MINUTES OF MEETING
MAX Charter School Planning Committee

DATE: July 5, 2007
TIME: 9:00 am
PLACE: Dean's Conference Room, Picciola Hall

Present: Brian Aucoin, Dr. D. Bordelon, Carol "Boo" Broussard, Karen Chauvin, Andrea "Andie" Bollinger-Giardina, Jake Giardina, Larry Howell, Dr. S. Hulbert, Linda Peltier, and Dianne Savoie. Also present were Director Vanessa Adams and Business Manager Suzy Bourg, who took the minutes.

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around.	
2. Approval of the June Minutes		C. Broussard moved to accept the Minutes; Dr. Hill seconded the motion, all in favor – unanimous.
5. Personnel Committee	V. Adams informed the board that five teachers have been hired and three teaching positions remain vacant. Resumes for teachers and teacher aides have been received. An aide/custodian has also been hired. Dr. C. Hill reported that letters of rejection have been mailed to persons who were interviewed but were not hired. K. Chauvin has contacted Stanley Herter to begin the process of enrolling Charter School employees into the Office of Group Benefits State Plan. A reply has not been received. Contracts will be developed for all employees of the school. Sample contracts will be reviewed. The school's employee contract will be sent to Harold Block for legal review. Administrative employees (V. Adams and S. Bourg) will begin receiving salary pay beginning in July 2007. Teachers, aide, and custodian will begin salary pay in August 2007.	Interviews will be arranged with new applicants. The board agrees that all resumes received shall remain on file for a minimum of one year. K. Chauvin will contact S. Herter to reiterate the urgency of the school's request. Contracts, devised for all school employees, will be signed in July and shall be effective for one year (July 31, 2007- July 31, 2008.) The board agrees that salary pay will be distributed on the 28th day of each month. Twelve-month employees will receive first salary paycheck on July 28, 2007.
6. Registration for Students	V. Adams and K. Chauvin informed the board that 116 students have been registered to attend the school. Notification letters were sent to parents informing them that a lottery will not be required. A parent orientation meeting is scheduled for Tuesday, July 24, 2007, at 6:00 p.m. in Peltier Auditorium. Board members are invited and encouraged to attend.	Reminders will be sent out to all board members and the support team. V. Adams will provide a parent meeting agenda.

7. Finance/Legal Committee	B. Aucoin reported that the checkbook for the operating account would be received by Monday, July 9, 2007. The school will not have an agency account due to the school not making financial transactions through NSU. V. Adams has signed the payroll account authorizing signature form. The school's liability insurance shall become effective on the date that Comark's liability expires. Board gave special thanks to Larry Howell for his presentation at the Board of Regions meeting. Larry Howell announced that the MOU and the Lease Agreement between the school and Nicholls has been approved. Copies will be signed and notarized. B. Aucoin inquired as to Nicholls State University's responsibility for the property's lawn maintenance.	B. Aucoin will contact Comark to determine what date its liability ends. L. Howell informed the board that lawn maintenance is not the responsibility of NSU; however, they will most likely cut the grass on the property. Landscaping and other maintenance will be the school's responsibility.
8. By-Laws Committee	No report.	
8. Building Committee	J. Giardina informed the board that the building plans remain on schedule without change. Electricity to the building will be provided by Entergy. Phone and Internet services will be contracted locally. Dr. C. Hill suggested using a bundle package from one provider for phone, cable, and Internet services. J. Giardina announced that by August 1, 2007, the building should be "near ready" for occupancy by workers and staff.	J. Giardina will contact Charter Communications and AT&T to inquire on bundle pricing for services.
10. Public Relations Committee	No additional enrollment advertising is needed. Copies of all advertisements and newspaper articles are on file and accessible.	
12. New Business	V. Adams and K. Chauvin will go to the surplus warehouse in Baton Rouge to look for used furniture. A. Bollinger-Giardina reported that the items that were donated by dePaul School are being stored in her storage room.	

	D. Savoie informed the board on the LANGUAGE training for teachers. The initial bid for the training was $24,000. This bid includes the trainer's fees and cost of materials. She reported that she is currently working on reducing the cost to $12,000. Further details will be discussed at the team meeting. K. Chauvin reported that the teachers will attend Project Read training from July 30-August 2, 2007, at Nicholls. The cost of the training is free. The only expense is materials. V. Adams announced that teachers are researching a $20,000 K-3 literacy grant offered by the Department of Education. Rebecca Walker will attend a meeting about the program. The opening date of the school for students is August 13, 2007. J. Giardina would like to host a thank you dinner for the people who helped to make the school a realization. He asks for a list of names. The school will not offer a lunch program for the 2007-2008 school year. Students will be required to bring their lunches to school. NSU requires that all catering on campus be contracted through Sodexho. The school will inquire about vending machines in the school.	The board agreed that this training is needed. Funds for professional development are included in the start-up grant. These funds will be used for teacher training. Professional Development funds from the start-up grant will be used to purchase materials for our employees. The board would like to hold a ribbon-cutting ceremony for the grand opening. D. Savoie will begin compiling a guest list for the dinner. L. Howell will inquire about the possibility of getting a waiver from NSU on the catering requirement.
13. Next Planning Committee Meeting	The board meetings will continue to be held on the first Thursday of each month with few exceptions. Meetings will be held at 9:00 a.m., location to be announced. The scheduled meeting dates are August 2, 2007, September 6, 2007, October 4, 2007, November 8, 2007, December 6, 2007, and January 3, 2008.	

Dr. C. Hill moved to adjourn.
C. Broussard seconded that motion.
All in favor, unanimous
Adjourned: 10:06 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 2, 2007
TIME: 9:00 am
PLACE: Polk Hall, Room 116

Present: Brian Aucoin, Dr. Deborah Bordelon, Carol "Boo" Broussard, Andrea "Andie" Bollinger Giardina, Jake Giardina, Dr. Albert Davis, Dr. Cleve Hill, Larry Howell, and Dianne Savoie. Also present were Vanessa Adams and Suzy Bourg, who took the minutes.

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around.	
2. Approval of the July Minutes		C. Broussard moved to accept the Minutes. C. Hill seconded the motion. All in favor…Motion approved.
3. Treasurer's Report	B. Aucoin informed the Board that the first installment payment of $80,922 from the Louisiana State Department of Education has been received. Amount of state revenue budgeted for the present school year totaled $942,000. Estimated expenses for the year are $792,000-- leaving an approximate surplus of $150,000. B. Aucoin requested that all Board members review the proposed budget and take part in the budget process.	B. Aucoin will send copies of proposed budget to all members of the Board for review and ask for approval at the next scheduled meeting.
4. Building Committee	J. Giardina reported that all 12 pieces of the building have arrived on site and have been put together. Rain has hindered some of the outside work. The work team, under the supervision of Dennis Jones, is motivated to finish quickly. J. Giardina informed the Board that all forms and documents have been submitted to the Office of the State Fire Marshal for approval. Once the proposal has been reviewed, it will receive a project log number. The project log number is needed before the fire alarm equipment may be installed. B. Aucoin reported that Entergy will be connecting the power early next week. AT&T is not able to wire the building by August 13, 2007. Telephone, cable, and Internet services will be provided	The Board was invited to tour the building progress. Safeguard Alarm Systems will install the Fire Alarm System and hardware. Employees will be working after hours and throughout the weekend to get the project completed. Gage Telephone Systems will provide a quote and estimated time line for work completion on phone and Internet wiring and intercom system.

	through Charter Communications. L. Howell noted a concern with the property's drainage.	J. Giardina stated that work—such as constructing a concrete handicapped parking area, moving dirt, putting up steps, skirts, etc.-- still remains to be done on the property. Once all work is completed, and the weather permits, this concern should be addressed. C. Hill suggested using the parent teacher club and parent volunteers to complete landscaping work and property improvements.
5. Principal's Report	The parent orientation held on July 24, 2007, was a success. More than 150 people attended-- including parents, reporters, board members, support team members, faculty, and staff. To date, 105 letters of intent to enroll have been returned, and more than 60 parents have signed up to participate in the parent teacher club. Teachers are in the process of completing their two weeks of training in the LANGUAGE curriculum and Project Read. V. Adams reported that we have a good team of teachers. Teachers will be paid stipends for attending workshops. These stipends were included in the start-up grant budget. Stipend pay rate is $25.00 per hour. Copies of the teacher contracts have been reviewed and approved by Attorney Harold Block. Teacher contracts have been signed. Two more teachers need to be hired to make a total of nine teachers and one paraprofessional. Copies of the proposed grievance policy were available for viewing. C. Broussard recommended that an advisory committee composed of four Board members be established in the beginning of the school year with a requirement that three of four committee members be present for any hearings. The school has begun making several large item purchases. Computers for the administrators have been ordered through Dell. An order has been placed for 120 student desks and chairs at a cost of $9,000 including shipping fees. The copy machines for the teachers have been ordered. The machine rental is on a per copy basis through Classic Business. A copier for the office still needs to be ordered. V. Adams reported that chairs and tables for the cafeteria may be donated to the school by the Dyslexia Center. V. Adams was informed that the donation of these items must be approved by the state surplus office and that it may take a long	C. Hill made a motion to approve signed contracts. C. Broussard seconded it. All in favor...Motion approved. It was suggested that copies of proposals, resolutions, or policies requiring Board approval be sent out or e-mailed to the board for review **prior** to the scheduled Board meeting so that members could peruse these documents at their leisure. J. Giardina recommended moving forward with the order and suggested that V. Adams check out the machine in his business office. J. Giardina suggested that tables and chairs for the cafeteria be purchased new so that these rooms will

	time before the process is completed. B. Aucoin reported that insurance is not yet in effect. Insurance is needed prior to the start of school. Teachers, faculty, and staff have been signed up to begin health insurance coverage. Insurance plans are available through the State Office of Group Benefits. Employee coverage will be effective as of September 1, 2007. The opening date of the school remains scheduled for August 13, 2007. The opening date is contingent on the completion of the building. Board members suggested allocating a teacher supply allowance. Teachers will be reimbursed for extra supplies purchased for their classrooms. It was suggested that each teacher receive an allowance of $150 in the first school semester and an additional $150 in the second semester. Receipts must be included with the request for reimbursement. Special requests for materials made by teachers throughout the year will also be considered. A. Giardina recommended that teachers be given incentives for good attendance and performance. C. Broussard explained to the Board that teacher contracts are on a yearly basis—an incentive in itself for good attendance and maximum performance. D. Savoie recommended that attendance be part of the teacher's yearly evaluation which will determine whether or not each receives a 13th paycheck. V. Adams reported that she and S. Bourg will attend a technology grant meeting given by the State Department of Education on Wednesday, August 8, 2007. D. Savoie informed the Board that she was working on getting televisions for each one of the classrooms but found out that Channel One was no longer an option. She now hopes to get some televisions donated. The MAX Charter School faculty and staff are required to obtain Nicholls State University parking passes. L. Howell distributed parking permit applications to V. Adams. The Board discussed the MAX Charter School paying the fee for the required parking permits at $50 per year, per employee. V. Adams proposed a resolution to offer a 403(B) savings plan for employees.	be useable at the beginning of school. A. Giardina suggested having large and small furniture so that all students could be accommodated. B. Aucoin will email insurance provider to begin coverage. C. Broussard made a motion to approve the teacher allowances. C. Hill seconded it. All in favor…Motion approved. C. Hill recommended that funds be raised and set aside for teacher incentives. D. Bordelon suggested teacher breakfasts, drawings, and other small incentives that may be given throughout the course of the school year. J. Giardina recommended that we offer competitive pay and a quality work environment with the expectation that teachers perform with outstanding work ethic and dedication. D. Savoie moved that the school assume responsibility for paying the parking permit fee for all its employees. C. Hill seconded it. All in favor…Motion approved. B. Aucoin will research the plan to determine if it is feasible. J. Giardina moved to approve the plan

		contingent upon B. Aucoin's approval. A. Giardina made a motion to approve the school offering a 403(B) for employees. C. Hill seconded it. Motion approved contingent upon B. Aucoin's recommendation.
	V. Adams reported that she is presently working on the school's Pupil Progression Plan. She informed the Board that the school may either write its own plan or adopt the state plan. Any changes to the state plan or a proposal of our own plan would require a public hearing and Board approval.	C. Hill recommended that V. Adams contact Ron Briscoe at the Region 3 Service Center near campus. V. Adams agreed to do so.
6. Start-Up Grant Committee	D. Savoie reported that state funding for an additional 20 students has been approved-- thanks to Warren Triche for his diligence and persistence in acquiring the additional funding.	
7. By-laws Committee:	A. Davis suggested keeping a copy of by-laws available on a website.	
8. Public Relations Committee	An article by Robert Zulo was published in *The Courier* and *The Comet*. The article was concerning the school's opening and the success of the parent orientation meeting on July 24, 2007. The MAX Charter School has been included in the eighth annual Resource Guide of Children's Services, sponsored by Children's Coalition for the Bayou Region. An employment ad for teachers will begin appearing in *The Comet* on August 3 and will run for seven days. The fee for the ad was $330, and the ad will be run in *The Comet*, *The Courier*, *Trading Cajun*, Courier/Comet website, CAJ (Personal Recruiter), and monster.com. Sophia Ruffin from *Tri-Parish Times* has an interview set up after today's meeting with V. Adams and S. Bourg. She will be writing an article on the employees of the school. C. Broussard reported that a snapshot of the teachers in the LANGUAGE training was published in *The Courier* and *The Comet*. She mentioned her disappointment that Gay Hess was not mentioned in the caption. The Giardina Family Foundation and NSU have been mentioned in most of the recent articles and picture captions.	C. Broussard informed that Board that she will also submit photos from the Project Read training scheduled for next week.
9. New Business	A. Giardina asked L. Howell if it is possible to get MAX Charter School signs made by NSU to carry out the theme of the new look NSU is promoting. A. Giardina will have temporary signs made for the school.	L. Howell will inquire about getting MAX Charter School signs made by the university but warned that it may be a timely process.

