

MINUTES OF VIRTUAL MEETING
The MAX Charter School Board of Directors

To access recording, go to <https://www.youtube.com/watch?v=6pOmNLP46aI&feature=youtu.be>

DATE: July 9, 2020

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, Dr. Steve Welsh, and Caitlin Stroud

Also **present were** Rebecca Walker, Suzette DeHart, Lacey Crochet, Linda Musson, and Catherine Jordan. **NOTE:** Staff members Alison Borne, Josie Chenier, and Judy Domangue were also in attendance.

Absent: J.J. Buquet and Cortney Percle

AGENDA (Abbreviated)		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll	
3. Approval of the Minutes	The Minutes of June 4, 2020, were presented.	The Minutes of June 4, 2020, were accepted as presented.
4. Finance Report	Financial Report and Update on Insurance and Finance Matters • S. DeHart presented the May financial statements. • S. DeHart went over the financials. ○ Monthly Recap ➤ May MFP... \$ 103,000.00 ➤ Other Sources \$ 25,399.00 ➤ Total May Revenue \$ 128,399.00 ➤ Expenses for May \$ 156,396.00 ➤ Wages & Benefits \$ 152,827.00 84.40% ➤ May Profit Negative \$ (27,997.00) ➤ YTD Loss \$ (22,783.00) ➤ Operating Account \$ 505,703.00 ➤ Payroll Account \$ 2,234.00 ➤ Special Account –Students \$ 12,759.00 ➤ Special Account –School \$ 143,078.00 Total \$ 663,775.00 ○ The June 30 PERS (Periodic Expense Reports) payment is due and should be collected by the end of next week. ○ Super App – Changes have been made and submitted, and the school is waiting on approval. ○ Strong Start Amendment to use the funds initially allocated to the counselor is being made so we don’t have to wait three quarters of the year to get these funds. ○ The lunch program is being set up, and the paperwork is being	

finalized.

- We are presently working on 4th Quarter Financials.
- We are also working on Budget for 2020-2021.

Grants

Lacey Crochet reported on the following:

Grants in-Process:

- **Conoco-Phillips Giving Program:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Chromebooks for Student Use: Purchase 30 @ \$294 ea = **\$8,820**
 - Chromebook Mobile Charging and Storage Cart: **\$1,075**
 - 64gb iPad: 12 @ \$399 ea = **\$4,788**
 - Dell Inspiron Desktop Computers : 4 @ \$729 ea = **\$2,916**

Total Technology Funding Request: \$17,599

Grand Submission Deadline: July 31, 2020

- **LORIO Foundation:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Promethean Boards: 8 @ \$3,139 ea = **\$25,113**
 - Inspiron Laptops: 12 @ \$810 ea = **\$8,910**

Total Funding Request: \$34,022

Grant Submission Deadline: July 31, 2020

Grants Request Updates:

- **The Peltier Foundation:**

- **Grant Focus:** To improve the overall technology at the MAX Charter School to enhance instruction and curriculum delivery
- **Grant Funding Request:**
 - Chrome Books for Student Use: Purchase 15 @ \$250 ea = **\$3,750**
 - Dell Laptop Computers: Purchase 11 @ \$810 ea = **\$8,910**
 - New Promethean Boards for Classrooms: Purchase 11 = **\$34,530**

Total Technology Funding Request = \$47,190

- **The Max and Victoria Dreyfus Foundation Grant:**

- **Grant Focus:** This grant was to obtain funding to help fund MAX's annual play production. The grant focused on the importance of arts in educating the whole child, and the request included funding to hire a part-time production assistant, to build the set, and to cover

Note: The Peltier Foundation previously awarded MAX a **\$10,000** technology grant to be used to purchase three (3) new Promethean boards for MAX teachers/classrooms. A "Thank You" letter was sent to Mr. Stephen Peltier and the Foundation.

any facility rental fees.

- **Grant Funding Request:** Grant request was for **\$20,000**.

Update – As per the Foundation’s website, “Organizations applying for the Fall grant round (May 10th deadline) can expect to receive a status update by the end of October. Updates will be provided by postal mail or email.”

- **The Bayou Community Foundation – Bayou Recovery Fund:**

Update: The grant request for \$10,000 to help support the full-time appointment of The MAX Counselor in the 2020-2021 School Year was **not awarded** as the Foundation does not generally support requests from schools as this is not their focus. However, the Covid 19 mechanism has a particular focus on mental health support; therefore L. Crochet re-applied to request counselor funding through this particular funding stream.

Grant Revisions:

The Joe and Dorothy Dorsett Brown Foundation

The Joe and Dorothy Dorsett Brown Foundation awarded The MAX **\$9,651** in STEM funding to support the science curriculum and purchase supplemental materials. A funding change request was made to the Foundation to request approval to reallocate the funds to help purchase the **Tier 1, Re-Design IQWST** curriculum. The state funding was less than anticipated; therefore, if this change is approved, it will help offset the expense of the program. **NOTE:** (Pronounced I-Quest...**Investigating and Questioning Our World Through Science and Technology**)

Pending/Potential Grant Opportunities

- **The American Honda Foundation** – STEM grants up to **\$75,000** are available.
- **Bayer Foundation** – Grants of up to **\$25,000**, possibly for a Math Grant, are available.
- **Entergy Grant** – They have funded MAX grants in the past and would be a good resource.
- **Brooks Brothers Foundation** – This foundation offers grants to support social purpose fundraising events.
- **Creative Play Grants** – In-kind donations of playground equipment are possible.
- **GENYouth** – Grants up to **\$3,000** are offered to help schools provide meals to students during the Coronavirus.

Building & Sites Representative Report:

B. Aucoin mentioned some gaps in the grading that needed to be filled in.

5. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Public Relations Report: (See Attached Copy) B. Broussard reported on the following: Publicity on MAX students has been very limited. • June, 2020...CONGRATULATIONS once again to Layla Borne and her traveling softball team Walkoffs! Layla plays for FASA- the Fastpitch America Softball Association. Layla will be in 8th grade this coming school year. Her team won 1st place in a tournament recently. (Photo below) • June, 2020...CONGRATULATIONS to the Rodrigue boys! According to the Facebook entry, Jay Rodrigue, one of our graduating 8th graders, moved to #1 in the Miniature Bull Riders (MBR) World Standings in the senior age group. His brother Carson, who will be in 6th grade this coming school year, is #8 in the junior age group. (Photo of Jay with parents below) • Applications for MAX Enrollment are still being accepted. • Boo reminded everyone to please set up their Google account with the Username and Password that was given. A. Borne could help set up if necessary. • She commended The MAX personnel who joined the virtual meeting.	
6. Other Reports	Principal's Report (See Attached Copy) R. Walker's report entailed the following: • Re-Entry Planning is well underway. ○ A task force has been formed made up of staff members and teachers. ○ Re-Entry Procedures and Policies, along with a 2020-2021 Re-entry Planning Worksheet, were reviewed with the Board members. ▪ Pending Board approval, a Policies and Procedures document containing specific details regarding phases, attendance, and wellness policies will be communicated to the parents. ○ Parent Surveys were sent to the parents asking, "If given a choice to opt for virtual learning <u>exclusively</u>, would you choose this?" About thirty (30) parents responded yes. These parents will be contacted, and a decision will be made regarding this. Dr. C. Hill asked if a procedure was in place for students who refuse to wear a mask. ➤ R. Walker replied that the staff will do its best to get the students to comply. ✓ This response prompted more discussion on the issue, especially because the school is dealing with students who have special needs and various challenges. Teachers, especially English Language Arts (ELA) teachers, as noted by J. Domangue, would face difficulties if students could not "read" their lips, etc.. Dr. S. Welsh asked if masks would be provided for students who did not have a mask.	Face shields were recommended when teaching phonics, etc.

Discussion and Consideration of Contracting/Hiring a <u>Certified Nursing Assistant (CNA)</u> to Monitor and Supervise Students Who Are Ill in an Isolated Health Room/Area in Compliance with Supt. Brumley’s “Strong Start 2020 School Reopening Guidelines and Resources.”	➤ R. Walker replied yes and mentioned the generosity of LAPCS in providing some of the necessary masks and supplies needed. Dr. S. Welsh also asked if a formal adoption of the guidelines by the Board would be helpful. ➤ R. Walker replied yes. ✓ Once again discussion ensued. ○ <u>Paraprofessional Offer Letters</u> have been issued for the upcoming school year. ○ R. Walker requested that approval be granted to hire a temporary para or CNA on a part- time basis to be present at school on the days the regular nurse cannot to help with taking temperatures, monitoring students who are sick and other requirements that will be put in place due to Covid-19. ▪ A discussion on hours, cost and affordability, etc. ensued. • 2020-2021 Enrollment: ○ 122 students enrolled ○ 4 students on waitlist ○ 4 Applications to review • Funding: ○ ESSERF (the <u>E</u>lementary and <u>S</u>econdary <u>S</u>chools <u>E</u>mergency <u>R</u>elief <u>F</u>und) awarded The MAX \$25,842 which was to be put toward a counselor but now may be used toward purchasing the office window, water fountains, cleaning supplies, PPE, staffing needs, etc. ○ The Strong Start Incentive Grant awarded The MAX \$12,188 which will now be used to purchase math and science manipulatives and an online subscription for a science program. • Kelly DiMarco will not be visiting the school today, July 9th, but will be	A motion was made by Dr. Welsh, seconded by Dr. Hill, to adopt the approved guidelines as submitted with the flexibility to amend it as necessary... Motion was passed unanimously. Many MAX Board members offered suggestions. In particular, S. Welsh suggested contacting the Nursing Department at Nicholls. S. Rademaker offered to get in contact with Becky Lyons from nursing. K. Chauvin suggested hiring a student or someone at an entry level position. J. Giardina asked Lacey if she could assist through a grant of sorts. A motion was made by Dr. S. Welsh, seconded by K. Chauvin, to approve the temporary hiring of a part-time (3 days a week) para or CNA to be at the school on the days the regular nurse is not there to help with taking temperatures and monitoring students that are sick ... Motion was passed unanimously.
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	calling via phone conference. • Building Maintenance: ○ Thanks, J. Giardina, for having the parking lot graded! ○ Three (3) classrooms, the hallways, and the cafeteria are being painted. ○ Plexi glass has been installed near the secretary's desk. ○ New water fountains that are motion-sensor bottle-filling stations will be available in the school. ○ The building is being pressure washed—courtesy of a grandparent. Consultant's Report/Alumni News/Ms. Musson's Report: • L. Musson is assisting R. Walker with meetings and planning . • L. Musson has begun a series of professional development webinars. Parent Committee Report No report K. Chauvin asked about the raffle, and R. Walker mentioned that the winners were mostly MAX parents and grandparents.	
7. New Board Business Consideration of Approval of Proposed MAX Board Calendar Dates for the 2020-2021 School Year	B. Broussard, who was finally unmuted, requested Board approval of the proposed Board Calendar for the 2020-2021 School Year. She also asked about the next PTA meeting. C. Stroud said she would get back with the information.	For unknown reasons, no official approval took place.
8. Motion to Go Into Executive Session	None needed	
9. Announcements	• The next Board meeting will be Thursday, August 13, 2020, the second Thursday of the month. • PTA Meeting: To Be Announced • Remember to get your annual Ethics Training ...www.ethics.la.gov • Staff Development/Teacher Days: Monday-August 3 – Wednesday, August 8, 2020 • First day of school for Students: Thursday, August 6, 2020 • Be sure to open a GOOGLE ACCOUNT with your assigned Username & Password	
10. Adjournment	The meeting adjourned at 10:01 A.M.	Motion was made by Dr. C. Hill, seconded by Dr. S. Welsh, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING

