MINUTES OF MEETING

The MAX Charter School Board of Directors

DATE: July 11, 2013
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Andrea Bollinger-Giardina, Brian Aucoin, Carol "Boo" Broussard, Dr. Steve Welsh, Vanessa Benoit, and Angela Smith
Also present were Suzy Bourg, Warren Triche, Ben Giardina, and Janice Fabregas who took the minutes.
Absent: Karen Chauvin, Dr. Albert Davis, Dr. Leslie Jones, and Dr. Cleveland Hill
Note: MAX Director Linda Musson was unable to attend.

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around. B. Broussard introduced new board member Angela Smith, the vice president of the PTA.	
3. Approval of the Minutes	The Minutes of June 6, 2013, were presented.	B. Aucoin requested that the words **"…<u>from the 2014 Race</u>"** be added to the request by L. Musson for **$22, 000.00** of Race money to be used to pay para and part-time math teacher. Motion was made by B. Aucoin and seconded by B. Broussard to add the words "**<u>from the 2014 Race"</u>** to Linda's request for **$22,000.00** to pay for a para and a part-time math teacher…Motion was passed unanimously. The Minutes of June 6, 2013, were approved *as amended*.
4. Board Training	• B. Broussard reminded the Board about the upcoming webinar—**Board Structure: Get the Scaffolding Right**—scheduled for Thursday, July 18, 2013, at l: 00 P.M. She informed the Board that she was registered for the event. • Andie Bollinger-Giardina asked about the MAX Board Retreat scheduled for Saturday, July 27, 2013, at her home.	B. Broussard suggested that anyone interested in participating in this training refer to her July 10 e-mail notification for registration information. It was recommended that the Board meet from 1:00 P.M. to 4:00 P. M. at the home of Jake and Andie Giardina on Saturday, July 27, 2013. The primary purpose of the retreat will be to discuss and refine the Max Charter School **vision.**
5. Teacher Representative Report	None	
6. Board & Standing Committee Reports	**Treasurer's Report** • B. Aucoin presented the May 2013 financial statements. • B. Aucoin went over the financials. • **TRSL** will have an increase from 24.5% to 27.2%. • B. Aucoin presented the proposed budget for the 2013-2014 school year (copies were given to Board members) for approval by the Board.	Motion was made by Dr. S. Welsh and seconded by Andie Bollinger-Giardina to approve the **2013-2014 MAX Charter School Budget** as presented... Motion passed unanimously.

Grant Report: (See Attached Report)
S. Bourg reported on the following:

The **EGMS IDEA/NCLB** consolidated application and budgets have been approved for the 2013-2014 school year.

- IDEAB **$26,266**
- Title I **$11,233**
- Title IIA **$ 3,828**
- IDEAB (ESY) **$ 844**
- IDEAB (HRP) **$ Pending**
- Total **$42,171**

The following reimbursement requests have been submitted—payments pending:

- HRP **$ 6,708**
- Title IIA **$ 5,060**
- ESY **$ 780**
- IDEAB **$10,290**
- Total **$22,838**

The following unexpended funds from the 2012-2013 allocations will carry over to the 2013-2014 school year:

- Title II CO **$ 1,773**
- IDEAB *** $15,042**
- HRP *** $15,123**
- Total **$31,938**

*****Part of these funds will be used to pay accrued salaries for July and August.

Building Committee:
B. Aucoin informed the Board that he was still looking for a company to do the insulation.

Personnel and Policy Committee Report:
In Dr. A. Davis's absence, B. Broussard presented the Personnel and Policy Committee Report:

- B. Broussard asked that a motion be made to approve the revised **2013-2014 MAX Pupil Progression Plan**, sent to the Board for review and consideration via e-mail on June 29, 2013.
- B. Broussard informed the Board that **Chapter 2.0 Salary Administration and Benefits…Policy 2.1: Compensation and Related Performance Assessments** contained additional revisions since the June 6 MAX Board meeting. A copy of these adjustments was sent to

A motion was made by A. Bollinger-Giardina, seconded by V. Benoit, that the Board approve the **2013-2014 MAX Pupil Progression Plan** as presented…Motion was passed unanimously.

B. Broussard recommended that the Board review the suggested revisions as they pertain to stipends for teachers based on individual Compass ratings AND as they pertain to the Annual Performance Assessment of the Director. She suggested that the Board consider the

	the Board via e-mail on June 29, 2013. **Public Relations Report:** B. Broussard asked the Board to consider moving two (2) **additional** Board meeting dates to the second Thursday of the month. **Note:** January 2, 2014, was changed to **January 9, 2014**, and July 3, 2014, was changed to **July 10, 2014.**	revised policy for approval at a future date since four (4) Board members were absent—two (2) of whom were part of the Ad Hoc School Leader Evaluation Committee. After much discussion on the reasons for moving the dates, the following recommendations were presented to the Board for consideration: • B. Broussard recommended that November 7, 2013, be changed to **November 14, 2013,** because the school's director and teachers and a few of the Board members would be attending and possibly participating in the **64th Annual IDA Reading Literacy and Learning Conference** scheduled from November 6-9 in New Orleans. o Motion was made by A. Bollinger-Giardina, seconded by Dr. S. Welsh, to change the November 7 Board meeting to November 14, 2013. .. Motion was passed unanimously. • B. Broussard recommended that March 6, 2014, be changed to **March 13, 2014,** because MAX Charter School would be closed from March 3-7 for the Mardi Gras holidays. o Motion was made by A. Bollinger-Giardina, seconded by A. Smith, to change the March 6 Board meeting to March 13, 2014…Motion was passed unanimously.
7. Other Reports	**Director's Report** (See Attached Copy): S. Bourg gave the Director's Report on behalf of L. Musson who was absent from the meeting. • The **2013-2014 MAX Pupil Progression Plan**, approved by the PPP Committee, needed Board approval. • Summer LEAP retest has been completed. • Two (2) MAX students—Maggie Broussard and Kayla Lafhameyer—attended the NSU Leadership Camp. Kayla Lafhameyer's group won first place in the competition. • As previously recommended/requested by the Board, Ms. Musson completed a Compass School Leader Self-Evaluation. Copies of her report were given to Board members. • There are problems with one of the air conditioners. o *Doug's* has been contacted. *Doug's* will give a quote on doing yearly maintenance. • A new science teacher for Upper School—**Michelle Musso—**has been hired to replace Erin Verret who resigned. • The **2013-2014 Compass Evaluation Ratings** (professional practice rating, **SLT** rating, and **VAM** rating) for the teachers have been completed. A copy of the final evaluation scores, together with the earned merit pay stipend, was given to the Board members.	**Note:** This item was handled in the **Personnel and Policy Committee Report.** It was suggested by Board members B. Aucoin and J. Giardina that more than one quote be obtained for the yearly maintenance.

	Parent Committee Report: PTA president V. Benoit reported on the following: • PTA group will be meeting at the school on Saturday, July 13, to do some painting in the school. • The **2014 "Race for Their Future" Fundraiser** is now scheduled for **Saturday, March 29, 2014.** • There might be an increase in the cost of using **NSU** for the Race this coming year. S. Bourg will get the information and send out an e-mail to the Board members with the cost of using NSU for the Race. • The PTA is planning on having the "**Junk in Your Trunk" Fundraiser** in September or October 2013. A date will be finalized at the first PTA meeting.	• A different version or a revision of the 2014 Race letter was suggested. It is hoped that the letters can go out early. • It was also recommended that the mailing list be double checked to avoid duplication or the sending of multiple requests to the same party. • There is a need to start working earlier on getting prizes for the raffle so that raffle tickets can be printed and sold over a longer period of time.
8. Other Business	W. Triche requested permission from the Board to go out and seek information from a former pharmaceutical company representative about any possible grants that may be available to do long-term case studies on medication for children with dyslexia. Permission was granted by the Board.	
9. Motion to Go Into Executive Session	None needed	
10. Announcements	B. Aucoin announced that he would be sending out a questionnaire via e-mail to be filled out by each Board member for **Tax Period July 1, 2012, to June 30, 2013**. The next Board meeting is scheduled for Thursday, August 1, 2013.	
11. Adjournment	The meeting adjourned at **9:40 A.M.**	A motion to adjourn was made by B. Aucoin and seconded by A. Bollinger-Giardina… Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 1, 2013
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Brian Aucoin, Carol "Boo" Broussard, Karen Chauvin, Dr. Albert Davis, Dr. Cleveland Hill, Vanessa Benoit, and Angela Smith
Also present were Linda Musson, Suzy Bourg, Warren Triche, and Janice Fabregas who took the minutes.
Absent: Dr. Leslie Jones, Andrea Bollinger-Giardina, and Dr. Steve Welsh

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J.Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of July 11, 2013, were presented.	The Minutes of July 11, 2013, were approved as presented.
4. Board Training	None	
5. Teacher Representative Report	None	
6. Board & Standing Committee Reports	**Treasurer's Report** • B. Aucoin presented the June 2013 financial statements. • B. Aucoin went over the financials. L. Musson informed the Board that she had a discussion with the school custodian P. Toups concerning a problem with insulation in the building. B. Aucoin brought up the subject of an air conditioner going out. Two (2) bids were received. **Grant Report:** None **Building Committee:** This was handled during the Treasurer's Report. (See above notes.) **Personnel and Policy Committee Report:** • Dr. A. Davis referred back to the revised policy **Chapter 2.0 Salary Administration and Benefits: 2.1 Compensation and Related Performance Assessments.**	B. Aucoin will check with P. Toups regarding this issue. J. Giardina suggested that B. Aucoin call *Trent's Air Conditioning* to get a bid on repairing the unit and also talk to *Trent's* about the air conditioner filters. • Dr. A. Davis asked the Board to re-examine the revised Compensation/Assessment Policy for accuracy so that approval and/or further action can be taken at the September 5 MAX Board meeting. ○ B. Broussard volunteered to resend a copy of the

		revised policy to all Board members.
	• Dr. A. Davis asked about the status of the Max Charter Contract. Discussion followed on the admissions requirements and what will be allowed.	• Dr. A. Davis asked L. Musson to check with Mr. Patrick Walsh, Office of Portfolio, Louisiana Department of Education, to see if we can include admission standards in *Exhibit D* of the contract.
	• B. Aucoin asked about the LEAP scores, and L. Musson replied that the scores did not improve this year. • K. Chauvin reported that Tiffany Quick has been hired as a full-time NSU employee and will be working at the MAX Charter School 50% of her time.	
	Public Relations Report: • Although no written report was given, B. Broussard shared with the Board members her recent recognition by the **Louisiana Association of Public Charter Schools** (**LAPCS)** and **The Top Shelf** in a focus article spotlighting a charter school board member in the state. A copy of the article in the monthly newsletter, along with a congratulatory note, was originally sent to her by Attorney Jaimie Collins of Adams and Reese LLC. Lee Reid, also, responded to the focus article. Copies of the article were sent to Board members by e-mail.	The Board members congratulated B. Broussard on the recognition received from **LAPCS** and **The Top Shelf.**
	• B. Broussard pointed out to the Board that B. Aucoin supplied the personalized pens on the conference table to the school.	Board members thanked Brian for his generous donation.
7. Other Reports	**Director's Report** (See Attached Copy): • L. Musson informed the Board of the following important dates: o The teachers will start school on **Monday, August 5, 2013,** and have staff development for three (3) days. o The students will start school on **Thursday, August 8, 2013**. o The PTA monthly meeting is scheduled for **Wednesday, August 14, 2013**, at 6:00 P.M. o **Open House** will be held at 7:00 P.M. on **Wednesday, August 14, 2013.** • The school received the final COMPASS scores from the state. Based on the COMPASS scores, there are two (2) teachers at MAX who received a rating of ***Ineffective;*** hence, these teachers will not receive additional compensation. • Once again, L. Musson commented that the school building is running out of space, and another portable building is needed. • The school is working on adding to the **School Crisis Plan** in the event that an **active shooter** comes into the school.	• L. Musson contacted the Thibodaux Police Department, and Capt. Fontenot will work with the school on this issue. • To help MAX Charter School with this issue, Dr. A. Davis offered to contact the director of Safety and Environmental Health Mr. Brian Clausen who is doing the emergency plan

	• L. Musson expressed a need for an **Executive Session** to discuss personnel matters. **Parent Committee Report:** None	for NSU.
8. Other Business	None	
9. Motion to Go into Executive Session	Executive Session began at 9:40 A.M.	Motion was made by B. Broussard and seconded by Dr. C. Hill to go into Executive Session to discuss personnel issues… Motion was passed unanimously.
10. Announcements	K. Chauvin, on behalf of the Louisiana Center for Dyslexia and Related Learning Disorders, invited the Board members to **"An Evening of Art & Wine"** to be held at the Cotillion Ballroom of the Bollinger Memorial Student Union at NSU on Thursday, August 22, 2013. She handed out flyers to the Board members. The next Board meeting is scheduled for **Thursday, September 5, 2013.**	
12. Adjournment	The meeting adjourned at **9:57 A.M.**	A motion to adjourn was made by Dr. C. Hill and seconded by V. Benoit … Motion was passed unanimously.

