MINUTES OF MEETING

The MAX Charter School Board of Directors

https://youtu.be/FjMwU0qVfxQ Recording starts with the Finance Report.

DATE: April 22, 2021
TIME: 9:00 A.M.
PLACE: Virtual Meeting
Present: Jake Giardina, Carol "Boo" Broussard, Janice Fabregas, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, and Dr. Steve Welsh
Als**o present were** Rebecca Walker, Alison Borne, Danielle Hebert, Lacey Crochet, Catherine Jordan, Linda Musson (9:14), and Michelle Giardina **Note:** Suzanne Cavalier was the teacher representative.
Absent: Karen Chauvin, Brian Aucoin, J.J. Buquet, Cortney Percle, and Caitlin Stroud

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.	
3. Approval of the Minutes	The Minutes of March 25, 2021, were presented.	The Minutes of March 25, 2021, were accepted as presented.
4. Board Training/Special Guest Presentation:	Dr. S. Welsh reported that a meeting was held with the three (3) College of Education personnel who will serve on The MAX/Nicholls Partnership Acton Committee: Dr. Grant Gautreaux, Dr. Derek Shanman, and Dr. Jennifer Weber.	
5. Teacher Representative Report	Suzanne Cavalier, 4th & 5th Grade ELA teacher, reported on the following: • LEAP practice is being held in Grades 3rd through 8th. • CABAS observations from Dr. Gautreaux took place on Tuesday, April 20, 2021. • The Upper School staff is currently preparing for the departure of the twelve (12) 8th grade students. Eighth graders will participate in dress-down days, a breakfast, graduation pictures, and a graduation ceremony. ○ The graduation ceremony will take place on Thursday, May 20, 2021, at 10:30 A.M. at Peltier Auditorium. Dr. C. Hill asked Ms. Walker if the *LEAP* scores for this school year would count toward **SPS**, and if not, how this will affect our 3-year window. ➢ Ms. Walker replied that there have been no changes in accountability laws due to Covid, and yes, the scores will count. ➢ There will be adjusted formulas used for growth per student. ➢ The teachers will not be evaluated this year, but scores will still be used to calculate school performance scores (**SPS**.)	

6. Finance Report

Financial Report and Update on Insurance and Finance Matters

- D. Hebert presented the March financial statements.
- D. Hebert went over the financials.

Monthly Recap …April 22, 2021

March MPF	$	116,174	
Other Sources	$	21,469	
Total March Revenue	$	**137,643**	
Expenses for March	$	130,290	
Wages & Benefits	$	114,643	**76.80%**
March Profit/Loss	$	7,353	
YTD Profit/Loss	$	**(37,251)**	
Operating Account	$	474,873	
Payroll Account	$	800	
Special Account - Students	$	16,576	
Special Account - School	$	154,001	
	$	**646,250**	

- Form 990 submissions are completed.
- OGB Nondiscrimination testing is complete.
- E-Rate application has been filed. School is expecting internet expense to remain about the same. We will be able to upgrade our cable internet to fiber and receive a 20-40% discount … pay the same for better service.

Income Received/Expected

- Race Fest Recap is attached. Net profit about **$22,500** (last year $25,700).
- Several reimbursements were received in March (January lunch, IDEAB, TITLE I, TITLE IV) **$10,853**
- 2021 EEF and CDF received **$5,000** (last year $11,000).
- January/February lunch reimbursement **$13,402** received 4/6.
- March lunch reimbursement will be approximately **$9,000** – filing soon

Payroll Expenses Incurred/Expected:

- March payroll expenses were greater due to payout of A. Lyons and C. Grandin (resigned and retired.)
- MAX will continue to incur OGB expense related to C. Grandin monthly (retired)
- We expect May payroll to be unusually high due to payout of R. Walker (resigned.)

DUE/TO DO:
-Super App amendments for 2021 and 2022

-Due next week:	**Due in May:**
-Insurance renewal applications	-2020 **MOE IDEA** Confirmation 5/14
-3rd quarter DOE financials (4/30)	- Nutrition Contracts due 5/31
-3rd quarter PERS/requests (4/30)	-March Lunch reimbursement before 5/31
-1st quarter payroll tax returns (4/30)	-Offer Letters

- In the discussion after the above report, **L. Crochet** asked if CABAS stipends could be funded under the Super App or the Covid funds. R. Walker and A. Borne both commented that the use of the funds had specific guidelines and must be an approved Tier 1 program.
- C. Hill wanted to know if The MAX had received any definitive word on the stimulus funds. R. Walker said that she received a confirmation letter which stated the amount at around $81,000—which would not be a lump sum—but would be distributed over a 3-5 year period.