The MAX Charter School Board of Directors

https://voyagersopris.zoom.us/rec/play/65YlcOGhpmk3ToecsASDB6J4W42_L_qs0ykb_KYEyku9AXgGNFehZ7VAN-rLkgIEhW33ogrt4xZbyRZ0?startTime=1597327512000&_xzm_rtaid=1719jLvVTNO2KKdPvAcx7w.1598131011682.a37ed8aca4e68360d0383238b124c1d1&_xzm_rhtaid=238

DATE: August 13, 2020

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, J.J. Buquet, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, and Caitlin Stroud **NOTE:** Teacher Representative Cindy Grandin

Also present were Rebecca Walker, Linda Musson, Suzette DeHart, Lacey Crochet, and Catherine Jordan.

Absent: Dr. Steve Welsh and Cortney Percle

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:06 A.M.	
2. Roll Call	J. Giardina called the roll.	
3. Approval of the Minutes	The Minutes of July 9, 2020, were presented.	The July 9 th minutes contained an acronym identification error in the Financial Report. The sentence should have been as follows: The June 30 PERS (Periodic Expense Reports) payment is due and should be collected by the end of the week. The minutes were accepted with this change.
4. Board Training/Special Guest Presentation:	None	
5. Teacher Representative Report	Cindy Grandin...Deviation...See report following Financial Report.	
6. Finance Report	Financial Report and Update on Insurance and Finance Matters • S. DeHart presented the June financial statements. • S. DeHart went over the financials. ○ Monthly Recap ➤ June MFP \$ 102,997.00 ➤ Other Sources \$ 8,717.00 ➤ Total Revenue \$ 111,714.00 ➤ Expenses for June \$ 103,144.00 ➤ Wages & Benefits \$ 89,623.00 84.50%	

➤ Operating Account	\$479,302.00
➤ Payroll Account	\$ 2,600.00
➤ Special Account - Students	\$ 12,759.00
➤ Special Account - School	\$ 139,134.00
Total	\$ 633,796.00

- The Budget is completed. Budget will be emailed to Board members to review for approval.
- Amendments are in progress for Super App.
- The MAX is in the process of spending money for Strong Start Incentive.
- Lunch Program is waiting on a decision from the state. MAX is being faced with the **uncertainty** of students being all on campus and on meeting the quota required from Revolution Foods
- S. DeHart also requested that consideration be given to changing the dates of the monthly MAX Board meetings to the latter part of the month—like the 25th of the month—rather than the beginning so that a more accurate report of the financials would be available.
 - More discussion took place—in particular between JJ Buquet and S. DeHart—since MAX was dipping into its cash reserves due to the cancellation of the school’s annual fundraiser, extra costs associated with COVID, a decrease in the MFP, and slow reimbursement funds.

****B.** Broussard raised a concern about meetings being held on different days of the week and recommended, with the backing of JJ Buquet, that perhaps the better option would be to keep the meetings on the same day of the week but have them on the last Thursday of the month.

****Dr.** Hill suggested that the original charter agreement should be reviewed to make sure that this change is possible. He also wondered if this change would require a material or non-material amendment report.

******K.** Chauvin will check with the state.

****J.** Giardina suggested that a decision be made by the September board meeting.

***Deviation from Agenda**

R. Walker asked if a deviation from the Agenda could be made to include the **Teacher Representative Report** which was omitted from the Agenda.

- An **abbreviated agenda**, in force since the Zoom meetings began, was the reason for the omission , and the Board unanimously agreed on the deviation.

Cindy Grandin, Special Education teacher, reported on the following:

- Ms. Grandin commended all the staff for doing an amazing job.
- Virtual learning is going very well.
- Google training has been very helpful.
- Teachers are completing fall assessments.
- Everyone is adjusting to the new system.

Grants

Lacey Crochet reported on the following:

Grants Submitted:

- **Conoco-Phillips Giving Program:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Chromebooks for Student Use: Purchase 30 @ \$294 ea= **\$8,820**
 - Chromebook Mobile Charging and Storage Carts: **\$1,075**
 - Apple iPad 128gb: 13 @ \$399 ea = **\$5,187**
 - iPad Tripod Stand/Mount: 15 @\$30 each = **\$450**
 - Dell Inspiron Desktop Computers : 4 @ \$729 ea = **\$2,916**

Total Technology Funding Request: \$19,729

Grant award status will be provided to applicants in January.

- **LORIO Foundation:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Promethean Boards: 8 @ \$2,903 ea = **\$23,225**
 - Inspiron Laptops: 11 @ \$875 ea = **\$9,621**

Total Funding Request: \$32,846

Grant award status will be provided to applicants in August 2020

- **GenYouth**

- **Grant Focus:** Micro-grant to provide funds to help support safely providing school meals during the COVID-19 pandemic

Total Funding Request: \$3,000

Grant award status will be provided to applicants in the Fall 2020 semester.

Grants in Process

- **Blue Cross Blue Shield of Louisiana – Community Crisis and Disaster Recovery Grants (Can be up to \$50,000)**

- **Grant Focus:** To provide support in helping MAX absorb increased costs for materials, supplies, and personnel (CNA) due to COVID-19
- **Grant Funding Request:** Amount to be determined based on school-related expenses resulting from COVID-19

Grant Funding Timeline: On-going opportunity with no timeline specified on their grant portal.

Grants Request Updates:

- **The Max and Victoria Dreyfus Foundation Grant:**

- **Grant Focus:** This grant was to obtain funding to help fund MAX's annual play production. The grant focused on the importance of arts in educating the whole child, and the request included funding to hire a part-time production assistant, to build the set, and to cover any facility rental fees.
- **Grant Funding Request:** Grant request was for **\$20,000.**

Update – As per the Foundation's website, "Organizations applying for the Fall grant round (May 10th deadline) can expect to receive a status update by the end of

	October. Updates will be provided by postal mail or email.” <u>Grant Revisions:</u> <u>The Max and Victoria Dreyfus Foundation</u> awarded MAX \$9,651 in STEM funding to support the science curriculum/purchase supplemental materials. At the request of Mrs. Walker, MAX submitted a funding change request to the Foundation to request approval to reallocate the funds to help purchase the Tier 1, Re-Design IQWST curriculum. The state funding was less than anticipated; therefore, if this change is approved, it would help offset the expense. UPDATE: The Foundation approved MAX’s funding change request to purchase the new <u>IQWST curriculum</u>. <u>Other Ventures:</u> • <u>RAVE Panic Button</u> – The MAX is looking into implementing this at the school for support or emergency assistance. • <u>TRMC COVID-19 Support Services</u> – The MAX decided not to pursue because there was a fee charged for the services offered. The school nurse was/is able to do some of the training and other services. Dr. C. Hill asked about the supply of masks, hand sanitizers, etc.... How is the school’s inventory? ➤ R. Walker replied that the school has an adequate supply of these products. Building & Sites Representative Report: No actual report although R. Walker did thank J. Giardina with his assistance in getting the parking lot completed later on in the meeting	J. Giardina recommended that L. Crochet check on the possibility of writing a grant for the \$1,800 fee if the services could not be performed by the school personnel.
7. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Public Relations Report: No report due to COVID	
8. Other Reports	Principal’s Report (See Attached Copy) R. Walker reported on the following: <u>2020-2021 Staffing Changes:</u> **Kacey Moore, aftercare assistant, resigned. The MAX is currently interviewing to fill the position. **Alexis Blanchard, 3rd Grade Teacher, resigned. ***Judy Domangue moved to fill the 3rd Grade position (Self-contained.) **Suzanne Cavalier has been rehired to fill the 4th and 5th Grade Reading teacher position. <u>2020-2021 Enrollment:</u> **122 students are enrolled. **24 students opted for Distance Learning. **6 students are on the waitlist. **2 Applications are up for review.	