MINUTES OF MEETING

The MAX Charter School Board of Directors

DATE: September 5, 2013
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Andrea Bollinger-Giardina, Brian Aucoin, Carol "Boo" Broussard, Dr. Steve Welsh, Dr. Leslie Jones, Dr. Albert Davis, Dr. Cleveland Hill
Also present were Linda Musson, Suzy Bourg, Warren Triche, Holly Crawford (parent of student), and Janice Fabregas who took the minutes. **NOTE:** Letter of Resignation from Angela Smith, PTA Vice President
Absent: Karen Chauvin and Vanessa Benoit

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around. B. Broussard asked that the Board deviate from the agenda to allow Holly Crawford, parent of a MAX 3rd grade student, to address the Board. • Mrs. Crawford thanked the Board for allowing her to speak and expressed how happy she was that her daughter was attending The MAX Charter School. She spoke about the numerous comments that people had made to her when she first moved to Thibodaux; all spoke very highly of The MAX Charter School. • She also spoke about the school for dyslexia in Mississippi that her daughter had attended for the past two (2) years. One of the projects that the school used to bring awareness to the public about dyslexia and also to raise money for the school was the sale of special car tags that the school developed. A senator has to write a bill and the school must pre-sell 300 tags. She thought this type of project may be of interest to The MAX Charter School.	Motion was made by B. Broussard, seconded by Dr. Steve Welsh to deviate from the agenda to allow Ms. Holly Crawford to speak…Motion was passed unanimously. The MAX Board thanked Mrs. Crawford for her interest in promoting the school and said it was interested in learning more about the dyslexia awareness car tags.
3. Approval of the Minutes	The Minutes of August 1, 2013, were presented.	The Minutes of August 1, 2013, were approved as presented.
4. Board Training	None	
5. Teacher Representative Report	Three (3) new employees were introduced to the Board: Michelle Musso – 6th -8th grade Science Teacher Cheryl Theiss – Special Education Para Dru Pierce – Secretary/Administrative Assistant Michelle Musso reported on the following: • **Lower School** ○ Mrs. Trahan's 1st grade students are working diligently to	

	develop reading comprehension skills and are very excited and eager to learn to read. ○ Second grade has been working hard to learn and follow the school rules. They are learning cursive handwriting and triple-digit addition. • **Middle School** ○ The math students are using the new ***Singapore Math Focus Program*** which is working well. ○ Science and social studies students have been getting their hands dirty with many hands-on activities (creating rain and clouds in a bottle and creating chemical reactions.) ○ ELA students are learning and using the Writing Process to compose different types of paragraphs. • **Upper School** ○ Students are diligently working on the **SAT** Assessment. ○ Science students are reviewing the **Scientific Method** with a focus on questioning and gathering data/research. Mrs. Musso is also focusing on proper writing development. ○ Student Council is getting geared up with campaigns beginning next week (September 9-13). ○ Upper School teachers are collaborating to put together both a Winter Dance and a Spring Dance. At this point, Ms. Musson commented that she could contact Senator Norby Chabert about sponsoring legislation for car tags for dyslexia awareness suggested by Holly Crawford earlier. Mrs. Musso offered her assistance here.	Dr. A. Davis suggested that Norby Chabert be invited to visit The MAX School.
6. Board & Standing Committee Reports	**Treasurer's Report** • B. Aucoin presented the July 2013 financial statements. • B. Aucoin went over the financials. **Grant Report:** No report…S. Bourg commented that some Nicholls State University students are learning to write grants and will help The MAX School write grants for technology**.** MAX is their project. **Building Committee:** B. Aucoin reported that the custodian Philip Toups had checked and reported that all rooms had insulation**.** **Personnel and Policy Committee Report:** • Before asking the Board to vote on the Action Item involving ***Chapter 2.0, Policy 2.1 "Compensation and Related Performance Assessments"*** of its Personnel Policies and Procedures Manual, Dr. A. Davis distributed a copy of the	J. Giardina suggested that B. Aucoin check to make sure this was the case. This portion of the policy, up for adoption along with the salary schedules, contained the following numbered recommendations or suggestions: 1. **A**t the beginning of each calendar year, the Chair of the ~~MAX Board of Directors~~ Personnel & Policy Committee shall appoint

	additional changes made to the policy since the previous Board meeting on August 1, 2013.	an *Ad Hoc Evaluating Committee* of qualified evaluators to meet with the Director at convenient times for the purpose of assessing the Director's ~~prior calendar year~~ performance based on the state's COMPASS or similar state-approved systems of evaluation and evaluation domains. The committee will ensure that proper procedures are followed, especially those provisions that allow for input during the evaluation process by the Director and for adjustment of scores as such adjustments are allowed by the COMPASS System. 2. The *Ad Hoc Evaluating Committee*, individually or jointly, shall meet one-on-one with the Director to review and discuss its findings before presenting this information to the full board. 3. In the presence of the Director and coinciding with the end of the ~~current~~ academic year, the *Ad Hoc* Evaluating Committee shall present its overall findings to the Board during an executive session of the Board. 4. The Board and the Director shall discuss these findings during an executive session of the Board. 5. The final scores of the A*d Hoc* Evaluating Committee will be entered into the state-approved reporting system ~~by a qualified evaluator~~ according to procedures established for such reporting. If there are more than two (2) ratings, the highest ratings may be entered into the system.
	• Dr. Davis informed the Board that the *Ad Hoc Evaluating Committee* that he will appoint as soon as possible will be made up of a minimum of three (3) people with at least one being an external evaluator.	B. Broussard requested that she be considered as a possible appointee to the *Ad Hoc Evaluating Committee* as she has had the required training. Also to be considered are Dr. C. Hill, Dr. L. Jones, and K. Chauvin as well as Angelle Hebert as an external evaluator. A motion was made by Dr. A. Davis and seconded by B. Broussard to accept the revised portion of the policy "Annual Performance Assessment of the Director" *as written* … Motion was approved unanimously. Dr. A. Davis will update the policy and send to S. Bourg to post.
	Public Relations Report: B. Broussard reported on the following: • The new 2013-2014 school year opened at The MAX in August. Teachers were engaged in three days of Professional/Staff Development followed by the first day of school for students on Thursday, August 8, 2013. • During the first week of school, The MAX PTA held its first meeting followed by a successful Open House on Wednesday, August 14, 2013. • Randy & Ryan Haynie from Haynie and Associates, a Louisiana lobbying and government relations firm, visited the school on Monday, August 19, 2013, and spoke with Director L. Musson and a few MAX Board members. The duo recently met with Erin Bendiley, Assistant Superintendent, Policy and External Affairs at the Louisiana Department of Education, to discuss the future of	

	The MAX. Erin recommended that a meeting be set up with Adam Hawf, Assistant Superintendent, Office of Portfolio, at the Louisiana Department of Education. Randy and Ryan plan to return for another meeting with The MAX on Monday, September 23, 2013. • Contact was made with Ben Jones, Jr., publisher of ***What Now Magazine,*** and beginning sometime this month, The MAX should be receiving free magazines for distribution. • Yearbooks are expected to arrive at the end of September or early October. The estimated cost will be approximately $30.00. • During the school's Super Steering Committee meeting, it was decided there would be no newsletter because everything is on the Web and repeated in the MAX Yearbook. The teachers felt there was not enough time for them to take over the newsletter. • The ***Principal's Pen*** will be sent out to parents at the end of each month along with the school's calendar of events for each month. • Pictures taken during the month of August have been sent to the local media for publication.	
7. Other Reports	**Director's Report** (See Attached Copy): L. Musson reported on the following: • A copy of the MAX contract was sent by e-mail to each Board member for review. L. Musson asked that a motion be made to accept the Contract *as written*. • The school is in the process of giving its students the **SAT**, a standardized diagnostic test used to measure academic knowledge. The test is being given with no accommodations, and this is going well. • The MAX Student Council is starting a campaign next week for choosing its 2013-2014 officers/representatives. • Physical education classes will start on September 9th. • Speech will also begin September 9th. • The grant money from *Top Gains* is being used to design a personalized curriculum for MAX. The teachers are writing a time line of the most important things that need to be taught to the students at MAX for each discipline area. Once that is finished, they will meet again and find activities and resources to teach and align with the Common Core. • The MAX has received word that they will get approximately **$53,800.00** in High-Risk Pool money again this year. This will enable the school to hire more paras to work with the special needs children. • L. Musson and all the teachers and paras will be attending The International Dyslexia Association (IDA) Convention on November 7, 8, and 9, 2013, at the Hilton Riverside in New Orleans. • Angela Smith, PTA Vice President, resigned from the MAX Board of Directors.	A motion was made by B. Broussard, seconded by Dr. C. Hill, to accept the Contract *as written* for this school year … Motion was passed unanimously. J. Giardina suggested that a discussion to fill or not fill the vacancy be held at a later Board meeting.

	• L. Musson asked about the hiring of a new janitor.	Dr. C. Hill will contact James (a retired NSU employee) to see if he wants the job.
	Dr. C. Hill brought up the subject of technology and asked if The MAX will have the computer capacity to test in the future. • L. Musson replied that there is sufficient capacity, but the school does not have enough computers. • Questions were raised…Will iPads be compatible with the MAX School? What is the most secure—laptops or desktop computers?	L. Musson will check with David Boudreaux at ED White to get this information and also the name of the consultant they used. S. Bourg will contact the technology person at the State Department.
	Parent Committee Report: None	
8. Other Business	J. Giardina informed the Board of his pending meeting scheduled on Monday, September 9, 2013, at 10:30 A.M. with John White, State Superintendent of Education. He wanted to get as much background information as possible before the meeting in regard to his concerns about present and future technology use at MAX and the need for adequate funding.	
	• J. Giardina inquired about the use of iPads and computers at MAX. o L. Musson reported that there are seventeen (17) iPads presently being used in the lower grades and that computers are being used in the upper grades.	J. Giardina will check with the Gow School to get information on their use of computers.
	J. Giardina asked W. Triche about ***Bulletin 1903, Act 854*** of the 1990 Regular Legislative Session R.S.17:7(11)—the dyslexia law that he worked on with Hunt Downer. • J. Giardina stated that although the law was written and passed, there was never any funding for it. J. Giardina wants to find out what can be done to get funding for a law that was passed and mandated by the legislature.	W. Triche suggested that a copy of ***Act 854*** be obtained to find out if it states "when general funds are appropriated or if available." If this is the case, it will be necessary —**first,** to contact the Division of Administration and **second**, to get a legislator to put in an amendment for the funding under the supplemental appropriations bill. W. Triche will check into this and get the information for J. Giardina before his meeting on September 9, 2013.
	• J. Giardina wants to get Randy Haynie informed on this.	
9. Motion to Go Into Executive Session	None needed.	
10. Announcements	The next Board meeting is scheduled for Thursday, October 3, 2013.	
11. Adjournment	The meeting adjourned at **10:35 A.M.**	A motion to adjourn was made by B. Aucoin and seconded by Dr. C. Hill… Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: October 3, 2013
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Andrea Bollinger-Giardina, Brian Aucoin, Carol "Boo" Broussard, Dr. Albert Davis, and Vanessa Benoit
Also present were Linda Musson, Suzy Bourg, Warren Triche, MAX parent Holly Crawford, Teacher Representative Alison Borne, LAPCS directors Sarah Vandergriff and Simone Green, and Janice Fabregas who took the minutes.
Absent: Karen Chauvin, Dr. Cleve Hill, Dr. Steve Welsh, and Dr. Leslie Jones

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes **<u>DEVIATION:</u> Guest speakers from the Louisiana Association of Public Charter Schools : Sarah Vandergriff, Legal Director, and Simone Green, Membership Director**	The Minutes of September 5, 2013, were presented. B. Broussard asked that the Board deviate from the agenda to allow Sarah Vandergriff, LAPCS Legal Director, and Simone Green, LAPCS Membership Director, to speak to the Board. Sarah Vandergriff informed the Board of the Association's desire to be more proactive and more involved with the charter schools. She explained that the Association's goal is to better communicate with the schools and be more readily available for assistance. The Association is working on a new strategic plan that will be implemented for the next three (3) years starting in January 2014. As part of the planning process, the Association realized that due to a lack of sufficient staff, they were not doing enough "hands on" activities, and so now with the increase in staff (9 members), they are able to concentrate on 15-20 charter schools each and be more effective liaisons. A part of this liaison program is that one member of the staff will make a site visit to the assigned schools every year. She mentioned that Board Governance Director Makiyah Moody was also available for direction and assistance and that Board President Caroline Roemer will be traveling in Louisiana doing a statewide campaign for charter schools.	The Minutes of September 5, 2013, were approved as presented. Motion to deviate was unanimously approved by the Board. Board members thanked the speakers for attending the meeting and visiting the school. They were invited to tour the classes and were accompanied by Director Linda Musson.

