

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: October 27, 2022

TIME: 9:00 A.M.

PLACE: The MAX CHARTER SCHOOL

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Cleve Hill, Larry Howell, Dr. Scot Rademaker, Jason Talbot, and Dr. Steve Welsh
 Also **present** were Angelic Rodrigue, Angie Berthelot, Catherine Jordan, Michelle Giardina, and Dr. Jim Barr. **NOTE: Teacher Representative:** Renee Domangue

Absent: Janice Fabregas, JJ Buquet, Lacey Crochet, Tiffany Hue, and Ashley Chiasson

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 September 29, 2022, were presented. The Minutes of September 29, 2022, were accepted as presented.																																	
4. Board Training Special Guest Presentation	None .																																	
5. Teacher Representative Report Note: This report was presented after the Financial Report.	Renee Domangue, 4th/5th Grade Science/Social Studies Teacher, reported on the following: <ul style="list-style-type: none"> • Lower and Middle School are preparing for Red Ribbon Week <ul style="list-style-type: none"> ○ Middle School sent home memo/daily dress on Wednesday the 26th. ○ Lower School will send it home sometime this week. • Upper School will decide Thursday (today) if they plan to participate. <ul style="list-style-type: none"> ○ Their contingencies are based on Academics to increase learning. • The MAX Charter School is also involved with the Scholastic Book sales. Due to space consideration, the school could not feature an actual book fair. • Teachers are asking for donations of snacks and other small prizes to replenish their prize boxes and student pantries. Monetary donations are also welcomed. • Grady’s Give-Back Night is scheduled for Thursday, November 17, 2022. RSVP’s are required. 																																	
6. Finance Report	<p>Financial Report</p> <ul style="list-style-type: none"> • A. Berthelot presented the financial statements. • A. Berthelot went over the financials. <p style="text-align: center;">Monthly Recap October 27, 2022</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">September MFP</td> <td style="width: 20%; text-align: right;">\$104,542</td> <td style="width: 20%;"></td> </tr> <tr> <td>Other Sources</td> <td style="text-align: right;">5,790</td> <td></td> </tr> <tr> <td>Total September Revenue</td> <td style="text-align: right; border-top: 1px solid black;">110,332</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Wages & Benefits</td> <td style="text-align: right;">108,462</td> <td style="text-align: right;">84.84%</td> </tr> <tr> <td>Retiree Benefits</td> <td style="text-align: right;">821</td> <td style="text-align: right;">0.64%</td> </tr> <tr> <td>Other Expenses</td> <td style="text-align: right; border-top: 1px solid black;">18,553</td> <td></td> </tr> <tr> <td>Total September Expenses</td> <td style="text-align: right;">127,836</td> <td></td> </tr> <tr> <td>September Profit/(Loss)</td> <td style="text-align: right;">(17,504)</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>YTD Profit/(Loss)</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">(21,606)</td> <td></td> </tr> </table>	September MFP	\$104,542		Other Sources	5,790		Total September Revenue	110,332					Wages & Benefits	108,462	84.84%	Retiree Benefits	821	0.64%	Other Expenses	18,553		Total September Expenses	127,836		September Profit/(Loss)	(17,504)					YTD Profit/(Loss)	(21,606)	
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3-YEAR COMPARISON

<u>CASH ACCOUNTS:</u>	<u>9/30/2022</u>	<u>9/30/2021</u>	<u>9/30/2020</u>
Operating Account	\$482,404	\$553,310	\$466,259
Payroll Account	\$ 1,803	\$ 455	\$ 1,322
Special Account –Students	\$ 52,875	\$ 55,418	\$ 33,422
Special Account –School	\$126,428	\$126,268	\$ 125,926
	<u>\$663,510</u>	<u>\$735,451</u>	<u>\$ 626,929</u>

UPDATES:

- Audit (SY 21/22) began on Monday, October 17. Communicating with auditor and uploading documents...
- *NSLP* application was approved on Friday, October 7. August and September Lunch claims have been approved, and **\$11,388.23** was received on Monday, October 24.
 - *August--\$6,588.14 September--\$4,800.09*
- Submitted 1st quarter Reimbursement Requests in eGMS...

Note: C. Hill commented that the documents for the audit could be used for teacher assessment.