	<u>Staff Development Is Underway</u> **Summer Curriculum Professional Development was held. **Back-to-School Professional Development was held last week and went very well. **Content Leader Re-delivery for Math and Reading will take place next week Monday through Thursday. <u>Need for a Speaker/Sound System:</u> One of the classrooms does not have a speaker. To install a speaker will cost \$543. Mrs. Walker asked the Board for approval to purchase the speaker. The Board approved the purchase of the speaker. <u>Re-Entry Updates:</u> **6 new hand sanitizer dispensers have been installed. **An isolation area has been established. **Water bottle filling station with motion sensors has been installed. **Staggered start and new take-in procedures went very well. **Two (2) staff members will be able to perform the duties of the CNA at this time. Mrs. Walker issued a Personnel Policy and Procedures Memorandum to the staff and requested the Board's approval of the Memorandum as submitted. <u>Consultant's Report/Alumni News/Ms. Musson's Report:</u> Linda Musson reported that she has been working with the teachers to get all supplies and necessary materials needed to open the school. Since all students need their own individual supplies, she has been working feverishly to make sure they can access these whether they are at school or at home. <u>Parent Committee Report:</u> Caitlyn Stroud reported on the following: • The first PTA meeting will be August 25, 2020, via <i>Zoom</i>. • The 2020-2021 PTA Schedule has been sent to the Board members by email. • Ms. Stroud asked if the PTA should budget for the 2021 Race Fest. ○ K. Chauvin replied yes. • The PTA has arranged with Alumni Grill to have a burger of the month for the month of January to raise money for The MAX School. The cost to sponsor this Burger of the Month is \$275.00. She asked members to send her any suggestions or ideas for the burger.	JJ Buquet asked the school to send him a copy of the invoice. A motion was made by J.J. Buquet, seconded by K Chauvin, to accept the Personnel Policy and Procedures Memorandum as submitted ... Motion was passed unanimously.
9. New Board Business	Consideration of Approval of the Proposed MAX Board Calendar Dates for the 2020-2021 School Year will have to be discussed/approved at the next MAX Board Meeting in September as some changes may be made to the Calendar. (See Financial Report for Specifics.) R. Walker reported that she used \$2,311 from the Governor's Emergency Relief Fund to purchase eight (8) Chromebooks. She also used the \$12,188 from an Emergency Relief Funding through an Incentive Fund to purchase some much	

	needed iPads. Although these technology upgrades were requested in the Conoco-Phillips Giving Program, the funds would not be granted until January 2021—too long a period of time to wait. Any surplus grant money received from Conoco-Phillips in January would go to the Special Education students. K. Chauvin mentioned to Caitlyn that her friend in New Orleans Chef Michael Gulotta, who is involved with MOPHO and MAYPOP Restaurants, might be interested in designing a burger for Alumni Grill. She said that if he is willing, she would pay the \$275.00 fee, and he could reap the benefit of free advertising,	
10. Motion to Go Into Executive Session	None	
11. Announcements	• The next Board meeting will be Thursday, September 3, 2020 • PTA Meeting: Tuesday, August 25, 2020, on <i>Zoom</i> • Remember to get your annual Ethics Training ...www.ethics.la.gov • Staff Development/Teacher Days: Monday-August 3 – Wednesday, August 8, 2020 • First day of school for Students: Thursday, August 6, 2020 • Be sure to open a GOOGLE ACCOUNT with your assigned Username & Password	Note: These dates may be changed due to COVID.
12. Adjournment	The meeting adjourned at 10:05 A.M.	Motion was made by K. Chauvin, seconded by L. Howard, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors
<https://www.youtube.com/watch?v=sAfHpDtZNlc&feature=youtu.be>

DATE: September 3, 2020

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, Dr. Al Davis, Dr. Cleveland Hill, Dr. Scot Rademaker, Larry Howell, and Caitlin Stroud **Note:** Teacher Representative Suzanne Cavalier

Also present were Rebecca Walker, Suzette DeHart, Lacey Crochet, Linda Musson, and Catherine Jordan.

Absent: Dr. Steve Welsh, J.J. Buquet, and Cortney Percle

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll.	
3. Approval of the Minutes	The Minutes of August 13, 2020, were presented.	The Minutes of August 13, 2020, were accepted as presented.
4. Board Training/Special Guest Presentation:	None	
5. Teacher Representative Report	Suzanne Cavalier, 4th & 5th Grade ELA teacher, reported on the following: • Lower School: Great classes! Students are eager and ready to learn. • Middle School: Great first week of school! Students have been doing a great job completing work on Google Classroom. Many are becoming much more independent. Students and teachers are getting prepared to start Guidebook instruction as well as <i>Project Read</i>. Diagnostic testing has begun in all grade levels. • Upper School: Students are happy to be back in class! 8th Grade will be starting <i>Quest for Success</i> class next week. DARE will begin for 6th graders next week also. • PE will start on Monday, September 14, with Coach Guidry.	
6. Finance Report	Financial Report and Update on Insurance and Finance Matters • S. DeHart presented the July financial statements. • S. DeHart went over the financials. ○ Monthly Recap... September 3, 2020 ➤ July MFP \$ 99,211.00 ➤ Other Sources \$ 27,619.00 ➤ Total July Revenue \$ 126,830.00 ➤ Expenses for July \$ 141,626.00 ➤ Wages & Benefits \$ 88,857.00 62.70% ➤ July Profit \$ -14,796.00 ➤ YTD Loss \$ (14,796.00)	

➤ Operating Account	\$	481,192.00
➤ Payroll Account	\$	834.00
➤ Special Account – Students	\$	12,759.00
➤ Special Account – School	\$	139,502.00
Total	\$	634,287.00

- PERS was submitted 8/31/2020 for **\$35,358.09**
 - Will submit 2nd round PERS by 9/30/2020
- Super App/ESSERF/GERF Ongoing amendments/reallocations
 - Need to reallocate salaries in Budget (9/30/2020)
- AFR Review underway 9/30/2020
- Annual Audit Approaching (10/2020)

Grants

Lacey Crochet reported on the following:

GRANTS AWARDED

- **LORIO Foundation:**
 - **Grant Focus:** To purchase school-wide technology in preparation for distance learning
 - **Grant Funding Request:**
 - Promethean Boards: 8 @ \$2,903 ea = **\$23,225**
 - Inspiron Laptops: 11 @ \$875 ea = **\$9,621**
 - **Total Funding Request: \$32,846**

The LORIO Foundation fully funded our grant request. Congratulations, Lacey!

GRANTS SUBMITTED IN AUGUST 2020

- **DANOS Foundation**
 - **Grant Focus:** To purchase school-wide technology in preparation for distance learning
 - **Grant Funding Request:**
 - Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 30 @ \$294 each **\$8,820**
 - **Total Technology Funding Request: \$8,820**

Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applications in January 2021.

GRANTS IN-PROCESS

- **Blue Cross Blue Shield of Louisiana – Community Crisis and Disaster Recovery Grants** (Can be up to \$50,000)
 - **Grant Focus:** To provide support in helping MAX absorb increased costs for materials, supplies, and personnel (CNA) due to COVID-19
 - **Grant Funding Request:** Amount to-be-determined based on school-related expenses resulting from COVID-19.

- **Grant Funding Timeline:** On-going grant opportunity with no timeline specified on their grant portal

GRANT REQUEST UPDATES:

- **Conoco-Philips Giving Program:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Chromebooks for Student Use: P
 -
 - Purchase 30 @ \$294 ea= **\$8,820**
 - Chromebook Mobile Charging and Storage Carts: **\$1,075**
 - Apple iPad 128gb: 13 @ \$399 ea = **\$5,187**
 - iPad Tripod Stand/Mount: 15 @\$30 each = **\$450**
 - Dell Inspiron Desktop Computers : 4 @ \$729 ea = **\$2,916**
 - **Total Technology Funding Request: \$19,729**

Grant award status will be provided to applicants in January 2021.

- **GenYouth**

- **Grant Focus:** Micro-grant to provide funds to help support safely providing school meals during the COVID-19 pandemic
- **Total Funding Request: \$3,000**

Grant award status will be provided to applicants in the Fall 2020 semester.

- **The Max and Victoria Dreyfus Foundation Grant:**

Update – As per the Foundation’s website, “Organizations applying for the Fall grant round (May 10th deadline) can expect to receive a status update by the end of October. Updates will be provided by postal mail or email.”

- **Grant Focus:** This grant is/was to obtain funding to help fund MAX’s annual play production. The grant focuses/focused on the importance of arts in educating the whole child, and the request included funding to hire a part-time production assistant, to build the set, and to cover any facility rental fees.
- **Grant Funding Request:** Grant request was for **\$20,000**.

PENDING/POTENTIAL GRANT OPPORTUNITIES FOR MAX

- The American Honda Foundation – STEM grants of **up to \$75,000**
- Bayer Foundation – Grants of **up to \$25,000** -- possibly for a Math Grant
- Bruce J. Heim Foundation- Grants to promote academia and the arts
- Creative Play Grants – In-kind donations of playground equipment

Building & Sites Representative Report:

No report, but mention was made that the completion of the parking lot

	- Ms. Walker and MAX Counselor K. Guin met with NSU Police Chief Borne regarding the Rave Panic Button System mentioned by L. Crochet at the last Board meeting. This is an App that would be installed on all staff members' phones. Presently the school calls NSU police for emergency issues other than medical emergencies. Consultant's Report/Alumni News/Ms. Musson's Report: Linda Musson reported on the following: - This month is Constitution Month. Constitution Day will be Thursday, September 17th. Since DAR (Daughters of the American Revolution) is not able to hold the annual Ringing of the Bell Ceremony this year, the MAX students will participate in showing their patriotism by writing paragraphs, drawing pictures, and writing acrostic poems that will be judged. - Ms. Musson assessed the new 6th through 8th grade students for <i>Project Read</i> Curriculum and in her "warm and fuzzy" story found that all of them were very happy to be at MAX. J. Giardina asked if there was a Plan B in place if the pandemic would cause the cancellation of the Christmas Play. - Ms. Musson replied that in the spring the first Dinner Theater could be held. Some of the students could entertain the guests who purchased tickets for the dinner. She is presently working on the details for this event with the Wellness Center. Parent Committee Report: Caitlyn Stroud reported on the following: - The first PTA meeting will be held via <i>Zoom</i> on Tuesday, September 8. - The PTA registration forms have been sent out, and Board members are invited and encouraged to join.	More discussion will take place since more information is needed. Training will be involved.
9. New Board Business	Consideration of Approval of the Newly Proposed MAX Board Calendar Dates for the 2020-2021 School Year Board meetings would be moved to the last Thursday of the month.	Motion was made by Dr. C. Hill, seconded by L. Howell, to accept the newly proposed MAX Board Calendar Dates for the 2020-2021 School Year as presented Motion was passed unanimously.
10. Motion to Go Into Executive Session	None	
11. Announcements	- The next Board meeting will be Thursday, October 29, 2020, the last Thursday of the month. - PTA <i>Zoom</i> Meeting: Tuesday, September 8, 2020 - Remember to get your annual Ethics Training ...www.ethics.la.gov - Be sure to open a GOOGLE ACCOUNT with your assigned Username & Password. This school- related email address for all MAX Board members has been sent to the LDOE, and so it is imperative that all MAX Board members be in compliance.	
12. Adjournment	The meeting adjourned at 9:40 A.M.	Motion was made by K. Chauvin, seconded by C. Hill to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors
 Unable to provide recording...

DATE: October 29, 2020

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Janice Fabregas, and Caitlin Stroud

Also present were Rebecca Walker, Suzette DeHart, Lacey Crochet, Catherine Jordan, and Michelle Giardina. **Note:** Josie Chenier was the Teacher Representative, and Special Guest was Attorney Michael “MIKE” Higgins.

