

**MINUTES OF MEETING**

**The MAX Charter School Board of Directors**

[https://voyagersopris.zoom.us/j/65YlcOGhpmk3ToecsASDB6J4W42?pwd=qs0vkb\\_KYEvku9AXgGNFehZ7VAN-rLkgIEhW33ogr4xZbyRZ0?startTime=1597327512000&xzm\\_rtaid=I7I9jLvVTNO2KKdPvAcx7w.1598131011682.a37ed8aca4e68360d0383238b124c1d1&xzm\\_rhtaid=238](https://voyagersopris.zoom.us/j/65YlcOGhpmk3ToecsASDB6J4W42?pwd=qs0vkb_KYEvku9AXgGNFehZ7VAN-rLkgIEhW33ogr4xZbyRZ0?startTime=1597327512000&xzm_rtaid=I7I9jLvVTNO2KKdPvAcx7w.1598131011682.a37ed8aca4e68360d0383238b124c1d1&xzm_rhtaid=238)

DATE: August 13, 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 **NOTE:** Teacher Representative Cindy Grandin

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

**Absent:** Dr. Steve Welsh and Cortney Percle

| AGENDA   |  | RECOMMENDATION  |
|--|--|---|
| <b>1. Call to Order</b>                              | J. Giardina called the meeting to order at 9:06 A.M.   |   |
| <b>2. Roll Call</b>                                  | J. Giardina called the roll.   |   |
| <b>3. Approval of the Minutes</b>                    | The Minutes of July 9, 2020, were presented.   | The July 9 <sup>th</sup> minutes contained an acronym identification error in the Financial Report. The sentence should have been as follows: The June 30 <b>PERS (Periodic Expense Reports)</b> payment is due and should be collected by the end of the week. The minutes were accepted with this change. |
| <b>4. Board Training/Special Guest Presentation:</b> | None   |   |
| <b>5. Teacher Representative Report</b>              | Cindy Grandin...Deviation...See report following Financial Report.   |   |
| <b>6. Finance Report</b>                             | <p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. DeHart presented the June financial statements.</li> <li>• S. DeHart went over the financials.                             <ul style="list-style-type: none"> <li>○ Monthly Recap                                     <ul style="list-style-type: none"> <li>➤ June MFP \$ 102,997.00</li> <li>➤ Other Sources \$ 8,717.00</li> <li>➤ <b>Total Revenue \$ 111,714.00</b></li> </ul> </li> <li>➤ Expenses for June \$ 103,144.00</li> <li>➤ Wages &amp; Benefits \$ 89,623.00 <b>84.50%</b></li> </ul> </li> </ul> |   |

|                                 |                      |
|---------------------------------|----------------------|
| ➤ June Profit                   | \$ 8,570.00          |
| ➤ <b>YTD Loss</b>               | (\$14,213.00)        |
|                                 |                      |
| ➤ Operating Account             | \$479,302.00         |
| ➤ Payroll Account               | \$ 2,600.00          |
| ➤ Special Account -<br>Students | \$ 12,759.00         |
| ➤ Special Account -<br>School   | \$ 139,134.00        |
| <b>Total</b>                    | <b>\$ 633,796.00</b> |

- The Budget is completed. Budget will be emailed to Board members to review for approval.
- Amendments are in progress for Super App.
- The MAX is in the process of spending money for Strong Start Incentive.
- Lunch Program is waiting on a decision from the state. MAX is being faced with the **uncertainty** of students being all on campus and on meeting the quota required from Revolution Foods
- S. DeHart also requested that consideration be given to changing the dates of the monthly MAX Board meetings to the latter part of the month—like the 25<sup>th</sup> of the month—rather than the beginning so that a more accurate report of the financials would be available.
  - More discussion took place—in particular between JJ Buquet and S. DeHart—since MAX was dipping into its cash reserves due to the cancellation of the school’s annual fundraiser, extra costs associated with COVID, a decrease in the MFP, and slow reimbursement funds.

\*\*B. Broussard raised a concern about meetings being held on different days of the week and recommended, with the backing of JJ Buquet, that perhaps the better option would be to keep the meetings on the same day of the week but have them on the last Thursday of the month.

\*\*Dr. Hill suggested that the original charter agreement should be reviewed to make sure that this change is possible. He also wondered if this change would require a material or non-material amendment report.

\*\*\*\*K. Chauvin will check with the state.

\*\*J. Giardina suggested that a decision be made by the September board meeting.

**\*Deviation from Agenda**

R. Walker asked if a deviation from the Agenda could be made to include the **Teacher Representative Report** which was omitted from the Agenda.

- An **abbreviated agenda**, in force since the Zoom meetings began, was the reason for the omission, and the Board unanimously agreed on the deviation.