4. Board Training	B. Broussard updated the MAX Board on the LAPCS training sessions with *The Top Shelf*. • After participating in the first webinar, B. Broussard sent the Board a PDF and an audio recording of ***Governance Basics*** presented by Makiyah Moody on 9-24-2013. • Sarah Vandergriff will present ***Focus on Ethics*** on Tuesday, October 8, 2013, from 12:00 – 1:00. • Amanda Hollman & Troave' Profice will present ***Understanding School Performance*** on Wednesday, October 15, 2013, from 11:30-1:00.	B. Broussard recommended and encouraged Board members to register for the online webinars. B. Broussard reminded the Board that annual ethics training is a requirement of all Board members.
5. Teacher Representative Report	Ms. Alison Borne's report included the following: **<u>Lower School</u>** • **Mrs. L. Trahan's** 1st graders are beginning to read more fluently and are doing a great job. • This week is **Fire Safety Week,** and the students have been discussing fire safety rules and practicing the "Stop, Drop, and Roll" technique. o On Friday, October 4, the students will meet Fireman Mike, see a fire truck up close, and discuss more safety rules. • In **Mrs. Scott's** 2nd grade class, the students just completed a unit on history where they heard about how life used to be from Mrs. Musson and created their own timelines. o Students are working hard in math to learn triple digit subtraction. o They are using the iPads in reading to practice reading fluency. They love recording themselves reading and then listening to the recording. • **Ms. Villemarette's** class just completed a fabulous project on Louisiana's regions. o The students brought in items related to that region. o They picked a region from a bag and created a map. o They also completed a brochure on their region. o The students are adding and subtracting with regrouping all the way to the ***1000***'s. o The students are using iPads and love them! **<u>Middle School</u>** • K. Chauvin conducted a Professional Staff Development meeting on ***Visualizing and Verbalizing***, a strategy to aid in comprehension. o **Mrs. Walker** has started teaching this strategy to her students, and they are thoroughly enjoying it. o The students are learning to create pictures in their minds of what they read. At this point the students are actually getting to draw pictures to match what the text says.	

	○ They will use these pictures and story parts to write summary paragraphs of the stories they are reading. • Across middle school the students are learning addition and subtraction, multiplication and fractions through manipulatives and pictures. • The science students are finishing up a unit on weather and the atmosphere. They created clouds in a bottle to demonstrate the effects air pressure has on weather. ○ Science students are beginning "Report Form." • In social studies the 4th grade students are creating a colony to describe the earlier colonial life. • In social studies the 5th grade students are creating Indian dolls. **Upper School** The MAX Student Council elections are done. The Student Council Induction Ceremony will take place on Friday, October 11, 2013. **J. Giardina asked Ms. Borne her opinion on whether the iPads are being helpful to the students. ○ Ms. Borne replied that the iPads were preferred by the students over the desktop computers, and she found them to be a good learning tool.	
6. Board and Standing Committee Reports	**Treasurer's Report** • B. Aucoin presented the August 2013 financial statements. • B. Aucoin went over the financials. • He informed the Board that MAX is presently receiving **$9,375** per student. Payment is for **113** students, but the present student population is **116** students. **Grant Report:** • On October 8th, S. Bourg will meet with NSU to work on grants for technology. • L. Musson plans to submit a grant for technology money to the Ta-Wa-Si Civic Club. **Building Committee:** • B. Aucoin reported he had a company come to check for insulation in the building. • B. Aucoin will call someone to give an estimate on putting in a support structure and insulation. **Personnel and Policy Committee Report:** Dr. A. Davis reported on the following: • A copy of the updated personnel manual was sent to each Board member and posted on the website.	

	• The ***Ad Hoc Evaluating Committee*** members appointed to serve for the 2013-2014 School Year are Dr. Cleve Hill, Boo Broussard, and Angelle Hebert. • Dr. A. Davis indicated the need for an Executive Session and requested that the Board into Executive Session at the end of the meeting. **Public Relations Report (See Attached Copy):** B. Broussard's report consisted of the following: • The MAX school is beginning to get local recognition in various local media. • MAX Charter School started receiving copies of ***What Now Magazine.*** • To meet the Board's training needs, ***The Top Shelf*** released its Season 3 Calendar consisting of five (5) upcoming online sessions/webinars. • The first webinar ***Governance Basics*** with Makiyah Moody, Governance Initiatives Director, took place on September 24, 2013, from 8:00-8:45 A.M. The remaining sessions are scheduled for October 8 and 15, November 19, and December 10. o A PDF of the ***Governance Basics*** webinar was sent to Board members, together with a link to the recorded session, on Monday, September 30, 2013. • "Big Fun on the Bayou" published five (5) pictures of MAX students in its September 13, 2013, publication. • Randy & Ryan Haynie from Haynie and Associates, a Louisiana lobbying and government relations firm, were scheduled to re-visit the school on Monday, September 23, 2013, but since the **MFP Task Force** met on the same day, they attended the meeting in Baton Rouge instead. In attendance also were MAX Board members J. Giardina, B. Aucoin, and Dr. A. Davis. • 2012-2013 MAX yearbooks have not been delivered but are expected soon. • The ***Principal's Pen*** was sent out to parents at the end of September, along with the school's calendar of events for the month. • Pictures taken during the month of September have been sent to the local media for publication.	Dr. Davis asked B. Broussard to coordinate things with the ***Ad Hoc Evaluating Committee.***
7. Other Reports	**Director's Report** (See Attached Copy): L. Musson's reported included the following: • A copy of the information on iPads from her meeting with David Boudreaux of ED White Catholic High School was given to the Board. • She contacted the State Department to find out if iPads or	

	desktop computers were needed for testing, but no reply had been received as of yet. • A donation was received from the Buquet Family Foundation in the amount of **$1,000.00.** • Parent Teacher Conferences will be held on Monday, October 14, in the morning, and Staff Development will be held in the afternoon. o Staff will be working on writing a curriculum for The MAX. • The week of October 13 -19 is **Dyslexia Awareness Week.** o Activities are being planned for that week. o Flyers on dyslexia will be sent out to the parents. o MAX is trying to get informational videos or other materials on dyslexia for the parents' library. • In referring to Compensation, L. Musson asked if the policy regarding years of experience needed to be reviewed by the Board. • A Desk Audit by the State Department of Education will take place April 29, 2014. • L. Musson informed the Board that the person who was being considered for the janitor position could not take the job until May and that the present janitor was leaving before the Christmas holidays. • L. Musson informed the Board that floor tiles needed to be replaced in the bathroom and lounge areas. • Total school population is presently at **116** students. o The Special Education Population is at **30** students with IEP's. **Parent Committee Report:** V. Benoit's report consisted of the following: • A draft of the March 2014 Race letter was given to the Board. • The "Junk in Your Trunk" Fundraiser scheduled for Saturday, October 5, 2013, was postponed due to the weather.	No one was able to answer that question with absolute certainty. • L. Musson suggested that a part-time person be hired for the interim period. o The Board decided that a person be hired on a permanent basis for the position on a 10-month basis at a salary of **$15.00** per hour for 4 hours a day.
8. Other Business	• Dr. A. Davis spoke about the **MFP Task Force Meeting** in Baton Rouge last Monday. In attendance were Jake Giardina, Brian Aucoin, Dr. Al Davis, and Janice Fabregas. • A meeting with Dr. Laura Cassidy and Ryan and Randy Hainey will be held Friday, October 4, 2013, in Baton	

	Rouge. MAX attendees will be Jake Giardina, Brian Aucoin, Dr. Al Davis, Boo Broussard, and Director Linda Musson. The primary purpose of the meeting is to bring to the attention of the State the unique needs of The MAX Charter School. o Compiled data on the school, including improved test scores and academic growth over the years, will be discussed at the meeting with the Haineys in order to give them a better idea of the school's needs in an effort to lobby for more funding.	
9. Motion to Go into Executive Session	Executive Session began at 10:30 A.M. The regular session resumed at 11:20 A.M.	A motion was made by B. Broussard, seconded by B. Aucoin, to go into Executive Session to discuss a personnel issue… Motion was passed unanimously. A motion was made by Dr. A. Davis, seconded by B. Broussard, that ***Teach to Teach*** be awarded a total of a **$2,000.00** pay package for the 2013-2014 school year. Of this total, **$500.00** would be a part of a **one-time payment** based on performance assessment. The remainder of the package would be applied to the annual salary—retroaction to July 1, 2013…. Motion was passed unanimously. A motion was made by A. Bollinger-Giardina and seconded by B. Broussard that Holly Crawford be considered for a position on the MAX Board of Directors—pending her acceptance and the receipt of the necessary paper work …Motion was passed unanimously.
10. Announcements	The next Board meeting is scheduled for Thursday, November 14, 2013. Board members were reminded that MAX teachers and staff and some Board members and parents were attending the **64th Annual IDA Reading Literacy and Learning Conference in New Orleans** on November 6-9, 2013.	
11. Adjournment	The meeting adjourned at **11:30 A.M.**	A motion to adjourn was made by B. Aucoin and seconded by Dr. A. Davis… Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: November 14, 2013
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Andrea Bollinger-Giardina, Karen Chauvin, Brian Aucoin, Carol "Boo" Broussard, Dr. Steve Welsh, Dr. Leslie Jones, Dr. Albert Davis, Vanessa Benoit, and Holly Crawford
Also present were Linda Musson, Suzy Bourg, and Janice Fabregas who took the minutes. **NOTE:** Parent Chastity Calloway, Grandmother P. Calloway, and Advocate Shonna Riggs were also in attendance.
Absent: Dr. Cleveland Hill

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of October 3, 2013, Emergency Meeting of October 25, 2013, and Emergency Meeting of October 28, 2013, were presented.	The Minutes of **October 3, 2013**, Emergency Meeting of **October 25, 2013**, and Emergency Meeting of **October 28, 2013,** were approved as presented.
DEVIATION:	• B. Broussard asked that the Board deviate from the agenda to allow Shonna Riggs, Chastity Calloway, and/or P. Calloway to speak to the Board about concerns regarding the child of Chastity Calloway. o Dr. A. Davis suggested that the matter be discussed in **Executive Session** to ensure confidentiality, and the family members fully agreed to do so. Executive Session began at 9:08 A. M. The regular session resumed at 10:05 A.M.	• A motion was made by B. Broussard and seconded by K. Chauvin to deviate from the agenda to allow guests to speak…Motion was unanimously approved by the Board. • A motion was made by Dr. A. Davis and seconded by Dr. S. Welsh to go into **Executive Session**…Motion was passed unanimously.
4. Board Training	None	
5. Teacher Representative Report	The Teacher Representative Report, given by Director L. Musson, included the following: **Lower School** • Mrs. Trahan's class is continuing to soar in reading and math. o In reading and spelling, the students are working on digraphs and open syllable words. o In math the students are discussing similarities and differences of shapes. o In social living the students are learning about living and non-living organisms. • Ms. Villemarette's third grade students are writing paragraphs (procedural and descriptive) and learning to multiply.	

	<u>Middle School</u>
	• English Language Arts (***ELA***) students are learning to compare and contrast and are creating paragraphs to compare and contrast characters in stories.
	• Science students are learning about the solar system, creating visuals of the solar system and the phases of the moon.
	• Social studies students are learning about the thirteen (13) original colonies.
	  o The students made flip charts to explain cause and effect relationships of the lives of these early Americans.
	• Math students are learning different strategies to solve math questions.
	
	<u>Upper School</u>
	No report
	• L. Musson is looking for two (2) upper school teachers—one for ELA and one for science.
	  o L. Musson interviewed a teacher for science, but she did not accept the position.
	  o Until an ELA teacher is hired, Mrs. Terri Matherne will take the class twice a week to help the para assigned to the ***Read 180*** classes, and Ms. Musson will also be helping.
	  o Dr. L. Jones will try to get some graduate students to help fill the vacancy.	