Absent: Brian Aucoin, Dr. Steve Welsh, J.J. Buquet, Dr. Scot Rademaker, and Cortney Percle

Note: Consultant Linda Musson was not present.

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll	
3. Approval of the Minutes	The Minutes of September 3, 2020, were presented.	The Minutes of September 3, 2020, were accepted as presented.
4. Board Training/Special Guest Presentation:	Special Guest was Attorney Michael “Mike” Higgins of the Schulman, Lopez, Hoffer & Adelstein, LLP group in Houston, Texas, whose practice focuses on providing affordable legal services to charter schools. - Mr. Higgins gave a presentation to the Board about his qualifications and also services he could offer to The MAX Charter School. - Mr. Higgins also sent a Proposed Engagement Letter which gives more detailed information including fees, etc. to Dr. C. Hill who plans to share a copy of the information with all Board members.	
5. Teacher Representative Report	Josie Chenier, 6th, 7th, 8th Grade Social Studies teacher, reported on the following: <u>Purple Penguin Art Company</u> instructors have been coming twice a week (Tuesdays and Thursdays) to teach The MAX students art class. The students love these classes and look forward to their art lessons weekly. - On September 17th, MAX celebrated Constitution Week with a dress-down day and a “Why I Love America” writing contest. The students shared some beautiful words about our amazing country. Students in Ms. Chenier’s class also read facts during morning announcements about our constitution. - On September 23rd, Nicholls State Veterans Organization came to MAX to teach The MAX students how to properly fold, raise, and lower the American flag. - October is Dyslexia Awareness Month. To celebrate all of our students, we have had students from Mrs. Judy Domangue’s 3rd grade class read facts about dyslexia during the morning announcements. - On October 15th, we celebrated World Dyslexia Day with a dyslexia	

	dance. Mrs. Walker played music at the end of the day, and students were invited to dance in their classrooms. • Red Ribbon Week is being celebrated this week. Students took a pledge to be drug free on Monday. They signed their names on a poster pledging to be Drug Free and were given a sticker. On Tuesday, students dressed in western attire and were able to “Give Drugs the Boot.” • Students in Mrs. Aaron Lyons and Mrs. Renee Domangue’s science classes have been really enjoying their new science curriculum. This new science curriculum allows students to have many more opportunities for hands-on learning and to engage in productive discussions. • We have begun preparations for The MAX Christmas Play. This year’s play is entitled <i>Unmasking MAX Talent.</i> Students are excited and can’t wait to show everyone what they have been working on.																																					
6. Finance Report	Financial Report and Update on Insurance and Finance Matters • S. DeHart presented the August/September financial statements. • S. DeHart went over the financials. Monthly Recap 10-29-2020 <table><tr><td>August MFP</td><td>\$ 99,211.00</td><td></td></tr><tr><td>Other Sources</td><td>\$ 3,716.00</td><td></td></tr><tr><td>Total August Revenue</td><td>\$ 102,927.00</td><td></td></tr><tr><td>Expenses for August</td><td>\$ 138,521.00</td><td></td></tr><tr><td>Wages & Benefits</td><td>\$ 86,280.00</td><td>62.60%</td></tr><tr><td>August Loss</td><td>-\$35,594.00</td><td></td></tr><tr><td>YTD Loss</td><td>\$ (50,390.00)</td><td></td></tr><tr><td>Operating Account</td><td>\$ 453,786.00</td><td></td></tr><tr><td>Payroll Account</td><td>\$ 588.00</td><td></td></tr><tr><td>Special Account -Students</td><td>\$ 12,827.00</td><td></td></tr><tr><td>Special Account -School</td><td>\$ 139,588.00</td><td></td></tr><tr><td>Total</td><td>\$ 606,789.00</td><td></td></tr></table>	August MFP	\$ 99,211.00		Other Sources	\$ 3,716.00		Total August Revenue	\$ 102,927.00		Expenses for August	\$ 138,521.00		Wages & Benefits	\$ 86,280.00	62.60%	August Loss	-\$35,594.00		YTD Loss	\$ (50,390.00)		Operating Account	\$ 453,786.00		Payroll Account	\$ 588.00		Special Account -Students	\$ 12,827.00		Special Account -School	\$ 139,588.00		Total	\$ 606,789.00		
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Total	\$ 606,789.00																																					

September MFP	\$ 99,211.00	
Other Sources	\$ 61,797.00	
Total September Revenue	\$ 161,008.00	
Expenses for September	\$ 162,780.00	
Wages & Benefits	\$ 112,593.00	65.00%
September Loss	-\$1,771.00	
YTD Loss	\$ (52,161.00)	
Operating Account	\$ 458,636.00	
Payroll Account	\$ 1,322.00	
Special Account -Students	\$ 12,759.00	
Special Account -School	\$ 142,619.00	
Total	\$ 615,336.00	

AFR is due on 10/31/2020.

Audit is in process.

Super App has been approved with the amendment.

Strong Start has been approved.

The MAX has been advised that **free lunches** will be provided to students for the entire year.

1st Quarter Financials are due 11/2/2020.

Payroll Reports have been filed.

OGB Insurance rates are going up another 5% in January 2021.

Grants

Lacey Crochet reported on the following:

GRANTS IN PROCESS

- **Blue Cross Blue Shield of Louisiana – Community Crisis and Disaster Recovery Grants**
 - **Grant Focus:** To provide support in helping MAX absorb increased costs for materials, supplies, and personnel (Symptom Monitor, Counselor, etc.) due to COVID-19
 - **Grant Funding Request:** Amount to-be-determined based on school-related expenses resulting from COVID-19. We are close to finalizing the budget for this grant.

Grant Funding Timeline: On-going opportunity with no timeline specified on their grant portal. This grant will likely be submitted within the next week or two.

- **Bruce J. Heim Foundation:**

- **Grant Focus:** To provide support in helping MAX improve its Reading Program... Preemptively, the plan is to apply for funds to enhance the ***PROJECT Read*** curriculum and funding for ***LETRS (Language Essentials for Teachers of Reading and Spelling)*** training/implementation. The ***LETRS*** request will include the purchase of any needed materials/supplies and payment for faculty/staff Professional Development.
- **Grant Funding Request:** Amount to be determined based on school- related expenses to enhance the Reading Program

Grant Funding Announcement/Timeline: On-going grant opportunity with no timeline specified on their grant portal. The team will be meeting this afternoon to start developing the grant proposal.

GRANT REQUEST UPDATES:

- **Conoco-Philips Giving Program:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Chromebooks for Student Use: Purchase 30 @ \$294 ea= **\$8,820**
 - Chromebook Mobile Charging and Storage Carts: **\$1,075**
 - Apple iPad 128gb: 13 @ \$399 ea = **\$5,187**
 - iPad Tripod Stand/Mount: 15 @\$30 each = **\$450**
 - Dell Inspiron Desktop Computers : 4 @ \$729 ea = **\$2,916**
 - **Total Technology Funding Request: \$19,729**

Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in January 2021.

- **Danos Foundation**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 30 @ \$294 each **\$8,820**
 - **Total Technology Funding Request: \$8,820**

Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applications in January 2021.

- **GenYouth**

- **Grant Focus:** Micro-grant to provide funds to help support safely providing school meals during the COVID-19 pandemic
- **Total Funding Request: \$3,000**

Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in the Fall 2020 semester (no specific month

	was provided in their email.) GRANTS NOT AWARDED • <u>The Max and Victoria Dreyfus Foundation Grant:</u> Update –The Foundation denied our request for grant funding due to limited funds and a large number of grant requests. However, they did invite us to re-apply in the Fall 2021. ○ Grant Focus: This grant is/was to obtain funding to help fund MAX’s annual play production. The grant focuses/focused on the importance of arts in educating the whole child, and the request included funding to hire a part-time production assistant, to build the set, and to cover any facility rental fees. ○ Grant Funding Request: Grant request was for \$20,000. Building & Sites Representative Report: • R. Walker reported that during a walk-through by the Board of Health, it was noted that an area of the floor was buckling and will need to be redone. • There are still some air conditioning issues.	
7. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Public Relations Report: (See Attached Copy) B. Broussard reported that MAX students and staff have been meeting all the challenges that Covid-19 and Hurricanes Laura and Delta have presented. The months of August and September saw an abundance of safety measures being taken that included digital/virtual learning and face-to-face participation with temperature checks, social distancing, and the wearing of masks. Regardless of the circumstances, students have risen to the occasion and have been engaged and involved academically and socially. Although we have not seen pictures published in the media, students are very much engaged in activities that promote learning, motivate them, and help the community and others in need. • The month of September was Constitution Month. <u>Constitution Day</u> was Thursday, September 17th. MAX students showed their patriotism by writing paragraphs, creating poems/acrostics, and drawing pictures that were judged. • MAX students collected non-perishable goods and specialty items to send to the people affected by Hurricane Laura and Hurricane Delta. • Instructors from <u>The Purple Penguin Art Company</u> have been visiting the school on Tuesdays and Thursdays to deliver art to the MAX students. Instructors are Stephanie “Doni” Donaldson, Tyla Deroche, and Heather Pulley. • <u>Synergy Bank</u> personnel came to The MAX on Tuesday, October 6, 2020. Representatives are encouraging the students to open up savings accounts. • October is <u>Dyslexia Awareness Month</u>. Facts and strengths about dyslexia have been shared during the morning daily announcements. Students practiced for a mini dance party (Dance for Dyslexia)	

	• RADA Fundraiser is underway for the PTA and ends on Wednesday, November 11, 2020. All money raised will be used by the PTA to support the Race Fest scheduled for Saturday, March 13, 2021. • Coca Cola Fundraiser will be held in January to raise additional funds for the Race Fest and PTA expenses. • Burger of the Month Fundraiser for The MAX will be held in January 2021 at the Alumni Grill. • Ms. Stroud gave an update on the Race Fest. • Ms. Stroud is working with R. Walker and S. DeHart on setting up an Online School Spirit Store.	
9. New Board Business	None	
10. Motion to Go Into Executive Session	R. Walker requested that the Board enter into Executive Session to discuss a confidential matter regarding an allegation as it relates to EEOC and to discuss and seek advice on another confidential communication. Executive Session started at 10:09 A.M. Executive Session ended at 10:45 A.M.	A motion was made by L. Howell, seconded by K. Chauvin, to go into Executive Session ...Motion was passed unanimously. A motion was made by L. Howell, seconded by B. Broussard, to leave Executive Session and return to the regular meeting... Motion was passed unanimously.
11. Announcements	• The next Board meeting will be Thursday, November 19, 2020, the 3rd Thursday of the month due to the Thanksgiving holidays. • PTA <i>Zoom</i> Meeting: Tuesday, November 10, 2020 • Remember to get your annual Ethics Training ...www.ethics.la.gov • Be sure to open a GOOGLE ACCOUNT with your assigned Username & Password. This school-related email address for all MAX Board members has been sent to the LDOE, and so it is imperative that all MAX Board members be in compliance.	
12. Adjournment	The meeting adjourned at 10:50 A.M.	Motion was made by L.Howell, seconded by Dr. C. Hill, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors
 To access recording: <https://youtu.be/Vred41DXiRE>

DATE: November 19, 2020

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Carol “Boo” Broussard, Janice Fabregas, J.J. Buquet, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, Dr. Steve Welsh, Cortney Percle, and Caitlin Stroud

Also **present were** Rebecca Walker, Linda Musson, Suzette DeHart, Lacey Crochet, Catherine Jordan, and Michelle Giardina. **Note:** Renee Delatte was the Teacher Representative.