	The Board discussed the options of having the school's mail routed to the school or routed to the campus post office. L. Howell noted that the mail will most likely have to be delivered to the campus post office as per prior arrangements with the Thibodaux post master. A. Davis mentioned that if the school would obtain a separate mailing arrangement, it would help define a distinct separation between the school and the university.	J. Giardina will contact the Thibodaux post master to make arrangements to establish a separate mailing system and install a mail box on the school property.
10. Next Board Meeting	The Board meetings will continue to be held on the first Thursday of each month with the exception of November. D. Savoie has printed and disseminated a schedule of the meeting dates.	

C. Hill moved to adjourn.
D. Bordelon seconded that motion.
All in favor, unanimous.
Adjourned: 10:35 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: September 7, 2008
TIME: 9:00 am
PLACE: The MAX Charter School, Cafeteria

Present: Brian Aucoin, Dr. Deborah Bordelon, Carol "Boo" Broussard, Andrea "Andie" Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Larry Howell, Linda Musson, Representative Warren Triche, Vanessa Adams, and Suzy Bourg who took the minutes.
Absent: Karen Chauvin (excused) and Dr. Al Davis (excused)

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around. Representative Warren Triche was introduced to the Board. He was thanked for his support. Linda Musson, a national Project Read and Language! consultant, was introduced.	
2. Approval of the August Minutes	C. Broussard noted a subject-verb agreement error in the minutes and corrected it.	C. Hill moved to accept the Minutes with correction. D. Savoie seconded the motion. All in favor…Motion approved.
3. Treasurer's Report	B. Aucoin informed the Board that the first of 12 monthly installments in the amount of $80,922 has been received from the Louisiana State Department of Education. The first installment was received in July 2007, and the last installment for the fiscal year will be received in June 2008. The school expects yearly revenue of $971,000 and estimates expenses of $920,000 leaving a surplus in the amount of $50,000. The budget does not include any fundraising revenue or grant funding. A copy of the proposed budget was disseminated to the members of the Board. The budget does include pay and benefits for an additional teacher and a custodian, who have not yet been hired. The total payroll expense is estimated at $55,000 per month. B. Aucoin reported that teacher payroll will begin in September of 2007 and will run through August of 2008. B. Broussard inquired if the advertising expenses had been paid. B. Aucoin reported that the property insurance for the school is now in effect as of August 15, 2007.	J. Giardina informed the Board that the utility estimates and other expenses may be revised as changes are seen necessary. B. Aucoin informed the Board that the statements received have been paid. He added that some advertising might be funded by the federal start-up grant. A. Bollinger-Giardina moved to accept the Treasurer's Report. C. Broussard seconded the motion. All in favor…Motion approved.

4. Building Committee	J. Giardina reported that some minor work and repairs still needed to be done by the Comark builders. He reported that the master/control keys have arrived. A final payment of 20% is being withheld until all work is completed. Final payment to Comark will be paid once all repairs have been made. J. Giardina informed the Board that four-foot grating would be arriving to place in front of the entrances. J. Giardina informed the Board that the carpenter who came to take measurements to build custom bookcases sent in a bid at a range of $980 to $1,300 per bookcase. He suggested purchasing metal bookcases instead. Linda Musson informed the Board that the following are needed in the classrooms: a place for student book bags (lockers/cubbies), maps, globes, screens, easels, tennis balls to cushion desk and chair feet, and overhead projectors. C. Hill suggested getting the teachers' suggestions before purchasing items.	V. Adams was asked to send Jake a list, via email, of any repairs that need to be done. A. Giardina-Bollinger will order metal bookshelves for the classrooms at an estimated cost of $150 to $200 each. Linda Musson, Dianne Savoie, and A. Bollinger-Giardina will work on acquiring needed items.
5. Principal's Report	V. Adams reported that Linda Musson held a workshop at the school for parents on September 4, 2007, from 3:00 p.m. to 4:30 p.m. Linda Musson is also scheduled to complete teacher training Thursday, September 7, 2007, through Saturday, September 9, 2007. V. Adams informed the Board that teacher Christine Stoll resigned as of August 22, 2007, due to physical limitations. A substitute is in place until a new teacher is hired. V. Adams reported that a custodian/cleaning person is needed at the school. B. Aucoin informed the Board that money has already been budgeted for a full-time custodian/maintenance person who would also be able to do repairs and construction as well as daily cleaning at a rate of $14.00 per hour/$37,500 annual salary. Discussion ensued and centered on the wage increase. D. Savoie suggested revising the original job description to account for the salary hike V. Adams inquired about the progress of the proposed 403(B) plan. B. Aucoin stated that he needed to know if any other employees are interested in the plan. He stated that if no other employees elect to participate, it may not be feasible to offer and suggested using an IRA instead.	J. Giardina and Warren Triche suggested contacting retired parish teachers. J. Giardina stated that a custodian/maintenance person should be hired promptly. (See Agenda Item #9 Recommendation for final action.) D. Savoie and C. Broussard will work on making a detailed job description for the custodian/ maintenance person. B. Aucoin will contact Sonny Detillier and other agents to inquire about offering a 403(B) plan.

	V. Adams stated that an awning is needed for the front entrance of the school for rainy-day dismissals. The present rainy-day dismissal plan is unsafe for the students and employees. She suggested having a T-shaped awning from the front-door entrance to the driveway, long enough for three (3) cars to pull under. She also asked if the unfinished area between the front entrance steps and the handicapped parking could be filled in with cement. V. Adams also asked that the property by the front and side entrances be leveled.	
6. Old Business	It was reported that a few adjustments needed to be completed by K. Chauvin on the start-up grant application. J. Giardina wanted to know what expenditures could be funded through the start-up grant. By-laws Committee: No report. J. Giardina inquired about the necessity of having a ribbon-cutting ceremony. C. Hill suggested having a "formal dedication" mid-year. Board members were informed that the school did rent a postal box from the Nicholls State University Post Office. The postmaster in Thibodaux would not deliver mail to the school because it is located on Nicholls property and it would not be efficient for the Thibodaux Post Office.	C. Broussard volunteered to look for the list of all allowable expenditures for the start-up grant. If she could locate the list in her files, she promised to e-mail the list to the members of the Board as soon as possible. Board members agreed to have a "formal dedication" sometime during mid-year. Details will be discussed at a later date.
7. Public Relations Committee	Boo Broussard reported that an article by Sophia Ruffin entitled "Maxine Giardina Charter School Set to Open August 13" was published in the August 8, 2007, edition of the *Tri-Parish Times.* Picture taken on July 30, 2007, of the MAX Charter School teachers at the three-day Project Read training was published in *The Comet* and *The Courier*. Teachers Aimee Melancon, Gina Coggins, and Geralyn Rodrigue with instructor Linda Musson were featured. Picture of Johnny Jurek of Byron E. Talbot Construction at the construction site of the Maxine Giardina Charter School at Nicholls State University was taken by Abby Tabor and printed on Sunday, August 12, 2007, in *The Courier* in Section 8B under "Beyond Blueprints."	
8. New Business	C. Hill and L. Howell informed the Board that the city has plans to tear down the cyclone fence along the back property, which separates the school property and Peltier Park. Board members discussed leaving a portion of the fence up for security and safety.	J. Giardina will contact the mayor of Thibodaux to request that the portion of the fence directly behind the school be left standing.

	C. Hill asked about the progress of the computer lab in the school. V. Adams informed the Board that the school had a total of twelve (12) computers. Since one computer was placed in each of the nine (9) classrooms, that left only three (3) computers for the lab. The Board discussed using start-up grant funds to purchase additional computers. C. Hill informed the Board that although there are certain restrictions on federal funds, there may be a way to purchase additional computers via the grant if the request for such is worded properly. Since the computers would be initially used for teacher training, school planning, and professional development, perhaps the grant money could be allocated for purchasing these computers. V. Adams reported that she needs assistance with developing a Pupil Progression Plan. A. Bollinger-Giardina wanted to know if teacher interns could be routed to the school. D. Bordelon responded that interns could be used at the school to work with small groups of students. J. Giardina reiterated that the reason the school is working in collaboration with NSU is to get this assistance and to give feedback to NSU on the progression of the students. D. Savoie and C. Broussard asked D. Bordelon if NSU students could assist with student accommodations. D. Bordelon informed the Board that in May she would be presenting BESE with guidelines requiring that all new teachers be certified to teach dyslexic students.	
	V. Adams informed the Board that she has scheduled the remainder of the LANGUAGE! training on October 12 and 13, 2007, at NSU. The completion of the training would allow teachers to receive college credit from the University of Colorado for the training. Teachers are required to pay $300 to receive the credit. The Board discussed using school funds to pay the $300 for each teacher to receive the credit.	A. Bollinger-Giardina moved that the school pay the required $300 for teachers to receive the college credit for completion of the LANGUAGE! training. C. Hill seconded the motion. All in favor…Motion approved.
	L. Musson informed the Board that the Project Read training which teachers attended in August also qualifies teachers to receive college credit from the University of Massachusetts. V. Adams informed the Board that she has contacted the psychology department at NSU.	L. Musson will research this and return with more details.
	C. Hill indicated that the school appears to be implementing many innovative ideas in education. He suggested that these innovations be broadcast and marketed to the public.	C. Broussard and D. Bordelon will handle this through Public Relations.

	A. Bollinger-Giardina inquired about accommodations being given to the MAX students at this point of the school year. V. Adams responded that not many of the students have prior 504 or 1508 Plans. She stated that the students from private schools did not have *IEP*'s but that most did have evaluations from a psychologist. She also stated that the teachers were presently accommodating <u>every</u> child at the school by allowing extra time for tests. L. Musson explained to members of the Board that 504 Plans do not require full evaluations, only recommendations by a SBLC (School Building Level Committee), a committee of school personnel consisting of the principal and teachers. She further explained that teachers, parents, or other persons could personally request these plans. She mentioned that she had already advised teachers to be very careful about exactly what recommendations are placed in students' plans. She explained that students labeled 1508 are students who receive special education services and that they may be in regular education classrooms. These students include those with ADD, ADHD, and dysgraphia. These students are often eligible to receive speech therapy and/or occupational therapy. She stated that schools could receive additional funding for students who are labeled special education but not for students who are labeled 504. V. Adams informed the Board that the school did recently form its own SBLC, which will meet on Tuesday after school. L. Musson suggested that all students be tested or their records reviewed to determine whether or not they are eligible to receive 504 or 1508 accommodations. She cited the Renatta D. case in Terrebonne Parish Public Schools, a case that prompted all public schools to insert, along with report cards to parents, questionnaires regarding potential eligibility. After this information was presented, A. Bollinger-Giardina asked when the school would be providing speech and occupational therapy. D. Savoie suggested hiring a curriculum specialist/coordinator to help V. Adams with the school's curriculum and goals. L. Musson suggested that the sixth grade class be split.	V. Adams informed the Board that she would contact Nicholls State University to inquire about speech and occupational therapy. D. Savoie moved to hire Linda Musson as a curriculum specialist/coordinator for the school. A. Bollinger-Giardina seconded the motion. All in favor…Motion approved.

	At about this point, the meeting was moved to the Library/Computer Lab. J. Giardina wanted to discuss *Bulletin 1903—Regulations and Guidelines for Implementation of the Louisiana Law for the Education of Dyslexic Students* that he forwarded ahead of time to Board members. Some of his concerns centered on previous statements made by Board members in which they said certain things could not be done because of state regulations, such as testing requirements and interviews with parents who were interested in enrolling their children into the program. L. Howell explained that testing and interviews could be done but clarified this by stating that testing and interviews could not be used to discourage or deny the enrollment of prospective students. J. Giardina further pointed out that, according to Bulletin 1903, the school population could be 100% students with dyslexia or other special needs. C. Hill responded that in certain situations *state* guidelines do not place restrictions; however, *federal* funding does. L. Howell pointed out that in these situations, *federal* guidelines always take precedence over *state* regulations. The Board then discussed testing of students and received recommendations on possible tests that could be administered to students. L. Musson suggested that the PIAT-R, a battery of academic screenings, be used. D. Bordelon agreed that every child could be assessed using the PIAT-R. L. Howell suggested that every student be screened to determine his/her academic abilities immediately *after* the child is registered in the school. A. Bollinger-Giardina asked that this testing begin. C. Hill advised that parents be informed about the testing/screening so that parental permission could be obtained.	

