

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

<https://www.youtube.com/watch?v=sAfHpDtZNIc&feature=youtu.be>

DATE: September 3, 2020

TIME: 9:00 A.M.

PLACE: Virtual Meeting

**Present:** Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, Dr. Al Davis, Dr. Cleveland Hill, Dr. Scot Rademaker, Larry Howell, and Caitlin Stroud **Note:** Teacher Representative Suzanne Cavalier

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

**Absent:** Dr. Steve Welsh, J.J. Buquet, and Cortney Percle

AGENDA	RECOMMENDATION
<b>1. Call to Order</b>	J. Giardina called the meeting to order at 9:00 A.M.
<b>2. Roll Call</b>	J. Giardina called the roll.
<b>3. Approval of the Minutes</b>	The Minutes of August 13, 2020, were presented.  The Minutes of August 13, 2020, were accepted as presented.
<b>4. Board Training/Special Guest Presentation:</b>	None
<b>5. Teacher Representative Report</b>	Suzanne Cavalier, 4 <sup>th</sup> & 5 <sup>th</sup> Grade ELA teacher, reported on the following: <ul style="list-style-type: none"> <li>• <b>Lower School:</b> Great classes! Students are eager and ready to learn.</li> <li>• <b>Middle School:</b> Great first week of school! Students have been doing a great job completing work on <b>Google Classroom</b>. Many are becoming much more independent. Students and teachers are getting prepared to start Guidebook instruction as well as <i>Project Read</i>. Diagnostic testing has begun in all grade levels.</li> <li>• <b>Upper School:</b> Students are happy to be back in class! 8<sup>th</sup> Grade will be starting <i>Quest for Success</i> class next week. <i>DARE</i> will begin for 6<sup>th</sup> graders next week also.</li> <li>• PE will start on Monday, September 14, with Coach Guidry.</li> </ul>
<b>6. Finance Report</b>	<p><b>Financial Report and Update on Insurance and Finance Matters</b></p> <ul style="list-style-type: none"> <li>• S. DeHart presented the July financial statements.</li> <li>• S. DeHart went over the financials. <ul style="list-style-type: none"> <li>○ Monthly Recap... September 3, 2020 <ul style="list-style-type: none"> <li>➤ July MFP \$ 99,211.00</li> <li>➤ Other Sources \$ 27,619.00</li> <li>➤ <b>Total July Revenue \$ 126,830.00</b></li>   <li>➤ Expenses for July \$ 141,626.00</li> <li>➤ Wages &amp; Benefits \$ 88,857.00 <b>62.70%</b></li>   <li>➤ July Profit \$ -14,796.00</li> <li>➤ <b>YTD Loss \$ (14,796.00)</b></li> </ul> </li> </ul> </li> </ul>

➤ Operating Account	\$	481,192.00
➤ Payroll Account	\$	834.00
➤ Special Account – Students	\$	12,759.00
➤ Special Account – School	\$	139,502.00
<b>Total</b>	<b>\$</b>	<b>634,287.00</b>

- PERS was submitted 8/31/2020 for **\$35,358.09**
  - Will submit 2nd round PERS by 9/30/2020
- Super App/ESSERF/GERF Ongoing amendments/reallocations
  - Need to reallocate salaries in Budget (9/30/2020)
- AFR Review underway 9/30/2020
- Annual Audit Approaching (10/2020)

**Grants**

Lacey Crochet reported on the following:

**GRANTS AWARDED**

- **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**

**The LORIO Foundation fully funded our grant request. Congratulations, Lacey!**

**GRANTS SUBMITTED IN AUGUST 2020**

- **DANOS Foundation**
  - **Grant Focus:** To purchase school-wide technology in preparation for distance learning
  - **Grant Funding Request:**
    - Touchscreen Chromebooks for 7<sup>th</sup> & 8<sup>th</sup> Grade Student Use: Purchase 30 @ \$294 each **\$8,820**
    - **Total Technology Funding Request: \$8,820**

**Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applications in January 2021.**

**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 grant opportunity with no timeline specified on their grant portal

**GRANT REQUEST UPDATES:**

- **Conoco-Philips Giving Program:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
  - Chromebooks for Student Use: P
  - 
  - 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 2021.

- **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.

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

**Update – 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.”**

- **Grant Focus:** This grant is/was to obtain funding to help fund MAX’s annual play production. The grant focuses/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.
- **Grant Funding Request:** Grant request was for **\$20,000.**

**PENDING/POTENTIAL GRANT OPPORTUNITIES FOR MAX**

- The American Honda Foundation – STEM grants of **up to \$75,000**
- Bayer Foundation – Grants of **up to \$25,000** -- possibly for a Math Grant
- Bruce J. Heim Foundation- Grants to promote academia and the arts
- Creative Play Grants – In-kind donations of playground equipment