Absent: Jake Giardina, Karen Chauvin, and Brian Aucoin

AGENDA		RECOMMENDATION						
1. Call to Order	B. Broussard called the meeting to order at 9:00 A.M.							
2. Roll Call	B. Broussard called the roll.							
3. Approval of the Minutes	The Minutes of October 29, 2020, were presented.	The Minutes of October 29, 2020, were accepted as presented.						
4. Board Training/Special Guest Presentation:	None							
5. Teacher Representative Report	Renee Delatte, 6th, 7th , and 8th Grade Math Teacher, reported on the following: - Christmas Play preparations are underway. Practice is being held at Nicholls this week. The students and staff are excited for everyone to see all the talent that is being “Unmasked” at MAX. STAR Scores – - Mrs. Delatte: 100% of the 8th graders grew or maintained their scores. Most showed significant growth. 86% growth was evidenced in the 7th grade class. 70% growth was seen in the 6th graders. - Mrs. Cavalier: - Students are loving activities with novels in class. 4th Grade ELA STAR Scores: All students grew. - Mrs. Lyons: 6th Graders are working hard on their Science Fair projects. The school Science Fair will be held in January.							
6. Finance Report	Financial Report and Update on Insurance and Finance Matters S. DeHart presented the October financial statements. S. DeHart went over the financials. Monthly Recap...November 19, 2020 <table><tr><td>October MFP</td><td>\$</td><td>99,211.00</td></tr><tr><td>Other Sources</td><td>\$</td><td>40,423.00</td></tr></table>	October MFP	\$	99,211.00	Other Sources	\$	40,423.00	
October MFP	\$	99,211.00						
Other Sources	\$	40,423.00						

Total October Revenue	\$ 139,634.00	
Expenses for October	\$ 139,646.00	
Wages & Benefits	\$ 106,461.00	67.60%
October Profit/(Loss)	-\$11.00	
YTD Profit/Loss	\$ (52, 172.00)	
Operating Account	\$ 465,512.00	
Payroll Account	\$ 989.00	
Special Account-Students	\$ 13,158.00	
Special Account-School	\$ 142,672.00	
	\$ 622,331.00	

GRANTS

Lacey Crochet reported on the following:

GRANTS SUBMITTED: November 2020

- **Blue Cross Blue Shield of Louisiana – Community Crisis and Disaster Recovery Grants**
 - **Grant Focus:** To provide support in helping MAX absorb increased costs for materials, supplies, and personnel (Symptom Monitor, Counselor, etc.) due to COVID-19
 - **Grant Funding Request: \$43,499.00**
 - Personnel Support: **\$33,000**
 - PPE, Disinfecting/Cleaning Materials Supplies: **3,068**
 - Refillable Water Station: **\$2,240**
 - LaJaunie's Steri Pure Commercial Disinfecting Services: **\$1,800**
 - Technology Upgrades (WiFi, Server): **\$1,792**
 - Plexi-glass Window Installation at Reception Area: **\$985**
 - Speaker & Phone Installation in Classroom: **\$614**

Grant Funding Announcement/Timeline: On-going grant opportunity with no funding timeline specified on their grant portal

GRANTS IN-PROCESS

- **Bruce J. Helms Foundation:**
 - **Grant Focus:** To provide support in helping MAX improve its Reading Program...Preemptively, the plan is to apply for funds to enhance the **PROJECT Read** curriculum and funding for **LETRS** training/implementation. The **LETRS** request will include the purchase of any needed materials/supplies and payment for faculty/staff Professional Development.
 - **Grant Funding Request:** Amount to be determined based on school- related expenses to enhance the Reading Program

Grant Funding Announcement/Timeline: On-going grant

	opportunity with no timeline specified on their grant portal... The team will be meeting this afternoon to start developing the grant proposal. GRANT REQUEST UPDATES: • <u>Conoco-Philips Giving Program:</u> ○ Grant Focus: To purchase school-wide technology in preparation for distance learning ○ Grant Funding Request: ▪ Chromebooks for Student Use: Purchase 30 @ \$294 ea= \$8,820 ▪ Chromebook Mobile Charging and Storage Carts: \$1,075 ▪ Apple iPad 128gb: 13 @ \$399 ea = \$5,187 ▪ iPad Tripod Stand/Mount: 15 @\$30 each = \$450 ▪ Dell Inspiron Desktop Computers : 4 @ \$1,049 ea = \$4,197 ▪ Total Technology Funding Request: \$19,729 Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in January 2021. • <u>Danos Foundation</u> ○ Grant Focus: To purchase school-wide technology in preparation for distance learning ○ Grant Funding Request: ▪ Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 30 @ \$294 each \$8,820 ▪ Total Technology Funding Request: \$8,820 Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in January 2021. • <u>GenYouth</u> ○ Grant Focus: Micro-grant to provide funds to help support safely providing school meals during the COVID-19 pandemic ▪ Total Funding Request: \$3,000 Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in the Fall 2020 semester (no specific month was provided in their email.) Building & Sites Representative Report: • R. Walker reported on two (2) areas of concern: ○ The parking lot is now level. ○ The situation with the buckling floor still has to be addressed.	
7. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Public Relations Report: (See Attached Copy.) B. Broussard reported MAX students and staff have continued to meet the demands imposed by Covid-19 and have adapted to the hurricanes and storms that seem to continue endlessly. The MAX continues to ensure that safety measures are being taken – whether it’s digital/virtual	

	learning when appropriate, temperature checks, social distancing, and/or the wearing of masks. • Instructors from <u>The Purple Penguin Art Company</u> continue to come to school to teach art to the students. • The MAX is presently collecting non-perishable items for its annual Thanksgiving Food Drive that began on Monday, November 2nd, and ends on Friday, November 20th. • Veterans Day was on Wednesday, November 11, 2020. Although MAX students could not attend the annual event at Nicholls State University, they paid respect and honored our brave men and women here at school. (Photos attached) Gilberto Burbante, coordinator of Veterans Services, moved the outdoor event online to eliminate the risk and protect older veterans amid the Covid-19 pandemic. • The MAX 4-H Club members are very involved. Facebook posted (2) achievements on November 12, 2020: ○ 5th Grader Caroline Howell earned 2nd place for her color animal photograph at the Lafourche Parish 4-H Achievement Day that is held in the spring. A picture of Caroline and her photograph of her dog Luigi is attached. Congratulations, Caroline! ○ 5th Grader Brody Cortez recently competed in the 4-H Livestock Show. A picture of Brody with his numerous awards for showing his goats is attached. Congratulations, Brody! Lacey Crochet did report that the Rodrigue boys did make rodeo news once again.	
8. Other Reports	Principal's Report (See Attached Copy) R. Walker reported on the following: • Ms. Walker started by reporting that she had received a message from the mother of a former MAX student, Zachary Waguespack, who is now in the 9th grade at East St. John. She thanked The MAX for all they had done for Zachary during his time at MAX and said that he is on the Honor Roll and made the 9th Grade Principal's List with all A's. She mentioned that when BESE renews charter contracts, this "invisible" growth is not often taken into account. • LDOE Professional Development ○ Virtual Instructional Strategies workshops provided by the <u>National Institute for Excellence in Teaching (NIET)</u> have been offered to all teachers. Some of the MAX teachers and paras have signed up. Sessions are conducted after school hours from 4:00 – 5:30. • LDOE Super App ○ Funding planning for the upcoming school year has begun. • LDOE Transportation Requirement	

- Request for appeal information has been sent via email since our initial charter application was approved with a waiver that excused the school from this transportation requirement.
- Kelly DiMarco visited The MAX.
- Ms. Walker is sending out a letter to the parents regarding the present situation with Covid-19 and giving information on the precautionary steps being taken by The MAX to insure the safety of the staff and children.
 - The proposed letter was read out to The MAX Board members.

Before moving away from Principal Walker's report, **Dr. Al Davis** brought up a meeting with **Sandy Holloway** regarding the school's latest performance data and the importance of showing growth and improvement in the next three (3) years so that the renewal status of The MAX Charter School would be assured. He felt that The MAX Board needed to establish a stronger connection with Nicholls State University and the College of Education and thought that this would be an excellent option to pursue. Dr. Davis called for discussion or comments.

1. **Dr. Al Davis suggested** some kind of in-service training for/with the full Board.
2. **Dr. Steve Welsh suggested** forming a **Sub-Committee** or **Ad Hoc Committee** to rethink **Governance**—perhaps even engage in shared governance.
3. **He also suggested** taking advantage of the numerous resources available at the university—possibly gradually moving the charter school toward a **CABAS (Comprehensive Application of Behavior Analysis to Schooling) model** with input and involvement from Dr. Grant Gautreaux.
4. **Dr. Scot Radermaker suggested** some interim and more immediate short-term measures that had been used once before—field experiences, observers, co-teachers or internship students, etc. He used the expression “targeted set of helping hands.”
5. **Dr. Cleve Hill** brought up the influence of politics in decision making and suggested we involve and communicate with legislative personnel often. He even suggested that we issue standing invitations on a regular basis to showcase the talents of our students and set up trainings and presentations with them so that they will fight for and with us.
6. It was decided that J. Giardina would set up a Bridge Committee from The MAX Board to work with Nicholls State. More than likely, Dr. Rademaker would be the one to set up a committee at Nicholls.
7. It was also suggested that a training session for Board members be held on **CABAS**.