	D. Savoie suggested that each child be screened *prior* to enrollment but noted that the screening could not be used to discourage or deny any student's admittance. V. Adams responded that she did not see the necessity of utilizing this valuable time to test each student *prior* to registration since the information obtained could not truly be used. D. Savoie then suggested having at least a parent interview before each child is enrolled to determine how to best help the student. J. Giardina inquired about the number of students who had withdrawn from the MAX School. When he found out it was six (6), he stated that a learning curve is to be expected with the start of a new establishment; however, he emphasized that the students presently enrolled in the MAX School need to be receiving the appropriate education and accommodations. He asked V. Adams if she had any idea why the students had left and if exit interviews had been held or even considered. V. Adams answered that some of the parents who withdrew their child did so because they took a little bit of information and made a big deal of it. A parent left because of the IOWA placement test, which was administered in lieu of the LEAP test. She further stated that the students who attended The dePaul School did not have any accommodation plans for their needs. J. Giardina questioned if the placement testing was even necessary. Warren Triche responded that the LEAP or IOWA testing is *required* by public schools, including MAX Charter. A. Bollinger-Giardina asked if students could receive accommodations for the LEAP tests. L. Musson replied that some accommodations could be given, but no part of the reading portion of the test could be read aloud. C. Hill stated that 504 Plans should be developed promptly for every child who does not have one and qualifies. D. Bordelon emphasized that all children from parochial and private schools who did not have public plans *in place* could	

	not receive accommodations for testing. Plans must be in place so many days prior to the testing. A. Bollinger-Giardina expressed concerns that the children who were tested without any accommodations may not have an accurate assessment. V. Adams responded that the students would most likely not have passed the testing even if accommodations were provided. D. Savoie suggested that grade levels not be emphasized to students or parents. She questioned if it was really necessary to label students by grade level. C. Hill replied that within the school it was not important to label students but that accurate grade levels were necessary for *state* reporting purposes L. Musson commented on the need for parents to know on what grade level their child is actually working. D. Savoie suggested that this be done in an encouraging and gentle way. C. Hill stated that parent communication with the teachers and administration is crucial. Hill said that in most public schools, the teaching of the LEAP test is a predominant factor, whereas, in the MAX Charter School, the focus is on educating the child as a whole. The Board then discussed ways in which to address exit interviews when a child is withdrawn from the school. Members suggested phone calls by principal and a third party. Other suggestions were to mail out survey forms to parents. Warren Triche commented that phone calls may be more productive and that typically only 10% of mail surveys are returned. D. Savoie additionally suggested that a school evaluation from an outside source be conducted at mid-year to determine if any deficits exist. Warren Triche added some personal thoughts and ideas. He recommended contacting Sheryl Boudreaux with any questions or concerns regarding special education. He also advised the Board to research the recently changed criteria for students to be defined as "at-risk" and any additional funding	L. Musson offered to conduct phone interviews with parents who have chosen to withdraw their children from the school.

	involved. He recommended that the school visit the State Division of Administration Surplus to possibly purchase large items like furniture, shelves, filing cabinets, and computers. He informed the Board that these items are often auctioned for a fraction of the retail value. In closing, he suggested that the school hire one person for cleaning and contract out major repairs, construction, and more specialized services to licensed individuals who would meet state codes and regulations. C. Hill informed the Board that there are several licensed maintenance personnel at NSU who may be an option if services need to be contracted out.	After Warren Triche's explanation on licenses, state codes, and regulations, the Board agreed to rescind the original action and move forward with hiring a regular custodian.
10. Next Board Meeting	The October Board meeting is tentatively rescheduled for October 18, 2007. D. Savoie will send out schedule.	

C. Hill moved to adjourn.
D. Bordelon seconded that motion.
All in favor, unanimous.
Adjourned: 11:50 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: October 18, 2007
TIME: 9:00 am
PLACE: The MAX Charter School, Library/Computer Lab

Present: Brian Aucoin, Dr. Deborah Bordelon, Carol "Boo" Broussard, Dr. Al Davis, Andrea "Andie" Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Vanessa Adams, Marlo Barbera, Kari Boudreaux, Gina Coggins, Geralyn Rodrigue, and Rebecca Walker-- teachers who sat in for brief intervals--, and Suzy Bourg who took the minutes.
Absent: Jill Hebert (parent representative)

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around.	
2. Approval of the August Minutes		C. Hill moved to accept the August Minutes. C. Broussard seconded the motion. All in favor…Motion approved.
3. Treasurer's Report	B. Aucoin informed the Board that the operating account currently has a balance of $68,000. Beginning next month, the monthly payment from the LA State Department of Education will be done electronically through direct deposit. B. Aucoin stated that a quarterly budget report is due to the LA State Department of Education by October 31, 2007. Since all charter schools are mandated to operate as 501(c) 3 organizations, the federal Internal Revenue Service has sent us a questionnaire to complete so that our 501(c) 3 status can be verified. B. Aucoin is reviewing the resolution to offer a 401(3) B plan to MAX employees. The resolution will be sent to Harold Block for final review.	C. Hill made a motion to accept the Treasurer's Report. A. Bolliinger-Giardina seconded the motion. All in favor…Motion approved.
4. Principal's Report	The school has finished its first student fundraiser, No. 1 Fundraising. The school sold $13,564 worth of products and will receive 40% profit. Four benches, donated by Mr. and Mrs. Melvin, MAX Charter School parents, were placed in the back yard of the school. The school also received other donations from parents and Board members totaling $430.00. A MAX parent, Dr. Lisa Black, would like to coordinate a	The school was encouraged to send the Melvins a thank you note in appreciation for their generous donation.

	Dyslexia Walk for the school. Dr. Black needs further information concerning insurance before proceeding with plans. B. Aucoin will look into acquiring an insurance rider. Further details are needed. A group called LA Spirit has been coming to the school on Mondays and Tuesdays to offer music therapy lessons to students. These music classes are free of charge and are funded by a grant LA Spirit was awarded. Students in sixth grade are participating in the DARE program. A DARE officer comes once a week to present to the students. The Thibodaux Fire Department gave a presentation to the students last week in observance of Fire Safety Week. Students took school pictures on Tuesday, October 16, 2007. Report cards will be going home to parents today. A new paraprofessional Margot Montet has been hired. Terry Matherne has also been hired as a part-time inclusion teacher. The school is still in need of a part-time cleaning/maintenance person. Phillip Toups, who is retired, has applied to work part-time and is requesting a pay rate of $14.00 per hour. V. Adams thanked Nicholls State University for maintaining the grounds.	B. Aucoin will check into benefits for part-time employees. The Board agreed to hire Phillip Toups as a part-time employee.
5. Old Business	C. Broussard inquired about student enrollment. There are 112 students currently enrolled. The start-up grant proposal has been sent to the LA State Department of Education and is awaiting approval. Karen Chauvin will check into status of approval and work out the details to ensure that the funds are spent on allowable expenditures. The Personnel Committee met last month to review the status and progress of the school. It was mentioned that the school really was designed for 100 students and taking in 120 was simply an attempt to help more students. The larger number of students enrolled caused the proposed teacher-pupil ratio to jump higher than originally planned. In fairness to teachers and students alike, the committee recommended that additional student enrollment be	

	suspended for this school year unless enrollment falls below 100. It was noted that approximately 35 students remain on the enrollment waiting list. J. Giardina suggested that the school continue to keep a waiting list to document the continued need for a specialized school like this one. Board members inquired about the feasibility of obtaining student teachers and skilled specialists from Nicholls State University. Dr. C. Hill will ask about the possibility of adding the MAX school as a site for student teaching. It was mentioned that MAX teacher Rebecca Walker is qualified to supervise student teachers. V. Adams reported that some students from Nicholls have been to the school and have worked individually with some of our students. V. Adams informed the Board that the teachers have assessed the students and have developed plans for the identified 504 students. J. Giardina informed the Board that he is still withholding 20% from Comark for building repairs. He asked that pictures be taken of any and all repairs that have been or need to be made. J. Giardina reported that the downspouts have arrived and will be installed by the plumber soon. He noted that this should be the last soil disturbance and that landscaping, trim work, etc., could begin once this is completed. D. Savoie is working on plans for the formal dedication of the school. The dedication will be in January 2008.	Vanessa will photograph and e-mail to Jake so that the balance of the account can be paid.
7. Public Relations Committee	D. Savoie and C. Broussard, on behalf of the Board, presented the school with a plaque in honor of its namesake Maxine Giardina. Copies were presented to the members present. C. Broussard presented a scrapbook of The MAX Charter School to the Board and asked that it be housed at the school for public viewing. C. Broussard said that *Tri-Parish Times* publicized an article about the DARE program at the MAX Charter School.	

	C. Broussard informed the Board that October is Dyslexia Awareness Month and that Sophia Ruffin from *Tri-Parish Times* had scheduled an appointment with V. Adams and K. Chauvin after today's meeting to interview them for an update on the school's enrollment and progress. The university published two articles about the school —one in *The Nicholls Worth* and the other in *Inside Nicholls State University.* C. Broussard mentioned that her goal was publication in *Voila!,* an annual magazine of Nicholls State University. It helps that D. Bordelon is oftentimes a contributing writer.	
8. New Business	The students elected to have an alligator as the school mascot. Rebecca Pennington, Director of Development at Nicholls State University, has offered to help with any designs. The school is in need of an official letterhead. V. Adams will work on getting the school letterhead and stationary. D. Savoie informed the Board that the school would receive 2 days of free LANGUAGE training from Pam Austin. Gay Hess may come to school November 12-13 to help with ongoing professional development. V. Adams and four of the teachers will be attending the International Dyslexia Association Conference scheduled for November 1-2, 2007.	
10. Next Board Meeting	The November Board meeting is tentatively rescheduled for November 8, 2007.	

C. Hill moved to adjourn.
D. Bordelon seconded that motion.
All in favor, unanimous.
Adjourned: 10:00 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: November 8, 2007
TIME: 9:00 am
PLACE: The MAX Charter School, Library

Present: Brian Aucoin, Dr. Deborah Bordelon, Carol "Boo" Broussard, Travis Chiasson, Dr. Al Davis, Andrea "Andie" Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Vanessa Adams, Barbara Gannon, Stacy Landry, Patsy Lasseigne, Jenny Matherne, Linda Musson, Geoffrey Stoute, Michael Van Burgstout, and Suzy Bourg who took the minutes.
Absent: Karen Chauvin (excused)

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around.	
2. Approval of the October Minutes	Minor grammatical and alignment errors have been corrected.	A. Bollinger-Giardina moved to accept the October Minutes. C. Broussard seconded the motion. All in favor…Motion approved.
3. Treasurer's Report	B. Aucoin informed the Board that the operating account currently has a net income of $126,000. Financial statements through September 2007 were disseminated to members of the Board. B. Aucoin stated that he has submitted the 403(b) proposal to a local attorney for review. B. Aucoin is currently working on obtaining insurance quotes for the MAX Charter School Board. B Aucoin recommended that someone more accessible to the school be authorized to sign checks for the special account.	V. Adams will be authorized to sign on the special account. C. Hill made a motion to accept the Treasurer's Report. A. Bolliinger-Giardina seconded the motion. All in favor…Motion approved.
4. Principal's Report	V. Adams reported that Prissy Davis from the Region III office has been helping MAX teachers with incorporating *GLE*'s. LEAP tutoring will begin before or after winter break. This service will be free to students. Ms. Walker and Ms. Boudreaux have agreed to provide tutoring.	

	Terri Matherne has offered to fill the vacant full-time teaching position for 4/5th grade science & social studies. Aimee Melancon will not be able to return to work this school year due to poor health. Jill Talbot has applied to take the vacant position. The students will sing "Grand Old Flag" at Nicholls State University's Veteran's Day Program on November 12, 2007. On November 9, 2007, parent/teacher conferences are scheduled, and Annette Breaux will present "How to Impact Student Achievement & Make a Difference" to the faculty. The school earned a profit of $5,600 from the No. 1 Fundraising sale. Part of these proceeds will be used to purchase printers and a laptop for the classrooms. Several professors from Nicholls State University have brought their classes to Max Charter School for observation. Gay Hess will be at the school on November 12 and 13 to do a follow-up report on the LANGUAGE! training.	C. Broussard made a motion to approve Terri Matherne's full-time position. D. Savoie seconded it. All in favor…Motion approved. A. Bollinger-Giardina made a motion to approve Jill Talbot's full-time position. D. Savoie seconded it. All in favor…Motion approved.
5. Old Business	**Start-up Grant Writing**- No report. **Personnel Committee**-Bonnie Breaux, who was substituting for 4/5th grade science and social studies, resigned. C. Hill advised that future contracts for new employees be revised to show specific salary amounts and pro-rated days. **Building Committee**- J. Giardina informed the Board that workers are currently completing work on the roof. Once the roof has been completed, the skirting around the building will be installed and drainage will be improved. V. Adams questioned when the remaining locks would be replaced. Extra cement near the front entrance needs to be poured, and a covering at the front entrance is needed for rainy-day dismissals. **By-Laws Committee**- A copy of the Charter by-laws was distributed to Board members via email. A. Davis informed the Board that he would be able to format the by-laws, grievance policy, and other documents into a uniform template.	C. Hill made a motion to revise contracts for new employees. D. Savoie seconded it. All in favor…Motion approved.
6. Public Relations Committee	C. Broussard reported that Sophia Ruffin informed her that an article about the school appeared in *Tri Parish Times* online. Since the newspaper is backlogged on Internet, a printed copy could not be provided for the November Board meeting.	

	An article concerning Aimee Melancon's health was published in the Nicholls Worth. The scrapbook on the MAX Charter School has been well received by those who have viewed it. We have received many compliments on its contents. Book number two is now in progress.	
7. Parent Support Group	Travis Chiasson was introduced to the Board as the new Parent School Association President since Jill LeBlanc resigned the position. Elections for Parent School Association Parent Representative and PSA Vice President will be held at the next parent meeting scheduled for November 30, 2007. At the last PSA meeting, 16 parents attended and discussed the following: yard signs, T-shirts, bumper stickers, a flagpole, the library, picnic tables, yearbooks, and landscaping of school grounds. The PSA inquired about a school logo/mascot and an official school letterhead. Members of the PSA solicited and collected donations of coupons for free items from local vendors. These coupons were given to the school to use as student incentives (honor roll, etc.). It was mentioned that having an official school letterhead would help with solicitations. The PSA has submitted a request to Nicholls State University to use John L. Guidry Stadium on March 14 or 28, 2008, for a MAX Field Day. The PSA would like to have a teacher representative assigned to attend future meetings and communicate teacher ideas and concerns to the parent group. They also would like input from the Board on possible projects or concerns. The PSA has scheduled meetings for the following dates: November 30, 2007, December 14, 2007, January 25, 2008, February 29, 2008, March 28, 2008, and April 25, 2008. All meetings are tentatively scheduled at 1:00 p.m. – 2:30 p.m. in the MAX cafeteria. Board members are invited and encouraged to attend these meetings.	

