

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

[video1200135373.mp4](#)

DATE: December 16, 2021

TIME: 9:00 A.M.

PLACE: Virtual Meeting

**Present:** Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, J.J. Buquet, Dr. Cleve Hill, Dr. Al Davis, Larry Howell, Dr. Scot Rademaker, and Dr. Steve Welsh

Also **present were** Angelic Rodrigue, Nicole Theriot, Lacey Crochet, Catherine Jordan, and Michelle Giardina. **Teacher Representative** Suzanne Cavalier

**Absent:** Jake Giardina, Caitlin Stroud, and Ashley Chiasson

AGENDA	RECOMMENDATION																					
<b>1. Call to Order</b>	K. Chauvin called the meeting to order at 9:00 A.M.																					
<b>2. Roll Call</b>	K. Chauvin called the roll.																					
<b>3. Approval of the Minutes</b>	The Minutes of November 18, 2021, were presented.  The Minutes of November 18, 2021, were accepted as presented.																					
<b>4. Board Training/Special Guest Presentation:</b>	<p>Dr. C. Hill reported on the <b>2021 LAPCS Charter School Conference</b> he attended on Thursday, December 9, 2021, in New Orleans:</p> <ul style="list-style-type: none"> <li>• He attended three (3) sessions: <b>Board Governance</b> by Dana Henry, <b>Board Meetings Best Practices</b> by Joe Keeney and Michelle and <b>Type II Annual Meetings</b> by Dr. Cade Brumley and Caroline Roemer. <ul style="list-style-type: none"> <li>○ He shared Highlights from these sessions with the Board members.</li> </ul> </li> </ul>																					
<b>5. Teacher Representative Report</b>	<p>Teacher Representative, Suzanne Cavalier, 4<sup>th</sup>-5<sup>th</sup> Grade ELA teacher, reported on the following:</p> <ul style="list-style-type: none"> <li>• <b>Lower School</b> – The MAX had several students and a teacher out with the flu last week, but all are all back and working hard again.</li> <li>• <b>Middle School:</b> Teachers are taking data; students are graphing their own data. School is planning for Incentive Parties for next week. All are ready for Christmas break!!</li> <li>• <b>Upper School:</b> Five more days!!! Data! Data! Data! Excelling through Fluency Station (Delatte) and graphing data daily!</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>• N. Theriot presented the November financial statements.</li> <li>• N. Theriot went over the financials.</li> </ul> <p style="text-align: center;"><b>Monthly Recap</b> <b>December 16, 2021</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">November MFP</td> <td style="width: 20%; text-align: right;">\$108,364</td> <td style="width: 20%;"></td> </tr> <tr> <td>Other Sources</td> <td style="text-align: right;">4,466</td> <td></td> </tr> <tr> <td>Total November Revenue</td> <td style="text-align: right; border-top: 1px solid black;"><b>112,830</b></td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Expenses for November</td> <td style="text-align: right;">135,328</td> <td></td> </tr> <tr> <td>Wages &amp; Benefits</td> <td style="text-align: right;">105,021</td> <td style="text-align: right;"><b>77.60% **</b></td> </tr> <tr> <td>Retiree Benefits</td> <td style="text-align: right;">782</td> <td style="text-align: right;"><b>0.58%</b></td> </tr> </table>	November MFP	\$108,364		Other Sources	4,466		Total November Revenue	<b>112,830</b>					Expenses for November	135,328		Wages & Benefits	105,021	<b>77.60% **</b>	Retiree Benefits	782	<b>0.58%</b>
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November Profit/(Loss)	<u>(22,498)</u>
YTD Profit/(Loss)	<u>(21,782)</u>

**CY Reimbursable Expenses**

ESSER – COUNSELOR	6,305
ESSER – STERIPURE	100
CABAS	45,156
Title 1	7,508
Redesign	6,102
CIR Strategy	10,151
IDEAB	7,529
Lunch – October	<u>5,665</u>

**Total Reimbursable Expenses** 88,516

**Adjusted YTD Profit/(Loss)** \$66,734

PY Reimbursement Receipts (July/Aug)

EEF	794
Title 1	27,672
Title 11	3,925
Title IV	2,928
IDEAB	7,537
OTHER	<u>2,000</u>

Total PY Reimbursement Receipts 44,856

**True YTD Profit/(Loss)** \$21,878

**\*\*PAYROLL PERCENTAGE NOTES:**

**\$5,800 of November payroll expenses are related to other funding sources.**

**\$49,701 in YTD payroll expenses were related to other funding sources.**

CASH ACCOUNTS:

Operating Account	\$499,557
Payroll Account	\$ 635
Special Account –Students	\$ 16,688
Special Account –School	<u>\$160,126</u>
	<u>\$677,006</u>

**UPDATES:**

- There is no update on workers comp claim filed in October
- Latest on **LSERS** issue: Karen sent in amended charter agreement.
- The MAX needs to contact LSERS to see if we can send in the minutes and a copy of amendment to get ball rolling on MAX’s enrollment.