	Consultant's Report/Alumni News/Ms. Musson's Report: - Ms. Musson praised the students for their flexibility in adhering to the Covid rules and complimented them on their cooperation at play practice and rehearsal. - She asked that the Board members avail themselves of the opportunity to view the Christmas production—Christmas 2020-Unmasking MAX Talent-- by filling out an order form and purchasing a DVD or other viewing option from Mumphrey Road Productions. Information was sent out via email earlier. Parent Committee Report: Caitlyn Stroud reported on the following: - The RADA Fundraiser has ended, and the money raised will allow the school to purchase three (3) filled baskets for the Race Raffle and put \$1,000 toward the voucher. - The Coca Cola Fundraiser will take place in January to help raise additional funds for the Race Fest so that a larger band can be contracted to play for about four (4) hours. The band Category 6 is being considered at a cost of approximately \$3,500. - The Burger of the Month Fundraiser for the school will be held sometime in January. All money raised will go to the school. - Raffle tickets have arrived and can be distributed to anyone who wants some. - Mrs. Stroud asked the Board members to handle the Cook-Off (obtaining participants, judges, and prizes, etc.) - Due to the recent spike in Covid cases, major concerns were raised by various MAX Board members and Principal Walker. A lengthy discussion that centered around the following issues ensued: - Obtaining a special event permit; - Obtaining a liquor license; - Obtaining Board of Health approval to prepare and serve food and liquor; - Avoiding lawsuits. - PTA meetings have been moved to the first Tuesday of every month in accordance with the bylaws. The PTA will still hold virtual meetings through Zoom. The next meeting will be held on December 1, 2020, at 6:00 P.M.	AS SOON AS FACE-TO-FACE MAX BOARD MEETINGS RESUME, MOST OF THE ABOVE CAN TAKE PLACE. SO MUCH DEPENDS ON COVID AND MANDATED RESTRICTIONS. Motion was made by Dr. Cleve Hill, seconded by Larry Howell, to obtain all necessary permits, licenses, and Board of Health approval needed to prepare and serve food and liquor so that MAX can hold a safe and successful 2021 MAX Race Fest...Motion was passed unanimously.
9. New Board Business	L. Howell asked about the purchase of the Christmas DVD since he didn't recall getting an email. ---R. Walker said that she would resend what was sent. C. Hill also requested a copy of the email.	

	• C. Hill expressed his lack of enthusiasm for getting yet another Google account since he had three (3) email accounts already. ---R. Walker said there was a way that mail could be sent to one of his regular accounts, and B. Broussard stated that she was still sending to both “old” and new accounts. She, also, said that she would find the minutes where this action was discussed by The MAX Board. • B. Broussard asked C. Hill about the Proposed Engagement Letter from Attorney Mike Higgins that he said would be shared with the Board members. ---C. Hill said that he had shared it with J. Giardina.	
10. Motion to Go Into Executive Session	None needed	
11. Announcements	• Our next Board meeting: No Board meeting in December due to Winter/Christmas Break. Next Board meeting will be on Thursday, January 7, 2021. There will also be a Board meeting on Thursday, January 28, 2021. • PTA Zoom Meeting: Tuesday, December 1, 2020 • Remember to get your annual Ethics Training ...www.ethics.la.gov • Please consider joining the PTA. Dues are still \$5.00. • Please consider filling out an order form for the production of the 11th Annual MAX Christmas Play – Christmas 2020 –Unmasking MAX Talent. Forms, together with a very nice letter from Ms. Musson, were sent out recently. • Be sure to open a GOOGLE ACCOUNT with your assigned Username & Password. This school-related email address for all MAX Board members has been sent to the LDOE, and so it is imperative that all MAX Board members be in compliance.	
12. Adjournment	The meeting adjourned at 10:19 A.M.	Motion was made by Dr. C. Hill, seconded by Dr. S. Welsh, to adjourn the meeting... Motion passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors
<https://youtu.be/-GWhZnxic I>

DATE: January 7, 2021

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Carol “Boo” Broussard, Janice Fabregas, J.J. Buquet, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker (left at 10:00), Dr. Steve Welsh, and Caitlin Stroud

Also **present were** Rebecca Walker, Suzette DeHart, Lacey Crochet, Catherine Jordan, Michelle Giardina, and Danielle Hebert. **Note:** Judy Domangue was the Teacher Representative.

Absent: Jake Giardina, Karen Chauvin, Brian Aucoin, and Cortney Percle. **Note:** Linda Musson was also absent.

AGENDA		RECOMMENDATION
1. Call to Order	B. Broussard called the meeting to order at 9:02 A.M.	
2. Roll Call	B. Broussard called the roll. R. Walker introduced Danielle Hebert who was hired to replace Suzette DeHart as of January 11 th .	
3. Approval of the Minutes	The Minutes of November 19, 2020, were presented.	The Minutes of November 19, 2020, were accepted as presented.
4. Board Training/Special Guest Presentation:	Dr. C. Hill reported on information gathered from the LAPCS Virtual Conference held in December. Principal R. Walker also attended this conference. Dr. Hill discussed the following points: A. Corporate Partnerships (Better Serving Students through Strategic Partnerships)--Moderator Lee Reid of Adams and Reese: LA Revised Statute 17:3991.1 permits charter schools to partner with corporate partners who can provide land, renovations, and capital improvements for the charter school in exchange for guaranteed student placements at the charter school. Dr. Hill mentioned Ochsner and Children’s Hospital as examples. ➤ Michelle Giardina asked Dr. Hill if it would be a conflict of interest for The MAX to partner with Thibodaux Regional Hospital. Dr. Hill made no comment on this question but agreed to talk to J. Giardina about the matter. ➤ JJ asked if there was some type of tax benefit to the corporate partner. Dr. Hill indicated that an attorney would better be able to answer that question. ➤ JJ was able to bring up a document related to a Louisiana Tuition Donation Rebate Program, but since MAX students do not pay tuition, this would not apply to our school. B. Accountability in the Time of Missing Test Scores: ➤ Concerns performance contracts and equity for disabled students...	For more detail, members can visit: https://www.louisianabelieves.com/schools/charter-schools/louisiana-corporate-partnerships#:text=Charter%. JJ suggested that either Jake or Cleve present this issue to the Board of Directors at Thibodaux Regional.

	➤ Main Takeaway: Charter schools and their boards need to do a better job of telling their story to their authorizer, especially how the school is measuring growth. We need to consistently talk to BESE Board members and area legislators, inviting them to every school function even if they do not attend. IF YOU WAIT UNTIL BESE STARTS TALKING CLOSURE, YOU HAVE WAITED TOO LONG! C. Keynote Speech by Caroline Roemer with Panelists Mary Landrieu, Mike Walsworth (former legislator), and Linda Johnson (former BESE member)... This was basically a continuation of “B” above. ➤ Roemer: <i>LAPCS</i> will begin connecting charter members with area legislators in 2021 and will be contacting the school to get names of persons <i>LAPCS</i> can reach out to. ➤ Landrieu: ▪ Make sure local elected officials (mayor, sheriff, city council, and parish council, etc. consistently receive invitations to school events and testimonials about the school’s successes. ▪ Disseminate authentic life stories of students to the public and elected officials. ▪ Post advocacy stories on the website as often as possible. ➤ Walsworth: ▪ Enlist parent advocates to regularly talk to area legislators about the school and its benefits. ▪ On all bill proposals, IF YOU WAIT UNTIL THE BILL IS BEFORE A LEGISLATIVE COMMITTEE, YOU HAVE WAITED TOO LONG TO BEGIN TALKING. ▪ Frequently send letters to the editor of local newspapers thanking elected officials for their efforts, and if parents write these letters, advise them to use their own personal return addresses. ➤ Johnson. Use students and teachers to advocate but infuse all communications with concrete data points.	Much discussion took place on Dr. Hill’s presentation that lasted close to forty-five (45) minutes. PLEASE refer to taped recording for more specifics, especially for comments and suggestions from Dr. Davis, Dr. Welsh, and Dr. Rademaker. Major suggestions included the following: • Forming the “Bridge Committee” • Revisiting and possibly revising the existing 2017 MOU signed by Dr. Bruce Murphy and having Dr. Clune sign any newly revised one • Adding an ACTION PLAN to the MOU • Making additional contact with Sandy Holloway who is now the president of BESE • Getting on the agenda of BESE to make a presentation to the full board • Getting The MAX PTA involved with writing testimonials and personal notes.
5. Teacher Representative Report	Judy Domangue, Third Grade teacher , greeted everyone with a “Happy New Year” from The MAX Charter Staff and reported on the following: • The Christmas play was a success. The students shined, and it was a beautiful celebration for The MAX families. • Throughout the month of January, all grades will be taking the following – iSTEEP, STAR, and LEAP 360 which will provide powerful tools needed to assist teachers in implementing programs designed to determine if students are on track and to accelerate their performance if they are below desired levels. It will give staff information to plan for the rest of this year.	

