

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

[https://youtu.be/Gn\\_yvU8G-dw](https://youtu.be/Gn_yvU8G-dw) Recording was not on for Agenda Items 1: Call to Order through Danielle's Finance Report, Agenda Item #6.

DATE: September 30, 2021

TIME: 9:00 A.M.

PLACE: Virtual Meeting

**Present:** Jake Giardina, Karen Chauvin, Carol "Boo" Broussard, Janice Fabregas, J.J. Buquet, Dr. Cleve Hill, Dr. Al Davis, Larry Howell, Dr. Scot Rademaker

Also **present were** Angelic Rodrigue, Danielle Hebert, Lacey Crochet, Catherine Jordan, & Michelle Giardina. **Teacher Representative:** Renee Delatte

**Absent:** Brian Aucoin, Dr. Steve Welsh, and Caitlin Stroud

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 26, 2021, were presented.  The Minutes of August 26, 2021, were accepted as presented.																																				
<b>4. Board Training/Special Guest Presentation:</b>	No Report																																				
<b>5. Teacher Representative Report</b>	Renee Delatte, 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> Grade Math Teacher, basically reported that the administrative staff, the teachers, and the students were all happy to be back at school, and things were going well. <b>Note:</b> No written report...No recording																																				
<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>• D. Hebert presented the August financial statements.</li> <li>• D. Hebert went over the financials.</li> </ul> <p><b>Monthly Recap September 30, 2021</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">August MFP</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">108,626</td> </tr> <tr> <td>Other Sources</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><u>49,505</u></td> </tr> <tr> <td><b>Total August Revenue</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>158,131</b></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Expenses for August</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">145,961</td> </tr> <tr> <td>Wages &amp; Benefits</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">125,015   <b>75.90%</b></td> </tr> <tr> <td>Retiree Benefits</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">782       <b>0.50%</b></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>August Profit/Loss</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><u>12,169</u></td> </tr> <tr> <td>YTD Profit/Loss</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">926</td> </tr> <tr> <td>CY Reimbursable Expenses (CABAS)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><b>Undetermined</b></td> </tr> <tr> <td><b>Adjusted YTD Profit/Loss</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b><u>926</u></b></td> </tr> </table>	August MFP	\$	108,626	Other Sources	\$	<u>49,505</u>	<b>Total August Revenue</b>	<b>\$</b>	<b>158,131</b>				Expenses for August	\$	145,961	Wages & Benefits	\$	125,015 <b>75.90%</b>	Retiree Benefits	\$	782 <b>0.50%</b>				August Profit/Loss	\$	<u>12,169</u>	YTD Profit/Loss	\$	926	CY Reimbursable Expenses (CABAS)	\$	<b>Undetermined</b>	<b>Adjusted YTD Profit/Loss</b>	<b>\$</b>	<b><u>926</u></b>
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Operating Account	\$ 582,876
Payroll Account	\$ 455
Special Account - Students	\$ 16,576
Special Account - School	\$ <u>160,100</u>
	\$ <b>760,007</b>

**Reimbursement Receivables                      Undetermined**  
**(PY Expenses) (Lunch/PERS)**

**UPDATES:**

- Insurance adjuster came to school Monday to assess the hurricane damages.
- We moved back to para pay over 12 months; still part-time hourly.
- We moved payroll date from 25<sup>th</sup> of the month to 10<sup>th</sup> of the month to simplify **TRSL** reporting.
- Due to many unforeseen circumstances (Hurricane Ida included) and a heavy workload, several reports, etc. were filed late, including the budget. Late remittance of money related to these reports may result in minor interest charges.
- We revised Budget timeline:
  - Proposed budget was originally due **August 30, 2021 – Late** due to Hurricane Ida on August 29, 2021. All systems were down.
  - **Revised Public Notice** on budget was posted on MAX website on September 20, 2021, and in paper on September 27, 2021.
  - Budget was available for **public viewing** at school on Monday, October 4, 2021.
  - Finalized Budget would be discussed and adopted/approved by The MAX Board at a Special Meeting on Tuesday, October 19, 2021, and sent to LDOE. The public is invited to attend.
- A few issues from past errors have surfaced over recent months. There will be costs associated with fixing the errors, but the amount is currently unknown. We should have an update at the next board meeting.

