</i> with the new teacher of Grades 1 and 2. • L. Musson is considering doing Parent Workshops in Language Arts. • The Christmas Play dates will be December 18th and 19th. <p>Parent Committee Report: This report was given after the approval of the minutes. See</p>	<ul style="list-style-type: none"> • Motion was made by B. Broussard, seconded by L. Howell, to approve the Pupil Progression Plan amendments as presented ... Motion was passed unanimously. • Motion was made by K. Chaurvin, seconded by Dr. C. Hill, to approve the hiring of someone to assist with Aftercare daily from 3:00 P.M. until 5:00 P.M. at \$13.00/hour... Motion was passed unanimously. • Motion was made by J.J. Buquet, seconded by L. Howell, to request personal leave for Employee A on November 21st and 22nd ... Motion was passed unanimously. • Motion was made by J.J. Buquet, seconded by L. Howell, to request personal leave for Employee B on November 22nd ... Motion was passed unanimously. • Motion was made by J.J. Buquet, seconded by L. Howell, to request personal leave for Employee C on October 10th and 11th ... Motion was passed unanimously.

	<p>deviation above.</p> <p>Alumni News Report:</p> <ul style="list-style-type: none"> • L. Musson reported she is still working on The MAX Charter Alumni Facebook page and has been talking to former students. 	<ul style="list-style-type: none"> • Dr. S. Rademaker suggested creating a new page through Hashtag and offered to assist in doing this.
9. New Board Business	<ul style="list-style-type: none"> • Dr. A. Davis informed the Board that Alex Arceneaux has officially resigned from the Board . He then asked the Board to consider the nomination of Dr. Steve Welsh to once again serve as a member of the Board. 	<ul style="list-style-type: none"> • Motion was made by Dr. A. Davis, seconded by B. Broussard, to approve the nomination of Dr. Welsh to the Board. J. Giardina asked for unanimous approval... Motion was passed unanimously.
10. Motion to Go Into Executive Session	<p>A motion, originally scheduled for Agenda Item # 4, was made to go into Executive Session to discuss the results of the Mandated School Leader Evaluation of Principal Rebecca Walker for the 2018-2019 School Year with Dr. J. Barr who arrived a bit late at 9:33.</p> <p>Executive Session began at 11:07 A.M.</p> <p>Executive Session ended at 11:15 A.M.</p>	<p>Motion was made by J.J. Buquet, seconded by Dr. S.Welsh, to go into Executive Session... Motion was passed unanimously.</p>
11. Announcements	<ul style="list-style-type: none"> • The next Board Meeting will be Thursday, October 3, 2019. • PTA Meeting: Tuesday, September 10, 2019 .. 6:00 P.M. • Constitution Week Celebrated at MAX: September 23-27, 2019 • Flag Raising Ceremony: Friday, September 27, 2019 at, 8:00 A.M. • MAX Christmas Play: Wednesday, December 18, and Thursday, December 19, 2019. • MAX 5-K Race/Fundraiser: Saturday, March 14, 2020. • The MAX Board is once again responsible for finding cooking crews for the 5-K Race Cajun Cook-Off. • Remember to get your annual Ethics Training 	
12. Adjournment	<p>The meeting adjourned at 11:16 A.M.</p>	<p>Motion was made by K. Chauvin, seconded by Dr. S. Rademaker, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: October 3, 2019

TIME: 9:00 A.M.

PLACE: The MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Cleve Hill, Larry Howell, Dr. Scott Rademaker, Andrea Bergeron, and Caitlin Keehn Stroud

Also present were Rebecca Walker, Linda Musson, Suzette DeHart, Catherine Jordan, and Warren Triche.

Absent: J.J. Buquet, Janice Fabregas, and Dr. Steve Welsh

AGENDA	RECOMMENDATION	
1. Call to Order	J .Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call Introduction of New Parent Representative	J. Giardian called the roll, and a sign-in sheet was passed around. **Caitlyn Keehn Stroud, PTA Secretary, was introduced to the Board as its newest Parent Representative. She spoke briefly about herself.	
3. Approval of the Minutes	The Minutes of September 5, 2019, were presented.	The Minutes of September 5, 2019, were accepted as presented.
4. Board Training/Special Guest Presentation:	<p>Although no one was scheduled to speak, the following Board members made comments:</p> <ul style="list-style-type: none"> • K. Chauvin informed the Board about an Annual Fund Drive. • Dr. Hill reported that he would be attending a 3-day training session in New Orleans covering leadership and other things starting on Friday, October 4th . 	<ul style="list-style-type: none"> • Karen suggested that The MAX Board consider an Annual Fund Drive to help raise money for a new building. • B. Broussard suggested that Dr. Hill share some of this information with fellow Board members at the November 7 meeting.
5. Teacher Representative Report	<p>Judy Domangue, 3rd and 4th Grade ELA teacher, reported on the following:</p> <ul style="list-style-type: none"> • October is International Dyslexia Awareness Month. <ul style="list-style-type: none"> ○ The MAX students will begin collecting <i>Dimes for Dyslexia</i> to raise awareness for International Dyslexia Month. ○ Throughout the month of October, famous people who were diagnosed with Dyslexia will be recognized. • A Dance for Dyslexia will be held on Friday, October 4th, at 2:15 P.M. • The students enjoyed participating in Constitution Week activities that included: <ul style="list-style-type: none"> ○ The annual Ringing of the Bell at the Thibodaux Courthouse ○ A poetry contest. • MAX unveiled the “In God We Trust” motto • The students will be attending the Red Out Day Pep Rally at Nicholls on Friday, October 4th. • Every morning the students drop everything and read for a specified amount of time.. 	

6. Finance Report

Financial Report and Update on Insurance and Finance Matters

- S. DeHart presented the August financial statements.
- S. DeHart went over the financials.
- SuperApp has been submitted.
- 1st Quarter **Periodic Expense Reports** (PERS) are due October 31, 2019.
- 3rd Quarter **Payroll Reports** (PR) are due between October 7-October 21, 2019.
- The **LaPorte Audit** begins on October 7 and runs through October 21, 2019.
- The **2018-2019 Fiscal Monitoring Audit** is being worked on.
- The lunch program is set for this year and is in order and approved.
 - MAX is still working on rectifying issues with lunch from last year.
- S. DeHart attended the **Annual Enrollment Conference for the Office of Group Benefits (OGB)** last week.
 - **OGB rates will increase January 1, 2020, by 5% for employers and 5% for employees.**
- The MAX will need to get a **substitute teacher** sometime around February.
 - MAX will have to refine/adjust substitute rates.
 - S. DeHart and Dr. Davis will review the rates and add the revised rates to the employee manual.

Grants

No report

Building & Sites Representative Report:

No report

7. Ad-Hoc Committee/Coordinator Reports/Updates

Ad-Hoc Committee/Coordinator Reports/Updates

Public Relations/Publicity Report: (See Attached Copy)

B. Broussard reported on the following:

- Photos from The MAX School have not been published in the local media in August and September, but the school has been involved with various community activities and has been promoting its mission. Some of the many pictures sent to the media but not yet published appear at the bottom of the Publicity Report included in the Board packet..
- **Tuesday, September 3, 2019** --- Representatives from Synergy Bank visited The MAX and interacted with the 3rd-8th grade students encouraging them to open up savings accounts. (Photo included)
- **Friday, September 6, 2019** --- All Charter School representatives received an invitation to a breakfast hosted by **LAPCS** featuring Greater New Orleans BESE Members Kira Orange-Jones and Jim Garvey. Topics will include the 2019 release of school performance scores as well as charter school accountability. Unfortunately this event is scheduled for the same day as our MAX Board meeting on Thursday, October 3, from 8:00 A.M. to 9:00 A.M.
- The MAX students are involved with recycling. (Photo included)
- **September 23-27, 2019** --- **Constitution Week** was celebrated at

Dr. Scot Rademaker offered his help with advertisement for a substitute.

	<p>The MAX.</p> <ul style="list-style-type: none"> ○ The MAX students participated in the Bell Ringing Ceremony at the Lafourche Parish Courthouse. They joined the <u>D</u>aughters of the <u>A</u>merican <u>R</u>evolution. (Photos included) ● The MAX held a special Flag Raising Ceremony at 8:00 A.M. on Friday, September 27. ● There will be an Ethics Training held on Tuesday, October 15th, at 2:00 P.M. at the Warren Harang Auditorium in Thibodaux. <p>Review/Summary of Additional Information on Parent Survey Results Dr. A. Davis reported on the following:</p> <ul style="list-style-type: none"> ● Dr. Davis has been attending the PTA meetings. ● He spoke with Dr. J. Field about giving him information on the parents' survey so that this could be distributed at the PTA meeting. Dr. Field gave him a general summary of the parents' survey...A copy was given to the Board members. <p>Discussion of/Consideration of Board Approval of Amended Policy Related to Merit Stipends Based on Performance Criteria from Year to Year.</p>	<p>* B. Broussard will send a <u>digital copy</u> of the original survey results to the Board members</p> <p>*Motion was made by K. Chauvin, seconded by Dr. C. Hill, to delete Section 2.1 from the Personnel Policy Manual ...Motion was passed unanimously.</p>
<p>8. Other Reports</p>	<p>Principal's Report (See Attached Copy) R. Walker reported on the following:</p> <ul style="list-style-type: none"> ● The school is now displaying the country's motto "In God We Trust." ● R. Walker requested the Board look at a proposal from AAR to upgrade the phone/bell system, which has been presenting problems. <ul style="list-style-type: none"> ● Staff Professional Development Day will be held on Friday, October 11, 2019, and will cover the following topics: <ul style="list-style-type: none"> ○ CPR Training ○ Crisis Planning/Active Shooter Drill Preparation ○ Report Form. ● A Family Engagement meeting was held with parents and teachers to create a Family/School Compact. ● R. Walker, A. Borne, and C. Waguespack will be attending a School Support Institute on Friday, October 4th, in New Orleans. ● Kelly DiMarco will hold the school support visit on Thursday, October 17th. ● R. Walker gave information on a Charter Support Unit that sponsors webinars geared toward charter school leaders. <p>Consultant's Report/Alumni News/Ms. Musson's Report: L. Musson reported on the following:</p> <ul style="list-style-type: none"> ● Ms. Musson has been involved in Staff Development and in ongoing 	<p>*After reviewing the proposal, J. Giardina suggested that this upgrade to the phone/bell system be done with AAR. **A motion was made by L. Howell, seconded by Dr. C. Hill, to upgrade the phone/bell system as proposed by AAR ...Motion was passed unanimously.</p>

	<p>embedded staff development for MAX 1st-2nd Grade teacher.</p> <ul style="list-style-type: none"> • Lower School Parents Workshop will be held on Tuesday, October 15. • Middle/Upper School Parents Workshop will be held on Wednesday, October 16. • Donations in the amount of \$15,045 have been received in honor of Andie Bollinger-Giardina. • Jennifer Kael, the Head of Art Gallery on Royal Street in New Orleans, invited all MAX personnel to an art exhibition (free of charge) on Saturday, October 12th, from 6 P.M. to 9 P.M. Her daughter is friends with a former MAX student. The artist McKenzieThorpe is dyslexic. <p>Parent Committee Report: Andrea Bergeron reported on the following:</p> <ul style="list-style-type: none"> • The PTA wishes to thank Dr. A. Davis for attending the September 10 PTA meeting, addressing parents’ concerns on communication and reviewing the MAX Website with them. • The PTA has decided on the RADA Fundraiser again this year. The money from this fundraiser will be used to purchase items for the 5-K Race raffle tickets. • Corey Bourg has been booked as the timer for the 5-K Race. • <i>Tet Dur</i> will once again donate his time from 10-12:00. PTA members are looking for more bands and waiting on confirmation from others. • The PTA has elected a new Secretary—Caitlin Keehn Stroud. • The MAX Board is once again responsible for finding cooking crews for the 5-K Race Cajun Cook-Off. • The next PTA meeting is Tuesday, October 8th, at 6 P.M. 	
9. New Board Business	None	
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, November 7, 2019. • PTA Meeting: Tuesday, October 8, 2019 ...6:00 P.M. <ul style="list-style-type: none"> ○ Membership Fees: \$5.00 ... Board members are encouraged to join. • Staff Development: Friday, October 11 ... No School For Students • Fall Break: Monday, October 14 ... School Closed • Thanksgiving Holidays: November 25-29 ... School Closed • Remember to get your annual Ethics Training ...www.ethics.la.gov • MAX Christmas Play: Wednesday, December 18, and Thursday, December 19, 2019. • MAX 5K Race/Fundraiser: Saturday, March 14, 2020. • The MAX Board is once again responsible for finding cooking crews for the 5-K Race Cajun Cook-Off. 	
12. Adjournment	The meeting adjourned at 10:05 A.M.	Motion was made by K. Chauvin, seconded by S. Rademaker, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: November 7, 2019

TIME: 9:00 A.M.