	- For the students who exhibit more challenges, the school is continuing with interventions to help increase our overall scores. - Content leaders are meeting with grade levels to unpack lessons and plan for rigorous instruction. <i>Instruction Partners’</i> continued work with The MAX Math Department has been very beneficial. Mrs. Domangue also read a report from Kelly Guin, School Counselor. - I am looking forward to 2021 and the opportunities it will bring. - In the Counseling Department, I have been working on training the staff in Non-Violent Communication skills. - I attended a Crisis Prevention Institute (CPI) Training this past October, and now I am providing a condensed version of that training to the staff. - I am also sitting in on the Data Meetings at each grade level to better understand where my students are academically. - I plan to get back into the classrooms this coming nine weeks and work on self-esteem, organizational skills, and test preparedness. - As always, I am open to suggestions on topics/lessons to provide to MAX students. Thanks for your continued support! - Before leaving, Mrs. Domangue was asked a few questions from Dr. Welsh as it pertained to her 3rd grade class numbers of new students. This led to a discussion about challenges in attaining growth from one grade to another and from one teacher to another. She interjected a comment that MAX is much more than just collecting data and that the school has a much more emotional impact on families who see their children progress. She referenced the number of times parents have praised The MAX for fulfilling their child’s needs.	Dr. Walsh, Dr. Davis, and JJ encouraged Mrs. Domangue to have parents write these comments down or post a testimonial on the school’s website, to record them if possible, or have a video made. Dr. Hill mentioned a proactive project that he uses with his students and that could serve as a model for our teachers or as a recruiting tool of sorts for both MAX and the Dyslexia Center at Nicholls.																												
6. Finance Report	Financial Report and Update on Insurance and Finance Matters S. DeHart presented the November financial statements. S. DeHart went over the financials. <i>January 7, 2021</i> <table> <tr> <td>November MFP</td> <td>\$</td> <td>99,211</td> <td></td> </tr> <tr> <td>Other Sources</td> <td>\$</td> <td>13,679</td> <td></td> </tr> <tr> <td>Total November Revenue</td> <td>\$</td> <td>112,890</td> <td></td> </tr> <tr> <td>Expenses for November</td> <td>\$</td> <td>133,137</td> <td></td> </tr> <tr> <td>Wages & Benefits</td> <td>\$</td> <td>108,158</td> <td>70.10%</td> </tr> <tr> <td>November Profit/(Loss)</td> <td></td> <td>\$(20,247)</td> <td></td> </tr> <tr> <td>YTD Profit/Loss</td> <td>\$</td> <td>(72,952)</td> <td></td> </tr> </table>	November MFP	\$	99,211		Other Sources	\$	13,679		Total November Revenue	\$	112,890		Expenses for November	\$	133,137		Wages & Benefits	\$	108,158	70.10%	November Profit/(Loss)		\$(20,247)		YTD Profit/Loss	\$	(72,952)		
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November Profit/(Loss)		\$(20,247)																												
YTD Profit/Loss	\$	(72,952)																												

Operating Account	\$	478,085
Payroll Account	\$	881
Special Account -Students	\$	10,972
Special Account -School	\$	142,670
	\$	632,608

- THE MAX has completed the Annual Financial Report (AFR) and received an **Excellent** rating.
- The audit has been completed. (One finding...PEP/records)
- We are working on **Form 999** which is the IRS Tax Return.
- We will be working on the second quarter financial recording for the school and the 4th quarter payroll reports-- **W2's** and **1099** due by the end of the month.
- I have been training replacement Danielle Hebert.
- There are PERS reimbursements that need to be submitted.
- Super App starts next week.

Grants

Lacey Crochet reported on the following:

GRANTS IN-PROCESS

- **Bruce J Heims Foundation:**
 - **Grant Focus:** To provide support in helping MAX improve its Reading Program. The grant is nearly complete, and we are requesting funding for **LETRS** training/implementation.
The **LETRS** request will include the purchase of any needed materials/supplies and payment for faculty/staff Professional Development.
 - **Grant Funding Request:** Amount to be determined based on school-related expenses to enhance the Reading Program

Grant Funding Announcement/Timeline: On-going grant opportunity with no timeline specified on their grant portal... This grant is complete in draft form and is awaiting final team feedback/review before submission. These funds would be used to pay stipends for teachers to attend the **LETRS** training by K. Chauvin who will not charge a fee and do this in kind.

GRANT REQUEST UPDATES:

- **Conoco-Philips Giving Program:**
 - **Grant Focus:** To purchase school-wide technology in preparation for distance learning
 - **Grant Funding Request:**
 - Chromebooks for Student Use: Purchase 30 @ \$294 ea= **\$8,820**
 - Chromebook Mobile Charging and Storage Carts:

	\$1,075 ▪ Apple iPad 128gb: 13 @ \$399 ea = \$5,187 ▪ iPad Tripod Stand/Mount: 15 @\$30 each = \$450 ▪ Dell Inspiron Desktop Computers : 4 @ \$1,049 ea = \$4,197 ▪ Total Technology Funding Request: \$19,729 Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in January 2021. We have not heard back on this grant. ▪ <u>Danos Foundation</u> ○ Grant Focus: To purchase school-wide technology in preparation for distance learning ○ Grant Funding Request: ▪ Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 30 @ \$294 each \$8,820 ▪ Total Technology Funding Request: \$8,820 Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in January 2021. GRANTS NOT AWARDED: <u>Blue Cross Blue Shield of Louisiana – Community Crisis and Disaster Recovery Grants</u> UPDATE: Statement Issued: “The Blue Cross and Blue Shield of Louisiana Foundation has received hundreds of applications from organizations working to respond to the COVID-19 pandemic and had to make some very difficult choices about which applications would be awarded a Disaster Response Grant. After careful review we have made the decision to <u>not fund</u> the proposal you submitted. We have made grants to local community foundations and United Ways specifically to give local organizations more opportunity for funding relief work, and I encourage you to reach out to them and submit your proposal there as well.” ○ Grant Focus: To provide support in helping MAX absorb increased costs for materials, supplies, and personnel (Symptom Monitor, Counselor, etc.) due to COVID-19 Will be working on <i>Peltier Foundation</i> for grant to be used for medical equipment... Building & Sites Representative Report: No report	
7. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Public Relations Report: No report	
8. Other Reports	Principal’s Report (See Attached Copy)	

R. Walker reported on the following:

- Staff Professional Development Day: Monday, January 4, 2021
 - All staff will be **Crisis Prevention Institute** (CPI) Trained by Kelly Guin. Another training day will be Tuesday, January 19, 2021.
- Recent Staff Changes:
 - Business Manager Suzette DeHart resigned, and Danielle Hebert was hired.
 - School Nurse Jenna Fontenot is going on maternity leave beginning Monday, January 18th. Brittney LeBlanc will help with some of her duties.
 - Custodian Sophia Flakes will take a four-week medical leave. Pat Hebert will fill in for her while she is gone.
- Admissions:
 - Enrollment period opened on Wednesday, January 6, 2021.
 - Applications are available on the school's website.
 - Enrollment period will be from **Wednesday, January 6, 2021, until Friday, March 19, 2021.**
 - Recorded **Lottery** will take place on **Wednesday, March 31, 2021.**
- LDOE:
 - Super App off-campus work days will be on **Friday, January 15th**, and **Friday, February 5th**. Suzette DeHart, Danielle Hebert, Alison Borne, and Rebecca Walker will be off campus to work on the Super App.
 - Kelly DiMarco will be visiting on Monday, January 25th.
- Parent/Teacher Conferences will be held on Tuesday, January 19th by phone or **Google Meet**, a video-communications service.

Consultant's Report/Alumni News/Ms. Musson's Report:

No Report

Parent Committee Report:

Caitlyn Stroud reported on the following:

- On behalf of the PTA and herself, she expressed her appreciation for all that The MAX has done for her child and the rest of the students and said that she would be willing to engage the parents in providing testimonials and messages to legislators, etc.
- The PTA met on Tuesday, January 5, 2021. The next PTA Meeting will be on Tuesday, February 2, 2021, at 6:00 P.M. via **Zoom**.
- The **Alumni Grill Burger of the Month Fundraiser** is this month. Twenty percent (20 %) of these sales will go to The MAX. She thanked K. Chauvin for her involvement in getting this fundraiser accomplished.
- MAX Charter Online Spirit Store is now available – www.maxcharterspiritstore.com.
- The **Coke Fundraiser** for the PTA will start next week through

Visit MAX Charter School's online spirit store to purchase spirit items to help the school:

www.maxcharterspiritstore.com

	the end of January. • MAX Race Fest/5K Run has been moved to a virtual race and silent auction with a live feed raffle on March 13, 2021. ○ Raffle tickets are available now. Please contact the school to get a book. ○ PTA is accepting Silent Auction items. ○ PTA is accepting donations for raffle baskets.	
9. New Board Business	Other Board Questions and Concerns Related to The MAX J. Giardina and K. Chauvin were not present to address the issues cited at this meeting and at the previous meeting. • Michelle Giardina asked about the makeup of the “Bridge Committee.” ○ Once again Dr. Davis, Dr. Welsh, and Dr. Hill offered their views on the makeup, but all decided that the ultimate decision on the matter would be Jake and Karen’s call. They did, however, offer a few suggestions that all members basically agreed on. ○ L. Crochet offered to inform Dr. Clune ahead of time that something was in the works. She expressed her desire to see Nicholls involved and put in a plug for the importance of connecting with MAX students and dyslexia, saying that MAX and Nicholls were uniquely primed to be on the forefront of dyslexia awareness. She envisioned this as a recruiting tool—benefiting the students in both schools. • Dr. Hill mentioned that The MAX Board of Directors should adopt some kind of resolution to present to Suzette DeHart for her years of service and dedication to the school. Board members thoroughly agreed.	After discussion and comments, the following suggestions were made: • An initial <u>Working Committee</u> and a <u>Standing Committee</u> should be considered. This would allow for individuals other than MAX Board members and Nicholls officials to have input. (Dr. Hill suggested we add the sheriff or one of his representatives in the mix.) • Dr. Davis emphasized that the committee should not be so large as to be unwieldy or unmanageable. L. Howell thought 5-7 for the startup committee. • A formal letter inviting Nicholls to join forces with The MAX should be written. ○ Dr. Davis offered to formalize/draft a letter to present to The MAX Board for input and approval if needed before sending on to Dr. Clune and Dr. Rademaker at Nicholls.
10. Motion to Go Into Executive Session	None needed	
11. Announcements	• Our next Board Meeting: Thursday, January 28, 2021 • PTA Zoom Meeting: Tuesday February 3, 2021 • Please consider joining the PTA. Dues are still \$5.00. • Please consider filling out an order form for the production of the 11th Annual MAX Christmas Play – Christmas 2020 – Unmasking MAX Talent. Forms, together with a very nice letter from Ms. Musson, were sent out recently. • MAX 5-K Virtual Race/Fundraiser: Saturday, March 13, 2021. • Each MAX Board member is encouraged to purchase or sell a book of Raffle tickets at \$5.00 a ticket ...\$50 a book. That’s an easy \$650 from just thirteen (13) Board members.	
12. Adjournment	The meeting adjourned at 10:40 A.M.	Motion was made by Dr. S. Welsh, seconded by JJ Buquet, to adjourn the meeting... Motion passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

 [GMT20210225-161353 Max-Charte 2880x1920.mp4](#) (Faulty recording)

DATE: February 25, 2021

TIME: 9:03 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Dr. Al Davis, Dr. Cleveland Hill (left 10:20,) Larry Howell, Dr. Scot Rademaker, Dr. Steve Welsh, and Caitlin Stroud

Also present were Alison Borne, Danielle Hebert, Catherine Jordan, and Lacey Crochet. **Teacher Representative:** Renee Fields, 6th-8th ELA Teacher

Absent: Brian Aucoin, J.J. Buquet, and Cortney Percle **NOTE:** Principal Rebecca Walker and Consultant Linda Musson were also absent.