	The Parent School Association (PSA) would like to change the name of the group to Parent Teacher Association (PTA). Board members will research the MAX Charter contract to determine whether or not this can be done	T. Chiasson made a motion to change the name of the parent support group from Parent School Association to Parent Teacher Association provided that is allowable within the school's charter. C. Broussard seconded it. . All in favor…Motion approved.
8. New Business	The following members of the Nicholls State University Senior Class of Mass Communications were introduced to the Board: Barbara Gannon, Jenny Matherne, Geoffrey Stoute, and Michael Van Burgstout. The class will be doing a public relations campaign for MAX Charter School as part of their class project. The campaign will include: a school mascot coloring contest for students at MAX, the creation of a school brochure and video, and the creation of a school website. The class would also like to help with designing bumper stickers, yard signs, etc. The class will be giving a final presentation of their work on Wednesday, November 28, 2007. Board members, faculty, and parents of MAX Charter School will be invited to attend. The group submitted the MAX gator as a proposed school mascot. The design was checked to verify that no copyrights exist. The Dyslexia Center may donate a flag/flagpole to MAX Charter School in memory of James Buquet. The school should ask Nicholls State University for approval to place a large flagpole on the school grounds. D. Savoie recommended postponing the school's formal dedication due to scheduling conflicts. Further details are to be discussed at the next Board meeting.	T. Chaisson invited members of the Mass Communications class to attend the Parent School Association Meetings. A. Bollinger-Giardina made a motion to accept the proposed alligator as the school mascot. C. Broussard seconded it. All in favor…Motion approved. D. Savoie will contact Larry Howell for approval from Nicholls State University to place a flagpole on the school grounds. A. Bollinger- Giardina made a motion to postpone the formal dedication. C. Broussard seconded it. All in favor…Motion approved.
9. Next Board Meeting	The next Board meeting is scheduled for December 6, 2007. The January meeting is scheduled for January 3, 2008.	

C. Hill moved to adjourn.
B. Aucoin seconded that motion.
All in favor, unanimous.
Adjourned: 10:13 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: **December 6, 2007**
TIME: 9:00 am
PLACE: The MAX Charter School, Cafeteria

Present: Brian Aucoin, Dr. Deborah Bordelon, Carol "Boo" Broussard, Travis Chaisson, Andrea "Andie" Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Linda Musson, Vanessa Adams, and Suzy Bourg who took the minutes. Absent: Karen Chauvin and Al Davis

Guest in attendance were Tara Broussard, Michelle Castelin-Wilbourn, Mary Archen Davis, Patsy Lasseige, Michelle Patterson, Lisa Black, Shauna Bourg, Cindy Porche, Robyn Moss, Dana Mautes

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around, and J. Giardina called roll.	
2. Approval of the November Minutes	Dr. Bordelon informed the Board that she was absent for the November meeting but was marked present in minutes. Minutes will be adjusted to reflect correction.	A. Bollinger-Giardina moved to accept the Minutes with noted correction. C. Broussard seconded the motion. All in favor…Motion approved.
3. Treasurer's Report	B. Aucoin informed the Board that the cost of the building will soon be reflected in the financial statements. Presently, 63.4 % of expenses are salaries and payroll. The amount budgeted was 64%. Accrued salaries will be put into upcoming statements. B. Aucoin reported that he is waiting for a response to obtain a quote for Board insurance. B. Aucoin reported that, according to an attorney, offering a 403 (b) plan to school employees may incur a $500 annual fee since the school is not considered a public school. B. Aucoin was informed that the MAX Charter School is indeed a public school and was advised to contact BESE to obtain a statement confirming such.	B. Aucoin will continue to contact agents for an insurance quote. C. Hill moved to approve offering the 403(b) plan to employees regardless of the $500 annual fee. A. Bollinger-Giardina seconded the motion. All in favor…Motion approved.
4. Principal's Report	V. Adams informed the Board that she hired Jeanne Voisin to replace B. Carter in the classroom since B. Carter opted to assume a paraprofessional position. V. Adams stated that the school is currently searching for a certified special education teacher. Since some of the special education students at the MAX School are in need of speech services, V. Adams contacted Lynn Bourgeois at Nicholls State University to find out about the possibility of attaining such services. She informed the Board that the MAX School would probably be required to	C. Broussard made a motion to approve Jeanne Voisin's teaching contract. C. Hill seconded the motion. All in favor…Motion approved. C. Broussard made a motion to allow the MAX Charter School to enter into a contract with Nicholls State University to offer these speech services. D. Savoie seconded the motion. All in favor…Motion approved.

	sign a contract for these speech services.	
	V. Adams suggested using the Center for Pediatric Therapy to contract services for occupational therapy.	C. Broussard made a motion to approve contracting occupational therapy services from the Center for Pediatric Therapy. C. Hill seconded the motion. All in favor…Motion approved.
	V. Adams informed the Board that a **Pupil Progression Plan** must be in place at the MAX Charter School as soon as possible. She reported that members of her faculty, L. Musson, and she were working on getting a plan finalized so that it could be sent to BESE for approval. C. Broussard stated that the plan must contain input from parents as well as educators and that the public must be informed on dates of meetings, etc. D. Savoie suggested forming a committee of educators and parents and volunteered to chair the committee.	D. Savoie made a motion to approve the formation of a Pupil Progression Plan Committee. A. Bollinger-Giardina seconded the motion. All in favor…Motion approved.
	V. Adams reported that the student enrollment has dropped and suggested opening enrollment to students who are on the waiting list.	Members of the Board encouraged V. Adams to begin interviewing parents of potential students whose names are still on the waiting list—cautioning her to maintain the teacher-student ratio in each grade level as stipulated in the approved charter school application.
	V. Adams would like to purchase computers to place in the school library/computer lab. C. Hill will check into Dell contract pricing through Nicholls State University.	D. Savoie made a motion to approve the purchase of computers for the school library. C. Broussard seconded the motion. All in favor…Motion approved.
5. Old Business	Start-Up Grant Writing Committee- No report Personnel Committee- The Personnel Committee is in the process of writing policy. At present the committee is working on a leave policy. Upon completion, copies of the proposed leave policy will be distributed to the Board. Building Committee- Workers will begin installing gutters and digging pipelines to the ditch for drainage. A canopy is being designed. Once this work is completed, concrete will be added to adjoin the current slabs. A local locksmith will be contacted for the classroom door locks. Twenty percent of payment for the building is still being held until all work is repaired and completed. The ceiling tiles may be replaced by Philip Toups. By Laws Committee- No report	
6. Public Relations Committee	No articles or publicity on the MAX Charter School has been published in the tri-parish region since the November Board	

	meeting on November 8, 2007. On November 28, 2007, at 2:00 p.m., the NSU Fall 2007 Mass Communication 440 Class, under the supervision of Instructor Felicia Harry, hosted a special program for the MAX Charter School Board, its support team, and interested parents to showcase its campaign efforts to promote the MAX Charter School as a learning facility for children with dyslexia. At this time, members of the class presented the following visuals: 1. A public service announcement (PSA) 2. A brochure with the logo "Strive for the MAX!" 3. A printed advertisement 4. A website 5. A bumper sticker and yard design featuring an alligator as the mascot with the phrase "My child strives for the MAX! At The MAX Charter School" 6. A promotional video package A copy of the class report and the video are available for viewing. Senior members of the class who participated included the following: Michael Von Burgsdorff, Barbara Gannon, Jenny Matherne, Danielle Savoy, Geoffrey Stoute, and Travis Temple. C. Broussard reported that she and D. Savoie have attended two workshops hosted by LANO, a state support group for non-profit organizations. The workshops featured presentations on fundraising and grant writing. D. Bordelon reported that Glenny Lee Buquet came to tour the MAX Charter School last week. D. Bordelon suggested that the students at MAX have a drawing contest to design a Christmas card to be used by the Nicholls State University Department of Education. V. Adams will have students draw designs.	
7. Parent Support Group Report	A Parent Teacher Association meeting was held at MAX Charter School on November 20, 2007. Twenty parents attended the meeting. On December 12, 2007, elections will be held to elect a second parent representative to serve on the MAX Charter School Board. Field Day will be held at the Nicholls Stadium on March 14, 2008. T. Chiasson is presently working on getting the Presidential Medals for physical fitness for qualifying MAX students. The PTA is still in the process of soliciting donations for honor roll, etc. Brochures and letterhead are needed to continue	

	solicitations. The MAX Spirit Shirt sales have been completed. C. Porche reported that 149 shirts have been ordered. Presently, 65% of MAX parents have joined the Parent Teacher Association. Michelle Patterson will send out letters to parents who have not yet joined. T. Chiasson suggested having a contest to encourage 100% participation.	
8. New Business	B. Aucoin reported that payroll services may be contracted out through a local business. L. Musson reported that the MAX Charter School Code of Conduct Handbook has been completed and distributed to the faculty and students. Region III printed the discipline policies onto posters which have been hung up throughout the school.	
9. Next Board Meeting	The next Board meeting is scheduled for January 3, 2008.	C. Hill made a motion to adjourn the meeting. A. Bollinger-Giardina seconded the motion. All in favor… Meeting adjourned.

MINUTES OF "SPECIAL" BOARD MEETING
The **MAX** Charter School Board of Directors

DATE: **December 17, 2007**
TIME: 9:00 am
PLACE: The MAX Charter School, Library

Present: Brian Aucoin, Carol "Boo" Broussard, Karen Chauvin, Andrea "Andie" Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill and Dianne Savoie. Also present were Linda Musson, Vanessa Adams, and Suzy Bourg who took the minutes. **Absent:** Dr. Deborah Bordelon, Travis Chaisson, Dr. Al Davis, and Mel Duplantis

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around, and J. Giardina called the roll.	
2. Personnel Committee Report	C. Hill thanked everyone for responding to his request to attend this "special" Board meeting for the purpose of considering Board approval of policy in regard to Complaints and Grievances and Leaves and Absences. C. Hill presented the policy on Complaints and Grievances to the Board for consideration. Very little discussion ensued since it was noted that Attorney Harold Block had previously reviewed the proposal. Once the Board approved the Complaints and Grievances Policy, C. Broussard pointed out that the Chairman of the Board needed to recommend four members to serve on an Advisory Committee--as stipulated in the newly adopted policy. J. Giardina nominated the following members: C. Broussard, K. Chauvin, C. Hill, and D. Savoie. The Leaves and Absences Policies were then presented to the Board for consideration. Treasurer Brian Aucoin expressed a few concerns and asked for clarification on a few sections. Discussion ensued, and C. Hill emphasized that the policies created for the MAX School basically mimicked existing policies in surrounding parishes and were based on state laws and statutes. The following revisions were suggested: **SICK LEAVE OR EMERGENCIES** 3. At the discretion of the director—the death of a person other than those listed in (1) above 4. At the discretion of the director—attendance at the wedding of a relative listed in (1) above	D. Savoie made a motion to approve the Complaints and Grievances Policy and asked that the policy be retroactive. K. Chauvin seconded the motion. All in favor…Motion approved. The Board unanimously approved the recommendation of the Chairman. K. Chauvin made a motion to retroactively approve the Leaves and Absences Policies with the suggested revisions. D. Savoie seconded the motion. All in favor…Motion approved.

	SICK LEAVE FOR ASSAULT OR BATTERY **This policy is subject to the Workers' Compensation Law of Louisiana.** **SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT** **This policy is subject to the Workers' Compensation Law of Louisiana.**	
3. Next Board Meeting	The next Board meeting is scheduled for January 3, 2008.	C. Hill made a motion to adjourn meeting. K. Chauvin seconded the motion. All in favor...meeting adjourned at 9:22 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: January 3, 2008
TIME: 9:00 am
PLACE: The MAX Charter School, Library

Present: Brian Aucoin, Dr. Deborah Bordelon, Carol "Boo" Broussard, Travis Chiasson, Karen Chauvin, Dr. Al Davis, Mel Duplantis, Andrea "Andie" Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Vanessa Adams, Linda Musson, Warren Triche, and Suzy Bourg who took the minutes.
Absent:

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around.	
2. Approval of the December 6 and December l7 Minutes		C. Broussard moved to accept the December Minutes. Dr. C. Hill seconded the motion. All in favor…Motion approved.
3. Treasurer's Report	B. Aucoin discussed the monthly financial statement and informed the Board that the operating budget will begin reflecting building depreciation. B. Aucoin stated that he has signed the 403 (b) contracts with Sonny Detillier. The risk fee has been waived for the first year. B. Aucoin is currently working on obtaining insurance quotes for the MAX Charter School Board. Thus far there has been no response from the insurer. B. Aucoin stated that the school might need to purchase a fidelity bond. Further details are to be discussed at a later date. B. Aucoin reported that the monthly state allocation has been reduced by approximately $5,000 per month. The new monthly allocation is $75,108. The reduction is due to the October 1st student count reported to the State Department of Education. Board members questioned if the school received the MFP funding or if the school was funded by a special budget. K. Chauvin informed the Board the school was part of a special line item in the state budget and not part of the MFP funding.	Upon Board's recommendation, B. Aucoin will begin sending financial statements to Board members for review several days prior to meeting. V. Adams will contact Kenneth Campbell, the Type 2 Charter representative from the State Department of Education, to find out further details. C. Hill made a motion to accept the Treasurer's Report. C. Broussard seconded the motion. All in favor…Motion approved.
4. Principal's Report	V. Adams reported that she has hired Jill Talbot to assume the duties of Aimee Melancon who is on extended sick leave.	A. Bollinger-Giardina made a motion to approve Jill Talbot's position. D. Savoie seconded it. All in favor…Motion approved.