GRANTS Receivable for OCT/NOV 2022

IDEA	\$ 11,148.00
Title 1	\$ 7,652.00
Title IIA	\$ 4,620.00
<u>Redesign</u>	<u>\$ 40,116.00</u>
TOTAL	\$ 63,536.00

GRANTS:

Lacey’s written report consisted of the following:

Developing Grant Opportunities

- **The Lorio Foundation**
 - **Grant Focus:** To purchase additional technology equipment to meet needs of the school... Specifically, we are planning to request new technology/laptops for teachers to facilitate online instructional delivery. Also, we would like to request funds to upgrade the school’s server.
 - **Grant Funding Request: TBD** – We are currently awaiting quotes from Microsoft for the teacher laptop replacement. Also, we are awaiting quotes to replace the school’s server.
 - **Grant Funding Announcement/Timeline:** This grant must be submitted on or before October 31, 2022, for funding consideration in Q4 2022. To be considered for funding in Q1 2023, the grant must be submitted by January 31, 2023.

Grants Submitted

- **The Danos Foundation**

	<ul style="list-style-type: none"> ○ Grant Focus: To purchase 3D printers and complete setup kits along with a one-year supply of accessors and supplies... ○ Synopsis: Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connects their inside and outside-the-classroom educational experiences in a tangible way. ○ Grant Funding Request: <ul style="list-style-type: none"> ▪ Total Technology Funding Request: \$3,958 ○ Grant Funding Announcement/Timeline: Funding announcements are made in the months after the application period closes. No award decision has been received. <p>Other Grant Opportunities</p> <ul style="list-style-type: none"> • Conoco-Phillips Giving Program • Huntington Ingalls International <p>Other MAX/Nicholls Updates</p> <ul style="list-style-type: none"> • MAX/Nicholls Partnership Action Committee <ul style="list-style-type: none"> ○ Meeting once each month to ensure progress toward goals is being attained... <p>Update/Progress on Matter Pertaining to Setting a Limit on Accrued Annual Leave Dr. Al Davis reported that the cap on Accrued Annual Leave, with the Board’s approval, will be set at twenty-five (25) days. The policy is below:</p> <p>Accumulation of Annual Leave Days Effective July 1, 2023, unused leave as of June 30th yearly may be carried forward to the succeeding year up to a maximum of twenty-five (25) total days. If at any time an employee has twenty-five (25) days of accumulated annual leave, monthly accrual shall cease until the employee has less than twenty-five (25) days of accumulated annual leave days.</p> <p>Building & Sites Representative Report:</p> <ul style="list-style-type: none"> • Mention was made of a clipped/flapping awning. Mention was made of something growing on the awning. Situation was/will be handled. 	<p>A motion was made by Dr. A. Davis, seconded by K. Chauvin, to set a limit on accrued annual leave at twenty-five (25) days. Motion was approved unanimously. --Approval date of Alteration to Policy will be changed to October 27, 2022.</p>
<p>7. Ad-Hoc Committee Coordinator Reports/Updates</p>	<p>Matter Pertaining to Annual Assessment of Principal Dr. C. Hill and Dr. Al Davis provided the following Standing Committee Report to The MAX Board members, along with a copy of the proposed evaluation rubric:</p> <p>Meeting was held at 2:00 P.M. on Thursday, October 13, 2022. Present: MAX Board Chair Mr. Jake Giardina, Dr. Albert Davis, Dr. Cleve Hill, Dr. Steven Welsh, and Dr. James Barr MAX Board Chair J. Giardina called the meeting to order at 2:00 P.M.</p> <p>The participants discussed several issues:</p> <ul style="list-style-type: none"> • The Process for the Required Annual Review of the Principal • Dr. Barr’s Role as External Coordinator • Dr. Barr’s Rubric for Assessment (attached) 	<p>Lots and lots of recommendations and suggestions were made during the discussion of this topic and the proposed rubric. Dr. C. Hill and others recommended going in front of BESE personally as a board after the MOU with Nicholls has been revised and signed.</p>

• Timelines for Review

Results:

- The committee discussed adjustments that had to be made during the past two years because of the pandemic and other mitigating factors;
- Dr. Barr offered to assist the Board in a coordinating role with the external review, particularly with regard to interviews that would have to be conducted;
- Dr. Barr’s role would mesh once again with the Board’s participation as a body of final review and possible appeal;
- Dr. Barr’s **rubric** (attached) would be used as a foundation for assessment, for interviews, and for evidence gathering;
- Dr. Davis agreed to attend the MAX/Nicholls Partnership Action Committee meeting that was scheduled to meet at **3:30 P.M.** Dr. Davis would summarize the annual review process for that committee, stressing the importance of the participation of the Nicholls **CABAS** team.