PLACE: The MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Steve Welsh, J.J.Buquet, Andrea Bergeron, and Caitlin Stroud
 Also **present were** Rebecca Walker, Linda Musson, Suzette DeHart, Catherine Jordan, and Lacey Crochet (grant writer).

Absent: Janice Fabregas, Dr. Cleveland Hill, Larry Howell, and Dr. Scot Rademaker

AGENDA	RECOMMENDATION	
1. Call to Order	J.Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardian called the roll, and a sign-in sheet was passed around. J.Giardina introduced Lacey Crochet as the new Grant Writer. <ul style="list-style-type: none"> • Lacey will have her office at Nicholls State University and will delegate her time between grant writing for The MAX as well as Nicholls. She will be working on grant writing and fund raising. She will answer to MAX Board Chairman Jake Giardina and Dr. Jay Clune, President of NSU. 	
3. Approval of the Minutes	The Minutes of October 3, 2019, were presented.	The Minutes of October 3, 2019, were accepted as presented.
4. Board Training/Special Guest Presentation	None	
5. Teacher Representative Report	Judy Domangue, 3 rd and 4 th Grade ELA teacher, reported on the following: <ul style="list-style-type: none"> • The MAX Pride Group is working on the food drive. • The Veterans Day Program will be held on Monday, November 11th, at Nicholls State University. • The Christmas Play practices have begun. Tickets go on sale next week. • MAX 3rd & 4th Graders enjoyed their field trip to the Thibodaux Playhouse to see <i>Feliciano Feydra LeRoux</i>. • On Monday, November 18, Upper School will attend a Nicholls basketball event and participate in other activities. The Biology Department will do segments about coastal restoration. • Lower School went to the nursing home to trick or treat. • Lower School is continuing with guidebooks in ELA, <i>Zearn</i> in Math, States and Regions, and Rocks and Minerals. • Middle and Upper School will continue with <i>Eureka Math</i>, Guidebooks and time lines on the American Revolution, • Science Fair projects have begun in Middle and Upper School. • The students had a Pumpkin Decorating Contest. 	

<p>6. Finance Report</p>	<p>Financial Report and Update on Insurance and Finance Matters S. DeHart presented the September financial statements.</p> <ul style="list-style-type: none"> • S. DeHart went over the financials. • The audit is complete. • MAX is in the process of completing OGB Open Enrollment for January 2020. • On Monday, November 4th, S. DeHart and R. Walker attended a conference in Baton Rouge for the SuperApp launch which will be due in February 2020. • S. DeHart will be attending the LAPCS Fall Conference on Wednesday, November 13th. • Additional donations have been received in memory of Andie Bollinger-Giardina. <p>Grants No report</p> <p>Building & Sites Representative Report:</p> <ul style="list-style-type: none"> • R. Walker reported that there was a problem with a faucet dripping in the teachers lounge. • Porch lights need to be checked. 	
<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • Publication in the “Class Acts” section of <i>The Courier/Daily Comet</i> has been drastically reduced—maybe even eliminated. • Former MAX student Madison Broussard, MAX Class of 2015-2016, is one of four (4) seniors nominated by her teachers to represent Covenant Christian Academy at this year’s American Legion Teenager of the Year Banquet. <ul style="list-style-type: none"> ○ Madison was also chosen as the school’s 2019-2020 Homecoming Queen. • The Rodrigue boys – Jay (12), Carson (10), and Cade (6) are back in the news and were recognized on WVUE FOX 8 Live recently. The headline was ... “Thibodaux Family Takes the Bull Riding World by Storm”. Both Jay and Carson have once again qualified for the Miniature Bull Riding World Finals in Las Vegas. • The engagement of Ms. Marie Elizabeth Crosby, MAX Charter School 3rd & 4th Grade Math Teacher, was announced in <i>The Courier/Daily Comet</i>. She will be married to Caleb Marc Ledet in the late fall. • The MAX Board members are again responsible for finding cooking crews for the 5-K Race Cajun Cook-off on March 14th. 	

8. Other Reports

Principal's Report (See Attached Copy)

R. Walker reported on the following:

- Jane Boudreaux, the school nurse, has resigned.
 - Jenna Fontenot has been hired as her replacement.
- Suzanne Cavalier (5th/6th Grade Reading teacher) is on **extended medical leave.**
- Monique DeHart (1st/2nd Grade teacher) has resigned.
- R. Walker will be attending the **Nicholls Job Fair** on Tuesday, November 12th, and is hoping to find a replacement teacher.
- R. Walker & S. DeHart attended a meeting in Baton Rouge on Monday, November 4th, for the Super App Launch. The Super App is due in February 2020.
- R. Walker, A. Borne, and C. Waguespack will be attending a **School Support Institute** in New Orleans on Monday, November 18th.
- Kelly DiMarco sent an email to the school forewarning R. Walker that she would be sent a letter from the Charter Monitoring Review Team citing three (3) things that needed attention and correction:
 1. Website – Board minutes were not being posted.
 - The minutes and agenda for all meetings are posted monthly.
 2. School Student Supply Fees and Policy
 - This matter was addressed with guidance from LDOE.
 3. A review of the Board of Ethics Website indicated **7** of the **12** Board members listed in the fall 2018 Communication Survey failed to complete **Tier 3 Financial Disclosure Forms** for the 2018 calendar year by the May 15, 2019, deadline.
 - This will be handled as soon as possible.
- Kelly Guin, the part-time school counselor, is now scheduled for three (3) days a week, and all is going well.

Consultant's Report/Alumni News/Ms. Musson's Report:

L. Musson reported on the following:

- Ms. Musson has been working on the Christmas play which will be held on Wednesday, December 18th. The play is entitled *A Christmas ReMAX*.
- The Christmas Dinner, hosted by the Giardinias, will be held on Friday, December 20th, at the Wellness Center.

Parent Committee Report:

Andrea Bergeron reported on the following:

- The PTA met on Tuesday, October 8th. Dr. A. Davis attended and reviewed the Parent Survey at the meeting.
- Fund raising is continuing with the box tops and Coke rewards, and these are going well. The RADA fundraiser ended on Monday, November 4th.
- PTA is working on the MAX 5-K Race which will be held on Saturday, March 14, 2020.
- The PTA is working on items for the silent auction, and Ms.

R. Walker is looking for a substitute teacher.

R. Walker is looking for a substitute teacher but has someone in mind.

	Bergeron has requested that the Board members contribute an item for the silent auction.	
9. New Board Business	None	
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, December 5, 2019. • PTA Meeting: Tuesday, November 12, 2019...6:00 P.M. <ul style="list-style-type: none"> ○ Membership Fees: \$5.00 ... Board members are encouraged to join. • Thanksgiving Holidays: November 25-29 ... School Closed • Remember to get your annual Ethics Training ...www.ethics.la.gov • MAX Christmas Play: Wednesday, December 18, 2019. • MAX 5K Race/Fundraiser: Saturday, March 14, 2020. • The MAX Board is once again responsible for finding cooking crews for the 5-K Race Cajun Cook-Off. • 2019 MAX Christmas Dinner at the Wellness Center: Friday, December 20, 2019 	
12. Adjournment	The meeting adjourned at 9:45 A.M..	Motion was made by Dr. S. Welsh, seconded by Dr. A. Davis, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: December 5, 2019

TIME: 9:00 A.M.

PLACE: The MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Steve Welsh, and Caitlin Stroud

Also **present were** Rebecca Walker, Linda Musson, Suzette DeHart, Catherine Jordan, Lacey Crochet (grant writer), and WarrenTriche

Absent: J.J. Buquet, Dr. Scot Rademaker, and Andrea Bergeron

AGENDA	RECOMMENDATION	
1. Call to Order	J.Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardian called the roll, and a sign-in sheet was passed around. B. Broussard asked that Lacey Crochet re-introduce herself as the new grant writer as some of the Board members were absent at the last meeting and had not met her.	
3. Approval of the Minutes	The Minutes of November 7, 2019, were presented.	The Minutes of November 7, 2019, were accepted as presented.
4. Board Training/Special Guest Presentation:	Dr. Hill will be attending the Louisiana Association of Public Charter School Conference on Friday, December 6 th , and will report on this at the next MAX Board meeting.	
5. Teacher Representative Report	Renee Fields, 7 th & 8th Grade ELA teacher, reported on the following: <ul style="list-style-type: none"> • Over 300 items were collected by the MAX Pride Club for the November Can Drive. • On Tuesday, November 19th, Ms. D. Guidry and Ms. R. Fields took three (3) students over to the Food Bank in Thibodaux with donations from The MAX. • Lower School is involved in the <i>Eat Move Grow Program</i> which teaches students about eating healthy and the importance of movement & exercise. • <i>Seed Survivor</i> will also be visiting 1st through 4th grades. This is a “curriculum-based program that includes a hands-on-lesson on growing healthy plants, interactive computer games, a sunflower seed planting station,” and much more. • The MAX Christmas Play practice is going well. • The 4H Club/MAX Pride Club held a Christmas tree lighting program on Wednesday, December 4th, which had a good attendance. • The ELA Content Leader Training classes are ending on Tuesday, December 10th, and Ms. Fields will be attending. Participants have been studying the new ELA curriculum in depth and learning different changes and upcoming improvements being made to get the students ready for the career world. 	