	V. Adams further reported that she is currently seeking a special education teacher to provide services to special education students at the school. There are several applicants who may be interested. V. Adams will work with Region III services to determine whether the school needs a full-time or part-time teacher to provide the services needed to the students. The Pupil Progression Plan Committee has met twice and will be meeting again today at 10:30 to continue working on the MAX Charter School Pupil Progression Plan. Presently, 99 students are enrolled in the school. We are in the process of contacting 4th and 5th grade students who are on the waiting list. Travis Chiasson asked why there was a drop in student enrollment. V. Adams informed the Board that students were leaving due to a variety of reasons, transportation, etc. V. Adams reported that Philip Toups waxed the floors in the building during the winter break. V. Adams informed the Board that Dr. D. Bordelon had asked MAX students to participate in a drawing contest--creating a Christmas card design for the NSU Department of Education. Haley Angelloz and Austin Percle won the contest, and their designs were placed on the Christmas cards distributed to various personnel at NSU and members of the MAX Board. V. Adams reported that she has re-submitted the e-grant and is awaiting approval. The school will receive Title I, Title II, Title IV, and Title V funds through this grant. Students will be allowed to wear purple, gold (yellow), or LSU shirts on Monday, January 7, in honor of the LSU Tigers' participation in the National Championships.	Board recommended that students on the waiting list be contacted as soon as possible and that interviews be held with parents and/or all future students planning to enroll into the MAX School at mid-year. In order to ensure their success, students should be tested for proper placement prior to the first day of school.
5. Old Business	**Start-up Grant Writing**- No report. **Personnel Committee**- Dr. C. Hill reported that the Personnel Committee will be meeting on January 10, 2008, to discuss family medical leave and other school policies. **Building Committee**- J. Giardina informed the Board that workers would continue repairing leaks in the roof. He reported that additional aggregate has been place in the parking areas and the requested concrete was poured near the front entrance. J. Giardina is still waiting for plans on an awning to be submitted. Today, work will begin on leveling the back property of the	

	school. J. Giardina stated that he would like to begin landscaping work sometime in late January. J. Giardina will contact a local locksmith to finish installing locks on the interior classroom doors. **By-Laws Committee**- No report.	
6. Public Relations Committee	C. Broussard reported that she and Dianne attended a three-hour workshop entitled BOARD DEVELOPMENT: GOVERN MORE, MANAGE LESS. This is the third free workshop given by LANO (Louisiana Association of Nonprofit Organizations) and sponsored by the Department of Economic Development and the Louisiana Recovery Authority that they've attended. The next training is tentatively scheduled for the end of January. C. Broussard informed the Board that the school has recently established credit with *The Daily Comet* with a credit line of $1,000. B. Aucoin filled out the credit application. Because it is required that the school give public notice of all Pupil Progression Plan Committee meetings, this measure became necessary. C. Broussard stated that she took the liberty of advertising all twelve Board meetings for 2008 in one large public notice announcement/display ad but still plans to continue the monthly announcements. Dr. D. Bordelon reported that she is currently working on getting an article about MAX Charter School placed in the fall 2008 edition of the Nicholls State University Publication, *Voila*.	
7. Parent Support Group	T. Chiasson informed the Board that the last PTA meeting was held on December 12, 2007. Mel Duplantis was elected the Vice President of the PTA. The MAX Field Day for students that was scheduled for March 14, 2008, will be rescheduled due to testing during that week. New date will be announced. Three (3) parents were elected to serve as voting members on the Pupil Progression Plan Committee: Shauna Bourg, Tara Broussard, and Michelle Patterson. T. Chiasson reported that he has passed out several letters to businesses soliciting for Partners in Education. M. Duplantis is trying to get the MAX logo artwork on a compatible computer format. The PTA discussed having the following as student fundraisers: sweet sales, pizza days, and collecting NESTLE labels. M. Duplantis has begun sending out monthly newsletters to	

	parents. He also has printed a poster-sized copy of the newsletter to display at the school. The members of the Board thanked M. Duplantis for a great job. The next PTA meeting is scheduled for 1:00p.m. on January 25, 2008, at the MAX Charter School.	
8. New Business	Warren Triche thanked the members of the Board for its support. He suggested that the school contact Sheryl Boudreaux for any questions regarding special education. W. Triche said that he would find out about special education funding for charter schools. A. Bollinger-Giardina informed the Board and V. Adams that the school qualifies to apply for a grant from the Bollinger Foundation. D. Savoie will forward the application to V. Adams to begin working on a proposal. Board members also suggested working on other private foundation grants such as the Lorio Foundation Grant, etc. M. Duplantis is presently working on trying to obtain funds from Shell to defray the expense of placing the awning at the front entrance.	
9. Next Board Meeting	The next Board meeting is scheduled for February 7, 2008.	D. Savoie moved to adjourn. Dr. C. Hill seconded that motion. All in favor, unanimous. Adjourned: 9:50 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: February 7, 2008
TIME: 9:00 am
PLACE: The MAX Charter School, Library

Present: Brian Aucoin, Carol "Boo" Broussard, Travis Chiasson, Dr. Al Davis, Mel Duplantis, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Vanessa Adams and Suzy Bourg who took the minutes.
Absent: Dr. Deborah Bordelon, Andrea "Andie" Bollinger-Giardina, and Linda Musson

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	Sign-in sheet was passed around.	
2. Approval of the January Minutes	The January minutes were presented for approval.	C. Broussard moved to accept the January Minutes as presented. D. Savoie seconded the motion. All in favor…Motion approved.
3. Treasurer's Report	B. Aucoin distributed financial statements to the Board. He informed the Board that the monthly state allocation would be reduced again after the February 1st student count. The number of students enrolled on February 1, 2008,was **101** students. The reduction will apply for half of the school year. Members of the Board were instructed to review the accounts set up on the balance sheet. It was noted that the biggest expense was salaries and benefits that currently make up the largest portion of the budget, **65%.** B. Aucoin reported that the insurance company had not yet received the application. Brian sent the application again. B. Aucoin informed the Board that the 403 (b) program is now fully set up. B. Aucoin reported that an independent local business, Dupre's Professional Services, is now handling the school's payroll. The school is responsible for feeding the accurate information to Dupre's Services. T. Chiasson wanted to know how to obtain PTA funds. B. Aucoin informed him of the options.	
4. Principal's Report	V. Adams reported that she had interviewed a special education teacher, Brandi Delatte, a certified special education teacher with four years of experience. V. Adams requested Board approval to hire Ms. Delatte for the full-time special education	C. Broussard made a motion to approve V. Adams's recommendation to hire Brandi Delatte for the full-time special education teacher for the remainder of the current school year. C. Hill seconded the

	position. Board members questioned the cost of the position and whether or not the cost would be defrayed with additional per pupil funding. The MAX Charter School began providing qualified students with speech services through Nicholls State University on January 28, 2008. Lynn Bourgeois is the contact person from Nicholls. Ms. Bourgeois is determining an appropriate fee and will submit a contract for approval. The Center for Pediatric Therapy has begun providing Occupational Therapy at the school for students in need of services. As of February 7, 2008, **102** students are currently enrolled at The MAX Charter School--Eight (**8**) **1st Graders**; Eleven (**11**) **2nd Graders**; Nine (**9**) **3rd Graders**; Twenty-six (**26**) **4th Graders**; Nine (**9**) **5th Graders**; Nineteen (**19**) **6th Graders**; Eighteen (**18**) 7th Graders; Two (**2**) **8th Graders**. On February 26, 2008, students are scheduled for a field trip to the Thibodaux Civic Center to see the play *The Wizard of Oz*. Board members are invited to attend. Nicholls State University students from Elizabeth Block's class will begin visiting the school on February 11, 2008. The Dyslexia Center has asked to use the school building (3 large classrooms) for a summer school the week of July 15-19, 2008. Board members discussed the need to make a Use of Facilities policy that would include a stipulation for insurance riders and maintenance salaries. The MAX Charter School will be having a LEAP summer school in June. H&R Block requested that their business be allowed to send out flyers to students. In return, they would give the school $25.00 for anyone who used their services. Board members discussed the need to develop policy concerning solicitation. The Thibodaux Recreation Center asked the school to pass out flyers for their upcoming camps and events. Students in 6th grade will be participating in a D.A.R.E. graduation ceremony on February 8, 2008, at 1:30 p.m. Parents and Board members have been invited to attend.	motion. All in favor… Motion approved. A. Davis recommended that specific pro-rated salary information be included on a congratulatory letter of acceptance for new hires. K. Chauvin made a motion to deny the request from H&R Block at this time. C. Hill seconded the motion. All in favor...Motion approved. The Board agreed to disseminate flyers because TREC is a non-profit organization. J. Giardina suggested having a cake or goodies for the event.

	The MAX School is still waiting on locks for inside classrooms. The school is presently waiting on credit approval from Dell to order computers for the lab. The school presently has $2,000 to begin the library. A parent meeting was held on Friday, February 1, 2008. V. Adams reported that the biggest delay in starting the library project is not knowing which books to purchase. Linda Musson will be presenting a Linguistics workshop to MAX teachers on February 13 and February 21, 2008. Yearbook order forms will be going out soon. Parents Mr. and Mrs. Young donated several oak and cypress trees to the school. Board members recommended that V. Adams call Mike Davis at Nicholls to see if they would be interested in the trees. The trees are large and a possible hazard to students. V. Adams reported that teachers G. Coggins and K. Boudreaux have a typed report on the IDA Conference.	D. Savoie will e-mail a book list to V. Adams.
5. Old Business	**Start-up Grant Writing**- No report. **Personnel Committee**- C. Hill presented the following ten (10) policies to the Board for consideration: • **Executive Sessions** • **Re-employment Policy** • **Personnel Records Policy** • **Evaluation of Personnel Policy**	B. Aucoin made a motion to adopt the **Executive Sessions Policy** as presented. D. Savoie seconded it. All in favor…Motion approved. K. Chauvin made a motion to adopt the **Re-employment Policy** as presented. Dr. C. Hill seconded it. All in favor… Motion approved. B. Aucoin made a motion to adopt the **Personnel Records Policy** with the following change: place definitions directly after the introduction. A. Davis seconded it. All in favor… Motion approved. D. Savoie made a motion to adopt the **Evaluation of Personnel Policy**. T. Chiasson seconded the motion. All in favor… Motion approved. K. Chauvin made a motion to adopt the **Resignation**

	• **Resignation Policy**	**Policy**. M. Duplantis seconded it. All in favor…Motion approved.
	• **Workers' Compensation Policy**	K. Chauvin made a motion to adopt the **Workers' Compensation Policy** as presented. B. Aucoin seconded it. All in favor… Motion approved.
	• **Annual Leave Policy**	M. Duplatnis made a motion to adopt the **Annual Leave Policy** as presented. T. Chaisson seconded it. All in favor…Motion approved.
	• **Family and Medical Leave Policy**	M. Duplantis made a motion to adopt the **Family and Medical Leave Policy** as presented. D. Savoie seconded it. All in favor...Motion approved.
	• **Discrimination Policy**	T. Chiasson made a motion to adopt the **Discrimination Policy** as presented. M. Duplantis seconded it. All in favor…Motion approved.
	• **Sexual and Other Forms of Harassment Policy**	K. Chauvin made a motion to adopt the **Sexual and Other Forms of Harassment Policy** with the following change: under the heading of notification, change the word <u>all</u> to <u>the</u>. T. Chiasson seconded it. All in favor… Motion approved.
	Building Committee- J. Giardina informed the Board that workers repaired old leaks on the roof; however, new leaks have appeared.	The roofing material company is sending someone to the school some time during the next week to look at the problem.
	Quotes for the canopy (front awning) have still not been received. M. Duplantis informed the Board that he is trying to have the expense of the canopy (awning) donated by his employer **Shell Pipeline Co.**	J. Giardina will submit the estimate on the canopy to M. Duplantis once it is received.
	J. Giardina will call Benoit Locksmith to complete the work on the school locks.	
	J. Giardina reported that shovel work for drainage would begin once the ground begins to dry and that landscaping will begin after that.	
	M. Duplantis expressed concern about the potholes on the eastside of the parking lot.	J. Giardina will have the holes in the parking lot filled in.
	By-Laws Committee- A. Davis informed the Board that he is able to format the by-	

	laws, grievance policy, and other documents into a uniform template. He will include an appropriate numbering system.	
6. Public Relations Committee	C. Broussard submitted the following publicity report: On January 22, 2008, Dianne and she attended their fourth three-hour LANO workshop and training session. The presentation, given by Consultant Sandy Hughes, was entitled *Employee Performance Management.* The session was very informative, and they left with some great ideas and some wonderful worksheets and materials that can be adapted to The Max School. C. Broussard commended second grade teacher Rebecca Walker for designing her own personal web page to serve as a link between school and home. Board members were encouraged to check it out at http://www.geocities.com/rbwalkermax/. In an effort to gauge the success of the school's mission, a survey was mailed out on January 17, 2008, to parents of students enrolled at the MAX School. The Personnel Committee received responses from a little less than 50% of those surveyed. Results have been tabulated and will be discussed during the strategic planning portion of the MAX Board meeting. C. Broussard reported that Aimee Melancon seemed to be doing a bit better since mid-January and has received a temporary "home pass." Board members were advised to visit her website at www.caringbridge.org/visit/aimeemelancon to keep abreast of her progress. The Lafourche Parish Sheriff's Office has extended an invitation to the Board to attend its D.A.R.E. (Drug Abuse Resistance Education) graduation to be held in the MAX Charter School Cafeteria on Friday, February 8, 2008, at l: 30. This event marks a **first** for the school.	
7. Parent Support Group	The Parent Teacher Association is looking for a replacement for Treasurer. Former Treasurer Cindy Porche resigned from the Parent Teacher Association. T. Chiasson reported to the Board that the PTA has concerns about the school's student enrollment. The PTA would like the enrollment to stay low so that the pupil/ teacher ratio remains low.	

	The PTA agreed on designs for The MAX Charter School signs and bumper stickers. T. Chiasson will e-mail designs to V. Adams. The Field Day is tentatively rescheduled for either April 11, 2008, or April 25, 2008. T. Chiasson is presently working on getting the list of benchmarks and objectives for the Presidential Fitness Challenge. T. Chiasson has organized a PTA committee member list. PTA members will solicit local restaurants, etc., for gifts to give out to students for Gator Galas. The PTA thanked Mr. J. Giardina and announced that they have selected him as Citizen of the Year. The next PTA meeting is scheduled for February 22, 2008, at 1:00 p.m.	
8. New Business	M. Duplantis has made the recommended changes to the school brochure. M. Duplantis requested that V. Adams send a picture that she would like placed on the brochure.	
9. Next Board Meeting	The next Board meeting is scheduled for March 6, 2008.	
10. Executive Session	C. Hill moved for Executive Session for the purpose of Strategic Planning and asked that all non-Board members with the exception of Director Vanessa Adams leave the room. C. Broussard seconded the motion. The motion passed unanimously.	
11. Adjournment	Upon completion of the Executive Session, the Board returned to its regular meeting.	