6. Board & Standing Committee Reports	**Treasurer's Report** • B. Aucoin presented the September 2013 financial statements. • B. Aucoin went over the financials. **Grant Report:** S. Bourg reported on the following: The following e**GMS IDEA/NCLB** consolidated application reimbursement requests and periodic expense reports have been submitted for the 1st quarter ending September 30, 2013: IDEAB **$12,574** Title I **$ 1,110** Title IIA **<u>$ 2,276</u>** **$15,960** After contacting the LDOE, the school was notified that it was awarded **IDEAB High Risk Pool Funds** for **2013-2014**, and the previous e-mail stating that the school had **not** been awarded funds was **incorrect**. The total allocation/budget is **$55,881.** These funds will be used to pay wages for part-time Special Education Paras, three (3) FM surround systems for the classrooms, and speech and occupational therapy services. High Risk Pool funds must be used for expenses for the three (3) students specified in the application. Mandy Pascual, the NSU student who is working with The MAX on	

writing and sending out grant requests for technology, sent the final proposal to MAX during the week. S. Bourg and M. Pascual will meet next week to begin sending out requests to the various foundations.

Building Committee:
No report

Personnel and Policy Committee Report:
Dr. A. Davis's report included the following:

- Dr. Davis asked B. Broussard to report on both the **Ad Hoc Evaluating Committee** and the revised **MAX Vision Statement** and the progress made to date (a copy of the reports was sent via e-mail to the Board members).
  - B. Broussard reported that the **2013-2014 Ad Hoc Evaluating Committee,** a three-member team**,** was in contact with each other on more than one occasion, and on **Wednesday, November 13**, the team held the first of two (2) required interviews with MAX Director Linda Musson. All three (3) committee members were present. **(See AD Hoc Evaluating Committee Report.)**
  - B. Broussard submitted a recommended revised **MAX Vision Statement** from the MAX teachers and staff to the Board members on **November 13, 2013**, via e-mail.
    - B. Broussard once again voiced her concerns about the **MAX Vision Statement** because L. Musson's COMPASS rating on this domain, determined through the November 13 interview, would be affected.
    - B. Broussard also commented that the MAX goals set in the initial charter document in 2007 needed to be revisited and changed because of COMPASS.

- Comments regarding length of Vision Statement and the word ***will*** being overused were expressed. Board approval was pushed back until the December Board meeting.

- Dr. Davis suggested that the NSU Academic Council could review the school's mission statement, etc.

Public Relations Report: (See PR Report)
B. Broussard reported on the following:

- "Junk in Your Trunk" originally scheduled for Saturday, October 5, 2013, was postponed due to bad weather and was rescheduled for Saturday, November 2, 2013.
- Ben Jones, Jr., publisher of ***What Now Magazine*** is now delivering a magazine entitled ***Parent Talk Magazine*** on a monthly basis to the students at MAX.
- **The Top Shelf** presented two webinars in the month of October:
  - October 8…**Focus on Ethics** with Sarah Vandergriff 12:00-1:00 P.M.
  - October 15…**Understanding School Performance** with Amanda Holloman and Troave' Profice, Recovery School District 11:30 A.M. – 1:00 P.M.
- **The Top Shelf** will present **The Board's Role in Fundraising** with Toryah Cameron on November 19, 2013. An e-mail was sent to all Board members on September 11, 2013, with details and registration access.

	• ***"Big Fun on the Bayou"*** published pictures of MAX activities during the month of November. • The **2012-2013 MAX Yearbooks** have arrived. Copies can be purchased through the school for **$35.00.** • Thibodaux Chamber of Commerce representative Rick A. Reso stopped by the MAX Charter School to seek the school renewal of its non-profit membership ($130/year) in the Thibodaux Chamber of Commerce. • The ***Principal's Pen*** was sent out to parents at the end of October, along with the school's calendar of events for the month of November. • The school's annual food drive began on Monday, November 4, 2013. • The MAX Director, professional staff, several MAX Board members, and a few parents attended the International Dyslexia Conference beginning on Thursday, November 7, 2013. School was closed for this two-day fall break.	
7. Other Reports	**Director's Report** (See Attached Copy): L. Musson reported on the following: • The School Performance Scores (**SPS**) came in, and The MAX is still out of *AUS.* The score in 2012 was **75.3** and in 2013, it is **75.8**. • ***IDA*** – The teachers will have a report for the Board. • MAX is entitled to the **High Risk Pool** funds and is in the process of hiring three paras—one full time and two part-time—and will be purchasing other needed materials. • The ***Veterans Day Program*** at NSU on November 11 went very well. • The revised **MAX Charter Vision Statement**, agreed to and submitted by the MAX teachers and staff, was e-mailed to the Board members. • There is a need to revisit the MAX goals. • ***Family Fun Night—***also known as ***Literacy, Numeracy (Math), and Science Night—***was held on October 17, and the turnout was great. The parents were able to visit the classrooms to see how things are done in reading, math, and science. • ***Dyslexia Awareness Week*** was held, and the parents were given information on dyslexia. • ***Red Ribbon Week*** was held the last week of October, and every day something different was done at MAX. • November was ***Anti-Bullying Month.*** o All the parents were given information on cyber bullying, sexting, and what bullying is. o Two (2) officers from Terrebonne Parish visited MAX and talked to the 5^{th} - 8^{th} grade students about bullying. o Tracey Purvis, licensed counselor, will be coming to The MAX to work with the students after school. She showed	The **MAX Charter Vision Statement** needs Board approval.

	a movie about bullying to the children. She will also be showing it two (2) more times at NSU in the auditorium. • A social skills program called ***Second Steps*** will be purchased for first, second, and third graders. If money is available, other grades will be considered. • BESE/Alternative School – BESE determined that The MAX is an alternative school. It is the only elementary alternative school in the state. • Food Drive – The drive will end November 15, and the food will be delivered to the food bank. • The **Christmas Play** will be held on **Thursday, December 19, 2013,** at 6:30 P.M. at NSU in Peltier Hall. Tickets are **$5.00** in advance and **$6.00** at the door. • Donation/Grants - **$1,000** was donated by a parent, and **$3,000** by the ***Ta Wa Si Civic Club.*** • The LDOE has verified that iPads can be used for testing. • Thirty (30) computers are being donated to the school. They will need hard drives. • Director L. Musson has been invited to attend a Type 2 Charter School Meeting in Marksville on Thursday, December 5, 2013, the same day as the MAX Board meeting. • Director L. Musson expressed a need for a short **Executive Session** before the end of the Board meeting to discuss a personnel issue. **Parent Committee Report:** V. Benoit reported on the following: • The "Junk in the Trunk" Fundraiser, held on November 2, 2013, made a profit of **$500.00.** • The final proof of the race raffle tickets is being worked on, and these will be brought at the end of this week or early next week for printing. Tickets are **$5.00 each**. • The race letter is almost finished and will be sent out the first week of January.	K. Chauvin will e-mail the Board members with the details for anyone who may be interested in attending. A motion was made by B. Broussard and seconded by K. Chauvin to push the scheduled December 5 meeting back a week to allow for this networking opportunity. After a brief discussion, the meeting date was changed to Wednesday, December 11... Motion was passed unanimously.
8. Other Business	• K. Chauvin suggested that a program for social skills would need to be made a priority. • A. Bollinger-Giardina requested that the RSVP for the Bistro Dinner be received by Friday, November 15.	
9. Motion to Go Into Executive Session	**Executive Session** started at **10:51 A.M.** The regular session resumed at **10:55 A. M.**	Motion was made by V. Benoit, seconded by K. Chauvin, to go into **Executive Session**…Motion was passed unanimously.
10. Announcements	The next Board meeting is scheduled for **Wednesday, December 11, 2013.**	
11. Adjournment	The meeting adjourned at **10:56 A. M.**	Motion to adjourn was made by K. Chauvin and seconded by B. Aucoin … Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: December 11, 2013
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Karen Chauvin, Brian Aucoin, Carol "Boo" Broussard, Dr. Steve Welsh, Dr. Albert Davis, Dr. Cleveland Hill, and Holly Crawford
Also present were Linda Musson, Suzy Bourg, and Janice Fabregas who took the minutes. **NOTE:** Chastity Calloway, P. Calloway, and Shonna Riggs were also in attendance.
Absent: Andie Bollinger-Giardina, Dr. Leslie Jones, and Vanessa Benoit

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:10 A.M. to accommodate the Calloways who arrived a little after the usual starting time of 9:00.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of November 14, 2013, were presented.	The Minutes of November 14, 2013, were approved as written.
4. Motion to Go into Executive Session	Executive Session started at 9:14 A.M. …The Calloways left the Executive Session at 9:40 A.M. …Director L. Musson was asked to leave the Executive Session at 9:42 A.M. to allow the MAX Board to discuss the confidentiality issue in more detail with Board members only. The regular session resumed at 11:10 A.M.	Motion was made by Dr. S. Welsh, seconded by B. Broussard, to go into Executive Session to discuss a confidential matter involving ***R.S. 17:416.13***—as requested by the child's mother on November 14, 2013…Motion was passed unanimously. At 11:07 A.M., a motion was made by B. Broussard, seconded by Dr. Hill, to return to the regular session. Dr. A. Davis asked that the MAX Board receive and accept the confidential preliminary incident-specific report, to be disseminated to the concerned parent, in accordance with ***R.S. 17:416.13 (Act 865.)***
5. Board Training	None	
6. Teacher Representative Report	**Ms. Tiffany Hue**, newly hired Upper School ELA teacher, introduced herself to the Board and expressed her excitement about being hired. The Teacher Representative Report consisted of the following: **Lower School** • Mrs. Trahan's **1st** grade class is learning about shapes. The students went on a shape hunt at Peltier Park. ○ In reading and spelling the students are continuing to work on their reading and comprehension skills. • Mrs. Scott's **2nd** grade class has been working hard to improve reading and spelling skills through ***Lexia***.	

	○ Each student has been tracing his/her progress toward completing a level. ○ Students are currently working on typing their Christmas writing project. • Ms. Villmarette's **3rd** grade class can solve multiplication problems. Through concrete and pictorial instruction and the use of skip counting, students understand the concept of multiplication. **Middle School** • The students in **4th** and **5th** grade have been working on the Christmas play. • In ELA the students have been learning non-fiction comprehension strategies. • In math the students are focusing on multiplication and fractions. • In science the students are learning about energy types—focusing on sound and light. • After returning from the holidays, the students will begin **intense** test preparation. **Upper School** • The students in **6th**, **7th**, and **8th** grade are busy working on the Christmas play. • In math they are beginning ***LEAP*** preparation. ○ The **7th** and **8th** graders are working on algebra. • In ELA the students are working on comprehension strategies and on proofreading and revising. • In science students are doing different things: ○ The **6th** graders are working on elements, and each student has picked an element to research and write about. ○ The **7th** graders are starting punnette squares and learning traits. ○ The **8th** graders are learning about fossils and are currently using clay to make their own fossils.	
7. Board & Standing Committee Reports	**Treasurer's Report/ Grant Report/ Building Committee Report/ Personnel and Policy Committee Report/ Public Relations Report** Because of time constraints, a motion was made to table **Agenda Item # 7.** Written reports were given to MAX Board members in advance.	Motion was made by Dr. C. Hill, seconded by Dr. S. Welsh, to table **Agenda Item # 7**—the Board and Standing Committee Reports…Motion was passed unanimously.
8. Other Reports	**Director's Report** (See Attached Copy): Director L. Musson reported on the following: • Newly hired Upper School teachers at MAX are ELA teacher **Ms. Tiffany Hue** and science teacher **Brian Delahoussaye.** • Director L. Musson attended the **Office of Portfolio** meeting in Marksville, LA, and met with other Type 2 Charters that shared our concerns.	