**DUE TO DO:**

- 3<sup>rd</sup> Quarter payroll reports are due.
- 1st Quarter financials are due.
- 1<sup>st</sup> Quarter reimbursement requests are due.
- 1<sup>st</sup> Quarter PERS are due.
- AFR changes as feedback is received/ hopefully completed by 10/30.
- Audit is due.
- Super App amendments for 2021 and 2022 are due.
- Expense reimbursement for May lunches is due.
- Wrap up fiscal year end *TRSL* reporting.
- Begin planning for SY 22-23 Super App.

**Grants Submitted September 2021 (Lacey Crochet)**

- **National Comprehensive Center on Improving Literacy for Students**

**with Disabilities.**

- **Purpose of Program:** The purpose of the National Comprehensive Center of Improving Literacy for Students with Disabilities (Center) is to identify or develop evidence-based literacy assessment tools and professional development activities and identify evidence-based instruction, strategies, and accommodations for students at risk of not attaining full literacy skills due to a disability, including dyslexia impacting reading or writing, or development delay impacting reading, writing, language processing, comprehension, or executive functioning. The Center will also disseminate its products and information on evidence-based literacy to families, State Educational Agencies (SEAs), Local Educational Agencies (LEAs), Regional Educational Agencies (REAs), and schools.
- **Grant Focus:** Nicholls CABAS Faculty and The Center of Dyslexia are Project Leads with The MAX identified as a key partnering K-12 school within the application.
- **Grant Funding Request:** \$2,975,000 with \$1,475,000 in Year 1 and the remaining \$1,500,000 spread over Years 2-5 of the award periods.
- **Grant Submitted:** September 13, 2021

**Grant Funding Announcement/Timeline:** Grant award decisions are anticipated to be made by September 30, 2021.

**PENDING GRANT REQUESTS**

• **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 also included 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.

**OTHER MAX/NICHOLLS UPDATE**

- **MAX/Nicholls Partnership Action Committee**
- **MAX Transportation**
  - Bus lease
  - Transportation Plan
  - Insurance
  - Bus Driver

**FUTURE GRANT OPPORTUNITIES:**

Ongoing

**Building & Sites Representative Report:**

There was minimal storm damage, and all gutters were cleaned of debris. There is a room with dampness. The room is no longer being used. The MAX is

On July 28, 2021, L. Crochet emailed the Foundation for an update on Award Announcements. She is awaiting a response.

	getting quotes to clean the room.	
<b>7. Ad-Hoc Committee/Coordinator Reports/Updates</b>	<p><b>Ad-Hoc Committee/Coordinator Reports/Updates</b></p> <p><b>Update/Progress on the Transportation Issue</b> There are still no applicants for the bus driver position.</p> <p><b>Update/Progress on Personnel Policy Changes</b></p> <ul style="list-style-type: none"> <li>• Dr. Davis has sent a copy via email to The MAX Board members of the current policy manual with all updates that were approved. The new edition of the policy manual is ready to be posted</li> <li>• The Personnel Policy Committee did not meet as a group, but members are still researching the possibility of removing the term <i>work week</i> for <b>Policy 3.5 Family and Medical Leave.</b></li> <li>• <b>Update/Progress on Finance/Budget Committee</b> No Report</li> </ul>	
	<p><b>Public Relations Report</b> <b>No Report/No School</b></p>	
<b>8. Other Reports</b>	<p><b>Principal's Report</b> (See Attached Copy) Principal A. Rodrigue reported on the following:</p> <ul style="list-style-type: none"> <li>• <b>Ida Update:</b> <ul style="list-style-type: none"> <li>○ School has been back in operation as of <b>Monday, September 27, 2021.</b></li> <li>○ Fifteen (<b>15</b>) students were absent Monday – Contact was made. Some students are displaced because of the storm.</li> <li>○ A revised school calendar was discussed. Principal Rodrigue asked that a motion be made to accept the <b>2021-2022 Revised School Calendar.</b></li> </ul> </li> <li>• <b>Report on New School Counselor, Jennifer Guidry:</b> <ul style="list-style-type: none"> <li>○ J. Guidry will teach individual students skills and strategies.</li> <li>○ She will work with small groups to address appropriate peer interaction.</li> <li>○ She will take on <b>504</b> and <b>SBLC</b> duties.</li> </ul> </li> <li>• <b>Update on Enrollment for 2021-2022 School Year</b> <ul style="list-style-type: none"> <li>○ One family was displaced to North Dakota (2 students lost).</li> <li>○ 1<sup>st</sup> grade student relocated to <b>The MAX</b> (1 student gained).</li> <li>○ School enrollment is now at <b>115 students.</b></li> </ul> </li> <li>• <b>Update on CABAS Implementation</b> <ul style="list-style-type: none"> <li>○ Last Observation: All teachers are making progress.</li> <li>○ Continued support is given in the school day.</li> <li>○ Weekly <i>PLCs</i> take place on Tuesdays.</li> </ul> </li> <li>• <b>Update on Health and Safety</b> <ul style="list-style-type: none"> <li>○ School is still under a mask mandate.</li> </ul> </li> </ul>	<p><b>Note:</b> Principal Rodrigue was locked out the <i>Zoom</i> meeting for a short period of time.</p> <p>A motion was made by Dr. C. Hill, seconded by L. Howell, to accept the revised 2021-2022 School Calendar ...Motion was passed unanimously.</p>