C. Hill moved to adjourn.
C. Broussard seconded that motion.
All in favor, unanimous.
Adjourned: 10:20 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: March 6, 2008
TIME: 9:00 am
PLACE: The MAX Charter School, Library

Present: Brian Aucoin, Dr. Deborah Bordelon, Carol "Boo" Broussard, Karen Chauvin, Travis Chaisson, Mel Duplantis, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Linda Musson, Warren Triche, Vanessa Adams, and Suzy Bourg who took the minutes.
Absent: Andrea Bollinger-Giardina and Dr. Albert Davis

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of the February 7 Minutes	Karen Chauvin advised the Board that she was present for the February meeting and asked that the minutes be adjusted to reflect such.	Dr. C. Hill moved to accept the Minutes with noted correction. C. Broussard seconded the motion. All in favor…Motion approved.
3. Executive Session	As noted on the agenda, the Board went into Executive Session as soon as the minutes of the previous meeting were approved. Executive Session began at 9:04 a.m. and ended at 9:53 a.m.	C. Broussard moved to go into Executive Session for Strategic Planning. D. Savoie seconded the motion. All in favor…Motion approved.
4. Reconvening of Public Meeting with Discussion of Old Business	**Personnel Committee:** Dr. C. Hill presented the Employment of Personnel Policy for consideration of adoption. B. Aucoin questioned a sentence that occurred in the middle of the first page, and C. Broussard responded that it should have been eliminated before it was sent out to the Board. Dr. C. Hill presented the Compensation Policy for consideration of adoption. Dr. C. Hill presented the Substitute Personnel Policy for consideration of adoption. Dr. C. Hill presented the Employee Discipline Policy for consideration of adoption. Dr. C. Hill presented the Professional Personnel Policy for consideration of adoption.	C. Broussard moved to adopt the Employment of Personnel Policy without the aforementioned sentence. T. Chiasson seconded the motion. All in favor… Motion approved. D. Savoie moved to adopt the Compensation Policy. M. Duplantis seconded the motion. All in favor… Motion approved. C. Broussard moved to adopt the Substitute Personnel Policy with the stipulation that *full-time* in front of the word *teacher* be hyphenated. M. Duplantis seconded the motion. All in favor… Motion approved. M. Duplantis moved to adopt the Employee Discipline Policy. T. Chiasson seconded the motion. All in favor… Motion approved. M. Duplantis moved to adopt the Professional Personnel Policy. T. Chiasson seconded the motion.

		All in favor… Motion approved.
	Dr. C. Hill presented the Dismissal/Separation of Professional Personnel Policy for consideration of adoption. C. Broussard, speaking for Al Davis, suggested that the word *separation* be eliminated in the policy heading and in the first paragraph of the policy. The Board agreed.	M. Duplantis moved to adopt the Dismissal of Professional Personnel Policy. T. Chiasson seconded the motion. All in favor… Motion approved.
	Dr. C. Hill presented the Contracts Policy for consideration of adoption.	D. Savoie moved to adopt the Contracts Policy. M. Duplantis seconded the motion. All in favor… Motion approved.
	Dr. C. Hill presented the Recruitment Policy for consideration of adoption. C. Broussard asked that the words *would be discriminatory* be changed to *could be perceived as discriminatory.* The Board concurred.	C. Broussard moved to adopt the Recruitment Policy with the noted revision. T. Chiasson seconded the motion. All in favor… Motion approved.
	Dr. C. Hill presented the Suspension Policy for consideration of adoption.	M. Duplantis moved to adopt the Suspension Policy. T. Chiasson seconded the motion. All in favor… Motion approved.
	Dr. C. Hill presented the Use of School Facilities Policy for consideration of adoption. C. Broussard, speaking once again for Al Davis, suggested that the word *usage* be replaced with the word *use*. The Board recommended that the minimum liability coverage be changed to one million dollars ($1,000,000.00.) It also recommended that the amount of the damage deposit be increased to five hundred dollars ($500.00) and that the check should be made payable to the MAX Charter School, not the MAX Board. The Board further asked that the policy include a clause at the end giving the Board the right to waive the damage deposit.	T. Chiasson moved to adopt the Use of School Facilities Policy with noted revisions. D. Savoie seconded the motion. All in favor… Motion approved. C. Broussard agreed to make the necessary adjustments in the policy and to include a waiver at the end of the policy.
	Dr. C. Hill presented the Voting Method at Board Meetings Policy for consideration of adoption.	T. Chiasson moved to adopt the Voting Method at Board Meetings Policy. D. Bordelon seconded the motion. All in favor… Motion approved.
	Dr. C. Hill presented the Special Meetings Policy for consideration of adoption. C. Broussard asked that the word *Chairman* be changed to *Chairperson.* Discussion continued, and it was decided that the adoption of this policy would be tabled until the April Board Meeting. **Start-Up Grant Writing Committee:** B. Aucoin reported that over the summer, he and V. Adams will identify which purchased items and services will be reimbursed by start-up grant funds.	M. Duplantis moved to table the Special Meetings Policy. T. Chiasson seconded the motion. All in favor… Motion approved. Due to a previous commitment, Dr. C. Hill exited the meeting at this time.

	Building Committee: J. Giardina informed the Board that a representative from the roofing material manufacturer inspected the school building last week and determined what may be causing the ongoing leaks in the building. J. Giardina reported that additional repairs will be made and noted that he is continuing to withhold a 20% payment to Comark until all repairs are fully completed. J. Giardina requested that V. Adams and P. Toups inform the workers of all repairs that need to be made when the Comark crew returns. M. Duplantis informed the Board that his employer, Shell Pipeline, has agreed to contribute $2,500.00 toward the cost of the front entrance covering. **By Laws Committee:** No report	
5. Treasurer's Report	B. Aucoin presented January Financial Statements. B. Aucoin reported that PTA funds are in the special account under the PTA heading. These funds are accessible to the PTA. B. Aucoin reported that in late May or early June, the school will be required to pay advanced retirement earnings totaling approximately $9,000. 00. B. Aucoin informed the Board that he received a quote for D.O. Liability Insurance. B. Aucoin stated that the quote received was $1,400.00 which was less than the estimated $3,500.00.	T. Chiasson made a motion to approve the Treasurer's Report. M. Duplantis seconded the motion. All in favor…Motion approved.
6. Principal's Report	V. Adams reported that Special Education Teacher Brandi Delatte has started and has helped with *IEP*'s, student placement, etc. V. Adams received the Speech Services contract from Nicholls State University. Student enrollment dropped to 101 students. The Bollinger Grant was completed and submitted. Shell Pipeline donated office furniture (desks, chairs, cabinets) to the MAX School, and Mel Duplantis delivered the donated items to the school. Parents Mr. and Mrs. Angelloz have	C. Broussard made a motion to approve the Speech Services contract with Nicholls State University. Dr. D. Bordelon seconded the motion. All in favor…Motion approved.

	donated PE/recess equipment. Sheriff Webre's office donated two basketball goals. Parent Nancy Duplantis (Mel's wife) began PE classes with the students on Friday, February 29th. PE classes will be held every Friday at 2:00 p.m. Students are working toward the Presidential Physical Fitness Challenge. Dell has extended the school's credit and has shipped the twenty (20) computers that were ordered for the library/computer lab. Paraprofessional Ms. Montet and Parent Mrs. Moss have been working on setting up the school's library. Students will be taking LEAP and iLEAP tests the week of March 10-14, 2008. Certified teachers are required to administer tests. Yearbook orders were received. The school received orders for 72 yearbooks; however, 100 orders are necessary to receive yearbooks at listed price. Parent/Teacher Conferences will be held on the morning of March 31, 2008. In the afternoon Consultant Gay Hess will present a staff development session--"Put Yourself in the Shoes of a Dyslexic." V. Adams requested that the Board members view all of the positive parent comments made recently about the school. B. Delatte placed these in the hall and near the entrance door. Teacher Terri Matherne will be attending the "Plain Talk" Conference. V. Adams reported that she will be visiting Briarwood School in Houston on April 16-17, 2008. Teacher Gina Coggins, Board representatives Dianne Savoie and Cleve Hill, and Consultants Linda Musson and Gay Hess will also attend.	J. Giardina suggested having extra personnel on hand for testing week. Extra personnel would be paid for services if necessary. J. Giardina informed V. Adams to place an order for 100 yearbooks.
7. Public Relations Committee	C. Broussard reported that parents and friends came out in force to witness the first D.A.R.E. graduation ceremony held in The MAX Charter School Cafeteria on Friday, February 8, at 1:30. Congratulations are in order for MAX teachers, Jeanne Voisin, Gina Coggins, and Marlo Barbera, who helped coordinate the various activities with members of the Lafourche Parish Sheriff's Office. Four (4) MAX Board	.

members (Al, Dianne, Mel, and Boo) were able to attend the ceremony.

C. Broussard took pictures at the event, created a personalized scrapbook, and presented the album to the school. The album has been placed in the school office for all to see. All Board members can view the album at their convenience. Boo sent pictures and a letter of appreciation via e-mail to Deputy Melanie Lagarde and the Lafourche Parish Sheriff's Office. She also sent pictures via e-mail to the school and purchased a special D.A.R.E. CD so that the parents could have access to the pictures also.

On Wednesday, February 13, B. Aucoin and D. Savoie attended a three-hour LANO workshop and training session on *Understanding Your Organization's Finances*.

On Tuesday, February 26, D. Savoie and K. Chauvin attended a Sopris West workshop on *Summer Solutions for All Students* held at Windsor Court in New Orleans.

On Wednesday, February 27, D. Savoie, V. Adams, Teacher Jeanne Voisin, and C. Broussard met with Houma Regional Arts Council representative Andrea Dupree-Cenac and Nicholls State University Jubilee Festival of the Arts and Humanities Coordinator Angela Hammerli to discuss The MAX Charter School's involvement/ inclusion in a touring grant that will bring a "bit of the arts" to our students. Hopefully, this participation will open our doors to further artistic and learning connections for our students. Besides Jeanne Voisin, two other teachers will help coordinate activities with Angela and/or Andrea: Rebecca Walker and Brandi Delatte. C. Broussard wrote a letter—signed by V. Adams--in support of the grant.

Classified advertisement for all positions at The MAX Charter School will begin on Monday, March 17, and will end on Sunday, April 6. The ad will read:

THE MAX CHARTER SCHOOL
ACCEPTING APPLICATIONS FOR ALL POSITIONS
Send cover letter & resume' with references
MAX Charter School Board
1130 Bayou Blue Road
Houma, LA 70364

	C. Broussard and M. Duplantis have collaborated on a picture ad to place on flyers and in various publications here at The MAX School and possibly in a Nicholls State University publication. K. Chauvin has already run an advertisement in *The Dyslexia Center News* and has sent the flyer as a separate attachment along with the newsletter. The flyer can also be sent via e-mail. If the need exists, the ad may also be published in one of the local newspapers—depending on the results of the three-week ad. A copy of the picture ad was sent via e-mail to all Board members and several school staff members on February 25, 2008. Hard copies are available to all who want them and can be seen posted around the school. Aimee Melancon seems to be gradually returning to "normal." If it were not for a persistent and lingering cough, the news would be only good news. According to her mom, her white blood count is up; her red blood count is up; her platelets are low but not transfusion-worthy. The doctors recently discovered some red blood stem cells in her blood work—indicating that her red blood is rejuvenating. At the end of February, Aimee visited her peers and the students here at the school, and she mentioned that she hopes to do a bit of "volunteer" work at the school.	
8. Parent Teacher Association	Parent Melissa Folse was elected Treasurer of the Parent Teacher Association. The PTA has begun a new fundraising activity--selling pizza and drinks to students and faculty once a month. The PTA suggested sending a survey home to parents to get an idea of which students will be returning next school year. Field Day will be held at the Nicholls Stadium on Friday, April 11th. Nancy Duplantis has begun having PE with the students. For the event the PTA is working on having drinks and water donated by Coca-Cola. The order deadline for the ***Pride in MAX Project***-- selling bumper stickers and yard signs—has been extended. The PTA will be working on plans for Teacher Appreciation Week. M. Duplantis is working on obtaining a website for MAX teachers.	

9. New Business	L. Musson requested the use of the school building to conduct a Project Read Training during the weeks of July 7-11and July 21-25, 2008. Project Read Consultants Linda Musson and Cherie Cole will give presentations. MAX teachers will be able to attend training at no cost.	T. Chiasson made a motion to approve the use of the school building for the Project Read Training. C. Broussard seconded the motion. All in favor…. Motion approved.
10. Next Board Meeting	The next Board meeting is scheduled for Thursday, April 3, 2008.	T. Chiasson made a motion to adjourn the meeting. M. Duplantis seconded the motion. All in favor… Meeting adjourned at 10:50 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: April 3, 2008
TIME: 9:00 am
PLACE: The MAX Charter School, Cafeteria

Present: Brian Aucoin, Carol "Boo" Broussard, Karen Chauvin, Travis Chaisson, Dr. Al Davis, Andrea Bollinger-Giardina, Jake Giardina, and Dianne Savoie. Also present were Linda Musson, Marlo Barbera, Carol Blanchard, Kari Boudreaux, Brandi Delatte, Geralyn Rodrigue, Vanessa Adams, and Suzy Bourg who took the minutes.
Absent: Dr. Deborah Bordelon, Mel Duplantis, and Dr. Cleve Hill

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of the March 6, 2008, Minutes		K. Chauvin moved to accept the Minutes. T. Chiasson seconded the motion. All in favor…Motion approved.
3. Consideration for Adoption of the Pupil Progression Plan	V. Adams presented the Pupil Progression Plan to the Board for approval. C. Broussard informed the Board that, upon approval, two copies of the Pupil Progression Plan would be submitted to the State Department of Education. She also stated that **each** school year, the plan had to be reviewed by a panel of educators and parents and re-submitted to the State.	T. Chiasson moved to accept the Pupil Progression Plan as presented. K. Chauvin seconded the motion. All in favor…Motion approved.
4. Discussion of Old Business	**Personnel Committee:** Discussion began with the *Special Meetings Policy*. C. Broussard asked the Board to postpone consideration of adoption until more facts had been researched. It was noted that not all teachers returned Perception Checks. The Personnel Committee is hoping to receive all surveys. The Personnel Committee will meet with V. Adams on Tuesday, April 8, 2008, to discuss Board Evaluations of Director. The response to the MAX Charter School's advertisements for all positions has been extremely successful. To date, twenty-seven (27) people have applied for various positions at the school. All teachers presently employed have re-applied. The interview process will begin soon. **Start-Up Grant Writing Committee:** B. Aucoin reported that reimbursements from the grant funds needed to begin soon.	The Board agreed to table the *Special Meetings Policy* until the May meeting.