**Cindy Grandin, Special Education teacher, reported on the following:**

- Ms. Grandin commended all the staff for doing an amazing job.
- Virtual learning is going very well.
- Google training has been very helpful.
- Teachers are completing fall assessments.
- Everyone is adjusting to the new system.

## Grants

Lacey Crochet reported on the following:

### Grants Submitted:

- **Conoco-Phillips Giving Program:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
  - Chromebooks for Student Use: Purchase 30 @ \$294 ea= **\$8,820**
  - Chromebook Mobile Charging and Storage Carts: **\$1,075**
  - Apple iPad 128gb: 13 @ \$399 ea = **\$5,187**
  - iPad Tripod Stand/Mount: 15 @ \$30 each = **\$450**
  - Dell Inspiron Desktop Computers : 4 @ \$729 ea = **\$2,916**

**Total Technology Funding Request: \$19,729**

**Grant award status will be provided to applicants in January.**

- **LORIO Foundation:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
  - Promethean Boards: 8 @ \$2,903 ea = **\$23,225**
  - Inspiron Laptops: 11 @ \$875 ea = **\$9,621**

**Total Funding Request: \$32,846**

**Grant award status will be provided to applicants in August 2020**

- **GenYouth**

- **Grant Focus:** Micro-grant to provide funds to help support safely providing school meals during the COVID-19 pandemic

**Total Funding Request: \$3,000**

**Grant award status will be provided to applicants in the Fall 2020 semester.**

### Grants in Process

- **Blue Cross Blue Shield of Louisiana – Community Crisis and Disaster Recovery Grants (Can be up to \$50,000)**

- **Grant Focus:** To provide support in helping MAX absorb increased costs for materials, supplies, and personnel (CNA) due to COVID-19
- **Grant Funding Request:** Amount to be determined based on school-related expenses resulting from COVID-19

**Grant Funding Timeline: On-going opportunity with no timeline specified on their grant portal.**

### Grants Request Updates:

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

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|---|--|--|
|   | <ul style="list-style-type: none"> <li>○ <b>Grant Focus:</b> This grant was to obtain funding 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, and to cover any facility rental fees.</li> <li>○ <b>Grant Funding Request:</b> Grant request was for <b>\$20,000.</b></li> </ul> <p><b>Update</b> – As per the Foundation’s website, “Organizations applying for the Fall grant round (May 10<sup>th</sup> deadline) can expect to receive a status update by the end of October. Updates will be provided by postal mail or email.”</p> <p><b><u>Grant Revisions:</u></b></p> <p><b><u>The Max and Victoria Dreyfus Foundation</u></b> awarded MAX <b>\$9,651</b> in STEM funding to support the science curriculum/purchase supplemental materials. At the request of Mrs. Walker, MAX submitted a funding change request to the Foundation to request approval to reallocate the funds to help purchase the Tier 1, Re-Design IQWST curriculum. The state funding was less than anticipated; therefore, if this change is approved, it would help offset the expense.</p> <p><b>UPDATE:</b> The Foundation approved MAX’s funding change request to purchase the new <b>IQWST curriculum.</b></p> <p><b><u>Other Ventures:</u></b></p> <ul style="list-style-type: none"> <li>● <b><u>RAVE Panic Button</u></b> – <b>The MAX</b> is looking into implementing this at the school for support or emergency assistance.</li> <li>● <b><u>TRMC COVID-19 Support Services</u></b> – <b>The MAX</b> decided not to pursue because there was a fee charged for the services offered. The school nurse was/is able to do some of the training and other services.</li> </ul> <p>Dr. C. Hill asked about the supply of masks, hand sanitizers, etc.... How is the school’s inventory?<br/> ➤ R. Walker replied that the school has an adequate supply of these products.</p> <p><b>Building &amp; Sites Representative Report:</b><br/> No actual report although R. Walker did thank J. Giardina with his assistance in getting the parking lot completed later on in the meeting</p> | <p>J. Giardina recommended that L. Crochet check on the possibility of writing a grant for the \$1,800 fee if the services could not be performed by the school personnel.</p> |
| <p><b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b></p> | <p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <p><b>Public Relations Report:</b> No report due to COVID</p>   |  |
| <p><b>8. Other Reports</b></p>                                | <p><b>Principal’s Report</b> (See Attached Copy)<br/> R. Walker reported on the following:<br/> <b><u>2020-2021 Staffing Changes:</u></b><br/> **Kacey Moore, aftercare assistant, resigned. The MAX is currently interviewing</p>   |  |

to fill the position.  
\*\*Alexis Blanchard, 3<sup>rd</sup> Grade Teacher, resigned.  
\*\*\*Judy Domangue moved to fill the 3<sup>rd</sup> Grade position (Self-contained.)  
\*\*Suzanne Cavalier has been rehired to fill the 4<sup>th</sup> and 5<sup>th</sup> Grade Reading teacher position.