	<ul style="list-style-type: none"> <li>○ Information was received from Dr. Cade Brumley, <b>Louisiana State Superintendent of Education</b>, regarding close contact by those less than six (6) feet for more than fifteen (15) minutes around someone who tests positive shortly afterward. The parents would have the choice to quarantine their child or not. This matter will be looked into to see if this will be put into place.</li> <li>○ Monthly fumigation is taking place. The last one was September 23, 2021.</li> <li>○ Cleaning is done between classes.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Update on Transportation Plan</b> <ul style="list-style-type: none"> <li>○ There is still no other applicant.</li> </ul> </li> </ul> <p><b>L. Crochet</b> advised the Board that Dr. Cade Brumley will be the Guest Speaker at the Thibodaux Chamber meeting on <b>Tuesday, October 5</b>, for breakfast at the Rendezvous Restaurant.</p> <p><b>Parent Committee Report:</b>  B. Broussard reported on behalf of Caitlin Stroud:</p> <ul style="list-style-type: none"> <li>○ The PTA has not met since Tuesday, August 24, 2021.</li> <li>○ The PTA still has no president. Cortney Percle has officially resigned.</li> </ul>	<p>L. Crochet suggested that it might be a good idea if a Board member or someone from The Max would attend. It would be an excellent opportunity for networking.</p>
<b>9. New Board Business</b>	K. Chauvin commented that Board members need to start thinking about the future of The MAX Board	K. Chauvin suggested the Board consider making plans to bring new people to the Board.
<b>10. Motion to Go Into Executive Session</b>	<p>Executive Session began at <b>9:50 A.M.</b> as requested by Dr. S. Rademaker. He wished to discuss a confidential matter pertaining to compensation for an individual working with The MAX.</p> <p>Executive Session ended at <b>10:02 A.M.</b> The MAX Board returned to its remaining agenda.</p>	<p>Motion was made by J.J. Buquet, seconded by L. Howell, to go into Executive Session ... Motion passed unanimously.</p> <p>Motion was made by Dr. Hill, seconded by L. Howell to leave Executive Session .... Motion passed unanimously.</p>
<b>11. Announcements</b>	<ul style="list-style-type: none"> <li>● MAX Board's final discussion and adoption of proposed 2021-2022 Budget with any recommended changes after public viewing: <b>Tuesday, October 19, 2021</b></li> <li>● Our next monthly Board meeting: <b>Thursday, October 28, 2021</b></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 <b>10:03 A.M.</b>	Motion was made by J.J. Buquet, seconded by L. Howell, to adjourn the meeting... Motion passed unanimously.