	Building Committee: J. Giardina asked V. Adams if the roofing people had come to make the repairs. She reported that as far as she knew, they had not made repairs. **By Laws Committee:** Dr. A. Davis informed the Board that he will compile all of the Board's policies, etc. and include an index for easy reference. T. Chiasson requested that the PTA documents also be included in the compilation.	
5. Treasurer's Report	B. Aucoin presented the February Financial Statements. B. Aucoin informed the Board that the school needs to begin collecting on allocated funds and grants such as the Start-up Grant, Title I, etc. Expenses incurred thus far are currently being paid with operating funds. As a consequence, this is draining the cash flow. B. Aucoin also informed the Board that the monthly MFP funding from the state will be reduced due to the decrease in student enrollment for the February 1st count from 115 students to 101 students.	K. Chauvin will compose a list of questions concerning grant reimbursement to be forwarded to Paul Pastorek.
6. Principal's Report	**Personnel:** V. Adams reported that the teachers are doing a great job! They are very flexible and willing to help all students. V. Adams informed the Board that she has to do one more observation per teacher before the end of the school year. V. Adams and G. Coggins will set up and man a MAX Charter School table at the NSU Job Fair on Tuesday, April 15, 2008. **Enrollment:** Student enrollment dropped to 100 students. Letters of Intent have been distributed to parents and are due back by April 5, 2008. **Curriculum:** LEAP and iLEAP testing is complete; results will not be known until mid-May. A few teachers have drafted a new schedule for the 2008-2009 school year, whereby every teacher would teach LANGUAGE! and math at the same time, thus allowing for ability grouping. It would also allow for PE/Art/Computer/Library time.	D. Savoie suggested that V. Adams assemble an evaluation team to **pre-screen** students as they apply for enrollment and/or are put on a waiting list. A. Davis suggested that V. Adams give a brief pre-screening while giving parents and students a tour of the school and facilities. The Board will look at the schedule closely.

	Consultant Gay Hess presented "Understanding Learning Differences" to the faculty and staff on March 31, 2008. Everyone was pleased with the presentation and learned a lot. Terri Matherne attended the "Plain Talk" conference in Houston and was happy to report that the MAX Charter School was already doing many of the things that were suggested at the conference. V. Adams reported that the school is still in the process of looking for a Special Education Team. She indicated that she conferred with someone from BESE and was advised that the MAX School may only be required to have **one** person, an educational diagnostician, for student re-evaluations. She is considering having someone **contracted** for services. K. Chauvin suggested the possibility of sharing a school psychologist, etc with other charters such as Glencoe. **Community:** Angela Hammerli taught the MAX students the Mexican Hat Dance on Friday after LEAP/iLEAP testing. The Gator Gala for A/B conduct students will be on April 4th. Students will watch the "Bee Movie" at LeBijou. Students and faculty will be going on a field trip to the Aquarium and IMAX in New Orleans on April 15th. All students are encouraged to attend. **Equipment/Supplies:** The computer lab is up and running—thanks to PhilipToups who purchased the Internet wires and set up all the computers over the Easter holidays. Parent volunteer Robyn Moss has ordered books for the library. On Parent Teacher Conference Day, she set up a table and asked parents if they would like to donate books to the library. Thanks to her salesmanship, she collected approximately $400 in donations.	D. Savoie will look for specific information on student/teacher ratios required for chaperoning and will report to V. Adams. J. Giardina suggested that a "No Food or Drinks Allowed" sign be posted in the computer lab/library. He reiterated the importance of cleanliness in that room. Dr. A. Davis suggested that the school contact Amy Hebert as a lab advisor.
7. Public Relations Committee	No report B. Delatte asked C. Broussard to include the Vacherie newspaper when doing publicity for the MAX Charter School.	C. Broussard readily agreed. B. Delatte will give C. Broussard the names of contact persons for the Vacherie newspaper.

8. Parent Teacher Association	Thirteen (13) parents attended the last PTA meeting. A Financial Committee was formed: Travis Chiasson, Matt Leonard, Brandi Delatte, and Vanessa Adams. The PTA will continue to sell pizza slices and drinks once a month as a fundraiser. The PTA will donate pizza to students and faculty on the last day of school. Field Day is scheduled for April 11, 2008, at NSU's Guidry Stadium. Field Day Student Awards will be given out at the End-of- the-Year Award Ceremony. Teacher Appreciation Week is **May 5-9th**. The PTA will sponsor a catered meal for eighteen (18) people and possibly give out a token of appreciation ($5.oo gift cards, etc.). Dr. Lisa Black, parent of a MAX student, is organizing a Dyslexia Run/Walk. There will be a $150 fee for an insurance rider for the event. Dr. Black asks for the Board's assistance in planning the event. The PTA will send its by-laws and official documents to the MAX Charter School Board. The next PTA meeting is scheduled for 1:00 p.m. on Friday, April 18, 2008.	
9. New Business	**Additional Matters and Concerns:** A. Bollinger-Giardina requested that C. Broussard contact Emily D'Arcangelo from Lafourche Parish to look into the possibility of including the MAX Charter School in its annual Teacher of the Year Awards Program. Board was asked to go into Executive Session to review and discuss the extended sick leave policy as it pertains to a MAX employee requesting such. Executive Session began at 10:04 a.m. C. Broussard requested that the Board re-visit an employee's previous unresolved request for extended sick leave, and V. Adams stated that all of the necessary documents were in place and that the proper procedures had been followed.	C. Broussard agreed to inquire about Teacher of the Year Nomination procedures. K. Chauvin offered to get the contact information on Emily so that contact could be made. T. Chaisson made a motion to go into Executive Session to discuss this confidential matter. B. Aucoin seconded the motion. All in favor…Motion approved. After discussion was completed, D. Savoie made a motion to exit the Executive Session and to return to Regular Session. T. Chiasson seconded the motion. All in favor…Motion approved. T. Chiasson made a motion to grant a one-time allowance to Geralyn Rodrigue to donate 5.67 days of sick leave to Kari Boudreaux. B. Aucoin seconded the motion. All in favor…Motion approved. Board brought Geralyn Rodrigue into the Board meeting to personally thank her for her generosity.

	D. Savoie made the Board aware that the July meeting was scheduled for July 3, 2008, and suggested that the Board may want to consider rescheduling this particular meeting. Other possible dates were suggested and discussed.	C. Broussard made a motion to change the July meeting date to Tuesday, July 1, 2008. D. Savoie seconded the motion. All in favor…Motion approved.
10. Next Board Meeting	The next Board meeting is scheduled for Thursday, May 1, 2008.	K. Chauvin made a motion to adjourn the meeting. C. Broussard seconded the motion. All in favor… Meeting adjourned at 10:25 a.m.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: May 1, 2008
TIME: 9:00 am
PLACE: The MAX Charter School, Cafeteria

Present: Brian Aucoin, Carol "Boo" Broussard, Travis Chiasson, Mel Duplantis, Andrea Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Linda Musson, Warren Triche, Vanessa Adams, and Suzy Bourg who took the minutes. Teachers Marlo Barbera and Kari Boudreaux attended a portion of the meeting.
Absent: Karen Chauvin, Dr. Deborah Bordelon, Dr. Albert Davis

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of Minutes of April 3, 2008		M. Duplantis moved to accept the Minutes as presented. T. Chiasson seconded the motion. All in favor…Motion approved.
3. Consideration of Motion to Go into Executive Session for Strategic Planning		Dr. C. Hill moved to go into Executive Session at 9:04 a.m. T. Chiasson seconded the motion. All in favor…Motion approved. Regular Session resumed at 9:35 a.m.
4. Discussion of Old Business	**Personnel Committee:** ▪ ***Motion to Consider Recommendations for Re-employment*** The following faculty/staff were recommended for re-employment: Marlo Barbera, Teacher Kari Boudreaux, Teacher Suzy Bourg, Business Manager Gina Coggins, Teacher Brandi Delatte. Special Education Teacher Terri Matherne, Teacher Linda Musson, Consultant Philip Toups, Custodian Jeanne Voisin, Teacher Rebecca Walker, Teacher ▪ ***Update on Employment Status/Interviews***	A. Bollinger-Giardina made a motion to approve all ten (10) recommendations. M. Duplantis seconded the motion. All in favor…Motion approved. C. Hill reported that interviews were given to all qualified teacher applicants who responded to the employment advertisement. Vacant teaching positions will be filled after the need is determined.

	▪ ***Consideration of Adoption of <u>Special Meetings Policy</u> Tabled from Previous Meeting***	C. Broussard made a motion to re-table the Consideration of Adoption of the Special Meetings Policy. D. Savoie seconded the motion. All in favor…Motion approved.
	▪ ***Consideration of Motion to Rescind the Extended Sick Leave Portion of the Leaves and Absences Policy Previously Adopted***	Citing financial restraints and the newly discovered fact that charter schools were not mandated by Louisiana statutes to offer **extended** sick leave to its employees, C. Broussard made a motion to rescind the extended sick leave portion of the Leaves and Absences Policy previously adopted-- effective August 2008. T. Chiasson seconded the motion. All in favor…Motion approved.
	Start-Up Grant Writing Committee: B. Aucoin reported that requests for reimbursements in the amount of $60,000 had been sent in to the state department. Funds should be reimbursed soon. **Building Committee:** J. Giardina reported that the awning will likely be put up next school year. M. Duplantis received a donation of $1,000 from Shell Pipeline for the awning project . **By- Laws Committee:** On behalf of Dr. A. Davis, who had a previous commitment, C. Broussard distributed sample by-laws with notes from Dr. A. Davis. Further discussion/explanations will be held at the next Board meeting when Dr. Davis will be present.	
5. Treasurer's Report	B. Aucoin presented the March Financial Statements. B. Aucoin informed the Board that the school's monthly allocation was reduced due to the decrease in student population. The allocation was based on the October and February student counts that are submitted to BESE. He also pointed out the discrepancy in parish allotments. Currently, employees contribute 8% of pay to Teachers Retirement System of Louisiana. B. Aucoin suggested that the school collect the employee portion (8%) for June, July, and August on one check. Teachers would need to be informed prior to deductions being made.	
6. Principal's Report	V. Adams reported that students will be awarded weekly for good behavior from now until the end of the school year. Fun Day is scheduled for May 21, 2008. Students will get to participate in games and activities. The PTA has offered to treat the students with pizza, chips, and drinks for Fun Day.	

	V. Adams informed the Board that a calendar for the upcoming school year needs to be proposed. V. Adams reported that she will attend a Pupil Progression Meeting at the state department on May 5, 2008. V. Adams reported that she and Dr. C. Hill were participants in a phone conference for charter schools hosted by Katherine Whitney. The conference included information on the new Charter Bulletin from the LA State Department of Education.	
7. Public Relations Committee	C. Broussard reported that Field Day was an excellent opportunity for Board members, faculty and staff, parents and volunteers, other members of the community, and students to get together. Pictures were taken, and these will be placed in an album. A fun time was had by all. To date, the MAX Charter School has received close to forty (40) responses to its classified advertisement for all positions. D. Savoie and C. Broussard contacted each and every applicant who applied. With S. Bourg's assistance, letters of regret, signed by Personnel Committee Chairperson C. Hill, were initially mailed to twenty-one (21) individuals on April 11, 2008. All other future applicants whose credentials did not fit the needs of our school were contacted by e-mail, a personal phone call, or snail mail and notified of their status. D. Savoie set up personal interviews with eleven (11) of the most qualified candidates for Monday, April 28, and Tuesday, April 29. On behalf of the MAX Board and the school's faculty and staff, S. Bourg sent out a thank you letter to the BOLLINGER FOUNDATION for their generous contribution of $30,125.00 to the MAX School. The letter, dated April 21, 2008, was signed by Director V. Adams. (Letter is available for viewing.) An additional letter, to be signed individually by members of the MAX Board, will also be sent. S. Bourg also sent out a thank you letter in April to SHELL PIPELINE when MAX Board parent M. Duplantis secured $1,000.00 for the school's awning. A card of appreciation was sent to CASHIO'S CATERING for the donation of four (4) cases of water for Field Day. NOTE: Thank you letters and acknowledgements of donations/gifts, etc. are usually sent by S. Bourg on behalf of the MAX Board and the school's faculty and staff. So that the Board is aware of the generosity of others, C. Broussard will	

	begin making this information a part of the Public Relations report. On April 26, in an effort to obtain funding to assist with the setup of the MAX library, T. Chiasson requested that a letter be written to Mrs. Lily Galland, external affairs manager for the Norco site of MOTIVA NORCO REFINERY. D. Savoie and C. Broussard drafted a letter. S. Bourg sent the letter to Mrs. Galland. (Letter is available for viewing.) As of Tuesday, April 29, 2008, the news on Aimee Melancon looks good. Her mother's journal entry is filled with hope.	
8. Grants	S. Bourg reported that the Bollinger Foundation Grant Proposal was approved. The school did receive the check. S. Bourg informed the Board that she will be working on a grant proposal to submit to the Louisiana Decentralized Arts Funding Program offered through the Houma Regional Arts Council. The proposal would possibly request funds to pay for a part-time art teacher.	
9. Parent Support Group	T. Chiasson **reported that** Field Day went very well and that the students would be receiving rewards for their accomplishments at the **End-of-Year Awards Program** on May 22, 2008, at 9:00 a.m. The Board was informed that the MAX Pride yard signs and car magnetic signs will be coming in soon. Extra signs are available. Anyone who is interested in purchasing signs may contact the school. Fun Day is to be held on May 21st at school. The PTA will treat the students to pizza, chips, and drinks on this day. Stanford testing (SAT) is scheduled for May 5, 6, and 7. The PTA collected donations and will treat the students to a daily snack after testing has been completed. The week of May 5th –9th is **Teacher Appreciation Week**. The PTA will host a special catered luncheon for the teachers and staff on Friday, May 9th. The next PTA meeting is scheduled for Tuesday, May 6, at 6:00 P.M. Everyone is encouraged to attend. The PTA welcomes suggestions from the public.	
10. Consideration of Motion to Go into Executive Session for Strategic Planning		Dr. C. Hill moved to go into Executive Session for strategic planning at 10:38 a.m. T. Chaisson seconded the motion. All in favor…Motion approved. V. Adams and Dr. C. Hill recused themselves from the Executive Session.