<p>6. Finance Report</p>	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. DeHart presented the October financial statements. • S. DeHart went over the financials. • PERS will be resubmitted this week due to a cyber attack. • EEF will be submitted today, December 5th. • A lunch reimbursement request has been submitted for September/October. This will be approximately \$6,000. To date no reimbursement has been received for last year’s lunch program. • November’s request for lunch reimbursement will be submitted this week. • The 1090 (Income Tax) is in progress. S. DeHart has to submit for the 1090 the number of hours each Board member puts in in a given month or year. • Super App is due Friday, February 7, 2020. <p>Dr. Davis commented that the following points should be kept in mind:</p> <ul style="list-style-type: none"> • Any contributions to the school should be going into the Foundation account. • In the future there will be a financial burden with insurance when people retire so it might be good to do a study to see how much money might be needed and how to handle this. <p>Grants Lacey Crochet reported on the following:</p> <ul style="list-style-type: none"> • She is still working on a grant for a part-time counselor. • Applications will be submitted to the following: <ul style="list-style-type: none"> ○ Bayou Community Foundation – Science & Social Studies Grant which opens in January. ○ The Joe and Dorothy Dorsett Brown Foundation Grant – <i>STEM</i> Grant (primarily support in Math Content/Curriculum) ○ Peltier Foundation – Technology (applications open in May/June). <p>Building & Sites Representative Report: No report</p>	
<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • “Class Acts” has returned supposedly on a more regular basis, but photos sent in haven’t been published yet. • Saturday, November 17, 2019 --- The MAX students appeared in two (2) pictures in <i>The Courier/Daily Comet</i>. One photo was of the students’ recycling efforts, and the second photo was of the students’ participation in the bell-ringing ceremony to celebrate Constitution Week at the Lafourche Parish Courthouse. • The MAX is presently working with the PTA on publicity for the 	

	<p>MAX Race. Each Board member is encouraged to purchase or sell a book of MAX Raffle tickets at \$5.00 a ticket.</p> <ul style="list-style-type: none"> • News has been received about another former MAX student Peyton Thibodaux who “graduated” last school year and is presently enrolled at Terrebonne High. Peyton is slowly adjusting to school outside The MAX and is struggling in academics but has tutors assist her. She is extremely active in extra-curricular activities. • During November, MAX has been very involved with the local community. <ul style="list-style-type: none"> ○ <u>Friday, November 1, 2019</u> – The Thibodaux Fire Department visited the 1st & 2nd graders. ○ <u>Monday, November 4, 2019</u> – Nicholls athletes read aloud to 1st, 2nd, and 3rd graders. ○ <u>Tuesday, November 5, 2019</u> – Representatives from Synergy Bank visited. ○ <u>Monday, November 11, 2019</u> – The MAX students participated in the Veterans Day Celebration in the Nicholls Quadrangle at 11:00 A.M. The MAX students sang The Armed Forces Medley. ○ <u>Monday, November 18, 2019</u> – The MAX 5th, 6th, 7th, & 8th graders (Upper School) attended a Nicholls Women’s Basketball game and also learned about coastal restoration. ○ <u>Saturday, November 23, 2019</u> – The MAX Props Work Crew took the time to work on props for the annual Christmas production. ○ The MAX Pride Spirit Club collected and delivered food to the Good Samaritan Food Bank in Thibodaux. ○ The MAX has been selling and fundraising for the school through RADA, the 5-K Race raffle tickets, and the Christmas program entitled <i>A Christmas ReMAX</i>. <p>Grant Writer L. Crochet reported that she and R. Walker are working on two (2) programs that would help our students:</p> <ul style="list-style-type: none"> • The Lafourche Parish DA’s Office puts on a program called <i>Respect U</i> where representatives mentor various grades of students (4th thru 8th.) Self-respect is the main focus of this initiative/movement as self-respect enables one to respect others. • The Thibodaux Police Department has a program for the young where they come visit with younger students. 	
<p>8. Other Reports</p>	<p>Principal’s Report (See Attached Copy)</p> <p>R. Walker reported on the following:</p> <ul style="list-style-type: none"> • Ms. Alexis Blanchard has been hired to teach 5th and 6th grade reading. • Ms. Sloan Pierce will return on Monday, January 6th, to teach 1st and 2nd grade once again. • The MAX is currently looking to hire a substitute teacher for 5th and 6th grade math. 	

- Leave requests were made by the following employees and will require Board approval (after the fact):
 - **Cheryl Theiss** requested a personal day (Friday, November 22, 2019). This was pre-granted by R. Walker due to it being during a holiday week.
 - **Shanicia Hamilton** (December 2, 2019) - 3 ½ hours of sick leave was pre-granted by R. Walker due to it being during a holiday week.

- Kelly DiMarco will be visiting on Tuesday, January 7, 2020.

- The charter monitoring action item regarding the Board Financial Disclosure Statements that needed attention was submitted.

- Student Supply Fee Policy was updated in the Student Handbook online. R. Walker discussed the changes that had been made to the policy and requested the Board's approval of the changes.

- A mail-out was sent to potential donors and sponsors for The MAX Race.

Consultant's Report/Alumni News/Ms. Musson's Report:

Ms. Musson reported school is working on the preparations for The MAX Christmas Play.

Parent Committee Report:

Caitlin Stroud reported on behalf of Andrea Bergeron who was absent:

- The RADA Fundraiser sold over \$6,000 in products. After issuing a check to the company in the amount of \$3,807, the fundraiser made a profit of \$2,500. This money will be used to cover the raffle items - the voucher from Say Magical Vacation valued at \$1,000 and all three of the gift baskets.
- Currently the PTA is looking into reserving two (2) bounce houses or some sort of jumping item for the children to play in for the 5K Race.
- Currently the PTA is accepting Silent Auction items. Members are asking the Board members to donate an item toward the Silent Auction table.
- The PTA has also looked into ordering the 5K Race shirts.
- The Board members were reminded to please take one (1) book, possibly two (2) books of raffle tickets to either sell or purchase.
- The Board members were also reminded that the Board is in charge of the Cajun Cook-Off this year and requested that the Board put together a committee to put this together.

A motion was made by K. Chauvin, seconded by B. Aucoin, to approve the leave request of Cheryl Theiss for Friday, November 22, 2019 ... Motion was passed unanimously.

A motion was made by L. Howell, seconded by K. Chauvin, to approve the leave request of Shanicia Hamilton for 3-1/2 hours of sick leave for Monday, December 2, 2019 ... Motion was passed unanimously.

A motion was made by K. Chauvin, seconded by L. Howell, to approve the updated Student Supply Fee Policy as presented by R. Walker... Motion was passed unanimously.

9. New Board Business	None	
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, January 9, 2020, the second Thursday of the month. • PTA Meeting: Tuesday, December 10, 2019...6:00 P.M. • Remember to get your annual Ethics Training ...www.ethics.la.gov • Deadline for filing Annual Tier 3 Personal Financial Disclosure Statement: Wednesday, May 15, 2020 • MAX Christmas Play: Wednesday, December 18, 2019 MAX Christmas Gathering: Friday, December 20, 2019, at the Thibodaux Wellness Center • MAX 5K Race/Fundraiser: Saturday, March 14, 2020 • The MAX Board is once again responsible for finding cooking crews for the 5-K Race Cajun Cook-Off. • Each MAX Board member is encouraged to purchase or sell a book of Raffle Tickets at \$5.00 a ticket ... \$50.00 a book. 	
12. Adjournment	The meeting adjourned at 9:55 A.M.	Motion was made by Dr. S. Welsh, seconded by L. Howell, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: January 9, 2020

TIME: 9:00 A.M.

PLACE: The MAX Charter School

Present: Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, Janice Fabregas, Andrea Bergeron, and Caitlin Stroud

Also **present were** Rebecca Walker, Linda Musson, Suzette DeHart, and Lacey Crochet (grant writer.)

Absent: Jake Giardina, J.J. Buquet, and Dr. Steve Welsh

Note: Catherine Jordan was not present.

AGENDA	RECOMMENDATION	
1. Call to Order	K. Chauvin called the meeting to order at 9:00 A.M.	
2. Roll Call	K. Chauvin called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of December 5, 2019, were presented.	The Minutes of December 5, 2019, were accepted as presented.
4. Board Training/Special Guest Presentation:	<p>Dr. C. Hill presented a report on the highlights of the 12th Annual Louisiana Charter Schools Conference held in New Orleans on Friday, December 6, 2019.</p> <p>** One of the sessions that Dr. Hill attended centered on “The Ten (10) Ways to Get a Charter School Revoked.”</p> <ul style="list-style-type: none"> o Although no handout or written report was given to the MAX Board, Dr. Hill did cite typical/common-sense offenses like failure to follow laws applying to board members, tardiness in responding to compliance issues, not keeping legal counsel aware of issues, or refusal to take advantage of legal team among many others. A few recommendations were made. <p>**Dr. Hill and Karen Chauvin both attended a session with Caroline Roemer that consisted of an audience of Type II Charter Schools.</p> <p>**K. Chauvin also went over some of the information she received at other sessions she attended and said that she received information from an architect whose firm specializes in eco-friendly school designs which could be an opportunity for some type of grant that The MAX could benefit from in the future for a school building.</p>	<p>**One of the ten (10) things that was suggested was that all Board members be covered by liability insurance.</p> <p>**It was also suggested that all Board members have a MAX School email account instead of using personal emails.</p> <ul style="list-style-type: none"> o R. Walker will check on pricing to include the Board members. <p>**Caroline Roemer suggested the following important points be emphasized:</p> <ul style="list-style-type: none"> o Charter schools are public schools. o As many Board members as possible should attend Charter School Day when the legislature is ready to meet. o All area legislators need to be more involved and should be invited to attend every event at the school, and the school should keep a record of the invitation.

	<p>**Dr. Hill also mentioned that he spoke with a group who offered to visit The MAX to give a presentation before the Board on how to set up a virtual academy to increase the school population. He gave R. Walker some contact information.</p> <p>**Dr. Scot Rademaker will give a further analysis of Dr. J. Field's Survey Report at the next Board meeting in February.</p>	
<p>5. Teacher Representative Report</p>	<p>Renee Fields, 7th & 8th Grade ELA teacher, reported on the following:</p> <ul style="list-style-type: none"> • Lower School enjoyed their visit from Seed Survivor where they had the opportunity to plant sunflower seeds. • The 3rd & 4th graders received a donation of cabbage plants from Bonnie Plants. They can't wait to see how their garden grows! • The Science Fair will be held on Friday, January 17th. • D.A.R.E Graduation for the 6th graders was on Tuesday, January 7th. • The 8th Grade students will begin <i>Quest for Success</i> to earn one high school credit. • Parent-Teacher Conferences will be held on Tuesday, January 21st. • LEAP tutoring for 3rd and 4th graders will begin this month. 	
<p>6. Finance Report</p>	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. DeHart presented the November financial statements. • S. DeHart went over the financials. • The EGMS had to be resubmitted due to computers being down ... waiting on reimbursements. • W-2s and 1099s will be sent out. • 4th Quarter Payroll Reports are due. • LDOE 2nd Quarter is due. • Super App is due Friday, February 7, 2020. • Money is starting to come in for the 5K Race. To date we have nine (9) sponsors for a total of \$3,250. <p>Grants Lacey Crochet reported on the following:</p> <ul style="list-style-type: none"> • She is presently working on three different grants: <ul style="list-style-type: none"> ○ <u>Bayou Community Foundation</u> – This will be for social studies materials based on the needs of the school <ul style="list-style-type: none"> ➢ Phase I – Send a proposal and find out if they are interested in funding the grant that closes on Thursday, February 20, 2020. ➢ Phase II – Submit the full grant proposal. ○ <u>Brown Foundation</u> – Up to \$20,000 for science materials can be obtained. This grant closes on Thursday, March 5th. ○ <u>Peltier Foundation</u> – This will be for improvements in technology for the school. <p>Building & Sites Representative Report: No report</p>	<ul style="list-style-type: none"> • It was suggested that a Donation Button be put on the website. <ul style="list-style-type: none"> ○ Dr. A. Davis reminded everyone that money donated should be donated to the Foundation instead of to the school.