	○ The opportunity to meet and network in person with people who can assist when someone from the LDOE is not available was extremely beneficial. ○ The technology session was the most enlightening. ▪ There is a person available who could personally work with the MAX School to help get computers ready for the 2015 testing. • The LDOE's response to the question of having the tests read aloud to the MAX students was that it could not be done at this time (Copy of response from Jessica Baghian is attached.) • The **MAX Vision** has once again been revised, and a copy is attached in the Board packet to be reviewed, commented on, and sent back for further revision—if necessary. • MAX will be re-advertising for the janitor position. • The Christmas Play tickets are on sale for **$5.00** each. **Parent Committee Report:** None	**Note:** The **MAX Vision** was included in the tabled **Agenda Item # 7** and will be addressed at the January meeting.
9. Other Business	• B. Aucoin asked the MAX Board to approve a change to the check signers to only three people, eliminating Dr. C. Hill from the original list. The three signers would be Jake Giardina, Brian Aucoin, and Suzy Bourg with only two signatures required on checks over **$500.00.** • L. Musson introduced the new Upper School science teacher Brian Delahoussaye, who gave a brief description of his qualifications. • MAX Board member Mrs. H. Crawford discussed and spoke about **"Decoding Dyslexia—LA."** According to Holly, the State of Louisiana is one of the states that is not involved with this effort. She had a conference call with other parents regarding **"Decoding Dyslexia—LA."** Its mission statement is **"Decoding Dyslexia—LA"** is a grassroots movement driven by LA families concerned with the limited access to educational interventions for dyslexia within our (public) schools. We aim to raise dyslexia awareness, empower families to support their children and inform policy makers on best practices to identify, remediate and support students with dyslexia in LA (public) schools." Holly hopes to get THE MAX involved.	Motion was made by K. Chauvin, seconded by Dr. C. Hill, to approve the check signers for checks over **$500.00** to Jake Giardina, Brian Aucoin, and Suzy Bourg with two signatures required on checks over **$500.00…**Motion was passed unanimously.
10. Announcements	The next Board meeting is scheduled for Thursday, January 9, 2014.	
11. Adjournment	The meeting adjourned at **11:32 A.M.**	Motion to adjourn was made by Dr. C. Hill, seconded by Dr. S. Welsh … Motion was passed unanimously.

MINUTES OF MEETING

The MAX Charter School Board of Directors

DATE: January 9, 2014
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Andrea Bollinger-Giardina, Brian Aucoin, Carol "Boo" Broussard, Vanessa Benoit, Dr. Albert Davis, Holly Crawford, and Dr. Cleve Hill (arrived 9:57)
Also present were Linda Musson, Suzy Bourg, Warren Triche, and Janice Fabregas who took the minutes.
Absent: Karen Chauvin, Dr. Steve Welsh, and Dr. Leslie Jones

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of December 11, 2013, were presented.	The Minutes of December 11, 2013, were approved as presented.
4. Board Training	None	
5. Teacher Representative Report	Mrs. Lori Scott, 2nd grade teacher, gave the following report: **Lower School** • **Mrs. Scott's** 2nd grade class was discussed first. o Her students have been working hard on multiplication and are now moving on to money skills. o They are continuing to improve in reading fluency and comprehension skills. o All students are currently excited to be involved in a self-monitoring skill aimed at increasing attention and learning through the monitoring of behavior. • **Mrs. Trahan's** 1st grade class was next. o Her students are doing well in both reading and math. o In math the students are learning to add and subtract within ***20***. o In social living they are discussing different communities such as urban, suburban, and rural. • **Ms. Villemarette's** 3rd grade students are having a great time in class! o They are starting the process of writing their research projects using report form and coding facts. o The students are enjoying using multiplication strategies, and they are getting very good at them.	

	<u>Middle School</u> • The 4th and 5th graders are preparing to start practicing out of the LEAP/iLEAP practice books for one hour at the end of the day, three days a week. • They are also excited about implementing the ***Second Step Program,*** a social skills program purchased by the school recently. **<u>Upper School</u>** • The 6th, 7th, and 8th graders are also preparing to start practicing out of the LEAP/iLEAP practice books for one hour at the end of the day, three days a week. • They are happy to welcome Ms. Jenna Knight back from maternity leave. • They are getting adjusted to having a "full-time" teaching team in Upper School, and the two (2) new teachers are settling in.	

6. Board & Standing Committee Reports
 	
<u>Note:</u> This agenda item was tabled at the December 11, 2013, MAX Board meeting due to time constraints.
	Treasurer's Report
	• B. Aucoin presented the November 2013 financial statements.
	• B. Aucoin went over the financials.
	• Of special interest to the MAX Board was a ***Company Snapshot*** chart that depicted the school's income and expense trend from 2008 to the present.
	
	Grant Report:
	None
	
	Building Committee:
	• B. Aucoin informed the Board that he had contacted William Scott regarding the metal strips for the building but had not received any information to date and was looking at other sources.
	• W. Triche informed the Board of a building in Lafayette that may be for sale.
	  o He will get information on the building to present to the Board.
	
	Personnel and Policy Committee Report:
	Dr. A. Davis turned the committee report over to B. Broussard.
	• B. Broussard once again informed the Board that the *Ad Hoc Evaluating Committee* completed the evaluation portion of its first site visit interview with MAX Director L. Musson.
	  o The findings were personally discussed with the leader, and the scores of each individual member of the team were shared with Board members via e-mail.	

	○ The committee as a whole determined the director's overall composite score to be **3.698**, **Highly Effective**. ○ A copy of each detailed report is available to the Board members—upon request. ○ A second site visit interview is scheduled for Wednesday, March 26, 2014, at 10:A.M. • B. Broussard gave an update on the **MAX School Vision Statement,** up for reconsideration, and requested the Board's final approval. ○ A copy of the original Max Vision, the Revised Max Vision, and the most recent Revised Max Vision was included in the Board meeting information packet. (See report.) • Upon Board approval, B. Broussard requested that the MAX Vision Statement be presented to the parents/guardians at the PTA meeting scheduled for that night. • B. Broussard also requested that the approved MAX Vision Statement be included in the next school brochure. • Before moving to the next agenda item, Chairman Dr. A. Davis informed the Board that he had been in contact with Attorney Clayton Lovell and would be meeting with him on Tuesday, January 14th. **Public Relations Report:** Although there was no written report, B. Broussard informed the Board that detailed information on Open Enrollment Registration had been sent to the media and posted on the school's website www.mymaxcharterschool.org. Open Enrollment began on Wednesday, January 8, 2014, and will continue through Friday, February 28, 2014. The lottery will be held on Wednesday, March 19, 2014.	Dr. A. Davis recommended two (2) changes—that the words "…will continue to nurture…" be replaced with **"nurtures"** and that the word "desire" in "… a desire to complete…" be replaced with another word since that word was used previously in the two-sentence vision statement. A motion was made by A. Bollinger-Giardina, seconded by Dr. A. Davis, to accept the MAX Vision Statement with the revisions as discussed … Motion was passed unanimously. The Board-approved MAX Vision Statement now reads: ***The MAX Charter School, in collaboration with Nicholls State University and the Louisiana Center for Dyslexia and Related Learning Disorders, nurtures the whole child, academically, socially, emotionally, and physically. It is the desire of all stakeholders to empower each student with competence, confidence, and a willingness to complete school while realizing learning is a lifelong process.***

7. Other Reports	**Director's Report** (See Attached Copy):
	L. Musson reported on the following:
	• The IDA Conference reports will be handed out at the next Board meeting in February.
	  o On behalf of the teachers and staff, Ms. Musson thanked the Board for allowing them to attend the IDA Conference and thanked Mrs. A. Bollinger-Giardina for her generosity.
	  o L. Musson stated that the highlight of the IDA Conference was the workshop on the Executive Functioning of the brain and how much that plays in the academic development of the student.
	• The Admissions Process began on January 8, 2014, and will continue through February 28, 2014.
	  o The Admissions Team is working on a written procedure of how applications are received, how they are labeled, who is receiving them, and what is done with each application.
	  o A protocol for admissions is in place, and it is on the MAX website.
	• The ***Second Step Program*** has started.
	  o The program is designed to teach "soft skills"—anti-bullying, how not to get into someone's space, manners, how to get along with others—skills that go *beyond the book* and are needed by all students who interact with others on a daily basis.
	  o This program was purchased with the High Risk Pool Funds and will affect all grade levels—not just 1st, 2nd, and 3rd grade—as originally anticipated.
	  o An instructional Webinar will be held on Thursday, January 9, 2014, at 1:00 P.M. to learn how to implement the ***Second Step Program*** into middle school.
	  o A teacher committee decided that three (3) days would be dedicated to LEAP/iLEAP practice and one day (Friday afternoon from 40-60 minutes) for the ***Second Step Program***.
	• S. Bourg has been researching companies to replace the hard drives for the thirty (30) computers that were donated. The following three (3) estimates have been received to date:
	Micro Technology – install hard drive $6,900 plus labor
	Complete Network Management - $6,000
	Great Southern Computers - $4,500
		After discussing the pros and cons of each, a motion was made by B. Broussard, seconded by B. Aucoin, to accept the bid from **Great Southern Computers** to install the hard drives on the thirty (30) computers that were donated to the school …Motion was passed unanimously.

	• Monday, January 20, 2014, is a federal holiday, and schools will be closed in observance of Martin Luther King Jr. Holiday. • On Saturday, January 25, 2014, the NSU Dyslexia Center's Annual Conference "Unmasking Their Potential" with Keynote Speaker Dr. Susan Hall will be held at NSU in the Bollinger Memorial Student Union Building. Registration will begin at 7:30 A.M.; Pre-registration is $65 and $75 on day of conference. Teachers and paras have been invited to attend. • The MAX Christmas Play was a huge success. Approximately 600 supporters were in attendance, and the school made about $2,000. • The current MAX Student Population is **<u>110</u>**. • The teachers would like to form a committee (Board members are invited to participate) to work on a new ***MAX Brochure***. o They want to include more pictures of the students, less words, and the new MAX Vision Statement. o The intent is to advertise the MAX by placing these brochures in doctors' offices, psychologists' offices, and any other places where parents take their children. J. Giardina asked L. Musson if there was a list of people trying to get students enrolled at the MAX School for the coming year. L. Musson replied that she had verbal requests but no applications. The waiting list has approximately twelve (12) students on it at present. **Parent Committee Report:** PTA president V. Benoit reported on the following: • The PTA meeting will be held January 9, 2014, at 5:30 P.M. and will be focused on the upcoming Race. • Raffle tickets are available for **$5.00** each. • The PTA is currently working on the mailing out of letters for the race. o ***Copy Connection*** gave a time frame of two (2) weeks before they could get the letters out, but the need to get these out as soon as possible was emphasized. • To get more parents to attend the PTA meetings, an **Incentive Program** has been implemented, and more positive results are anticipated since it involves dress code privileges.	J. Giardina will contact ***Copy Connection*** to see if they can get these letters out sooner.

8. Other Business	• H. Crawford updated Board members on "***Decoding Dyslexia—LA,"*** the grassroots movement introduced to Board members at its December 11th meeting.
	  o Mrs. Crawford and two (2) other parents, together with the NSU Dyslexia Center, have created a logo for Louisiana.
	  o The group has started a Facebook page for "***Decoding Dyslexia—LA."***
	  o They will be creating a resource page and putting MAX Charter School as a resource.
	  o A special g-mail has been created so that parents can e-mail questions and concerns. The account is decodingdyslexialouisiana@gmail.com .
	• H. Crawford asked J. Giardina about the proposed legislative actions for 2014.
	  o J. Giardina replied he did not have any information as he had not spoken to John White.
	  o He did, however, meet with the governor and gave him information on the MAX Charter School.
	  o He also met with Senator Brett Allain and invited him to visit the school.
	• L. Musson informed the Board that Mel Duplantis had sent a letter thanking the MAX Charter School for all it did for his son Ian and how well he is doing in his new school.
	• L. Musson informed the Board that a new janitor **Melanie Potter** has been hired to replace Phillip Toups.	

9. Motion to Go Into Executive Session	None needed	
10. Announcements	The next Board meeting is scheduled for Thursday, February 6, 2014.	
11. Adjournment	The meeting adjourned at **9:57 A.M.**	A motion to adjourn was made by B. Aucoin and seconded by V. Benoit … Motion was passed unanimously.

MINUTES OF MEETING

The MAX Charter School Board of Directors

DATE: February 6, 2014
TIME: 9:00 A.M.
PLACE: MAX Charter School

Present: Jake Giardina, Andrea Bollinger-Giardina, Karen Chauvin, Carol "Boo" Broussard, Brian Aucoin, Dr. Leslie Jones (left 10:05), Dr. Albert Davis, Dr. Cleve Hill, Dr. Steve Welsh, Vanessa Benoit, and Holly Crawford

Also present were Linda Musson, Suzy Bourg, Warren Triche (9:15), Catherine McLain (grandparent of student), and Janice Fabregas who took the minutes.

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	• J. Giardina called the roll, and a sign-in sheet was passed around. • B. Broussard introduced PTA member Catherine McLain who recently donated thirty (30) computers to MAX. o The Board thanked Mrs. McLain for her thoughtfulness and generosity.	
3. Approval of the Minutes	The Minutes of January 9, 2014, were presented. **Correction to Minutes Made**	• Director L. Musson requested that a change be made to the Minutes of January 9, 2014. o Under the Director's Report, the 3rd bullet regarding the *Second Step Program* contained an error. The sentence that read…" This program was purchased with the High Risk Pool Funds and will affect all grade levels—not just 1st, 2nd, and 3rd grade—as originally anticipated" should have read… **"This program was purchased with the High Risk Pool Funds for Grades 1, 2, and 3. The Board gave permission to use special funds for Grades 4 through 8."** • The minutes of January 9, 2014, were approved with the change to the 3rd bullet in the Director's Report being made as requested.
4. Board Training	None--B. Broussard simply reminded the Board of the required yearly Ethics Training.	
5. Teacher Representative Report	Rebecca Durocher, Upper School math teacher, gave the following report: **Lower School** • **Mrs. Trahan's** first grade students are discussing the skeletal and digestive systems and are beginning to regroup in subtraction and addition. • **Mrs. Scott's** second grade students are beginning fractions and learning about the government. • **Ms. Villemarette's** third grade students are learning about understanding division by making equal groups and arrays. The students are also embracing the writing process, and they are writing two paragraphs beautifully.	