- Since R. Walker, A. Borne, and D. Hebert were meeting on Friday, March 23, to discuss funding and funds, it was suggested that they look into or investigate to see if any flexibility in spending would be feasible.

Grants
Lacey Crochet reported on the following:

GRANT SUBMITTED IN APRIL 2021

- **The Peltier Foundation**
  - **Grant Focus**: To purchase medical equipment and supplies to outfit MAX with potentially lifesaving gear, which includes an Automated External Defibrillator **(AED),** Stop the Bleed Kits, and various other items. The request now includes provision of CPR certification/training for all faculty and staff.
  - **Grant Funding Request**: **$7,260**

Grant Funding Announcement/Timeline: On-going grant opportunity with no timeline specified on their grant application…

GRANTS SUBMITTED IN MARCH 2021

- **The Brown Foundation**
  - **Grant Focus**: To purchase touchscreen Chromebooks to facilitate hands-on distance learning. These devices are particularly needed in Math where the ability to show your work and feedback from the teacher are crucial to understanding key concepts.
  - **Grant Funding Request**:
    - Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 35 @$299 each = **$10,465**
    - Chromebook support for HP: To purchase a warranty and unlimited technical support on all devices – 35 @ $25 each = **$875**
    - **Total Technology Funding Request**: **$11,340**
    - **Grant Submission Deadline**: Friday, March 5, 2021

Grant Funding Announcement/Timeline: **The Grant Period is between**

	June 1, 2021, and August 30, 2022.
	
	GRANT REQUEST UPDATES:
	
	• **<u>Conoco-Philips Giving Program</u>**:
	  ○ **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 @ $1,049 ea = **$4,197**
	  ▪ **Total Technology Funding Request: $19,729**
	Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in the first quarter of 2021.
	
	NOTE: An email was sent to CP on April 20, 2021, to follow up on the status of our grant application, but we have not received a reply.
	
	GRANT OPPORTUNITIES
	
	• **<u>Huntington Ingalls International</u>**
	  ○ **Grant Focus:** To provide classroom teachers the opportunity to apply for STEM grants each fall. STEM teachers would need to work with me to prepare individual submissions **for their classes.**
	  ○ **Grant Funding Request:**
	  ▪ **S**TEM Grants of up to $5,000 awarded to classroom teachers
	Grant Funding Announcement/Timeline: The Grant Application Period usually takes place in late August or early September.
	
	Building & Sites Representative Report:
	R. Walker commented that the floor in the restroom still needs repairs. Another soft spot was found. R. Walker said that she marked it with an **X**. J. Giardina said that he would see about it.	

7. Ad-Hoc Committee/Coordinator Reports/Updates	**Ad-Hoc Committee/Coordinator Reports/Updates**
	
	• **Update/Progress on the Principal Search Committee (See Detailed Written Report.)**
	  ○ **Dr. A. Davis** gave an update on the search for a new principal and reviewed the written report of the ***Preliminaries for the Search for the Vacant Administrative Position of Principal.***
	  ○ **L. Crochet** gave an update on the Principal Job Posting. Job postings occurred on the following sites/venues: ***LinkedIn***, ***Indeed***, **LDOE**, **LAPCS**, ***Inside Nicholls***, ***The MAX Website***, and ***The MAX Facebook page***. She, also, sent inquiries to ***Teach Louisiana***.
		• **Dr. Davis** suggested a committee be formed by J. Giardina and/or K. Chauvin to review applications received for the Principal's job.
		• **L. Crochet** will send out a ***Timeline of Principal Search*** to all MAX Board members.

