

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: November 18, 2021

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Carol “Boo” Broussard, Janice Fabregas, Dr. Cleve Hill, Dr. Al Davis, Larry Howell, Dr. Scot Rademaker, J.J. Buquet (left early,) and Caitlin Stroud
 Also **present were** Angelic Rodrigue, Danielle Hebert, Nicole Theriot, and Catherine Jordan. **Note:** Teacher Representative Renee Domangue

Absent: Karen Chauvin, Brian Aucoin, Dr. Steve Welsh, and Ashley Chiasson **Note:** Lacey Crochet was 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.																								
3. Approval of the Minutes	The Minutes of October 28, 2021, were presented. The Minutes of October 28, 2021, were accepted as presented.																								
4. Board Training/Special Guest Presentation:	None																								
5. Teacher Representative Report	<p>Teacher Representative Renee Domangue reported on the following:</p> <p>The students are enjoying the point systems that were put in place with CABAS for Upper, Middle, and Lower Schools to achieve educational and behavioral goals. Teachers found multiple reinforcements that are free. The CABAS Team has suggested that students should be involved in the selection process of these reinforcers—whether they be edible, sensory, tangible, or activity-oriented. Students are requesting reinforcers that would require out-of-pocket costs for teachers. Since teachers have already been spending their own money on reinforcements, this increase in reinforcement requests is causing a financial strain. Reinforcements suggested by the CABAS Team include things such as “Snack in Class” or “Prize Out of Box.” Since these are daily trade-ins, purchasing these reinforcements has become a financial burden on the teachers and staff. Teachers are requesting that the MAX Charter School Board put a CABAS fund in place to relieve the financial stress placed on the teachers.</p> <p>Discussion ensued, and MAX Board members agreed that teachers should not have to incur out-of-pocket expenses to ensure learning. The PTA and a few MAX Board members have offered to send checks/donations to reduce the financial burden. If necessary, a special CABAS fund can be set up through the budget to aid the teachers.</p>																								
6. Finance Report	<p>Financial Report and Update on Insurance and Finance Matters</p> <ul style="list-style-type: none"> • D. Hebert presented the October financial statements. • D. Hebert went over the financials. <p style="text-align: center;">Monthly Recap November 18, 2021</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">October MFP</td> <td style="width: 20%; text-align: right;">\$108,627</td> <td style="width: 20%;"></td> </tr> <tr> <td>Other Sources</td> <td style="text-align: right;">15,020</td> <td></td> </tr> <tr> <td>Total October Revenue</td> <td style="text-align: right; border-top: 1px solid black;">123,647</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Expenses for October</td> <td style="text-align: right;">113,868</td> <td></td> </tr> <tr> <td>Wages & Benefits</td> <td style="text-align: right;">98,254</td> <td style="text-align: right;">80.50%</td> </tr> <tr> <td style="text-align: center;">**</td> <td></td> <td></td> </tr> <tr> <td>Retiree Benefits</td> <td style="text-align: right;">782</td> <td style="text-align: right;">0.80%</td> </tr> </table>	October MFP	\$108,627		Other Sources	15,020		Total October Revenue	123,647					Expenses for October	113,868		Wages & Benefits	98,254	80.50%	**			Retiree Benefits	782	0.80%
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October Profit/(Loss)	<u>9,779</u>
YTD Profit/(Loss)	<u>10,495</u>

CY Reimbursable Expenses

ESSER - COUNSELOR	2,555
ESSER - STERIPURE	100
CABAS	45,156
Title 1	7,662
CIR Strategy	10,151
IDEAB	3,245
Lunch – SEPTEMBER	<u>1,028</u>

Total Reimbursable expenses	<u>69,897</u>
Adjusted YTD Profit/(Loss)	<u>\$80,392</u>

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	<u>44,856</u>
True YTD Profit/(Loss)	<u>\$35,536</u>

****PAYROLL PERCENTAGE NOTES:**

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

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

CASH ACCOUNTS:

Operating Account	\$523,553
Payroll Account	\$ 457
Special Account -Students	\$ 16,637
Special Account -School	<u>\$160,121</u>
	<u>\$700,768</u>

UPDATES:

--Nicole Theriot hired as new MAX Business Manager

--Starts Monday, November 22

--Coming from Lafourche Parish School Board

--Will have six (6) days together to train

--Update on TRSL vs LSERS situation.