	Middle School: **Middle School** has started a rotation process for iLEAP/LEAP practice. This takes place 1 hour a day/3 days a week. It gives the students an opportunity to see exactly what these tests will be like and what they are to expect. The students try their best at this time, and although it is obvious that the material is difficult for most of them, they still put forth their best effort. • Mrs. Borne, Mrs. Boudreaux, and Mrs. Walker have been teaching and reinforcing skills in their individual classes as well as providing students with test sample items on which to practice. • Besides working on iLEAP/LEAP test practice, science and social studies students are participating in many hands-on activities and projects: o In social studies students are using many higher-order thinking skills to create things like cause-effect flip books on Jamestown, creating their own maps, and writing journal entries as though they lived within the time periods being studied. o In science students are using noodles and gummy candy to create a part of the vertebrae to show the use of cartilage. They are using hair gel and construction paper to create cells. **Upper School** **Upper School** is also heavily involved with iLEAP/LEAP preparation and is following the same rotation process as Middle School. • Ms. Hue's ELA students, assisted by MAX Literacy Coach Mrs. Matherne, are doing the Power Prep for iLEAP and LEAP. • Mrs. Durocher's math students, assisted by MAX Numeracy Coach Mrs. Gauthreaux, are also preparing for iLEAP and LEAP • Science students are doing multiple experiments and activities and, along with the social studies classes, have been working hard to prepare for the upcoming state testing.	
6. Board & Standing Committee Reports	**Treasurer's Report** • B. Aucoin presented the December 2013 financial statements. • B. Aucoin went over the financials. • A copy of the LaPorte audit report for year ending 2013 was sent by e-mail to the Board members for perusal. **Grant Report:** S. Bourg reported on the following: The following EGMS IDEA/NCLB consolidated application	

	reimbursement request payments have been received, and periodic expense reports have been approved for expenses for period ending 12/31/2013: IDEAB **$16,808.00** received 2/4/14 IDEAB High Risk Pool **$16,818.00** received 2/4/14 EEF **$ 883.07** received 1/24/14 Title I **$ 2,814.00** received 1/28/14 Title IIA **$ 5,276.00** received 1/28/14 Total reimbursements received **$42,299.07.** **Building Committee:** B. Aucoin reported that he had… • Contacted Will Scott to get pricing for materials to make the necessary repairs to the floor. • Contacted A & H Paint about a product for cleaning the floor tiles. o He purchased a floor cleaner, but it didn't seem to work very well. The cleaner is expensive and would require a buffing machine for cleaning. **Personnel and Policy Committee Report:** None **Public Relations Report:** (See Full Report) B. Broussard reported on the following: • Copies of the 2012-2013 MAX yearbooks are still available for the purchase price of **$35.00**. • The 2014-2015 MAX Open Enrollment information began appearing in local newspapers on Sunday, January 12. Registration began on January 8th and will be accepted through February 28th. Information is also available on the school's website www.mymaxcharterschool.org. • Information on supporting Representative Bill Cassidy's House Resolution on Dyslexia #456 was e-mailed to MAX Board members on Thursday, January 16, 2014. A sample letter and e-mail message from The Yale Center for Dyslexia & Creativity was forwarded to all members on Monday, January 20, 2014. • Ben Jones, Jr., publisher of ***What Now Magazine,*** continues to deliver a magazine entitled ***Parent Talk Magazine*** on a monthly basis to the students at MAX. • The ***Principal's Pen*** was sent out to parents at the end of January along with the school's calendar of events for the month of February 2014. • The MAX Director, professional staff, several MAX Board	J. Giardina suggested B. Aucoin contact other flooring companies to see what is available and obtain prices.

	members, and a few parents attended the Nicholls State University Dyslexia Center's Annual Conference "Unmasking Their Potential 2014" on Saturday, January 25th. The workshop featured Keynote Speaker Susan Hall, a consultant specializing in teacher training in reading and dyslexia. • Publicity has already begun for the school's 6th Annual "Race for Their Future" 5K Run/Walk. Relevant information was sent to local media, and results are expected soon. All information is available on the school's website.	
7. Other Reports	**Director's Report** (See Attached Copy): L. Musson's report consisted of the following: • A copy of the IDA Conference reports from the teachers was made available to the Board members. • L. Musson thanked the Board for allowing the staff to attend the IDA Conference and also thanked Jake and Andie Bollinger-Giardina for their generosity in helping with the registration cost. • The MAX staff also attended the Nicholls State University Dyslexia Center's Annual Conference "Unmasking Their Potential 2014" with Susan Hall. • The ***Second Step Social Skills Program*** is scheduled to begin on February 7, 2014. This will be held every Friday with each session lasting 40 to 50 minutes. Letters were sent out to the parents as there will be parental involvement. • **Student Admissions** dates are **January 8 through February 28, 2014.** o As of February 6, twenty-one (21) new applicants have applied for MAX enrollment: ▪ First – **5** ▪ Second – **3** ▪ Third – **1** ▪ Fourth - **2** ▪ Fifth – **5** ▪ Sixth – **3** ▪ Seventh – **1** ▪ Eighth - **1** o The Admissions Team is going through the applications, and once this is completed, they will begin assessment for programmatic levels. • Staff Development will be held on Friday, February 14, and there will be no school for the students. o New teachers and paras will be trained on the following: ▪ Linguistics ▪ Report Form	

	▪ Written Expression o The Lower and Middle School teachers and paras have already had this training, but if they want, they may attend a refresher class or they will be expected to work on analyzing SAT tests. ▪ As soon as the teachers complete analyzing the SAT scores, this will be sent out to the parents so they can see how their children are performing. • Compass for Teachers Round 2 will be held February 17 through February 28, 2014. • Courtney Millet, Director of Institutional and Instructional Advancement at St. Charles Catholic High, will be visiting MAX School on Tuesday, February 12, at 9:30 A.M. **Parent Committee Report:** PTA president V. Benoit reported on the following: • The person/organization (BRASS) that normally handles the MAX Race is not able to do so. Another person who handles local races was contacted, and although he is willing to help out, he cannot actually be there for the MAX Race due to a previously scheduled commitment. o For **$150.00** he would be able to plot the course, get the permits, notify the Thibodaux Police Department, and get bid numbers. However, he does not have a clock, and so he will contact BRASS to see if BRASS would loan its clock to the school for the race. • Rachel Hebert with the Dyslexia Center at NSU offered the assistance of students who need service hours in an organization called "NEAT." • Thus far, **$18,000** has been collected for the March 29th event.	B. Aucoin suggested that if the clock is not available from BRASS that V. Benoit check on the price of purchasing a clock and use Special Funds Race money to do so. Dr. C. Hill suggested that Rob Bernardi, Athletic Director at NSU, be contacted to see if any members on the track team would be willing to assist with the MAX Race.
8. Other Business	None	
9. Motion to Go Into Executive Session	Executive Session began at **9:35 A.M.** Regular Session resumed at **11:46 A.M.** The Board directed Ms. Musson to provide some time on Friday, February 14, for Attorney Wayne Steward to present some Board and staff training on FERPA. She agreed to get back to the Board with an exact time and place.	Dr. A. Davis made a motion, seconded by B. Aucoin, to go into Executive Session to discuss a confidential matter with the Board's attorney from Baton Rouge via telephone conference. Motion was passed unanimously.
10. Announcements	The next Board meeting is scheduled for Thursday, March 13, 2014.	
11. Adjournment	The meeting adjourned at **11:50 A.M.**	A motion to adjourn was made by B. Aucoin and seconded by Dr. Steve Welsh … Motion was passed unanimously.

MINUTES OF MEETING

The MAX Charter School Board of Directors

DATE: March 13, 2014
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Andrea Bollinger-Giardina, Karen Chauvin, Brian Aucoin, Carol "Boo" Broussard, Vanessa Benoit, Dr. Albert Davis, Dr. Steve Welsh, Dr. Cleveland Hill, and Holly Crawford
Also present were Linda Musson, Suzy Bourg, Board Counsel Wayne T. Stewart, and Janice Fabregas who took the minutes.
Absent: Dr. Leslie Jones

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of February 6, 2014, were presented.	The Minutes of February 6, 2014, were accepted as presented.
4. Board Training	B. Broussard reminded the Board about the four (4) learning opportunities in March from ***The Top Shelf***. The dates, March 12, 19. 26, and 28, along with the registration information, were sent to the Board members by e-mail.	
5. Teacher Representative Report	Special Education teacher Cindy Grandin gave the following report: • **Grades 3-8** are working on writing across the curriculum and preparing for LEAP and iLeap testing. • **Mrs. Scott's 2nd graders** enjoyed learning about space and are currently working on moon tracking • **Ms. Villemarette** commented that her 3rd graders are writing beautifully in her class. • **Ms. Grandin** updated the Board on ***Bookshare***, an accessible online library for those with print disabilities. o She commented that her goal is to get students other than those in Special Education to be involved in this program. o She has added two (2) sponsors and hopes to reach more students next year. o Packets were sent home with the students both last year and again this year so that they can have individual accounts at home.	
6. Board & Standing Committee Reports	**Treasurer's Report** • B. Aucoin presented the January 2014 financial statements. • B. Aucoin went over the financials. **Grant Report:** No Report	

Building Committee:

- B. Aucoin reported that he still has not received any pricing from Will Scott for the material to make the necessary repairs to the floor.
    - L. Musson informed the Board that a parent offered to submit a quote on replacing the tiles that needed to be changed.

Personnel and Policy Committee Report:
None

Public Relations Report:
B. Broussard's report consisted of the following:

- **February 4, 2014** – Tracy Purvis, M. Ed., former MAX employee and now a program coordinator at the Dyslexia Center, received a **Thank You** note form Angie Regan, Manager of OperationPAL (OpPAL), an outreach program that encourages support for our wounded heroes. Tracy shared this note with the school, acknowledging that students at The MAX and The Center made a real difference with their handwritten cards and notes.
- The ***February 2014 Dyslexia Newsletter*** was sent out via e-mail to all Board members on February 7, 2014, since it contained valuable information and articles on Congressman Bill Cassidy's dyslexia resolution, the Center's 6th Annual "Unmasking Their Potential" Conference, a mentoring program that will benefit the students at The MAX, the MAX 2014 Race, and improving textbook accessibility through the Access Text Network with Kurzweil accommodations.
- Emily Hubbell, a contributing writing for ***What Now Magazine***, contacted B. Broussard on **February 7, 2014**, for more information on the MAX Race. She plans to highlight the race event in the March 2014 publication.
- Attorney Wayne T. Stewart of Hammonds, Sills, & Guice, LLP met with MAX teachers, professional staff, and MAX Board members on Friday, **February 14, 2014,** and presented a professional training seminar on the Family Educational Rights and Privacy Act (**FERPA**).
- Pictures of school happenings were sent to the local media and published on **February 15 and 21**.
- Publicity continues for the school's 6th Annual "Race for Their Future" 5K Run/Walk in most local newspapers.
- Copies of the 2012-2013 MAX yearbooks are still available for the purchase price of **$35.00**, and race raffle tickets can be purchased for **$5.00** each.
- Ben Jones, Jr., publisher of ***What Now Magazine***, continues to deliver a magazine entitled ***Parent Talk***

- Go to www.Marineparents.com,Inc. for more information on this outreach program..