Recommendations:

- It was the consensus of the participants present at the meeting that the Chair appoint a **review committee** at the next Board meeting to proceed with establishing the procedure for the annual review of the principal;
- It was the consensus of the committee that the Board contract Dr. James Barr to coordinate the external portions of the assessment.
- The committee recommends that the Chair of the MAX Board at its next regularly scheduled meeting appoint an **ad hoc committee** to facilitate the process of the annual review of the principal and that the first duty of the ad hoc committee be to review the rubric for additions or deletions based on the recently adopted mission and other changes brought about by the implementation of the **CABAS** model;
- Finally the Committee recommends that the assessment process be finalized before the state’s published deadline for submission in December.

The meeting was adjourned at 3:45 P.M.

Matter Pertaining to the Placement of the Mission Statement in The MAX Bylaws
 Dr. Al Davis found an appropriate place to place the Board-approved mission statement and directed the members to **Page 10, Section F** of the Bylaws and had them focus on the underlined text below:

Section F

- Mission Statement
The Maxine Giardina Charter School in affiliation with the Louisiana Center for Dyslexia and Related Learning Disorders and the Nicholls State University College of Education and Behavioral Sciences offers educational services for children in grades 1 through 8 who have a *primary diagnosis* of dyslexia/reading disorder, are identified as having characteristics of dyslexia under LA Bulletin 1903, or have been diagnosed with a primary related learning disorder such as dysgraphia/written language disorder or dyscalculia/math disorder.

Motion was made by Dr. A. Davis, seconded by Dr. C. Hill, to form an **ad hoc committee** to facilitate the process of the annual review of the principal. **Motion passed unanimously.**

A motion for approval of the placement of the Mission Statement in the Bylaws will be

	<ul style="list-style-type: none"> • <u>Definitions</u> <u>A primary diagnosis of a condition other than dyslexia or a related learning disorder does not meet the mission of Max Charter.</u> <p>Any Discussion/Comments on Updated Personnel Policy Manual Sent via Email to Board Members in October 2022</p> <p>None needed since most of it was discussed in the above report.</p>	<p>handled at the November MAX Board meeting since the agenda did not show it as an Action Item.</p>
<p>8. Other Reports</p>	<p>Principal's Report (See Attached) Principal A. Rodrigue reported on the following:</p> <ul style="list-style-type: none"> • Principal's Personal Announcements/Comments <ul style="list-style-type: none"> ○ Intervention has been underway for the past month- going well... ○ Ms. Domangue has spearheaded Red Ribbon Week and Scholastic book sales. ○ Fire Department visited 1st, 2nd, and 3rd grade on Monday, October 24, 2022. ○ EDUC 402 visited classrooms (observation, small group reading.) ○ EDUC 482 and 492 students continue to come in to observe and work. ○ Pictures were taken by Peterson on Thursday, October 20. ○ School Support Institute (NIET) will come on Friday, October 28, to address the school's CIR/UIR status. ○ Scary Fall Festivities coming around the 28th and 31st... • Update on Enrollment <ul style="list-style-type: none"> ○ Enrollment is currently at 103. ○ Two (2) letters are going out for 5th grade. ○ MAX continue to review applications as they come in, keeping an eye on eligibility to our mission • Progress on Continued CABAS Implementation in the School <ul style="list-style-type: none"> ○ October 18 was the 1st CABAS Parent meeting in conjunction with PTA. <ul style="list-style-type: none"> ▪ It was recorded and uploaded to Facebook. ▪ Dr. A. Davis brought a guest to the meeting—Dr. Jim Barr. ▪ The next CABAS Parent meeting is Tuesday, November 15. • Update on Organizations <ul style="list-style-type: none"> ○ The MAX continues to work on this and has created a Student Interest Survey. • Update on Transportation Plan <ul style="list-style-type: none"> ○ Still no other applicant... <p>Parent Committee Report (PTA) No written report given...</p>	

9. New Board Business	None	
10. Motion to Go Into Executive Session	None needed.	
11. Announcements	<ul style="list-style-type: none"> • Our next monthly Board Meeting: Thursday, November 17, 2022 • Next PTA Meeting: Tuesday, November 15, 2022 • Daylight Saving Time Ends: Sunday, November 6, 2022 • Thanksgiving Holidays: November 21-November 25 • Remember to get your annual Ethics Training. Go to: www.ethics.la.gov. • GroupRaise Fundraiser—MAX Charter PTA: Thursday, November 17, 2022, at Grady V's from 5:00 P.M. to 10:00 P.M. RSVP at http://grouprai.se/e235992 	
12. Adjournment	The meeting adjourned at 10:25 A.M.	Motion was made by Dr. S. Welch, seconded by K. Chauvin, to adjourn the meeting... Motion was passed unanimously.