11. New Business	Upon exiting Executive Session, the MAX Board began **Agenda Item #11. New Business**. J. Giardina informed the Board that V. Adams had previously mentioned to him and a few other members of the Board that 2008-2009 would be her last year as Director of the MAX Charter School due to concerns about her insurance benefits upon retirement. In order to be assured of future insurance benefits, she stated that she **had** to return to the Terrebonne Parish School System. After holding a private meeting with V. Adams, whereby she opted to not renew her contract for the 2008-2009 school year, J. Giardina said that he approached Dr. C. Hill and asked him to consider the position of director for the 2008-2009 school year. J. Giardina reported that Dr. C. Hill had agreed to accept the position and then left it up to the Board to decide on a plan of action. Teacher representatives Marlo Barbera and Kari Boudreaux presented a letter to the Board containing suggestions and recommendations for next school year. The letter was read by Marlo. M. Duplantis informed the Board that he was contacted by a MAX parent regarding student transportation to and from the school. Discussion regarding the school acquiring a Visa Credit Card was introduced. Warren Triche suggested inviting Katherine Whitney and Kenneth Campbell from the LA State Department of Education's Charter School Office to a MAX Board meeting.	B. Aucoin made a motion to hire Dr. C. Hill as the 2008-2009 Director of the MAX Charter School--pending the resolution of any legal stipulations. C. Broussard seconded the motion. All in favor...Motion approved. It was determined that V. Adams would be presented with both a letter of recommendation **and** a special thank you letter signed by the **entire** MAX Board in appreciation of her service to the school in its first year of operation. The Board thanked the teachers for their input and agreed to consider their recommendations. The Board suggested that the parents be made aware of this information and act upon it as individuals. B. Aucoin made a motion to approve the school's application for a Visa Credit Card. T. Chiasson seconded the motion. All in favor…Motion approved. Board agreed to invite Katherine Whitney and Kenneth Campbell to the June 5th meeting.
12. Next Board Meeting	The next Board meeting is scheduled for Thursday, June 5, 2008.	T. Chauvin made a motion to adjourn the meeting. M. Duplantis seconded the motion. All in favor… Meeting adjourned.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: June 5, 2008
TIME: 9:00 am
PLACE: The MAX Charter School, Cafeteria

Present: Brian Aucoin, Carol "Boo" Broussard, Karen Chauvin, Dr. Al Davis, Mel Duplantis, Andrea "Andie"Bollinger-Giardina, Jake Giardina, Dr. Cleve Hill, and Dianne Savoie. Also present were Warren Triche and teachers Marlo Barbera, Brandi Delatte, Terri Matherne, and Rebecca Walker. Guest speakers from the LA State Department of Education were Patricia McFarland and Katherine Whitney. Suzy Bourg took the minutes.
Absent: Dr. Deborah Bordelon and Travis Chaisson

AGENDA	DISCUSSION	RECOMMENDATION
1. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
2. Approval of the May1 Minutes	Before the minutes were approved, B. Aucoin requested that a **specific** date, **August 1, 2008**, be added to the minutes on **Agenda Item 4**: Consideration of Motion to Rescind the Extended Sick Leave Portion of the Leaves and Absences Policy Previously Adopted.	K. Chauvin moved to accept the Minutes with noted addition. M. Duplantis seconded the motion. All in favor…Motion approved.
3. Consideration of Motion to Go into Executive Session for Strategic Planning		C. Broussard moved to go into Executive Session at 9:06 a.m. M. Duplantis seconded the motion. All in favor…Motion approved. Regular session resumed at 9:18 a.m.
4. Discussion of Old Business	**Personnel Committee:** ▪ ***Recommendations for New Hire*** The Personnel Committee, after consulting with Treasurer Brian Aucoin, proposed the need for hiring an additional four (4) teachers, one (1) paraprofessional, and one (1) administrative office assistant for the 2008-2009 school year. After discussion, it was the general consensus of the group that the Personnel Committee at its discretion be given the authority to hire the personnel needed to assure the success of the MAX Charter School. ▪ ***Recommendations to Adopt Proposed Salary Schedule*** The proposed 2008-2009 MAX Charter School teacher salary scale was distributed to those present. A notation at the bottom indicated that adjustments would be made if the governor's 2008-2009 proposed raise for each certified teacher was approved. It was also noted that salaries for retired teachers in	Dr. C. Hill made a motion to allow the Personnel Committee the authority to hire any new teachers or personnel as needed. C. Broussard seconded the motion. All in favor…Motion approved. Dr. C. Hill made a motion to approve the 2008-2009 proposed salary schedule as presented. M. Duplantis seconded the motion. All in favor…Motion approved.

	Louisiana who are receiving retired teacher pay through the Teacher Retirement System of Louisiana would be negotiated with the Director of the MAX School and approved by the MAX Board.	
	▪ ***Recommendation to Adopt Proposed 2008-2009 School Calendar*** A copy of the calendar was distributed to those present, whereby the official school year would begin on Tuesday, August 5, 2008, for teachers and Thursday, August 7, 2008, for students. The last day for students would be Thursday, May 21, 2009, and the last day for teachers would be Friday, May 22.	Dr. C. Hill made a motion to approve the 2008-2009 school calendar. M. Duplantis seconded the motion. All in favor…Motion approved.
	▪ ***Consideration of Adoption of <u>Special Meetings Policy</u> Tabled from Previous Meeting*** Dr. C. Hill presented the Special Meetings Policy to the Board, and C. Broussard explained that if the Board adopted this policy as written, then Section B of Article VI of the Bylaws would have to be updated. It was determined that the newly written policy would be more beneficial to the Board.	K. Chauvin made a motion to adopt the Special Meetings Policy and to update the MAX Bylaws to reflect the change. D. Savoie seconded the motion. All in favor…Motion approved.
	Start-Up Grant Writing Committee: B. Aucoin reported that the requests for reimbursement were not yet approved and that further details were required in order to get approval. K. Chauvin mentioned that the application for the second part of the federal start-up grant has not yet been released.	
	Building Committee: J. Giardina informed the Board that the canopy near the front entrance would more than likely be put up this summer. J. Giardina reported that additional roofing repairs are required. Teachers expressed concern that mold or mildew may be present in the building.	
	By-Laws Committee: Dr. A. Davis reported that he had formatted the Bylaws into one document whereby policies that related strictly to the Board would fit somewhere within. (Copies of the format had been previously given to Board members to peruse at their leisure.) Dr. A. Davis also explained that he had made a separate "Personnel Policy and Procedure" document with the other adopted policies, which would all relate to personnel and would follow the same format. Dr. A. Davis requested that	C. Broussard made a motion to accept the printing of the Bylaws as presented. A. Bollinger Giardina seconded the motion. All in favor…Motion approved.

	the Board move to accept the printing of the Bylaws as presented, which would include appropriate amendments and alterations already recorded in the minutes. He also requested that the Board approve the printing of the Personnel Policy and Procedure document in the same format.	Dr. C. Hill made a motion to accept the printing of the Personnel Policy and Procedure document in the presented format. B. Aucoin seconded the motion. All in favor…Motion approved.
5. Treasurer's Report	B. Aucoin presented the April Financial Statements. B. Aucoin informed the Board that the Bollinger Grant income and expenses were added to the budget. He noted that salaries comprised the largest part of the school's expenses. B. Aucoin reported that the MFP per pupil funding amount for the 2008-2009 academic has not yet been determined by BESE.	
6. Principal's Report	V. Adams was not present at the meeting. No report was given.	
7. Public Relations Committee	On May 2, 2008, C. Broussard took the liberty of e-mailing Sandra "Sandy" Holloway, principal of St. Charles Elementary School, to thank her for including the MAX Charter School in its upcoming May 6 visit of the Turkish Group Study Exchange Team and received a very nice note from her in response. On May 6, 2008, Board members Jake, Cleve, Dianne, Travis, Mel, and Boo attended the monthly PTA meeting held at the MAX School. There was a record attendance of twenty-eight (28) participants. On Friday, May 9, 2008, Board members Cleve, Dianne, and Boo attended the *Teacher Appreciation Luncheon* hosted by the PTA. On behalf of the MAX School **and** the Giardina Family Foundation, Dianne distributed appreciation checks. On May 22, 2008, Board members Jake and Andie Giardina attended the End-of-Year Awards Ceremony held at 9:00 in Talbot Theater on the Nicholls State University Campus. On May 23, 2008, Cleve held a faculty meeting with the teachers assigned to the MAX School for the 2008-2009 school year. Consultant Linda Musson and Board members Dianne and Boo were also in attendance. Matthew Pleasant , news reporter from *The Courier*, was interested in doing a story on the first anniversary of the MAX Charter School. Because of the hectic schedule in the last few days of school, it was almost impossible to set up interviews	

	with the teachers and staff. The newspaper interview was postponed until a later date. Board members Dianne and Boo have been meeting and corresponding with the teacher/parent committee that is working on student uniforms for the 2008-2009 school year. Aimee Melancon's progress has been phenomenal. She has accepted a 2nd grade teaching position with the archdiocesan schools for the 2008-2009 school year.	
8. Grants	S. Bourg reported that she is currently working on obtaining a grant from the Louisiana Decentralized Arts Funding Program offered through the Houma Regional Arts Council. The proposal would possibly request funds to pay for a part-time art teacher. S. Bourg and Dr. C. Hill are working on getting the eGrant approved so that the school may start requesting funds. S. Bourg reported that a grant which will fund teachers' pay for summer LEAP remediation has been submitted to BESE. S. Bourg will disseminate a teacher survey to find out what types of materials, etc. are needed so that she can begin searching for appropriate grants.	
9. Parent Support Group	On behalf of Travis Chiasson, Mel Duplantis presented the PTA report of May 6, 2008, a meeting that had a record twenty-eight (28) attendees. M. Duplantis reported that J. Giardina addressed the PTA and informed those present that there would be a principal change for the 2008-2009 school year. At the meeting, J. Giardina thanked V. Adams for her service and introduced Dr. Cleveland Hill to the PTA as the Board's Director Nominee. M. Duplantis reported that the balance in the PTA account was **$2,863.71.** The Board was informed that the next PTA meeting was scheduled for June 10, 2008, at 6:00 P. M. The July 8 meeting would be skipped, and future PTA meetings would resume on August 12, 2008, at 6:00 P. M. In order to encourage greater attendance at monthly meetings, e-mails and the newsletters were considered very successful means of communication. M. Duplantis reported that the PTA agreed to pass out certificates and T-shirts at Field Day recognition.	

	Pizza days – PTA agreed to add "no refunds" and also add a comment on the order form "Exact Change or Check! Donations Are Welcomed!" Pride in Max signs and stickers should be in soon and will be distributed. Teacher Appreciation Week is planned for the week of May 5, 2008, through May 9, 2008. The PTA will sponsor and host an appreciation luncheon for the teachers and Board members on Friday, May 9, 2009. In an effort to plan ahead for future enrollment, parents were encouraged to get their **letters of intent** back to the Max School as soon as possible. SAT volunteers and snacks were discussed. It was reported that the PTA parents are concerned about the issuance of parking tickets to some MAX parents who visit or volunteer at the school. Dr. C. Hill offered to discuss this matter with the NSU police and arrange to have some parking permits available at the MAX School for parents to use. 5K Walk/Run – Coordinator Dr. Lisa Black has scheduled the event on April 17, 2009, at 9:00 A. M. at Peltier Park. She will need folks to solicit for sponsors and donations. The PTA agreed to discuss this at its June 10th meeting. Bus service – The parents were informed that Jerry Pitre has a bus service and if anyone is interested in obtaining this service, they should personally contact Mr. Pitre. Due to liability issues, obtaining this service would be an individual choice and would not in any way be associated with the Max School. Terrebonne public bus transportation was discussed, and some parents had concerns about the students crossing the streets without adults. Mel volunteered to contact Terrebonne Parish Government on behalf of the PTA to discuss changing the bus pickup station from the current spot at NSU to the Max School parking area. The PTA requested an updated car pool list for folks to group up and save time and gas. Dianne Savioe shared the recent visit to Briarwood School in Houston, Texas, with the PTA. Ms. Musson suggested that attendance at monthly PTA meetings and participation of parents at various activities could be increased if the students or classes were perhaps offered	

	incentives.	
10. New Business	K. Chauvin will request the person who handles NSU's insurance to contact the school's insurance company concerning the summer camp which will be held in the school building. Guests Katherine Whitney from the Louisiana State Department of Education and Patricia McFarland from the Louisiana State Charter School Office were introduced to the Board. They were invited for the purpose of addressing concerns relative to charter schools in general and to the MAX Charter School in particular. They were also given a pre-determined list of questions for which the Board sought answers.	
11. Next Board Meeting	The next Board meeting is scheduled for Tuesday, July 1, 2008.	Dr. C. Hill made a motion to adjourn the meeting. M. Duplantis seconded the motion. All in favor… Meeting adjourned at 11:45.