	Magazine on a monthly basis to the students at MAX. • The Principal's Pen was sent out to parents at the end of February, along with the school's Calendar of Events for the month of March 2014 – ***March Communique.***	
7. Other Reports	**Director's Report** (See Attached Copy): L. Musson reported on the following: • On March 10, 2014, the 8th graders took the ***Explore*** tests. • **Grandparents' Day** and the **Scholastic Book Fair** are presently being held over a 3- day period, March 12th thru the 14th, with Lower School, Middle School, and Upper School each attending on a separate day. o The Book Fair's mission for 2014 is to collect money for the Dianne Savoie Memorial. • The computers are being delivered and set up by Mr. Philip Wu who has donated four (4) additional computers to the MAX. o Ms. Musson is considering sending the old computers that will be removed to Mr. Wu so he can install new hard drives. • Phase I of LEAP will begin on Tuesday, March 18th. All students will be off except for the 4th and 8th graders who have to do the writing portion of LEAP. • The Lottery for Admissions will be held March 19th at 8:00 A.M. • The students will go to Nicholls State University on March 21st to take part in **S.O.U.L.** (Singers of United Lands.) o The 8th grade students will go to Nicholls to attend the **Swamp Stomp Festival** on March 21st. • The 2nd Leader Compass Evaluation will be conducted on Wednesday, March 26th, • L. Musson informed the Board that more building space is needed. • L. Musson requested a meeting of the Personnel Committee at its earliest convenience. o Chairman Dr. A. Davis, B. Broussard, Dr. S. Welsh, K. Chauvin, and Dr. C. Hill (who volunteered) were the committee members mentioned. • L. Musson asked the question, "Who is considered the Superintendent of the School?" Mr. W. Stewart replied that the Director would be acting in the role of the Superintendent. • The janitor will be out for three (3) weeks. • Director surveys were conducted recently by teachers **and** parents. o The compilation of the teachers' surveys is included in the Board packet.	Board members were invited to attend the Scholastic Book Fair.

	○ The compilation of the parents' surveys will be given out at the next Board meeting. ○ Dr. A. Davis asked if the surveys were given in the name of the Board, and L. Musson replied that they were and were the same surveys sent in the previous years. • L. Musson expressed the need to go into Executive Session to discuss some confidential personnel issues. • Dr. C. Hill asked if the school had ever applied for E- Rate funds which pay for wiring and Internet. ○ The state does a test to make sure the computers are ready for computer testing, and the MAX may get a waiver from the state if the computers are not test ready. **Parent Committee Report:** PTA president V. Benoit reported the following: • The Race will be held on Saturday, March 29, 2014. • This year, NSU is charging for using tents, chairs, etc. which will be very costly. ○ K. Chauvin asked the Board if she could speak to someone at NSU to see if she could say that the Dyslexia Center is co-sponsoring the event. Also, she could remind NSU that MAX has a **Memorandum of Understanding** with Nicholls which might be a way to waive or lower the fees. ○ Thus far, MAX has collected **$45,000**. ○ H. Crawford informed the Board that ***Decoding Dyslexia*** will have a booth at the Race. Crystal Huff will be coming with volunteers to give out information on ***Decoding Dyslexia.*** ○ BRASS will loan a clock for the Race. ○ K. Chauvin volunteered to help with gathering the race results information.	S. Bourg will check into this since the answer was no.
8. Other Business	• Dr. S. Welsh informed the MAX Board that the **BCA** (Bayou Community Academy) Board is interested in participating in and sharing the cost of future Board trainings. ○ Attorney Mr. Wayne Stewart said that he and some partners in his firm could assist with this training. ○ Dr. Welsh volunteered to coordinate this with K. Chauvin. ○ The location of the training is to be determined.	K. Chauvin suggested that a list/menu of topics be created so that the LA Key Academy Board could decide if it, also, would be interested in participating in the suggested training.
9. Motion to Go Into Executive Session	Executive Session began at **10:00 A.M.**	B. Broussard made a motion, seconded by Dr. C. Hill, to go into Executive Session for the purpose of discussing a confidential personnel

	Regular Session resumed at **11: 44 A.M.**	matter that needed to be addressed and to confer with the Board attorney Mr. Wayne Stewart… Motion was passed unanimously.
10. Announcements	The next Board meeting is scheduled for Thursday, April 3, 2014.	
11. Adjournment	The meeting adjourned at **11:48 A.M.**	A motion to adjourn was made by B. Aucoin and seconded by Dr. Al Davis… Motion was passed unanimously.

MINUTES OF MEETING

The MAX Charter School Board of Directors

DATE: April 3, 2014
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Andrea Bollinger-Giardina, Karen Chauvin, Brian Aucoin, Carol "Boo" Broussard, Dr. Albert Davis, Dr. Steve Welsh, and Holly Crawford
Also present were Linda Musson, Suzy Bourg, Angela Smith, Warren Triche, and Janice Fabregas who took the minutes.
Absent: Dr. Leslie Jones, Dr. Cleveland Hill, and Vanessa Benoit

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of March 13, 2014, were presented.	The Minutes of March 13, 2014, were accepted as presented.
4. Board Training	• B. Broussard reminded the Board about the learning opportunities sent to the Board members by e-mail with the April webinar dates. • Dr. S. Welsh informed the Board that he had spoken with Attorney Wayne Stewart, and Mr. Stewart would be sending an outline of the specific topics for the MAX Board trainings. Dr. Welsh will give this list to K. Chauvin when received. • B. Aucoin told the Board that the District Attorney's office is holding an in-person training April 3, 2014. ○ K. Chauvin once again reminded the Board that state ethics training that is statutorily required on an annual basis for all public servants could be done online.	

5. Teacher Representative Report	LaQuishia Trahan, 1st grade teacher, reported on 1st, 2nd, and 3rd grade activities:
	• Mrs. Trahan's students are learning about the solar system and, along with other lower grade students, are planning a field trip to the Planetarium in Kenner.
	  ○ In reading and math, the students are continuing to progress.
	• Mrs. Scott's 2nd grade class is currently completing a unit on measurement. The students are getting ready to move on to graphs.
	  ○ In reading all students are now in Volume 3 of ***Project Read***.
	• Ms. Villemarette's 3rd graders are learning about angles and lines in math.
	  ○ They are also perfecting their writing for iLeap.	

6. Board & Standing Committee Reports

Treasurer's Report

- B. Aucoin presented the February 2014 financial statements.
- B. Aucoin went over the financials.
- B. Aucoin made the following additional comments:
  - The **Special Funds** has $22,000 which was allocated for the salaries of paras as requested by Director L. Musson
  - He pointed out that a previous decision made by the Board to pay for the roof repairs with funds from the **Special Account** would not be necessary at this time since the funds are not needed in the **Operating Account.**

- B. Aucoin suggested that a **Money Market Fund** be set up for both the **Special** and **Operating Accounts** so that this could in time generate additional revenue from interest.
  - After a bit of discussion, a motion was made by B. Broussard and seconded by A. Bollinger-Giardina to allow B. Aucoin to set up a **Money Market Fund** for both the **Special** and **Operating Accounts** … Motion was passed unanimously.

- S. Bourg reported that the gross revenue for the **2014 Race** was **$57,220** with expenses of **$6,063** for a total profit to date of **$51,157**.

- When Ms. Musson expressed a bit of concern about the Nicholls expenses, Dr. A. Davis suggested that a letter be written to Nicholls State University regarding the charges and the dissatisfaction with the way certain things were handled during the day of the race.

Grant Report:

S. Bourg reported on the following:

- The IDEA/NCLB consolidated applications have been adjusted to include the final allocation amounts released by the state in March.
  - The amended applications were submitted on 3/18/14.
    - The NCLB application was approved on March 31st, and the IDEA amendment is pending.
- The following reimbursements will be submitted for expenses for the period January 1st thru March 31st:

	3rd Qtr Expenses	Total 13/14 Allocation	Funds Used 07/01-03/31
IDEAB	**$8,371**	**$52,636**	**$25,180**
IDEAB HRP	**$8,015**	**$55,881**	**$24,534**
Title I	**$4,254**	**$11,347**	**$ 6,979**
Title II	**$ 67**	**$ 5,677**	**$ 5,534**
ESY	**$ 0**	**$ 907**	**$ 0**
TOTALS	**$20,707**	**$126,448**	**$62,227**

- S. Bourg will be submitting a reimbursement request for the **$20,707** expenses but is waiting until the state approves the IDEA amendment.

	• L. Musson informed the Board of the difficulties of hiring paras because of the salary being offered. **Building Committee:** No report **Personnel and Policy Committee Report: (See attached.)** Personnel Committee Chairman Dr. A. Davis handed the committee's report over to B. Broussard who reported on the following: • A copy of the ***Ad Hoc Evaluating Committee Report #2*** was sent to each Board member and included in the Board meeting packet for April 3, 2014. o The report basically reviewed the origin/formation of the ***Ad Hoc Evaluating Committee*** which in the last two (2) years consisted of two (2) Board members and one outside evaluator. o B. Broussard informed the Board that the second of two (2) required evaluations had been completed, but the ratings have not been finalized. • Dr. A. Davis commented that he had spoken with J. Robert Field at NSU about the possibility of having a group of graduate students do the parental/staff screenings to serve as additional tools for assessing the director. **Public Relations Report:** B. Broussard reported on the following: • Publicity continued throughout the month of March for the school's 6th Annual "Race for Their Future" 5-K Run/Walk in most local newspapers. o Mr. J. Davison from NSU interviewed both PTA President Vanessa Benoit and MAX Director Linda Musson for a proposed article on the race. o Information was also available on the school's website www.mymaxcharterschool.org, and flyers were posted in various businesses and at NSU. o Lots of pictures were taken at the race on Saturday, March 29, 2014. • On Friday, March 21, 2014, MAX students participated in Nicholls State University's **16th Annual Jubilee: A Festival of the Arts & Humanities**, a courtesy of	• J. Giardina suggested that the school boards in Terrebonne and Lafourche Parishes be contacted to get the present salaries of paras. • Dr. A. Davis also suggested putting notices/advertisements for paras on bulletin boards at NSU. • Due to comments made by Attorney Wayne Stewart, B. Broussard suggested that the Board consider finding three (3) certified non-Board members to serve on the ***Ad Hoc Evaluating Committee*** for the 2014-2015 School Year. o Dr. Angelle Hebert, the school's only non-Board evaluator is unable to serve and has supplied a list of possibilities/recommendations from Lafourche Parish. These names were given to the Board members for possible consideration. o B. Broussard also suggested that the Board revisit and adjust the policy that was Board-approved on September 5, 2013, **if needed**. ▪ She noted that, according to the policy, Dr. Al Davis would be the person to appoint the next 3-member team of certified evaluators.

	coordinator Angela Hammerli. o At 10:45 MAX students attended a performance by Singers of the United Lands (S.O.U.L.). o The 8th graders went to the Louisiana Swamp Stomp Festival: Tresors du Bayou Education Program. • Ben Jones, Jr., publisher of ***What Now Magazine*** continues to deliver a magazine entitled ***Parent Talk Magazine*** on a monthly basis to the students at MAX. • The **Principal's Pen** was sent out to parents at the end of March along with the school's Calendar of Events for the month of April – **April Communiqué**. • H. Crawford reported that ***Decoding Dyslexia*** had a booth at the 6th Annual "Race for Their Future" 5-K Run/Walk. o On May 15, 2014, the **Decoding Dyslexia** group will show the HBO movie "The Big Picture - Dyslexia" in Alexandria, Louisiana. More information will be available at the next Board meeting on May 1st. • Dr. A. Davis recognized and congratulated **Karen Chauvin**, the recipient of the **Woman of Achievement Award** at Nicholls State University.	
7. Other Reports	**Director's Report** (See Attached Copy): L. Musson's report consisted of the following: • The Book Fair made a profit of **$3,200**. These funds will be used to buy books and materials for the library. • The school population for **2014-2015** is projected to be **103** students. ▪ An Executive Session on staffing was requested. • State tests will be held April 7th through April 10th. • On Friday, April 11th, a workshop on disabilities will be held in Metairie. Director Linda Musson, together with MAX personnel Tiffany Quick and Rebecca Walker, will attend. The workshop will feature information on how to read trigger points of different types of disabilities. • The DARE Program for 6th and 7th graders begins Monday, April 14, and will consist of fifteen (15) hours.. • The annual State Department of Education Site Visitation will be held on Wednesday, April 16. The Board members were invited to attend. • Easter Break will begin on Good Friday, April 18th, and end on Friday, April 25th . Classes will resume on Monday, April 28th. • L. Musson and R. Walker will be attending **504 Training** in Lafayette with Attorney Wayne Stewart on Tuesday, April 29th. • The **Read Aloud Campaign,** a MAX-initiated campaign	

	and educational thrust to convince the state that students need to have their tests read aloud to them, will start this summer.
	• Samples of non-wax tiles were brought to L. Musson in case the Board was interested in retiling the school floors.
	  ○ Estimates were given as follows:
	  ▪ The cost for installing the non-wax tiles would be approximately **$40,100**.
	  ▪ A lower end tile would be approximately **$29,429**.
	  ▪ The cost for waxing the existing tiles and moving the furniture would be **$8,390;** having someone else move the furniture would be **$3,900**.
	• MAX is presently working on updating the MAX Brochure, and a draft will be available at the May Board meeting.
	• A summary report on the Parent Surveys is included in the Board packet.
	• The **2014-2015 MAX Academic Calendar**, also included in the Board packet, has been completed and needs Board approval.
	• J. Giardina asked L. Musson if the latest charter contract signed with the state recognized and accepted the fact that The MAX Charter School's priority is dyslexia as envisioned when the school was started.
	  ○ L. Musson replied that yes--- that is the case. She also said that Attorney Wayne Stewart had edited the admissions letter.
	