<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Public Relations Report: (See Attached Copy)</p> <p>B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • <u>Saturday, December 14, 2019</u> --- The MAX students appeared in the “Class Acts” section of <i>The Courier/Daily Comet</i>. The published photo featured members of the MAX Pride Spirit Club delivering donations to The Good Samaritan Food Bank in Thibodaux. • One of our 7th graders, Layla Borne, plays for FASA – the Fastpitch America Softball Association. Her team Walk-Offs Orange 15U took 1st place at the 3rd Annual Fall Cajun Classic Tournament at the Bayou Country Sportsplex recently. <p>During December, MAX has been extremely involved with the annual Christmas play entitled <i>A Christmas ReMAX</i> and various activities at the school and in the local community.</p> <ul style="list-style-type: none"> • <u>Monday, December 2, 2019</u>—Nicholls athletes were scheduled to read aloud to 4th graders. • <u>Tuesday, December 3, 2019</u> --- Representatives from Synergy Bank visited the school once again. • <u>Wednesday, December 4, 2019</u> --- The MAX held its first Tree Lighting Event at the school and because of its success, the school plans to make this an annual event. • <u>Thursday, December 5, 2019</u> --- MAX 5th Graders Alayne Adams and Kayleigh Bourgeois participated in the annual “Trim the Tree” event at Thibodaux City Hall. • <u>Friday, December 6, 2019</u> --- The MAX participated in the Eat...Move... Grow program. • <u>Wednesday, December 11, 2019</u> --- MAX 1st – 4th graders and their teachers welcomed representatives from Seed Survivor Mobile Classroom, an interactive plant nutrient classroom on wheels that teaches elementary children about plant and the importance of agriculture. Students had the opportunity to plant their own sunflowers. Thanks to Professor Aimee Hollander who set this up! • <u>Wednesday, December 18, 2019</u> --- Congratulations, MAX Charter, on another extremely successful Christmas production! • <u>Thursday, December 19, 2019</u> --- Thanks to CC’s Coffee House of Thibodaux who treated our students to hot chocolate and tasty treats! • The MAX continues to sell the 5-K Race Raffle Tickets. 	
<p>8. Other Reports</p>	<p>Principal’s Report (See Attached Copy)</p> <p>R. Walker reported on the following:</p> <ul style="list-style-type: none"> • The Enrollment Application Period for new admissions is Wednesday, January 8, through Friday, March 27, 2020. <ul style="list-style-type: none"> ○ The Parent Informational Meeting will be held Wednesday, January 22, at 5:30 P.M. 	

- The **Lottery** will be held on Thursday, April 9, 2020.
- **Bayou Signs** contacted R. Walker about a new digital sign they are putting up, and Ms. Walker will check into getting some time on this digital board for advertising the Race.
- Kelly DeMarco (**LDOE**) visited The MAX on Tuesday, January 7, and discussed extending enrollment numbers and reminded administration that The MAX is up for renewal with BESE in December 2020.
- Fiscal Monitoring Report – The MAX has been cleared on federal grants...
- LAPCS advised The MAX of a new law which became effective on January 1, 2020—the need for a **SPED Advisory Council**.
 - This council, whose purpose is to provide advice and feedback regarding special education policies, procedures, and resources, has been created..
- Super App: Alison Borne, Suzette DeHart, and Rebecca Walker will be off campus on January 14th and 15th to work on the 2020-2021 Super App to write an application which is due in February.
- The Lafourche Parish District Attorney’s Office is scheduled to have **Internet Cyber Safety Presentations** on Tuesday, January 28th, at 6:00 P.M. for parents and Friday, January 31st, at 9:00 A.M. for 5th through 8th grade students.
- Dru Pierce has requested an unscheduled personal leave on Monday, January 13th (6 hours), and since she is out of personal leave, Ms. Walker has requested approval by the Board.

Renee Delatte, math teacher, will be on maternity leave in February, and Ms. Walker has hired Nora Keehn as a substitute for six (6) weeks.

Consultant’s Report/Alumni News/Ms. Musson’s Report:
No Report

Parent Committee Report:

Andrea Bergeron reported on the following:

- Ms. Bergeron thanked Dr. Davis for attending the PTA meeting.
- She reminded the Board members to take a book of raffle tickets to sell and that they are responsible for finding cooking crews for the 5-K Race/Fundraiser.
- Two bounce houses, which have been donated, have been reserved for the 5-K Race/Fundraiser.
- Two Saints tickets have been donated for one of the raffle baskets.
- The PTA is presently working on getting a signed item through the Saints.
- The PTA is working on selecting/ordering the T-shirts for the Race.
- Yard signs have been ordered to advertise the Race.
- The PTA is looking for entertainment from 1:00 P.M. to 3:00 P.M.

**A motion was made by L. Howell, seconded by B. Aucoin, to approve the six (6) hours of personal leave on Monday, January 13th, for Dru Pierce... Motion was passed unanimously.

**K. Chauvin suggested that Ms. Bergeron contact Misty McElroy at NSU to help with

	<ul style="list-style-type: none"> • The PTA is currently accepting silent auction items. <ul style="list-style-type: none"> ○ It was requested that Board members possibly donate an item as an individual or as a group. • Ms. Bergeron also asked if any of the Board members knew if there was a limit to the amount the PTA could have in their checking account. 	<p>finding musical entertainment for the 5-K Race/Fundraiser.</p> <p>**R. Walker suggested that they get some of the students who were in the Christmas Play to perform.</p> <p>**L. Crochet will check into this.</p>
9. New Board Business	Dr. A. Davis brought up the subject of inceasing the school enrollment beyond 120 even though The MAX does not have a building. He asked if space at NSU would become available, would it be possible to increase the school enrollment? A discussion followed.	
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Boad meeting will be Thursday, February 6, 2020. • PTA Meeting: Tuesday, January 14, 2020...6:00 P.M. • MAX 2020-2021 Admissions Period Opens: Wednesday, January 8, 2020 • Martin Luther King Holiday: Monday, January 20, 2020 (School Closed) • Parent Teacher Conferences: Tuesday, January 21, 2020 (No School for Students) • MAX Family Fun Night: Moved to Tuesday, February 18, 2020... 6:00 P.M. – 7:30 P.M. • Mardi Gras Holidays: Monday, February 24-Friday, February 28, 2020 • Remember to get your annual Ethics Training ...www.ethics.la.gov • MAX Race Fest: Saturday, March 14, 2020 • The MAX Board is once again responsible for finding cooking crews for the 5-K Race Cajun Cook-Off. • Each MAX Board member is encouraged to purchase or sell a book of Raffle Tickets at \$5.00 a ticket ... \$50.00 a book. 	
12. Adjournment	The meeting adjourned at 10:35 A.M.	Motion was made by L. Howell, 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 6, 2020

TIME: 9:00 A.M.

PLACE: The MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, J.J. Buquet, Dr. Al Davis, Dr. Cleveland Hill, Dr. Scot Rademaker, Dr. Steve Welsh, and Caitlin Stroud

Also **present were** Rebecca Walker, Michelle Giardina, Lacey Crochet, and Parent Brandy Usea.

Absent: Larry Howell and Andrea Bergeron

NOTE: Linda Musson, Suzette DeHart, and Catherine Jordan were unable to attend.

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of January 9, 2020, were presented.	The Minutes of January 9, 2020, were accepted as presented.
4. Board Training/Special Guest Presentation:	Dr. Scot Rademaker went over the Analysis of Dr. J. Field’s Survey Report—giving an Overall Survey Results Qualitative Analysis to the Board. This analysis was broken down into three groups: <ul style="list-style-type: none"> • Comments on Class Sizes/Student Teacher Ratios • Comments Related to Positive Student Support • Comments Directly Related to the Teachers/Staff 	
5. Teacher Representative Report	Renee Domangue, 3 rd & 4 th Grade science and social studies teacher, reported on the following: <ul style="list-style-type: none"> • <i>Eat, Move, Grow</i> will be visiting the school on Friday, February 7th. Each 1st through 3rd grader will receive a lunchbox and a toothbrush. • The 3rd & 4th Grade students are preparing for LEAP testing with after-school tutoring two times a week with Mrs. Marie Ledet, Mrs. Judy Domangue, Ms. Rhonda Hamilton, and Mrs. Dana Guidry. • The 6th Grade Science Fair winners will attend the Nicholls Science Fair on Tuesday, February 11th. • The 8th Grade girls will attend a field trip to John Deere on Thursday, February 20th, to promote women empowerment. • The 8th Grade students are continuing <i>Quest for Success</i>. This course will earn them a Carnegie unit for high school. • The MAX students have been invited to the <i>Artrageous</i> event at Nicholls and will be attending today, February 6th. • Congratulations to Mrs. Renee Delatte, 5th & 6th Grade math teacher, who welcomed a baby girl on Tuesday, February 4th. <ul style="list-style-type: none"> ○ R. Walker introduced Nora Keehn who will be substituting for Ms. Delatte during her maternity leave. Ms. Keehn is a former MAX student and sister to Ms. Caitlin Stroud. 	
6. Finance Report	Financial Report and Update on Insurance and Finance Matters <ul style="list-style-type: none"> • B. Aucoin presented the December financial statements. • B. Aucoin went over the financials. 	J. Giardina suggested a chart be made on labor expenses ---wages and benefits --- which would indicate how much expenses have grown in the last few years. S. DeHart

	<p>B. Aucoin requested Board approval of the Charter School Second Quarter Financial Report, Fiscal Year 2019-2020 Year-to-Date as of December 31, 2019, which compares actual expenses to the budget.</p> <ul style="list-style-type: none"> • Form 990 – Income tax in progress • Lunch reimbursement has been received through 12-2019. • Super App is due Friday, February 7, 2020. <p>Grants Lacey Crochet gave an update on the following:</p> <ul style="list-style-type: none"> • <u>Bayou Community Foundation</u> – The MAX is applying for social studies materials to supplement workbooks and text books in the classrooms. Phase I of this will go out by Thursday, February 20th. • <u>Brown Foundation</u> – The MAX is applying for Lab Experiment Equipment and Technology and also funding for Field Trips. This would be approximately \$20,000. • <u>Peltier Foundation</u> – The MAX is still working on submission for this one. <p>Also Ms. Crochet is looking into the following foundations for grant money:</p> <ul style="list-style-type: none"> • <u>McCarthy Dressman Education Foundation</u> which is due Wednesday, April 15th. <ul style="list-style-type: none"> ○ This grant would cover the cost of materials to train the teachers as dyslexia practitioners and therapists. • <u>Charles Lamar Family Foundation</u> which gives funds for buildings. Ms. Crochet would like to submit a grant request in September. <p>Building & Sites Representative Report: R. Walker reported that the shiny floor in the boys restroom still needs to be addressed.</p>	<p>will be assigned to work on this chart. A motion was made by K. Chauvin, seconded by B. Broussard, to approve the Charter School Second Quarter Financial Report with the change of the wording “First Quarter” to “Second Quarter” in the title ... Motion was passed unanimously.</p> <p>Ms. Crochet requested that if the Board could think of ideas that might be supplemented by a grant to please let her know.</p> <p>J. Giardina will check on this.</p>
<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following: January was a relatively slow month for student involvement in community activities. Students returned to school from Winter Break on Monday, January 6, 2020, for the second half of the school year.</p> <ul style="list-style-type: none"> • <u>Tuesday, January 7, 2020...</u> <ul style="list-style-type: none"> ○ Representatives from Synergy Bank came to the school once again. ○ The 6th Grade D.A.R.E. Graduation was held. • <u>Wednesday, January 8, 2020 ...</u> The MAX 2020-2021 New Student Admissions Period officially opened. Registration forms will be accepted from January 8, 2020 – March 27, 2020. The Enrollment Lottery date is Thursday, April 9, 2020. • <u>Friday, January 20, 2020</u> --- Mr. Michael from Bonnie Plants donated cabbage plants for MAX 3rd graders to plant in their garden in front of MAX. • <u>Week of January 13-January 17, 2020</u> --- Information about the MAX Race Fest and the 2020-2021 MAX Enrollment Period was sent out to <i>The Courier, The Daily Comet</i>, Bill Ellzey, <i>The Times, POV Magazine</i> and <i>Inside</i> at Nicholls State University. • <u>Friday, January 17, 2020</u> --- The MAX Science Fair was held. • <u>Sunday, January 19, 2020</u> – “Class Acts” published a picture of Ms. Renee Domangue’s 3rd grade science students inside the Seed Survivor Mobile Classroom. • <u>Monday, January 20, 2020</u> --- Martin Luther King holiday was observed. School was closed. • <u>Tuesday, January 21, 2020</u> --- Parent/Teacher Conferences – No School for students 	