**2020-2021 Enrollment:**

\*\*122 students are enrolled.  
\*\*24 students opted for Distance Learning.  
\*\*6 students are on the waitlist.  
\*\*2 Applications are up for review.

**Staff Development Is Underway**

\*\*Summer Curriculum Professional Development was held.  
\*\*Back-to-School Professional Development was held last week and went very well.  
\*\*Content Leader Re-delivery for Math and Reading will take place next week Monday through Thursday.

**Need for a Speaker/Sound System:**

One of the classrooms does not have a speaker. To install a speaker will cost \$543. Mrs. Walker asked the Board for approval to purchase the speaker. The Board approved the purchase of the speaker.

**Re-Entry Updates:**

\*\*6 new hand sanitizer dispensers have been installed.  
\*\*An isolation area has been established.  
\*\*Water bottle filling station with motion sensors has been installed.  
\*\*Staggered start and new take-in procedures went very well.  
\*\*Two (2) staff members will be able to perform the duties of the CNA at this time.

Mrs. Walker issued a Personnel Policy and Procedures Memorandum to the staff and requested the Board's approval of the Memorandum as submitted.

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

Linda Musson reported that she has been working with the teachers to get all supplies and necessary materials needed to open the school. Since all students need their own individual supplies, she has been working feverishly to make sure they can access these whether they are at school or at home.

**Parent Committee Report:**

Caitlyn Stroud reported on the following:

- The first PTA meeting will be August 25, 2020, via *Zoom*.
- The 2020-2021 PTA Schedule has been sent to the Board members by email.

JJ Buquet asked the school to send him a copy of the invoice.

A motion was made by J.J. Buquet, seconded by K Chauvin, to accept the Personnel Policy and Procedures Memorandum as submitted ... Motion was passed unanimously.

|  |   |   |
|--|---|---|
|  | <ul style="list-style-type: none"> <li>Ms. Stroud asked if the PTA should budget for the 2021 Race Fest. <ul style="list-style-type: none"> <li>K. Chauvin replied yes.</li> </ul> </li> <li>The PTA has arranged with Alumni Grill to have a burger of the month for the month of January to raise money for The MAX School. The cost to sponsor this Burger of the Month is <b>\$275.00</b>. She asked members to send her any suggestions or ideas for the burger.</li> </ul>  |   |
| <b>9. New Board Business</b>                   | <p><b>Consideration of Approval of the Proposed MAX Board Calendar Dates for the 2020-2021 School Year</b> will have to be discussed/approved at the next MAX Board Meeting in September as some changes may be made to the Calendar. (See Financial Report for Specifics.)</p> <p>R. Walker reported that she used <b>\$2,311</b> from the <b>Governor’s Emergency Relief Fund</b> to purchase eight (8) Chromebooks. She also used the <b>\$12,188</b> from an <b>Emergency Relief Funding through an Incentive Fund</b> to purchase some much needed iPads. Although these technology upgrades were requested in the Conoco-Phillips Giving Program, the funds would not be granted until January 2021—too long a period of time to wait. Any surplus grant money received from Conoco-Phillips in January would go to the Special Education students.</p> <p>K. Chauvin mentioned to Caitlyn that her friend in New Orleans <b>Chef Michael Gulotta</b>, who is involved with MOPHO and MAYPOP Restaurants, might be interested in designing a burger for Alumni Grill. She said that if he is willing, she would pay the <b>\$275.00</b> fee, and he could reap the benefit of free advertising,</p> |   |
| <b>10. Motion to Go Into Executive Session</b> | None  |   |
| <b>11. Announcements</b>                       | <ul style="list-style-type: none"> <li>The next Board meeting will be Thursday, September 3, 2020</li> <li>PTA Meeting: Tuesday, August 25, 2020, on <i>Zoom</i></li> <li>Remember to get your annual Ethics Training ... <a href="http://www.ethics.la.gov">www.ethics.la.gov</a></li> <li>Staff Development/Teacher Days: Monday-August 3 – Wednesday, August 8, 2020</li> <li>First day of school for Students: Thursday, August 6, 2020</li> <li>Be sure to open a GOOGLE ACCOUNT with your assigned Username &amp; Password</li> </ul>   | <b>Note:</b> These dates may be changed due to COVID.   |
| <b>12. Adjournment</b>                         | The meeting adjourned at 10:05 A.M.   | Motion was made by K. Chauvin, seconded by L. Howard, to adjourn the meeting ... Motion was passed unanimously. |