**Building & Sites Representative Report:**

No report, but mention was made that the completion of the parking lot

	was underway.	
7. Ad-Hoc Committee/Coordinator Reports/Updates	<p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <p><b>Public Relations Report:</b> No report B. Broussard, who was having problems with her <i>Zoom</i> connection, did ask if the <b>2020-2021 School Year Budget</b> had been approved.</p> <ul style="list-style-type: none"> <li>This agenda item was overlooked in the Finance Report, and so a motion was made at this time to accept the budget as presented.</li> </ul>	<p>Motion was made by B. Broussard, seconded by L. Howard, to approve the proposed <b>2020-2021 School Year Budget</b> as presented...Motion passed unanimously.</p>
8. Other Reports	<p><b>Principal's Report</b> (See Attached Copy) R. Walker reported on the following:</p> <ul style="list-style-type: none"> <li>Students are back in the building! Re-entry operations are running very smoothly. Amazing response from all!</li> <li>There have been recent staffing changes: <ul style="list-style-type: none"> <li>Dru Pierce is no longer serving as Administrative Assistant. <ul style="list-style-type: none"> <li>Cheryl Theiss has moved into this role.</li> <li>MAX is currently interviewing to fill Cheryl Theiss's position.</li> </ul> </li> </ul> </li> <li>Attorney Needed – Ms. Walker asked the Board's opinion on having an attorney to reach out to for legal advice. She mentioned the possibility of an attorney being added to the Board or having an attorney on retainer.</li> </ul> <ul style="list-style-type: none"> <li>The LDOE requested Board contacts. Ms. Walker has submitted the <a href="mailto:@maxcharter.org">@maxcharter.org</a> emails to them. It is imperative that all MAX Board members be accessible at that address.</li> <li><b>Purple Penguin Art Company</b> will have two to three (2-3) art teachers come in on Tuesdays to teach art to the students. Each class will get art about twice a month.</li> <li>The teachers are very excited about the new Promethean boards they are getting with grant money obtained.</li> <li><i>Project Read</i> has released some digital lessons which the</li> </ul>	<p><b>Dr. C. Hill</b> offered three (3) recommendations: ***He mentioned that in Louisiana, <b>Adams and Reese Law Firm</b> is the best one when it comes to education matters and especially charter schools. ***Another attorney he suggested is/was <b>Mike Higgins</b> in Baton Rouge. ***** <b>J. Giardina</b> asked Dr. Hill if he would be able to contact Mike Higgins to get information from him and report it at the next Board meeting. ***He also suggested calling <b>LAPCS</b>.</p> <p><b>Karen Chauvin</b> suggested a local attorney be contacted to see if one would be interested in being a member of the Board</p> <p><b>J. Giardina</b> said he could go to local attorneys to see if they may have or could recommend someone who could handle the day- to- day legal problems.</p>

	<p>school has been able to purchase.</p> <ul style="list-style-type: none"> <li>Ms. Walker and MAX Counselor K. Guin met with NSU Police Chief Borne regarding the <b>Rave Panic Button System</b> mentioned by L. Crochet at the last Board meeting. This is an App that would be installed on all staff members' phones. Presently the school calls NSU police for emergency issues other than medical emergencies.</li> </ul> <p><b>Consultant's Report/Alumni News/Ms. Musson's Report:</b> Linda Musson reported on the following:</p> <ul style="list-style-type: none"> <li>This month is <b>Constitution Month</b>. <b>Constitution Day</b> will be Thursday, <b>September 17<sup>th</sup></b>. Since <b>DAR (Daughters of the American Revolution)</b> is not able to hold the annual Ringing of the Bell Ceremony this year, the MAX students will participate in showing their patriotism by writing paragraphs, drawing pictures, and writing acrostic poems that will be judged.</li> <li>Ms. Musson assessed the new 6<sup>th</sup> through 8<sup>th</sup> grade students for <i>Project Read</i> Curriculum and in her "warm and fuzzy" story found that <b>all</b> of them were very happy to be at MAX.</li> <li><b>J. Giardina</b> asked if there was a Plan B in place if the pandemic would cause the cancellation of the Christmas Play. <ul style="list-style-type: none"> <li>Ms. Musson replied that in the spring the first <b>Dinner Theater</b> could be held. Some of the students could entertain the guests who purchased tickets for the dinner. She is presently working on the details for this event with the Wellness Center.</li> </ul> </li> </ul> <p><b>Parent Committee Report:</b> Caitlyn Stroud reported on the following:</p> <ul style="list-style-type: none"> <li>The first PTA meeting will be held via <i>Zoom</i> on Tuesday, September 8.</li> <li>The PTA registration forms have been sent out, and Board members are invited and encouraged to join.</li> </ul>	<p>More discussion will take place since more information is needed. Training will be involved.</p>
<p><b>9. New Board Business</b></p>	<p><b>Consideration of Approval of the Newly Proposed MAX Board Calendar Dates for the 2020-2021 School Year</b></p> <p>Board meetings would be moved to the <b>last Thursday of the month.</b></p>	<p>Motion was made by Dr. C. Hill, seconded by L. Howell, to accept the newly proposed <b>MAX Board Calendar Dates for the 2020-2021 School Year</b> as presented .... Motion was passed unanimously.</p>
<p><b>10. Motion to Go Into Executive Session</b></p>	<p>None</p>	
<p><b>11. Announcements</b></p>	<ul style="list-style-type: none"> <li>The next Board meeting will be Thursday, October 29, 2020, the last Thursday of the month.</li> <li>PTA <i>Zoom</i> Meeting: Tuesday, September 8, 2020</li> <li>Remember to get your annual Ethics Training ... <a href="http://www.ethics.la.gov">www.ethics.la.gov</a></li> <li>Be sure to open a GOOGLE ACCOUNT with your assigned Username &amp; Password. This school- related email address for all MAX Board members has been sent to the LDOE, and so it is imperative that all MAX Board members be in compliance.</li> </ul>	
<p><b>12. Adjournment</b></p>	<p>The meeting adjourned at 9:40 A.M.</p>	<p>Motion was made by K. Chauvin, seconded by C. Hill to adjourn the meeting ... Motion was passed unanimously.</p>