	<ul style="list-style-type: none"> • <u>Wednesday, January 22, 2020</u> --- An informational meeting for prospective parents of new students who wish to enroll at MAX was held at 5:30 P.M. • <u>Week of January 27-31</u> --- School Choice Week was celebrated. • <u>Tuesday, January 28, 2020</u> --- The Lafourche Parish District Attorney's Office conducted Internet Safety Presentation/Cyber Safety to parents at 6:00 P.M. • <u>Friday, January 31, 2020</u> --- The Lafourche Parish District Attorney's Office conducted Internet Safety Presentations for 5th through 8th Grade students at 9:00 A.M. 	
<p>8. Other Reports</p>	<p>Principal's Report (See Attached Copy) R. Walker reported on the following: <u>Admissions Updates:</u> ** There was a great attendance—roughly twenty (20) parents—at the Parent Information Meeting on Wednesday, January 22nd. ** There are twenty-six (26) total applicants—eleven (11) eligible, four (4) not eligible, and eleven (11) to review. <u>Board Members' Email Addresses</u> ** A. Borne will set up the new email addresses with Google for each Board member. <u>Super App</u> is due on Friday, February 7th. <u>Nicholls Outreach Upcoming Activities</u> ** <i>Artrageous</i> ** Read Aloud by Athletes – This will be done once a month ** Science Fair – On Tuesday, February 11th, three (3) MAX students will participate at the district level at Nicholls. ** Choir Practice – Valerie Frances with the Music Department at NSU will be having an opera show in April. She has invited MAX students to participate. Presently six (6) MAX students are in the class on Tuesdays from 4:00 to 5:00 P.M. <u>School Support Institute</u> ** This institute will be held on Monday, February 10th, in New Orleans. ** Alison Borne, Christy Waguespack, and Rebecca Walker will be attending as well as MAX Board member Dr. C. Hill.</p> <p>R. Walker discussed a situation that happened at the park with some students and other people walking on the track. One of the student's parents was present at the meeting to express her concern.</p> <p>Consultant's Report/Alumni News/Ms. Musson's Report: No Report</p> <p>Parent Committee Report: Caitlyn Stroud reported on the following:</p> <ul style="list-style-type: none"> • The PTA thanked Lacey Crochet for attending the last PTA meeting. • Race Fest Update: <ul style="list-style-type: none"> ○ At the last PTA meeting, members voted on the color of the Race Fest shirts-- sapphire. ○ The PTA has been busy putting out Race Fest banners and yard signs. ○ The PTA has been working on silent auction items. ○ The baskets are being completed. ○ At the last Board meeting, it was suggested that Andrea email someone at NSU about a band. She has emailed, but has not received a response. As a consequence, the PTA is still looking for entertainment from 1:00-3:00 P.M. ○ Andrea will meet with Mrs. Walker about having some of the MAX students perform. Any suggestions are welcome. ○ The Board members were reminded that they are in charge of the Cajun Cook-off. ○ The PTA requested that each Board member bring in a silent auction item or contribute as a group. 	<p>Walking on the track has been suspended due to safety issues.</p>

9. New Board Business	None	
10. Motion to Go Into Executive Session	None	
11. Announcements	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, March 5, 2020. • PTA Meeting: Tuesday, February 11, 2020 ... 6:00 P.M. • Mardi Gras Holidays: Monday, February 24-Friday, February 28, 2020 ... School Closed • Remember to get your annual Ethics Training ... www.ethics.la.gov • Deadline for Filing Annual Tier 3 Personal Financial Disclosure Statement: Wednesday, May 15, 2020 • MAX Race Fest: Saturday, March 14, 2020 • The MAX Board is once again responsible for finding cooking crews for the 5-K Race Cajun Cook-Off. • Each MAX Board member is encouraged to purchase or sell a book of Raffle Tickets at \$5.00 a ticket ... \$50.00 a book. 	
12. Adjournment	The meeting adjourned at 10:21 A.M.	Motion was made by Dr. C. Hill, seconded by Dr. S. Welsh, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: March 5, 2020

TIME: 9:00 A.M.

PLACE: The MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, Dr. Al Davis (left at 10:04), Dr. Cleveland Hill (left at 10:15), Larry Howell, Dr. Scot Rademaker, Dr. Steve Welsh, Andrea Bergeron, and Caitlin Stroud

Also **present were** Rebecca Walker, Linda Musson, Suzette DeHart, Michelle Giardina, Catherine Jordan , Lacey Crochet, and Mary Mercer Buquet.

Absent: J.J. Buquet

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of February 6, 2020, were presented.	The Minutes of February 6, 2020, were accepted as presented.
4. Board Training/Special Guest Presentation:	<p>** Special Guest District 88 State Representative (Gonzales) Kathy Edmonston and her assistant Katherine Goppelt were scheduled to be at the meeting, but unfortunately they were not able to make it.</p> <p>*Ms. Edmonston recently prefiled a bill to create a 15-member dyslexia commission with the purpose of updating <i>Bulletin 1903</i>. (Karen and Rebecca will be on the commission.) Ms. Edmonston will schedule a visit for a later date.</p> <p>**K. Chauvin introduced Mary Mercer Buquet, her personal grad assistant at the Dyslexia Center.</p>	
5. Teacher Representative Report	<p>Ms. Josie Chenier, 5th-8th Grade Social Studies teacher, reported on the following:</p> <ul style="list-style-type: none"> • The MAX students have been invited to attend a Nicholls baseball game on Wednesday, March 25th, and are very excited. MAX is presently working on details and plans to send notices home to parents next week. • Michael Esneault will be attending the State Science Fair on Tuesday, March 17th, at LSU. He placed 1st at the Regional Science Fair at NSU. • Teachers and students are preparing for the upcoming state testing. <ul style="list-style-type: none"> ○ Students have been working on writing skills in ELA and social studies. ○ Third and fourth graders are continuing to receive LEAP tutoring by the staff twice a week. • Eighth grade girls attended the <i>Girls in Engineering</i> field trip at John Deere on Thursday, February 20th. It was a great experience for all. • The RACE Fest is quickly approaching. We hope to have lots of fun while raising funds to support our school. 	

	<ul style="list-style-type: none"> Nicholls State University College of Education candidates have been visiting the MAX campus to complete field experience hours. It is our pleasure to assist these future educators on their journey. There will be an Upper School dance (for students in 6th-8th Grade) on Friday, March 20th, in the Century Room at NSU. This dance is sponsored by the MAX Spirit Club. 	
<p>6. Finance Report</p>	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> S. DeHart presented the January financial statements. S. DeHart went over the financials. <p>Form 990 – Income tax in progress LDOE Payments received through Friday, February 28, 2020 LASBO (Louisiana Association of School Business Officials) Conference will be held on Wednesday-Friday, April 1-April 3, 2020, in Lake Charles. TRSL Training for Charter Schools will be held on Tuesday, March 10, 2020, in Baton Rouge. S. DeHart will be attending.</p> <p>Grants Lacey Crochet reported on the following: The following three (3) grants have been finalized and submitted:</p> <ul style="list-style-type: none"> Bayou Community Foundation – Two (2) grants were submitted to this foundation. <ul style="list-style-type: none"> One grant requested funds in the amount of \$8,000.00 to support a schoolwide field trip (cost of field trip as well as transportation costs.) The second grant was a resubmitted grant request for \$10,000.00 to help pay for a counselor at The MAX. Joe & Dorothy Dorsett Brown Foundation – This grant was asking for \$16,000.00 for supplemental STEM material to support the science programs at The MAX. <ul style="list-style-type: none"> If this funding is not granted, it will be resubmitted to another organization. A full-school technology grant through the Peltier Foundation will be submitted. Lacey is presently looking for grant opportunities for items requested by the math teachers as well as the social studies teachers. She is also looking for an opportunity for grant funding for the Arts program. Once a well-developed plan for a new facility is done, a grant application will be sent to the Lamar Foundation. <p>Building & Sites Representative Report: R. Walker reported the parking lot needs to be graded.</p>	<p>J. Giardina will handle getting this done.</p>
<p>7. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Public Relations Report: (See Attached Copy)</p>	

	<p>B. Broussard reported on the following:</p> <p>** Highlighting the publicity report for the month of February was the inclusion of The MAX Charter School’s “School Choice Week” photo in the <i>LAPCS Newsletter</i>.</p> <p>** The MAX celebrated <u>100 Days of Learning</u> in this third quarter of the school year.</p> <ul style="list-style-type: none"> • <u>Tuesday, February 4, 2020...</u> <ul style="list-style-type: none"> ○ Representatives from Synergy Bank came by the school once again. ○ Nicholls athletes came to the school to read aloud to the 3rd & 4th Grade students. • <u>Thursday, February 6, 2020</u> --- MAX students accepted an invitation from Nicholls State University to attend the <i>Artrageous</i> performance. • <u>Week of February 10-February 14</u> --- The school’s annual Scholastic Book Fair was held. • <u>Tuesday, February 11, 2020</u> --- Three (3) of The MAX students – Claire Bourg, Preston LeBlanc, and Michael Esneault-- participated in the District Science Fair at Nicholls State University. Michael’s project “Eat to the Beat” was awarded 1st place and will advance to State Competition. • <u>Thursday, February 20, 2020</u> --- The MAX 8th grade girls participated in “<i>Introduce a Girl to Engineering Day</i>” at John Deere. • <u>Sunday, February 23, 2020:</u> <ul style="list-style-type: none"> ○ “<i>Class Acts</i>” published a picture of The MAX 6th Grade D.A.R.E. Graduation. ○ Bill Ellzey’s Column contained a nice reminder on The MAX Race Fest and on Admissions. • <u>Month of February</u> --- Publicity on the Race Fest continued throughout the month of February. <p>** L. Crochet reported that she is working on a project with Nicholls where they will be getting a Bayou Region News reporter who will be housed at NSU and exclusively reporting on Lafourche, Terrebonne, and St. Mary Parishes. She is presently working on funding to get this person. This will be a radio broadcast and could be a great opportunity for The MAX to get coverage.</p>	
<p>8. Other Reports</p>	<p>Principal’s Report (See Attached Copy)</p> <p>R. Walker reported on the following:</p> <ul style="list-style-type: none"> • Admissions Update: <ul style="list-style-type: none"> ○ Thirty-seven (37) Total Applicants <ul style="list-style-type: none"> ▪ 11 eligible, 4 not eligible, 20 to review ○ The team will be meeting today and tomorrow, March 5th and 6th. • Board Members Email Addresses – The Board members were issued MAX email addresses. These email addresses are to be used specifically for Board business or school business. 	