**DUE/TO DO:**

- AFR first submission due 9/30 (overdue) – Working on this... Has to be completed by 12/31/21...
- Amendments to Grants to allocate rollover funds...
- Expense reimbursement for September...Cannot be done until amendment is

complete  
 - Expense reimbursement requests for October/November expenses – Cannot be done until amendment is done...  
 -1<sup>st</sup> Qtr. reimbursement requests due 10/15 (overdue) – Cannot be complete until amendment is done...  
 -1<sup>st</sup> Qtr. PERS due 10/15 (overdue) – Cannot be complete until amendment is done...  
 -CNP lunch compliance review – Weekly due dates until 1/31/22 – Working on this with Angie...  
 -CIR QTR. 1 Reporting 10/29 (?)...  
 -Super APP amendments for 2022...  
 -Audit – Extension Until 3/21/22...  
 -Begin planning for SY 22-23 Super App

**DONE:**

- 1<sup>st</sup> QTR. Financials  
 - Lunch reimbursements for October and November...  
 -TRSL Retirement Audit...

The following action items were brought to the Board for motions:

- **Consideration of Vote to Remove Danielle Hebert’s Name from the Check Accounts and Add Nicole Theriot’s Name As Authorized Signer**
  
- **Consideration of Vote to Open a Credit Card under Nicole Theriot’s Name (\$12,000 Limit, Same As Previous Cards)**
  
- **Consideration of Any Other Vote Needed to Ensure Proper Names Are on the Corporate Authorization Resolution As a Signer for The MAX.**
  - B. Aucoin officially resigned as Treasurer of The Max Board of Directors. B. Broussard recommended that The MAX Board consider the nomination of J.J. Buquet as his replacement since J.J. is very familiar with banking matters. J.J. agreed to serve in this capacity if The MAX Board approved.

**Grants In Process**

L. Crochet reported on the following:

**Grant #1**

**Funding Agency: The Lorio Foundation**

**Grant Focus:** To purchase technology (Chromebooks, etc.) for a schoolwide

- Motion was made by L. Howell, seconded by Dr. S. Welsh, to remove Danielle Hebert’s name from the checking accounts to add Nicole Theriot’s name as authorized signer...Motion passed unanimously.
  
- Motion was made by J.J. Buquet, seconded by L. Howell, to open a credit card under Nicole Theriot’s name with a \$12,000 limit-- same as previous cards... Motion passed unanimously.
  
- Motion was made by B. Broussard, seconded by Dr. S. Welsh, that J.J. Buquet replace B. Aucoin as Treasurer of The MAX Board of Directors...Motion was passed unanimously.

	<p>refresh to accommodate 1:1 and virtual delivery of instruction...</p> <p><b>Grand Funding Request:</b> TBD – Working with Angelic and her team to determine needs and obtain quotes on the equipment...</p> <p><b>Funding Announcement/Timeline:</b> The next <b>Lorio Grant</b> submission deadline is <b>January 31, 2022</b>, with funding decisions and announcements made by their Board on or before <b>March 31, 2022</b>.</p> <p><b>Grant #2</b></p> <p><b>Grant Program: Reimagine School Systems Initiative</b></p> <p><b>Funding Agency:</b> The Louisiana Department of Education</p> <p><b>Grant Focus: Restart/Turnover</b> – Work with an existing education organization with a developed model to dramatically improve a low-performance school.</p> <p><b>Grant Funding Request: TBD</b></p> <p><b>Phase I: Planning</b>  <b>Up to \$350,000</b>  25% of grant award is reserved for technical assistance.  Any Phase I money that is not spent by the time Phase I milestones are completed may be used during Phase II.</p> <p><b>Phase II: Implementation</b></p> <ul style="list-style-type: none"> <li>• Grants are generally up to <b>\$1.5 million each</b>, with even larger grant awards potentially available for particularly bold and compelling Reimagine School Actions.</li> <li>• The size of the grant award will depend on factors such as the selected Reimagine School Action, the number of students served by the proposed School Action, and whether the school system is entering into a <u>Memorandum of Understanding</u> to promote sustainability.</li> <li>• Up to 15% of grant award is reserved for required technical assistance.</li> </ul> <p><b>Grand Funding Announcement/Timeline:</b></p> <ul style="list-style-type: none"> <li>• The grant application must be submitted to LDOE by December 16, 2021.</li> <li>• The LDOE will invite selected applicants to interview.</li> <li>• Prior to the interview, systems will be provided additional information about the grant’s selection criteria.</li> <li>• Following interviews, the LDOE will notify selected systems that they received a grant.</li> </ul> <p><b>Building &amp; Sites Representative Report</b>  Mrs. Rodrigue reported there were some issues in the restroom that needed to be addressed.</p>	<p>J. Giardina will have this fixed.</p>
<p><b>7. Ad-Hoc Committee/Coordinator Reports /Updates</b></p>	<p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <p><b>Follow-up on the Ongoing Transportation Issue As It Pertains to Billing Notices/Payment</b></p> <ul style="list-style-type: none"> <li>• No payments are due at this time as the bus is not being utilized.</li> <li>• Many concerns were raised about LDOE’s reaction to the school’s inability</li> </ul>	<p>K. Chauvin offered to find the latest</p>