	• **Update/Progress on The MAX /Nicholls Partnership Committee** **L. Crochet** reported that this committee is operational and meeting bi-weekly to develop and implement plans. • **Update/Progress on the Transportation Issue** **J. Giardina** and **L. Crochet** met with Superintendent Jarod Martin regarding the Transportation issue. The meeting went very well, and Superintendent Martin was very cordial and seemed agreeable and positive about helping The MAX with this issue and is working on it.	It was suggested that CABAS be formally adopted by The MAX Board. C. Hill recommended that this be done at our next MAX Board meeting.
	Public Relations Report (See Attached Copy) B. Broussard reported that The MAX students have been and still are very much engaged and involved in and out the classroom. • Instructors from The Purple Penguin Art Company are still involved with The MAX students and usually come on Tuesdays and Thursdays. They have done a phenomenal job with our students. • **Thursday, March 25, 2021** --- As you may recall during our March MAX Board meeting, members of the Thibodaux Police Department were on Nicholls campus assisting N.S.U. Police with an incident causing parts of the Nicholls campus, The MAX Charter School, and Peltier Park to be placed on temporary lockdown. The students and staff were all kept safe. • The **Admissions Period for the 2021-2022 MAX School Year** ended on Friday, March 19, 2021. The Lottery was held on Wednesday, March 31, 2021. • **Field Day/Fitness Day** was held on Thursday, April 1, 2021, under the direction of Dr. Dennis Guillot and the PE Staff from Nicholls. This event presented our students with the opportunity to enjoy the outdoors and compete in **the National Presidential Fitness Competition.** • The Alumni Grill's Hamburger of the Month is the "My Yolk is Easy" Burger. • Ads have gone out to fill the position vacated by MAX Principal R. Walker. The complete application packet must be post-marked no later than the end of the working day Friday, May 7, 2021. • **National Charter Schools Week**: Sunday, May 9, 2021 – Saturday, May 15, 2021 • **National Charter Schools Conference**: Sunday, June 20 – Wednesday, June 23, 2021 • Remember to get your annual **Ethics Training**. Go to www.ethics.la.gov. • Deadline for Filing Annual **Tier 3 Personal Financial Disclosure Statement :** Saturday, May 15, 2021	
8. Other Reports	**Principal's Report** (See Attached Copy) • **Personnel Policy Meeting Request** o According to R. Walker and D. Hebert, there are some policies involving personnel that need to be adjusted or possibly changed. • **Suggestion to Change Alison Borne's Title**	• B. Broussard suggested that to save time, the questionable policies be cited and emailed to committee members so that they can be reviewed, properly researched, and changed if necessary.

	○ **A. Borne** is in the process of earning an Educational Leadership Certification and may need a title change approved and accepted by the state in order to do so. More discussion on this will be discussed at a later time. • **Transportation Plan due to LDOE by July 31, 2021** ○ R. Walker reported that she received a notice that would give The MAX two (2) more months to come up with a transportation plan. ▪ L. Crochet said that she is comfortable with that. • **Summer Tutoring Plans** ○ Plans are being considered for a summer tutoring program at The MAX. A few teachers are interested, and A. Borne has agreed to serve in a supervisory capacity. • **Offer letters will be issued the 1st week of May.** • **Enrollment Update:** ○ The MAX currently has offered spots to **seventeen (17) new students**. We are awaiting replies. If all accept, **Enrollment for 2021-2022 will be 121 students**. ▪ Two (2) students are on the waitlist (1st grade.) ▪ Five (5) applications are up for review. **Parent Committee Report:** B. Broussard reported on the following on behalf of Caitlin Stroud: *The PTA is preparing for **Staff Appreciation Week** (week of May 3, 2021.. *Next PTA meeting is Tuesday, May 4, 2021, at 6 P.M. **PTA elections will be held at this meeting.	
9. New Board Business	None	
10. Motion to Go Into Executive Session	It was requested that a motion be made to go into Executive Session to discuss confidential information as it relates to a request for extended sick leave. Executive Session started at 10:20 A.M. Executive Session ended at 11:34 A.M.	Motion was made by Dr. C. Hill, seconded by L. Howell, to go into Executive Session to discuss the confidential information as it relates to a request for extended sick leave…Motion was passed unanimously. A motion was made by Dr. C. Hill, seconded by L. Howell, to leave Executive Session…Motion was passed unanimously.
11. Announcements	• Our next Board Meeting: Thursday, May 27, 2021 • PTA ***Zoom*** Meeting: Tuesday, May 4, 2021 • National Charter Schools Week: Sunday, May 9, 2021-Saturday, May 15, 2021.	

	• National Charter Schools Conference: Sunday, June 20-Wednesday, June 23, 2021. • Plan on visiting MAX Charter Online Spirit Store at www.maxcharterspiritstore.com • Deadline for filing Annual Tier 3 Personal Financial Disclosure Statement: Saturday, May 15, 2021 • Remember to get your annual Ethics Training. Go to ww.ethics.la.gov.	
12. Adjournment	The meeting adjourned at **11:35 A.M**.	Motion was made by L. Howell, seconded by J. Fabregas, to adjourn the meeting… Motion passed unanimously.