--Dr. Hill reported that he had spoken with LAPCS Legal and Policy Director Sarah Vandergriff Kelley regarding this subject. Dr. Hill suggested after his conversation with Ms. Vandergriff Kelley that a written memo/statement be given to each teacher stating that excessive salary will

not be counted toward retirement by TRSL. All teachers/employees should be made aware of this, and administration should have them sign the memo/statement. A copy should be given to the teacher, TRSL, and a copy should be kept in the school files which would show The MAX is in compliance.

-- No update on workers comp claim filed in October

-- Latest on LSERS issue: Karen sent in amended charter agreement.

Danielle says she needs to contact LSERS to see if we can send in the minutes and copy of amendment to get ball rolling on MAX's enrollment

DUE/TO DO: (Have not been working extra)

-- AFR first submission due 9/30 (overdue)

-- 1st Qtr. PERS due 10/15 (overdue)

-- 1st Qtr. reimbursement requests due 10/15 (overdue)

-- 1st QTR Financials due 10/28 (overdue)

-- CIR QTR1 Reporting 10/29 (?)

-- Expense reimbursement requests for October/November expenses

-- Expense reimbursement for September (due 11/29) & October lunch

-- Wrap up prior year TRSL corrections (20.21 and audit)

-- Audit - continue to pull testing data

-- Super App amendments for 2022

-- Begin planning for SY 22-23 Super App

-- TRSL Retirement audit - pull data - 2 weeks

-- CNP lunch compliance review - December

DONE:

-- 3rd QTR payroll reports filed

-- Renewed DUNS (needed to receive federal funding) - due 11/19

--Notarized letter; registered as agent; renewed

- Pulled & submitted some requested docs for audit

Grants

Lacey Crochet was unable to attend the meeting but sent in the following written report which was summarized by B. Broussard on her behalf:

Grant Program: Reimagine School Systems Initiative

Funding Agency: The Louisiana Department of Education

Grant Focus: Restart/Turnover – Work with an existing education organization with a developed model to dramatically improve a low-performance school.

Grant Funding Request: TBD

Phase I: Planning

Up to **\$350,000**

25% of grant award reserved for required technical assistance
Any Phase I money that is not spent by the time Phase I milestones are completed may be used during Phase II.

Phase II: Implementation

- Grants are generally up to **\$1.5 million** each, with even larger grant awards potentially available for particularly bold and compelling Reimagine School Actions.
- 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 *Memorandum of Understanding* to promote sustainability.
- Up to 15% of grant award is reserved for required technical assistance.

Grand Funding Announcement/Timeline:

- The grant application must be submitted to LDOE by December 16, 2021.
- The LDOE will invite selected applicants to interview.
- Prior to the interview, systems will be provided additional information about the grant's selection criteria.
- Following interviews, the LDOE will notify selected systems that they have received a grant.

OTHER MAX/NICHOLLS UPDATES

- **Tuesday, November 9, 2021 – Team of Educators visited MAX Charter School to observe the CABAS Model and Learning Pods.**
- Visitors included:
 1. East Baton Rouge Parish School System Superintendent, Dr. Sito Narcisse
 2. Charter School USA, Louisiana Director, Dr. Lonnie Luce (former Superintendent of St. James Parish)
 3. STAND for Children Louisiana, Executive Director, Ms. Carrie Monica
 4. STAND for Children Louisiana, Government Affairs Director, Ms. Brigitte Nieland
 5. BESE President, Ms. Sandy Holloway
- **MAX Transportation**
 1. Bus Lease
 2. Transportation Plan
 3. Insurance
 4. Bus Driver

Building & Sites Representative Report:

	Principal Angelic Rodrigue reported that the pot holes have been fixed and that the school personnel and the parents were/are extremely happy.	
7. Ad-Hoc Committee/Coordinator Reports/Updates	<p>Ad-Hoc Committee/Coordinator Reports/Updates</p> <ul style="list-style-type: none"> • Update/Progress on the Ongoing Transportation Issue No Report/No Change • Update/Progress on Finance/Budget Committee <ul style="list-style-type: none"> ○ See Dr. Hill's report above under Agenda Item # 6. ○ The salary for paras will be addressed in 2022. 	
	<p>Public Relations Report (See Attached Copy)</p> <p>B. Broussard reported on the following:</p> <ul style="list-style-type: none"> • Monday, November 8, 2021 ... A picture of The MAX students (dated 2017) appeared in Monday's <i>Inside Nicholls</i>, a newsletter published weekly by the Office of Marketing and Communications. It was a picture of MAX students attending the Veterans Day Program 2017. The actual publication of the newsletter was sent to Board members via email. 	
8. Other Reports	<p>Principal's Report (See Attached Copy)</p> <p>A. Rodrigue reported on the following:</p> <ul style="list-style-type: none"> • Principal's Personal Announcements/Comments: <ul style="list-style-type: none"> ○ The MAX hired a new Business Manager at amended salary approved by The MAX Board of Directors. ○ A 6th-8th Science Teacher has resigned. The MAX is presently looking for a replacement and is basically using Nicholls as a recruiting ground. • Update on Enrollment Numbers for the 2021-2022 School Year: <ul style="list-style-type: none"> ○ One (1) Withdrawal--7th grader; one (1) returning--7th grader; one (1) addition--2nd grader • Update on Status of Room 9: <ul style="list-style-type: none"> ○ All remediation of mold has been completed. Room is now being used for Intervention and Counselor's small-group lessons. • Progress on Continued CABAS Implementation in the School to Include Parent/School/CABAS Meeting on Thursday, November 4, 2021: <ul style="list-style-type: none"> ○ November parent meeting went well. New meeting will be scheduled for beginning of December. ○ The MAX is working on the learning picture to go out weekly—collecting data in teacher-led stations and permanent products. ○ Undergrad students are implementing 1-to-1 interventions. • Recap on the BESE/LDOE Team's Visit to The MAX on Tuesday, November 9, 2021, to Observe the CABAS Model and Learning Pods: <ul style="list-style-type: none"> ○ This went very well, and the visit garnered MAX a lot of attention. The campus visit opened eyes. • Update on Transportation Plan: <ul style="list-style-type: none"> ○ Still no other applicant 	

	<p>Parent Committee Report: C. Stroud reported on the following:</p> <ul style="list-style-type: none"> • Feedback on CABAS Parent Meeting : <ul style="list-style-type: none"> ○ Approximately twenty-eight (28) family members attended. Communication from the school and the teachers has improved significantly. Major concerns were addressed at the meeting. Continuing the monthly meetings and updates is essential to communication between the school and the parents. • Ms. Stroud thanked the Board and school for the fast response to the concerns from parents. • Next PTA meeting is Tuesday, December 7, 2021. This meeting will be face-to-face at school. 	
<p>9. New Board Business</p>	<p>None</p>	
<p>10. Motion to Go Into Executive Session</p>	<p>Executive Session, pertaining to compensation of an individual working with The MAX and requested by Dr. Rademaker, began at 9:53 A.M.</p> <p>Executive Session ended at 10:04 A.M.</p> <p>The following action items were brought before the Board: The first item was a matter pertaining to compensation of an individual working with The MAX as presented by Dr. Scot Rademaker.</p> <p>The second item was a matter pertaining to Health Insurance Coverage for an employee's resignation as presented by D. Hebert.</p>	<p>Motion was made by Dr. C. HILL, seconded by L. Howell, to go into Executive Session ... Motion passed unanimously.</p> <p>Motion was made by L. Howell, seconded by Dr. C. Hill, to leave Executive Session ... Motion passed unanimously.</p> <p>Motion was made by Dr. A. Davis, seconded by L. Howell, that we compensate the College of Education faculty according to the adjunct pay scale that exists at Nicholls beginning this semester and future semesters there after... Motion was passed unanimously.</p> <p>Motion was made by Dr. A. Davis, seconded by Dr. C. Hill, to compose a policy and procedures memorandum covering the issue of health insurance that would terminate when an employee officially resigns...Motion was passed unanimously.</p> <p>It was suggested that action items approved by The MAX Board today be placed in an addendum for now but that all teachers/personnel be notified today or as soon as possible.</p>
<p>11. Announcements</p>	<ul style="list-style-type: none"> • Our next Board Meeting: Thursday, December 16, 2021* - Moved up two weeks due to Winter Break • 2021 LAPCS Charter School Conference: New Orleans Marriott, Thursday, December 9, 2021 • 2021 ... Click below for more information and to register for the event. 	

	<ul style="list-style-type: none">○ <u>2021 LAPCS Charter School Conference</u>• Remember to get your annual Ethics Training. Go to www.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 10:08 A. M.	Motion was made by Dr. C. Hill, seconded by L. Howell, to adjourn the meeting... Motion passed unanimously.