	Parent Committee Report:
	None
		• B. Aucoin suggested that one room be stripped and re-waxed to see how it comes out.
		  ○ Dr. A. Davis will get price on the product that NSU uses.
		
		• Dr. A. Davis suggested L. Musson contact Jared David or Bruno Rogerio at NSU to get a quote on doing the brochures.
		
		A motion was made by K. Chauvin and seconded by Dr. S. Welsh to accept the **2014-2015 MAX Academic Calendar** as presented…Motion was passed unanimously.

8. Other Business	None	
9. Motion to Go Into Executive Session	Executive Session began at **9:55 A.M.**	• A motion was made by B. Broussard, seconded Dr. S. Welsh, to go into Executive Session as requested by Director L. Musson to discuss school staffing issues based on the projected 2014-2015 student enrollment… Motion was passed unanimously. • A motion to return to the regular meeting was made by K. Chauvin and seconded by Dr. A. Davis…Motion was passed unanimously.
10. Announcements	The next Board meeting is scheduled for Thursday, May 1, 2014.	
11. Adjournment	The meeting adjourned at **10:43 A.M.**	A motion to adjourn was made by B. Aucoin and seconded by Dr. A. Davis… Motion was passed unanimously.

MINUTES OF MEETING

The MAX Charter School Board of Directors

DATE: May 1, 2014 May 2, 2014…Continuation of Executive Session
TIME: 9:00 A.M.
PLACE: MAX Charter School
Present: Jake Giardina, Andrea Bollinger-Giardina, Karen Chauvin, Brian Aucoin, Carol "Boo" Broussard, Dr. Albert Davis, Dr. Cleveland Hill, Holly Crawford, and Vanessa Benoit
Also present were Linda Musson, Dr. Angelle Hebert, Suzy Bourg, Angela Smith, Warren Triche, and Janice Fabregas who took the minutes.
Absent: Dr. Steve Welch and Dr. Leslie Jones **NOTE:** Dr. Angelle Hebert represented Dr. Leslie Jones.

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll, and a sign-in sheet was passed around.	
3. Approval of the Minutes	The Minutes of April 3, 2014, were presented.	The Minutes of April 3, 2014, were accepted as presented.
4. Board Training	• B. Broussard reminded the Board that the Tier 3 Personal Financial Disclosure Statement for 2013 is due Thursday, May 15, 2014. • A one-on-one Top Shelf training seminar, "Avoiding Employee Lawsuits" will be held on May 7, 2014, from noon to 1:30 P.M. at the LAPCS office on Poydras Street in New Orleans.	
5. Teacher Representative Report	Rebecca Walker, Middle School teacher , reported on the following: **<u>Lower School:</u>** • **Mrs. Scott's** 2nd grade class is currently working on graphing in math. In social living the students are learning about needs/wants and producers/consumers. • **Ms. Villemarette's** 3rd graders are learning healthy eating habits and utilizing the food guide pyramid to create a menu. In math the students are learning fractions. In reading the students are reading mystery stories. • **Mrs. Trahan's** 1st grade class is learning about time in math. In social living the students are learning about the water cycle; in reading, they are continuing to make progress. **<u>Middle School:</u>** • Mrs. Walker's students are reading chapter books on their grade level and are working to prepare written reports and oral presentations pertaining to the book read. • Students are working on reading an historical fiction novel called *Number the Stars* about two young girls during WWII.	

	• In science students are working on using report form to interpret non-fiction text. • Students took a field trip to Oak Alley. **<u>Upper School:</u>** • Math – With the LEAP/iLEAP tests finished, students are preparing for next year. • Social Studies – Students are working on hands-on projects and making Power Points. • ELA – Students are working on writing well-developed paragraphs and examining literary elements. • Science – Students are working on hands-on projects related to direct material per subject level. • Eighth graders are getting things in order for their Completion Ceremony on May 22..	
6. Board & Standing Committee Reports	**Treasurer's Report** • B. Aucoin presented the March 2014 financial statements. • B. Aucoin went over the financials. • B. Aucoin included in the MAX Board packet a report entitled *Assessment of External Factors Influencing Financial Behavior of School District for Fiscal Year 2013-2014.* o The report indicated that the *District Performance Score (DPS)* was **<u>50</u>** D. Some of the Board members questioned whether **<u>50</u>** was an accurate score. • B. Aucoin stated that TRSL will increase from 27.2 % to **28%.** **Grant Report:** • S. Bourg reported that the following requested amounts were received in April for reimbursement requests that were submitted for expenses for the period January 1st through March 31st: Title I **$3,055** IDEAB **$8,371** IDEAB HRP **$8,353** TOTAL **$19,779** • S. Bourg is waiting on a request for reimbursement for **$275.00.** **Building Committee:** • B. Aucoin reported he would be contacting the gentleman from NSU about cleaning the floors during the summer. • Angela Smith, PTA representative, reported that a group of parents had volunteered to repaint the halls and	B. Aucoin will check on this score to see if it is correct.

	cafeteria. **Personnel and Policy Committee Report:** • Dr. A. Davis expressed the need for an Executive Session to discuss the *Ad Hoc Leader Evaluation Committee Report* and a situation as it pertains to the Bylaws. • Dr. A Davis introduced Dr. Angelle Hebert, Assistant Professor of Teacher Education, who was sitting in for Dr. Leslie Jones. It was noted that Dr. Hebert was one of the evaluators on the Ad Hoc Committee. • Dr. A. Davis also reported that he is working with Attorney Wayne Stewart on the final version of the bullying policy that will be included in the Procedures Manual. This will be sent to the Board members when completed. **Public Relations Report: (**See Attached Copy.) B. Broussard reported on the following: • All Ethics Administration Forms are due by Thursday, May 15, 2014. o MAX Board members received an email from Karen Chauvin concerning LA. R.S. 42: 1124.3 – the Tier 3 Personal Financial Disclosure Statement required annually by the Louisiana Board of Ethics. • Multiple **CALL TO ACTION** notices and updates from the LAPCS alerting charter schools of the various anti-charter bills before the Louisiana legislators were sent to Board members via e-mail. • Since LEAP/iLEAP testing from April 7th – April 11th and the Easter Break from April 21st – April 25th dominated the month of April, not much actual newspaper-worthy publicity took place. • On Friday, April 11, 2014, pictures of students visiting Oak Alley Plantation were taken. • On Wednesday, April 16, 2014, Patrick Walsh, Executive Director Charter Accountability at LDOE, and Troave' Profice, Director of School Performance at LDOE, met with Director Linda Musson and the MAX Charter School Board Vice President for their yearly state visit to MAX. The meeting seemed to be very productive, and Linda's interview was extremely impressive. • On Thursday, April 17, 2014, MAX Board members were sent a copy of the *Dyslexia Newsletter* which featured a picture and short article on Karen Chauvin, recipient of the Women of Achievement Award at Nicholls State University. • The **Principal's Pen** was sent out to parents at the end of April, along with the school's Calendar of Events for the month of May – May Communiqué.	• B. Broussard cautioned the Board members to complete and submit the ***Tier 3 Personal Financial Disclosure Statements*** as soon as possible since failure to do so could result in fines and/or other penalties. • B. Broussard urged the Board members to take time to read these important messages and respond to them when necessary or feasible.

	H. Crawford spoke to the Board members about the special awareness license plates for dyslexia awareness. She expressed a desire to see a House bill passed to get these license plates made.	
7. Other Reports	**Director's Report** (See Attached Copy): L. Musson reported on the following: • May 2nd – **Field Day/Fun Day** • May 7th – **Cane's Night Fundraiser** • May 9th – **DARE Graduation** – 6th & 7th grades at 2:00 P.M. • May 16th – The **Student Council Spring Fling** for the 6th, 7th, and 8th graders • May 22nd – **The 8th Grade Breakfast** in the Plantation Suite 8:00-9:00 A.M. o **Completion Ceremony** will be held at 9:30 A.M. The **Awards Ceremony** will follow. • May 23rd – Teachers' last day • May 27th – Summer school begins for those who did not pass LEAP test • Following the annual State Department of Education Site Visitation on Wednesday, April 16th, L. Musson reported that everything was found to be in order. Two areas that were mentioned in the interview that needed work: o **At-Risk Population** – The SDOE commented that there was not enough of a free and reduced lunch population. The MAX would need an increase of 29 more students in this group. o **Transportation** – The MAX **may** need to furnish free transportation for students. • The student population for the next school year is 103. • L. Musson reported that the 8th grade scores from the Explore ACT called "Plan" were received. Scores showed that MAX students-- with accommodations allowed for reading and/or extended time—performed better than the national average scores. • L. Musson is starting a **Read Aloud Campaign** to have tests read to the students and will be working with Key Academy and contacting the parties responsible for making changes to the policy. o W. Triche stated that the BESE Board would need to be contacted to make the changes to the policy. **Parent Committee Report:** V. Benoit reported on the following: • The next PTA meeting will be held on May 8th. Elections	Board members were given special invitations and were asked to *RSVP* as soon as possible. J. Giardina requested that Ms. Musson get this in writing. • J. Giardina suggested a letter be written with the key points of the changes to the policy being requested. • After a bit of discussion, it was recommended that a committee be formed to work on this. o B. Broussard, K. Chauvin, H. Crawford, and Dr. C. Hill volunteered to work with L. Musson. ▪ This group will meet on May 5th at 8:00 A.M. ▪ H. Crawford will report on the outcome of the May 5th meeting at the next Board meeting on June 5.

	of officers will be held at this meeting. • Angela Smith spoke about the race. The PTA looked into the time put into organizing the race and all costs involved, and questioned if it was really profitable in the end. The PTA may consider another alternative or is open to the possibility of doing other fundraisers.	
8. Other Business	• A. Bollinger-Giardina informed the Board members that Don Kasten from the Nicholls Culinary School gave her a tentative date of Thursday, November 20, 2014, for the Holiday Bistro Dinner for the MAX staff. • **NOTE:** Dr. Al Davis had other business to address but preferred to wait until **after** the Executive Session.	J. Giardina suggested that L. Musson inform the teachers that the tentative date is on a Thursday night, the only night available for the Bistro dinner. He asked her to check with the teachers to find out if they would prefer to do the dinner at another venue on a Friday night instead.
9. Motion to Go Into Executive Session	• Executive Session began at **10:27 A.M.** Attorney Wayne Stewart was not able to be present at this session, and so the MAX Board agreed to take a **recess** from the Executive Session and continue with the discussion on Friday, May 2, 2014, at 9:00 A.M. when the attorney would be available. The regular meeting resumed at **10:45 A.M.**	• Dr. C. Hill made a motion, seconded Dr. A. Davis, to go into Executive Session to discuss two (2) matters of confidentiality… Motion was passed unanimously. • Dr. A. Davis made a motion, seconded by B. Broussard, that the 2013-2014 Leader Compass scores derived by the *Ad Hoc Evaluation Committee* be accepted and entered into the appropriate system. Motion was passed unanimously.
Continuation-- Other Business	Due to the enormous responsibilities of the Dean of Education at Nicholls State University and the fact that this individual serves as *ex-officio* of the MAX Board, Dr. A. Davis introduced an addition to the charter school's by-laws that would allow more flexibility.	• Dr. A. Davis made a motion, seconded by Dr. C. Hill, that the Board of Directors accept the changes to **Article IV, Section D,** of the By-Laws concerning the appointment of a designee for the Dean of the College of Education as submitted ... Motion was passed unanimously. • Dr. A. Davis made a motion, seconded by Dr. C. Hill, that based on the written notice from the present Dean of the College of Education, the Board approve the appointment of Dr. Angelle Hebert as the *designee* for the Dean <u>pending the completion of all necessary paperwork.</u> Motion was passed unanimously.
10. Announcements	• Executive Session will resume Friday, May 2, 2014, at 9:00 A.M. • The next Board meeting is scheduled for Thursday, June 5, 2014.	
11. Adjournment	The meeting **recessed**/temporarily adjourned at **10:51 A.M.**	A motion to recess and continue the Executive Session with the school's attorney on Friday, May 2, 2014, at 9:00 A.M. was made by B. Aucoin and seconded by H. Crawford… Motion was passed unanimously.