- **Coronavirus** – Tips from the **CDC** (**C**enter for **D**isease **C**ontrol) will be sent out to parents as a precaution and to heighten awareness.
- **E.D. White Key Club Donation** - The E.D. White Key Club has been coming to interact with the after-school students. Yesterday, March 4th, they donated a basketball goal and basketballs to the school.
- R. Walker received an email from **Natalie Jaime**, administrative coordinator for the film *Normal Isn't Real: Succeeding with Learning Disabilities and ADHD*. The goal of the film is to help young people reach their full potential. They are looking for places to show the documentary.
- **LDOE**:
 - Kelly DiMarco visited on Wednesday, March 4th, for the Annual Review, and all went well.
 - Super App was submitted on Tuesday, February 4th, but there was an issue with it.
 - The state requires 1st and 2nd graders to move to a **Tier I Reading Program**, but the school presently uses **Wit and Wisdom** and **Project Read** which the state does not consider a **Tier I Program**, and so it may not be funded.
 - In order to be eligible for competitive funding, the state will require the school to pick a **Tier I Program** to supplement the **Wit and Wisdom Program** presently used.
- **Enrollment Increase Request** – A letter was sent to Olin Parker asking for guidance concerning a substantial change to the charter to increase the student population by ten (10) students or to have the flexibility for an increase in the future.
- **Action Steps to Increase Economically Disadvantaged Population** – A list of what has been done to comply with the state's requirements is attached to the Board report and has been sent to Laura Hawkins.
- **Request to Relocate the Board Meeting of Thursday, April 2nd**. – Ms. Walker requested that the Board meeting of April 2nd be relocated due to testing on that day.
- **Request for Motion to Approve Changing the Last Day of School for Students to May 21st and for Teachers to May 22nd**
- **Request for Motion to Approve the 2020-2021 Calendar**

**Consultant's Report/Alumni News/Ms. Musson's Report:
Linda Musson reported on the following:**

** K. Chauvin suggested the documentary be seen before deciding to host a community screening.
** L. Crochet will check more into this.

It was unanimously agreed that the April 2nd meeting could be relocated. J. Giardina will check on the Wellness Center meeting room.

Motion was made by Dr. S. Welsh, seconded by L. Howell, to change the last day for students to May 21st and for teachers to May 22nd ... Motion was passed unanimously.

A motion was made by Dr. C. Hill, seconded by L. Howell, to approve the **2020-2021 Calendar** as submitted ... Motion was approved unanimously.

	<p>** Opera classes are going well with about fifteen (15) students involved.</p> <p>** L. Musson has been performing various tasks around the school...</p> <ul style="list-style-type: none"> * Doing teacher observations and giving feedback to teachers. * Doing an intervention with four (4) 1st grade students every day to help the lowest students get up on the scale of learning. * Helping with parent meetings. * Helping with admissions by reading over packets. <p>** Ms. Musson will be meeting with L. Crochet about a grant to get instructors for musical classes and possibly helping with the Christmas Play Dinner Theater.</p> <p>Parent Committee Report Andrea Bergeron reported on the following:</p> <ul style="list-style-type: none"> • She thanked Dr. A. Davis for attending the last PTA meeting. • She reported that three (3) Race Fest signs were stolen; two (2) were located. • Ms. Bergeron gave the entertainment schedule. • On Friday, March 13th, a Bake-Off will be held for students and teachers • Three (3) auction item baskets are completed. • The PTA is still collecting items for the silent auction. • The Race shirts are now in. 	<p>K. Chauvin suggested that Jeremy Breaux with Bayou Regional Arts Council be contacted as he is interested in helping with grants for the Arts.</p> <p>L. Crochet will follow up on this.</p>
<p>9. New Board Business</p>	<p>None</p>	
<p>10. Motion to Go Into Executive Session</p>	<p>None</p>	
<p>11. Announcements</p>	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, April 2, 2020. • PTA Meeting: Tuesday, March 10, 2020 ... 6:00 P.M. • Remember to get your annual Ethics Training ... www.ethics.la.gov • Deadline for Filing Annual Tier 3 Personal Financial Disclosure Statement : Wednesday, May 15, 2020 • MAX Race Fest: Saturday, March 14, 2020 • The MAX Board is once again responsible for finding cooking crews for the 5-K Race Cajun Cook-Off. • Each MAX Board member is encouraged to purchase or sell a book of Raffle Tickets at \$5.00 a ticket ... \$50.00 a book. 	
<p>12. Adjournment</p>	<p>The meeting adjourned at 10:25 A.M.</p>	<p>Motion was made by L. Howell, seconded by K. Chauvin, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF VIRTUAL MEETING
The MAX Charter School Board of Directors

To access recording, go to <https://www.youtube.com/watch?v=H5EYw0Lmfd&feature=youtu.be>

DATE: April 2, 2020

TIME: 9:00 A.M.

PLACE: Virtual Setting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, J.J. Buquet, Dr. Al Davis, Cleveland Hill, Larry Howell, Dr. Scot Rademaker, and Caitlin Stroud

Also **present were** Rebecca Walker, Linda Musson, Suzette DeHart, and Lacey Crochet

Absent: Brian Aucoin, Dr. Steve Welsh, and Andrea Bergeron

ABBREVIATED AGENDA

RECOMMENDATION

ABBREVIATED AGENDA	RECOMMENDATION	
1. Call to Order	K. Chauvin called the virtual meeting to order at 9:00 A.M.	
2. Roll Call	K. Chauvin called the roll	
3. Approval of the Minutes	The Minutes of March 12, 2020, were presented.	The Minutes of March 12, 2020, were accepted as presented.
4. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. DeHart presented the February financial statements. • S. DeHart went over the financials. <p>Grants (See Attached Report.) Lacey Crochet’s report consisted of the following:</p> <p><u>Grants Under Development</u></p> <ul style="list-style-type: none"> • The Peltier Foundation <ul style="list-style-type: none"> ○ Grant Focus: To improve the overall technology at The MAX Charter School to enhance instruction and curriculum delivery... Based on needs identified by the school, the grant will request that Promethean boards school-wide be upgraded, that student-issued Chrome Books be replaced, and that Desktop Computers for classroom/faculty instructional use be purchased. Below are the items that will be requested in the grant and an estimated budget total. ○ Grant Funding Request: <ul style="list-style-type: none"> --New Promethean Boards for Classrooms: Purchase 9 = \$28,252 --Chrome Books for Student Use: Purchase 15 @ \$250 each = \$3,750 --Dell Desktop Computers: Purchase 8 @ \$810 each = \$6,480 Total Technology Funding Request = \$38,482 ○ Grant Deadline: At the recommendation of Susan Borne of the Peltier Foundation, I plan to complete and mail the Peltier Foundation grant application by May 01, 2020. Although their board has not yet set the date for their first meeting, she advised that I submit by then to ensure the grant is 	

in-hand for review when the board convenes their first meeting of the year. She did advise that they will have a second meeting this year. However, I prefer to submit the grant earlier for consideration.

- **The Max and Victoria Dreyfus Foundation Grant**
 - **Grant Focus:** Based on my review, I believe we could apply for this grant to augment the funding for The MAX school play and/or the dinner/theater or possibly both. As part of this proposal, I would also like to include the hiring of a dance/music person to work with our kids to help prepare them for the play and to meet the ESSA requirements of the school.
 - **Grant Funding Request:** Grant request can be from \$1,000 up to \$20,000.
 - **Grant Deadline:** Fall Round of funding is due May 10, 2020, or Spring Round of Funding is due November 10, 2020.

Grants for Consideration

- **Bayou Community Foundation’s Bayou Recovery Fund**
 - **Grant Focus:** To provide relief to the community from any COVID-19-related financial issues, the **Bayou Community Foundation** has opened a second round of grant applications. This funding is to help non-profits absorb costs resulting from COVID -19 for which they will not receive state/federal reimbursement. The grant awards are expected to be approximately **\$10,000** per agency. These awards are intended to help agencies that are aiding the communities they serve. I am not sure MAX has a financial need that meets the particular focus of this grant; however, I did want to share this with the MAX Board and Team for input and ideas. Off the top of my head, has MAX had any unexpected COVID-19 expenses to help provide resources to our families during this crisis? For example, have we provided any materials/supplies/programs for which we are not going to receive state/federal reimbursement?
 - **Grant Deadline:** Phase 1 is due by April 10, 2020

In addition to the above grant funding opportunities, I am searching for grants to help supplement curriculum and instruction in the focus areas below:

- Arts and Music
- Counseling
- Math
- Reading
- Social Studies

Also, we are still awaiting news of whether or not the three (3) grant submissions previously made were funded:

Recommendation made by Dr. Hill: “I think MAX and all schools are realizing that they need to enhance their capabilities to continue instruction online. Toward that end we need to make sure that we have enough laptops with web-cams that can be loaned to students who do not have these capabilities on their home computers. With August being the apex of hurricane season, we may go through again what we are going through now.”

B. Broussard highly agreed with Dr. Hill’s recommendation.

	<p>--Community Foundation for a school-wide field trip --Bayou Community Foundation to help fund the School Counselor --Joe W. and Dorothy Dorsett Brown Foundation for Science/STEM materials, supplies, and equipment upgrades.</p> <p>Building & Sites Representative Report: None</p>	
<p>5. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following: There has been lots of publicity in the local media and in the local community for The MAX Race Fest, but unfortunately Governor John Bel Edwards announced that all public K-12 schools in Louisiana would be closed from Monday, March 16, 2020, thru Monday, April 13, 2020. He signed a proclamation that immediately halted any gatherings of more than 250 people until Monday, April 13th. Hence, The MAX Race Fest had to be cancelled. <i>The Courier</i> published the cancellation/postponement notice on Saturday, March 14, 2020.</p> <p>One of our former teachers Kari Boudreaux made the news when she personally delivered a packet of assignments to her students. She was included in a <i>Notre Ami</i> front-page article in <i>The Courier</i> and in a <i>POV</i> article.</p>	
<p>6. Other Reports</p>	<p>Principal's Report (See Attached Copy) R. Walker's report consisted of the following topics:</p> <ul style="list-style-type: none"> • Distance Learning: <ul style="list-style-type: none"> ○ MAX loaned out some computers to students. ○ Teachers are posting weekly assignments on Google Classroom (Zearn, iXL, Lexia, ReadWorks, Extra Math, Teacher-Created Resources, etc.) ○ Weekly one-on-one calls to teachers are being made. ○ Ms. Walker is having staff meetings via Zoom. ○ MAX is monitoring students' work/usage. ○ Family communication is on-going. ○ Full staff calls are being made. • Personnel/Payroll All personnel are getting paid as normal. • Admissions: <ul style="list-style-type: none"> ○ Applications Updates consist of 43 Total Applicants (21 eligible, 9 not eligible, 13 to review.) ○ Admissions Team is holding virtual meetings to review current applications. ○ Admissions Period has been extended and will close on Thursday, April 9, 2020. ○ Lottery will take place virtually on Thursday, April 23rd. We are looking for suggestions for someone to draw. • Requirement from Insurance Policy <ul style="list-style-type: none"> ○ The school received a letter from Lauren Yedlin, Underwriter 	<p>K. Chauvin will help with finding someone to draw.</p>

	<p>for United Educators Insurance, regarding its upcoming renewal—a Notice of Change in Terms and Conditions.</p> <ul style="list-style-type: none"> ○ The insurance company has granted coverage but requires that the amended Sexual Harassment Policy be included for all staff members and any parent volunteers or people who come in contact with our students . The amended policy defines Sexual Abuse as any Child Molestation, or any Serial Sexual Misconduct. <ul style="list-style-type: none"> ▪ A copy of the notice of terms from the insurance company was shared with the Board members and will be included in the updated Personnel Policy. <p>Consultant’s Report/Alumni News/Ms. Musson’s Report: No report</p> <p>Parent Committee Report No report</p>	<p>Online webinar training is recommended to ensure the safety of our students. Some sites were suggested for the training.</p> <p>--Lacey Crochet mentioned that the insurance company may have a training webinar available.</p>
<p>7. New Board Business</p>	<p>None</p>	
<p>8. Announcements</p>	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, May 7, 2020. • PTA Meeting: To Be Announced • Remember to get your annual Ethics Training ... www.ethics.la.gov • Deadline for Filing Annual Tier 3 Personal Financial Disclosure Statement : Wednesday, May 15, 2020. • MAX Race Fest: Postponed/Cancelled/Possible Virtual Race 	
<p>9. Adjournment</p>	<p>The meeting adjourned at 9:52 A.M.</p>	<p>Motion was made by J. Giardina, seconded by C. Hill, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF VIRTUAL MEETING
The MAX Charter School Board of Directors

To access recording, go to <https://www.youtube.com/watch?v=y0TDO0C8pS0&feature=youtu.be>

DATE: May 7, 2020

TIME: 9:00 A.M.