	to provide transportation for the students. Much discussion ensued. It was determined that enough evidence of our attempts to comply could be provided.	contract.
	<b>Public Relations Report</b> No Report	
<b>8. Other Reports</b>	<p><b>Principal's Report</b> (See Attached Copy) A. Rodrigue reported on the following:</p> <p><b>Principal's Personal Announcements/Comments</b></p> <ul style="list-style-type: none"> <li>• A 1<sup>st</sup>/2<sup>nd</sup> Grade Teacher resigned.</li> <li>• A 6<sup>th</sup>-8<sup>th</sup> Grade Science Teacher was hired.</li> <li>• <b>Open House</b> will be held on Tuesday, January 18, 2022.</li> <li>• Application Period for the 2022-2023 School Year is to begin Tuesday, January 19, 2022.</li> </ul> <p><b>Update on Enrollment Numbers for 2021-2022 School Year</b></p> <ul style="list-style-type: none"> <li>• No change</li> <li>• Working on application for <b>2022-2023</b></li> </ul> <p><b>Update on Status of Room 9</b></p> <ul style="list-style-type: none"> <li>• Room is being renamed "Tutoring Room." It will be a multipurpose instructional area for pull out, intervention, BIP, reading, etc.</li> </ul> <p><b>Progress on Continued CABAS Implementation in the School to Include Parent/School/CABAS Meeting on Tuesday, December 7, 2021</b></p> <ul style="list-style-type: none"> <li>• Parent meeting is scheduled for Tuesday, January 11, 2022, at 6:00 P.M.</li> <li>• Weekly learning picture will go out in the start of 2022.</li> <li>• Interest in The MAX grows through the different courses taught by Dr. Gautreaux and Dr. Shannan.</li> <li>• <b>CABAS Incentive Fund:</b> Four (4) donations - <b>\$510.11</b> have been made since June Board meeting. <ul style="list-style-type: none"> <li>○ Checks for donations can be sent to The MAX Charter School, P.O. Box 2072, Thibodaux, LA 70302</li> </ul> </li> </ul> <p><b>Update on Transportation Plan</b></p> <ul style="list-style-type: none"> <li>• Still no other applicant for bus driver position</li> </ul> <p><b>Parent Committee Report:</b> No representatives from the PTA were at the monthly Board meeting, but Dr. A. Davis did attend the monthly PTA meeting and reported on the following:</p> <ul style="list-style-type: none"> <li>• Fundraisers were discussed.</li> <li>• He will be on the PTA agenda to speak during January.</li> <li>• <b>Alumni Grill</b> will have <b>The MAX Burger of the Month Fundraiser</b> for the month of January.</li> <li>• <b>PTA will be asked to assist with the CABAS fund.</b></li> </ul>	

<b>9. New Board Business</b>	None	
<b>10. Motion to Go Into Executive Session</b>	No Executive Session needed...	
<b>11. Announcements</b>	<ul style="list-style-type: none"> <li>• Our Next Monthly Board Meeting: Thursday, January 27, 2022 <ul style="list-style-type: none"> <li>○ Post Meeting: The MAX Charter School Foundation, Inc. Board of Directors</li> </ul> </li> <li>• Next PTA Meeting: Tuesday, January 4, 2022</li> <li>• Alumni Grill “Burger of the Month” Fundraiser: Entire month of January</li> <li>• Remember to Get Your Annual Ethics Training. Go to: <a href="http://www.ethics.la.gov">www.ethics.la.gov</a> .</li> </ul>	
<b>12. Adjournment</b>	The meeting adjourned at 10:30 A.M.	Motion was made by L. Howell, seconded by Dr. S. Rademaker, to adjourn the meeting... Motion passed unanimously.