PLACE: Virtual Setting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Brian Aucoin, J.J. Buquet, Dr. Al Davis, Cleveland Hill, Larry Howell , Dr. Scot Rademaker, Dr. S. Welsh, and Caitlin Stroud

Also **present were** Rebecca Walker, Linda Musson, Suzette DeHart, and Lacey Crochet.

Absent: Janice Fabregas and Andrea Bergeron **Note:** Catherine Jordan was not present.

ABBREVIATED AGENDA	RECOMMENDATION																																																
1. Call to Order	J. Giardina called the virtual meeting to order at 9:00 A.M.																																																
2. Roll Call	K. Chauvin called the roll.																																																
3. Approval of the Minutes	The Minutes of April 2, 2020, were presented. The Minutes of April 2, 2020, were accepted as presented.																																																
4. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. DeHart presented the March financial statements. • S. DeHart went over the financials. <p>Monthly Recap</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>March MFP</td> <td style="text-align: right;">\$ 103,000.00</td> <td></td> </tr> <tr> <td>Other Sources</td> <td style="text-align: right;">\$ 29,239.00</td> <td></td> </tr> <tr> <td>Total March Revenue</td> <td style="text-align: right;">\$ 132,239.00</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Expenses for March</td> <td style="text-align: right;">\$ 118,071.00</td> <td></td> </tr> <tr> <td>Wages & Benefits</td> <td style="text-align: right;">\$ 104,404.00</td> <td style="text-align: right;">81.80%</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>March Profit</td> <td style="text-align: right;">\$ 16,076.00</td> <td></td> </tr> <tr> <td>YTD Loss</td> <td style="text-align: right;">\$ 6,401.00</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Operating Account</td> <td style="text-align: right;">\$ 527,789.00</td> <td></td> </tr> <tr> <td>Payroll Account</td> <td style="text-align: right;">\$ 2,785.00</td> <td></td> </tr> <tr> <td>Special Account-Students</td> <td style="text-align: right;">\$ 12,759.00</td> <td></td> </tr> <tr> <td>Special Account School</td> <td style="text-align: right;">\$ 143,463.00</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$ 686,796.00</td> <td></td> </tr> </table> <p>S. DeHart briefly discussed the following—all of which had specific guidelines:</p> <ul style="list-style-type: none"> **Super App—Competitive Funding Allocations-- \$80, 000 **Stimulus Money Allocation-- \$25, 942 **USDA/DCFS EBT Cards—Free/Reduced Lunch—Due to the 	March MFP	\$ 103,000.00		Other Sources	\$ 29,239.00		Total March Revenue	\$ 132,239.00					Expenses for March	\$ 118,071.00		Wages & Benefits	\$ 104,404.00	81.80%				March Profit	\$ 16,076.00		YTD Loss	\$ 6,401.00					Operating Account	\$ 527,789.00		Payroll Account	\$ 2,785.00		Special Account-Students	\$ 12,759.00		Special Account School	\$ 143,463.00					Total	\$ 686,796.00	
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Total	\$ 686,796.00																																																

- S. DeHart suggested that we start spending this competitive money now.

coronavirus , this program has to be changed/adjusted and may include more MAX students.

****Insurance**—Renewal is coming up.

Grants

Lacey Crochet’s report consisted of the following:

Special Announcement/Presentation/Recognition (L.Crochet and/or R. Walker)

Grant Funded

- The **Joe and Dorothy Dorsett Brown Foundation** awarded MAX **\$9,651** in **STEM** funding to support the science curriculum and purchase supplemental materials. **Ms. Aaron Lyons**, the 5th – 8th Grade Science Teacher, provided significant support in obtaining these grant funds and assisting in the grant-writing process. The committee wants to acknowledge her efforts and present her with a **Certificate of Appreciation** from the board.

MAX Faculty/Staff Grant Meeting

In coordination with Karen Chauvin and Rebecca Walker, L. Crochet reported that she had conducted a school-wide **Zoom** grant review with the faculty and staff of MAX. The purpose was to engage them in the grant writing process to help the administration in identifying needs of the classrooms and teachers.

As part of this, Karen proposed a recognition system for teachers and staff participating in the grants process. For each person who assists in writing a grant for which MAX receives an award, he/she will be able to list himself/herself as co-authors. In addition, the Board will recognize them at a board meeting and present them with a **Certificate of Appreciation**. Other ideas under consideration include mention on the website or Facebook, etc.

Specific guidelines are recommended:

- S. DeHart must reach out to each household to see if family income has changed. This should be completed by **May 18** and is effective for the summer. She will have to do it again in August.
- If income has been affected adversely, MAX students could now be eligible for **free/reduced lunch** and be classified under **economically disadvantaged**. Conceivably, this could increase the school’s **MFP**, and if it raises the present number of eligible students from 45 - 50/60, the entire school just may be on free/reduced lunch and receive an **EBT** (**E**lectronic **B**enefits **T**ransfer) card.
- Because Ms. Lyons was unable to participate in the virtual meeting, a **Certificate of Achievement** will be either personally delivered or presented to her at a later date.
 - K. Chauvin suggested framing the certificate, having a picture taken, and putting the photo and appropriate caption in the newspaper.

L. Crochet also conducted a brief overview of grant writing and shared with them their role in the process and how necessary it is to get input from those who are implementing the grant.

Update/Progress on Grant Applications (L. Crochet)

Grants Submitted

- **The Peltier Foundation**

- **Grant Focus:** To improve the overall technology at The MAX Charter School and to enhance instruction and curriculum delivery... Based on needs identified by the school, the grant requests funds to upgrade Promethean boards school-wide, to replace student-issued Chrome Books, and to purchase additional Laptop Computers for classroom/faculty instructional use.

- **Grant Funding Request:**

- ***New Promethean Boards** for Classrooms: Purchase 11 = **\$34,530**

- ***Chrome Books** for Student Use: Purchase 15 @ \$250 each = **\$3,750**

- ***Dell Laptop Computers:** Purchase 11 @ \$810 each = **\$8,910**

Total Technology Funding Request = \$47,190

Grant Deadline: Grant submitted to **the Peltier Foundation** on May 01, 2020

- **The Max and Victoria Dreyfus Foundation Grant**

- **Grant Focus:** To help fund MAX's annual play production... The grant focused on the importance of arts in educating the whole child, and the request included funding to hire a part-time production assistant, to build the set, to purchase costumes, and to cover any facility rental fees.

Grant Funding Request: Grant request was for **\$20,000**.

Grant Deadline: This grant was overnighted to the Foundation to ensure it reached them by the fall funding deadline of May 10, 2020.

Pending/Potential Grant Opportunities for MAX

- **The LORIO Foundation** – L. Crochet would like MAX to begin applying a few times each year for support requests.

- **Entergy Grant** – They have funded MAX grants in the past and would be a good resource.

- **The American Honda Foundation** – STEM grants of up to \$75,000 are available.

- **Bayou Community Foundation, Bayou Recovery Fund** – *COVID-19* related funding is available.

- **Bayer Foundation** – Grants of up to \$25,000, possibly for a Math

- JJ did suggest teaming up with the **LORIO Foundation** for this rather large funding request.

	<p>Grant, are available.</p> <p>Building & Sites Representative Report:</p> <ul style="list-style-type: none"> • The parking lot needs to be graded once again. • R. Walker/S. DeHart informed The MAX Board that they had hired a reputable company to sanitize the school with a bio-safe spray for \$350.00—good for ninety (90) days. 	<p>J. Giardina indicated that it might be done this week.</p>
<p>5. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Public Relations Report:</p> <p>B. Broussard had no report to present to The MAX Board.</p>	
<p>6. Other Reports</p>	<p>Principal’s Report (See Attached Copy)</p> <p>R. Walker’s report consisted of the following topics:</p> <ul style="list-style-type: none"> • <u>Distance Learning</u> **Mrs. Walker informed The MAX Board that this was the last week of new activities for students. Next week will be used for students to catch up on any unfinished activities. **About 8% of the students did not participate in distance learning. **Of the students who did participate, about 55% put forth satisfactory effort. • <u>Admissions/Enrollment</u> **The MAX will enroll seventeen (17) new students for the 2020-2021 school year. **The school has seven (7) students on the waitlist. • <u>Staffing</u> **Because “numbers drive everything,” MAX will lose one teacher. **Lower School will now consist of Grades 1-3 and will need only two (2) teachers. First and second grade will be self-contained. Third grade will be self-contained. **Middle School will now consist of Grades 4 and 5 and will need three (3) teachers. **Upper School will now consist of Grades 6-8 and will need four (4) teachers. **Special Education will remain with two (2) teachers. <p>Due to this reconfiguration of numbers and grades and the need now more than ever for counseling and emotional support, MAX would like to hire a full-time counselor.</p> <p>**Mrs. Walker explained that she had met with the Finance Committee on Tuesday to seek its input on the feasibility of this request, and after much discussion that involved stimulus money, grant money, and other possible funding requests, the Finance Committee gave her the okay to go before the full MAX Board with her request.</p> <p>**Offer letters to full-time personnel will be mailed on Friday. Staffing conversations have been taking place. At this time, she is holding off on giving offer letters to part- time para-professionals.</p>	<p>A motion was made by C. Hill, seconded by S. Welsh, that The MAX Board approve the hiring of a full-time counselor for the 2020-2021 School Year...Motion was passed unanimously.</p>

• **Webinars**

Various webinars are being viewed/attended...

--Thibodaux Chamber of Commerce

--LAPCS

--Instruction Partners

• **Funding**

Funding is expected from...

****Stimulus Funding ...\$25, 942**

****Super App...Awarded \$80,000...**

Money spent on Professional Development/Training and/or Curriculum must be approved by the State Department of Education.

• **Amendment to Final Grades in PPP** (See copy)

An amendment to the tabulation of final grades in the PPP was needed. A copy of the **Final Grade Revisions for the 2019-2020 School Year, modeled off the Lafourche Parish plan, was presented to the Board for review and consideration.

**Mrs. Walker requested that The MAX Board approve the suggested revision.

Before ending her report, Mrs. Walker gave a **Shout Out** to the entire **MAX Family** for their dedication and hard work throughout the year.

**She informed the Board that the 8th grade teachers were delivering banners to the 8th grade “graduates” and that pictures were being taken of the students in their caps and gowns. She indicated that there will probably be an outdoor graduation of sorts in the near future.

For **Teacher/Staff Appreciation Week, gifts/cards, etc. had been purchased and would be personally delivered by the administrative staff and others to all personnel.

Consultant’s Report/Alumni News/Ms. Musson’s Report:

Ms. Musson informed the Board that she has been involved with attending distance learning training sessions/webinars..

Parent Committee Report (PTA)

On behalf of Andrea Bergeron, who was absent, Caitlin Stroud gave the following report:

- For **Teacher/Staff Appreciation Week**, the PTA...
 - Purchased gift cards,
 - Made a video to thank the staff, and
 - Requested that students send letters to their teachers through the school.
- The PTA will hold a virtual meeting on *Zoom* at 6:00 P.M. on Tuesday, May 12, 2020.
 - New PTA Board Officers will be elected at this time.

A motion was made by L. Howell, seconded by K. Chauvin, that The MAX Board approve the **Final Grade Revisions for the 2019-2020 School Year...**Motion was passed unanimously.

<p>7. New Board Business</p>	<p>A few comments, questions/ concerns were asked or expressed at this time.</p> <ul style="list-style-type: none"> • B. Broussard inquired about the largest number of students in any one particular class. She was told 25 in 6th grade but was assured that this number would be halved/reduced into two (2) groups. • JJ Buquet brought up the topic of job-protected leave and pay to comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak. 	<ul style="list-style-type: none"> • A copy of this policy/report, which will be in effect from April 1, 2020, until December 31, 2020, will be sent to all MAX Board members via email. • It was suggested that MAX adjust its policy/policies to conform to the recommendations.
<p>8. Announcements</p>	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, June 4, 2020. • PTA Meeting: Virtual Meeting, Tuesday, May 12, 2020, at 6:00 P.M. • Remember to get your annual Ethics Training ... www.ethics.la.gov • MAX Race Fest: Postponed/Cancelled/Possible Virtual Race 	
<p>9. Adjournment</p>	<p>The meeting adjourned at 10:27 A.M.</p>	<p>Motion was made by L. Howell, seconded by A. Davis, to adjourn the meeting ... Motion was passed unanimously.</p>

MINUTES OF VIRTUAL MEETING
The MAX Charter School Board of Directors

To access recording, go to <https://www.youtube.com/watch?v=IP3JE7a0FP4&feature=youtu.be>

DATE: June 4, 2020

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, J.J. Buquet, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, and Caitlin Stroud

Also **present were** Rebecca Walker, Suzette DeHart, Lacey Crochet, and Catherine Jordan **Note:** Linda Musson was absent.

Absent: Andrea Bergeron and Dr. Steve Welsh

AGENDA (Abbreviated)	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll.	
3. Approval of the Minutes	The Minutes of May 7, 2020, were presented.	The Minutes of May 7, 2020, were accepted as presented.
4. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • S. DeHart presented the April financial statements. • S. DeHart went over the financials. • Super App Amendment is due on Monday, June 8th. The amendment allocates \$80,000 in redesign funds. • There will be an increase in the May payroll because of layoffs/payouts in the amount of \$36,713. • In June there will be an increase in the TRSL Year-end Allocation/Accruals in the amount of \$55,000. • Funds will have to be used from the Money Market Fund for the new curriculum being ordered. This money will be reimbursed. • S. DeHart asked for a motion to get Board approval for the 3rd Quarter Financial Report. <p>JJ Buquet wanted to know the status of the budget. S. DeHart replied that it should stay the same and that the MFP would probably not increase or decrease.</p> <p>Grants Lacey Crochet reported on the following:</p> <p>Grants Submitted:</p> <ul style="list-style-type: none"> • The Bayou Community Foundation – Bayou Recovery Fund: <ul style="list-style-type: none"> ○ Grant Focus: To help support the full-time appointment of The MAX Counselor in the 2020-2021 school year. 	<p>A motion was made by B. Broussard, seconded by K. Chauvin, that the Board approve the 3rd Quarter Financial Report as presented... Motion passed unanimously.</p>

- **Grant Funding Request: \$10,000**
- **Grant Submission: May 22, 2020**

Grants In-Process:

- **ConocoPhillips Giving Program:**
 - **Grant Focus:** To provide math teaching supplements, materials, and supplies for the coming school year
 - **Grant Funding Request:** To be determined
 - **Grant Submission Deadline:** July 31, 2020

Grants Updates:

- **The Peltier Foundation** -- Contacted Susan Borne of the **Peltier Foundation**, and they have not yet conducted their meeting to award grant funding. However, we will likely know the status of our funding request by the July 2020 Board meeting.
 - **Grant Focus:** To improve the overall technology at The MAX Charter School and to enhance instruction and curriculum delivery
 - **Grant Funding Request:**
 - **Chrome Books** for Student Use: Purchase 15 @ \$250 ea = **\$3,750**
 - **Dell Laptop Computers:** Purchase 11 @ \$810 ea = **\$8,910**
 - **New Promethean Boards** for Classrooms: Purchase 11 = **\$34,530**

Total Technology Funding Request = \$47,190

- **The Max and Victoria Dreyfus Foundation Grant**--Application has been submitted , and Lacey will notify the Board of any information received from the Foundation.
 - **Grant Focus:** To obtain funding to help fund MAX's annual play production. The grant focuses on the importance of arts in educating the whole child, and the request included funding to hire a part-time production assistant, to build the set, and to cover any facility rental fees.
 - **Grant Funding Request: \$20,000**

Pending/Potential Grant Opportunities for MAX

- **The Lorio Foundation** – L Crochet would like MAX to begin applying a few times each year for support requests.
- **Entergy Grant** – They have funded MAX grants in the past and would be a good resource.
- **The American Honda Foundation** – STEM grants of up to **\$75,000** are available.
- **Bayer Foundation** – Grants of up to **25,000**, possibly for a Math Grant, are available.

L. Crochet mentioned that she set up an action step to get faculty engaged in grant writing. GOOGLE DRIVE, a cloud-based service,

Grant was **not** awarded.

If this grant request is denied in total or in part, it had already been suggested that we request assistance from the **Lorio Foundation**.

	<p>will enable teachers to share, store, and synchronize files and to collaborate with others on ideas and editing suggestions.</p> <p>Building & Sites Representative Report: **See Principal’s Report for discussion under Building Maintenance.</p>	
<p>5. Ad-Hoc Committee/Coordinator Reports/Updates</p>	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <p>Public Relations Report: (See Attached Copy) B. Broussard reported on the following: The MAX Charter School has not been in session for a while, and distance learning has been the alternative for schools throughout the state and most of the nation. Due to the concerted efforts of The MAX family, our 8th grade students did manage to have their pictures taken in their caps and gowns. Due to social distancing, pictures of our students have been extremely limited.</p> <p>Sunday, May 17, 2020 --- Nora Keehn, sister of MAX Board member Caitlin Keehn Stroud, former MAX student, and recent substitute teacher at The MAX, was featured in the sports section of <i>The Courier/Daily Comet</i>. Nora was one of 15 softball players selected for West Alabama’s Team of the Decade on May 12, 2020. Congratulations on this prestigious honor and Best Wishes to Nora for her upcoming teaching career and assignment at Village East Elementary School in Houma this fall!</p> <p>Thursday, May 21, 2020 --- The MAX 8th Graders held a “graduation” ceremony at Nicholls State University. Pictures are posted in the original report.</p>	
<p>6. Other Reports</p>	<p>Principal’s Report (See Attached Copy) R. Walker reported on the following:</p> <ul style="list-style-type: none"> • 2020-2021 Enrollment: <ul style="list-style-type: none"> ○ 120 students enrolled ○ 6 students on waitlist ○ MAX is still accepting applications. ○ BESE has approved the school’s request for increased enrollment. The MAX can now take up to 156 students, but space limitations at this time make adding more students difficult. • Funding: <ul style="list-style-type: none"> ○ The MAX has submitted a request for help with the funding of a school counselor through the Elementary and Secondary Schools Emergency Relief Fund (ESSERF), which is intended to help immediately with costs related to the mental health needs of students related to the COVID-19 crisis. The MAX has been awarded \$26,000. ○ The MAX has submitted a request to the Strong Start Incentive Grant for: <ul style="list-style-type: none"> ▪ Purchasing twenty-three (23) Chrome Books 	

- Funding to supplement **Sensory Solutions** for virtual therapy services
- Funding for **Incentive Partners** for assistance with distance learning and re-entry planning.

- **8th Grade Completion Ceremony** was held on Thursday, May 21st , outdoors on the Nicholls State University campus at 9:00 A.M.

- **Building Maintenance:**

Ms. Walker expressed a need for the following:

- Grading of parking lot
- Painting of three (3) classrooms
- Installing of plexi glass or other barrier near secretary’s desk
- Water fountains.

Dr. C. Hill asked R. Walker if The MAX has classes that are self-contained.

➤ R. Walker replied that the 1st and 2nd grade class with thirteen (13) students is self-contained as well as a 3rd grade class.

B. Broussard wanted to know if the Principal’s Award was given out at the Completion Ceremony and to whom.

➤ R. Walker said the award was given to Dex Westerman.

L. Howell commented on how much he appreciated and enjoyed the Completion Ceremony and thanked all those who participated in its success.

Consultant’s Report/Alumni News/Ms. Musson’s Report: No report

Parent Committee Report

Caitlin Stroud reported on the following:

- The PTA held a virtual meeting on Tuesday, May 12, 2020.
- Elections were held for new PTA officers for the 2020/2021 school year.
 - **New 2020-2021 PTA Officers:** President—Cortney Percle; Vice President—Caitlin Stroud; Secretary—To be determined at a later date; Interim Treasurer—Erica Howell

R.Walker reported that permission was received to hold the Race/Fest Raffle. Plans have been made for a **Facebook Live Raffle** to be held on **Tuesday, June 9th**.

The school will be sending out text messages today to The MAX staff

Discussion ensued on the concerns cited. J. Giardina will work with B. Aucoin on these issues.

- Since The MAX has been approved for a increase in students, Dr. C. Hill thought that parents could be given an option to do online learning occasionally to increase the number of students enrolled.
 - R. Walker replied that it could be an option and that the Leadership Team would be meeting this week to discuss some of these issues.

	and families, and an email will also be sent out. The announcement will be posted on Facebook .	
7. New Board Business	J. Giardina wanted everyone to know that BESE's approval of our request for increased enrollment requires us to be more focused and diligent about finding a building that would house more students. He offered some insight on the situation and mentioned a few items under consideration.	
8. Announcements	<ul style="list-style-type: none"> • The next Board meeting will be Thursday, July 9, 2020, the second Thursday of the month. • PTA Meeting: To Be Announced • Remember to get your annual Ethics Training ... www.ethics.la.gov • Be sure to open a GOOGLE ACCOUNT with your assigned Username & Password. • MAX 5-K Race/Fundraiser/Ticket Drawing: To Be Announced 	See Parent Committee Report above that puts the date of the Facebook Live Raffle on Tuesday, June 9.
9. Adjournment	The meeting adjourned at 9:45 A.M.	Motion was made by Dr. C. Hill, seconded by L. Howell, to adjourn the meeting ... Motion was passed unanimously.