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:03A.M.	
2. Roll Call	J. Giardina called the roll.	
3. Approval of the Minutes	The Minutes of January 28, 2021, were presented.	The Minutes of January 28, 2021, were accepted as presented.
4. Board Training/Special Guest Presentation:	None	
5. Teacher Representative Report	Renee Fields , 6th – 8th ELA Teacher, reported on the following: • The MAX welcomed two new babies to The MAX Family: February 2nd ... Nurse Jenna Fontenot had a baby boy—Nathan. February 4th ...Teacher Marie Ledet had a baby girl—Charlotte. • Mrs. Fields verbalized the following individual teacher reports: ○ From Mrs. A. Lyons... Our 6th grade science fair was a great success. The students worked hard and created some very impressive projects. Mrs. Lyons is working hard getting the video presentation organized for judging. Any volunteer judges would be greatly appreciated. ○ From Mrs. R. Delatte... All face- to- face 6th and 7th grade students are eligible for Math LEAP prep tutoring. Lessons started in January and are held four (4) days a week. This will continue until Easter break. Students are getting a combination of remediation to help them become better math students overall, and they’re also diving deeper into their grade level curriculum to prepare them for the LEAP this year. This is being conducted by Mrs. Renee’ Delatte, and we are very thankful to have her doing this for our students. ○ From PE Personnel... PE started again on Monday. The students were super excited. Dr. Dennis has an abundance of students coming in to work with the kids. Their behavior is exceptional, and they’re having a great time. ○ From Mrs. Kelly... I wanted to let the board know that the Counseling Program at MAX is in full swing. MAX and the Nicholls School Psychology Department have partnered up this spring. NSU graduate students are reporting to MAX Charter	

	to see students who were selected to the program. MAX students that are participating have been recommended by their teachers or by me. Their parents have also been notified and signed permission slips on behalf of MAX Charter and Nicholls. Along with this, I am working with the 8th graders to complete their IGP (Individualized Graduation Plans.) The March Character word is Forgiveness. Happy Spring! ○ From Mrs. Dana... The Scholastic Book Fair will be held from March 15-19 this year. This will be an in-person fair. Unfortunately, it will not be for the public. We have to limit it only to our students.																																																													
6. Finance Report	Financial Report and Update on Insurance and Finance Matters • D. Hebert presented the January financial statements. • D. Hebert went over the financials. Monthly Recap ...February 26, 2021 <table><tr><td>January MPF</td><td>\$</td><td>116,125</td><td></td></tr><tr><td>Other Sources</td><td>\$</td><td>7,029</td><td></td></tr><tr><td>Total January Revenue</td><td>\$</td><td><u>123,154</u></td><td></td></tr><tr><td colspan="4"> </td></tr><tr><td>Expenses for January</td><td>\$</td><td>120,428</td><td></td></tr><tr><td>Wages & Benefits</td><td>\$</td><td><u>99,019</u></td><td>73.34%</td></tr><tr><td colspan="4"> </td></tr><tr><td>January Profit/Loss</td><td>\$</td><td>2,726</td><td></td></tr><tr><td>YTD Profit/Loss</td><td>\$</td><td><u>-106,582</u></td><td></td></tr><tr><td colspan="4"> </td></tr><tr><td>Operating Account</td><td>\$</td><td>414,706</td><td></td></tr><tr><td>Payroll Account</td><td>\$</td><td>802</td><td></td></tr><tr><td>Special Account - Students</td><td>\$</td><td>16,438</td><td></td></tr><tr><td>Special Account - School</td><td>\$</td><td><u>142,768</u></td><td></td></tr><tr><td></td><td>\$</td><td>574,714</td><td></td></tr></table> Super App was submitted. December Lunch Reimbursement (\$6,300) was submitted. E-Rate Application is in. Working on Form 990... Doing some HR Training... Working on January Lunch Reimbursement... Working on various tasks related to Employee Payroll/Benefits... Corrections are needed on funding requests (ESSER, etc.) Looking into research/amending Form 940(s)...COVID- related leave credits... ➤ A discussion was held on this subject regarding teacher absences	January MPF	\$	116,125		Other Sources	\$	7,029		Total January Revenue	\$	<u>123,154</u>						Expenses for January	\$	120,428		Wages & Benefits	\$	<u>99,019</u>	73.34%					January Profit/Loss	\$	2,726		YTD Profit/Loss	\$	<u>-106,582</u>						Operating Account	\$	414,706		Payroll Account	\$	802		Special Account - Students	\$	16,438		Special Account - School	\$	<u>142,768</u>			\$	574,714		
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	\$	574,714																																																												

due to classes with COVID-positive students and distance learning.

Grants

Lacey Crochet reported on the following:

GRANTS IN PROCESS

- **The Brown Foundation**

- **Grant Focus:** To purchase school-wide technology to facilitate distance learning, particularly in math.
- **Grant Funding Request:**
 - Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 30 @\$294 each = **\$8,820**
 - **Total Technology Funding Request: \$8,820**
 - **Grant Submission Deadline:** Friday, March 5, 2021

Grant Funding Announcement/Timeline: The Grant Period is between June 1, 2021, and August 30, 2022.

- **The Peltier Foundation**

- **Grant Focus:** To purchase medical equipment and supplies to outfit MAX with potentially lifesaving gear, which includes an Automated External Defibrillator (AED), Stop the Bleed Kits, and various other items.
- **Grant Funding Request: \$6,210**

Grant Funding Announcement/Timeline: On-going grant opportunity with no timeline specified on their grant portal.

GRANTS SUBMITTED IN JANUARY 2021

- **Bruce J. Helms Foundation:**

- **Grant Focus:** To provide support in helping MAX improve its Reading Program. The **LETRS** grant request was to cover stipends for faculty/staff to complete **LETRS** training/implementation beyond their regular teaching requirements.
- **Grant Funding Request:** The grant proposal requested **\$10,000** to cover all five (5) Reading Teachers' stipends over the summer 2021 to undergo the **LETRS** training.

Grant Funding Announcement/Timeline: On-going grant opportunity with no timeline specified on their grant portal. This grant was submitted in January 2021.

GRANT REQUEST UPDATES:

- **Conoco-Philips Giving Program:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Chromebooks for Student Use: Purchase 30 @ \$294 ea= **\$8,820**

	▪ Chromebook Mobile Charging and Storage Carts: \$1,075 ▪ Apple iPad 128gb: 13 @ \$399 ea = \$5,187 ▪ iPad Tripod Stand/Mount: 15 @\$30 each = \$450 ▪ Dell Inspiron Desktop Computers : 4 @ \$1,049 ea = \$4,197 ▪ Total Technology Funding Request: \$19,729 Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in January 2021. • <u>Danos Foundation</u> ○ Grant Focus: To purchase school-wide technology in preparation for distance learning. ○ Grant Funding Request: ▪ Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 30 @ \$294 each \$8,820 ▪ Total Technology Funding Request: \$8,820 Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in January 2021. Building & Sites Representative Report: No report	
7. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Update on MAX/Nicholls Partnership Action Committee (Dr. Scot Rademaker/Jake Giardina/Karen Chauvin) • The invitation to Nicholls State University to join The Maxine Giardina Charter School (MAX) Board of Directors in the formation of a MAX/Nicholls Partnership Action Committee was not yet signed by Karen Chauvin and Jake Giardina. Hence, it was not delivered to Dr. Jay Clune since its approval at the January 28, 2021, MAX Board meeting. ○ Lacey Crochet had already given a “heads up” to Dr. Clune, and so he was aware of the impending proposal/invitation. She said she would make sure that Dr. Clune received the written invitation in a timely manner. • The Partnership Action Committee members from The MAX will be Dr. Steve Welsh, Dr. Cleve Hill, Larry Howell, and Karen Chauvin. ○ Dr. Scot Rademaker and Lacey Crochet will serve as dual representatives. • The Partnership Action Committee members from Nicholls will be decided soon. Dr. Scot Rademaker has spoken to a few members from his department. All appear very interested, but he has not yet gotten a definite commitment. ○ As stated above, Dr. Scot Rademaker and Lacey Crochet will serve as dual representatives.	

Personnel Policy Committee Report/Discussion on Leaves and Absences Review: Chapter 3.0 (Dr. Davis, Dr. Hill)

- Board members had been sent copies of the policy beforehand. A short discussion occurred. The interpretation was basic: Full-time employees are allowed **ten (10) sick days—two (2) of which could be used for personal business.** The principal has discretion only when it comes to sick days.

Public Relations Report: (See Attached Copy)

B. Broussard reported on the following:

Once again, we have still not seen actual pictures of our students published in the media. Rest assured, though, that The MAX students are still very much engaged and involved.

- The month of February focused on **Black History Month** and celebrated the successes of many Black Americans. Ms. Chenier's social studies students researched African Americans who have made significant contributions to society and read facts about them throughout the month of February.
- Instructors from **The Purple Penguin Art Company** are still visiting the school on most Tuesdays and Thursdays to deliver art to our students. Students learned about volume through an art project that involved crazy faces.
- **Synergy Bank** personnel are still involved with our students.
- **EatMoveGrow** is sharing the healthy lifestyles classroom curriculum with our 1st, 2nd, and 3rd grade MAX students. The curriculum, designed to meet Louisiana Department of Education health education standards and benchmarks, addresses important health education topics such as heart health, food pyramids, screen time, oral health, etc. MAX students showed off the new toothbrushes, toothpaste, and floss they were given.
- MAX 4th grader Gabrielle "Gabby" Keehn earned a Blue Ribbon in a 4-H Poster Contest.
- Thank you, Lajaunie's SteriPure, for conducting professional cleaning, sanitizing, and disinfecting of our school, both inside and out!
- The Admissions Period for the 2021-2022 MAX School Year began on Wednesday, January 6, 2021, and will end on Friday, March 19, 2021. Lottery date will be Wednesday, March 31, 2021. A Virtual Open House was held on Wednesday, January 20th.
- Alumni Grill presented a check for **\$1,138** to The MAX after selling 428 MAX burgers.
- MAX Charter School's 13th Annual "Race for Their Future" Race Fest will be a Virtual Event on Saturday, March 13th. Raffle tickets are on sale now for \$5.00 a ticket.

8. Other Reports	Principal's Report (See Attached Report): MAX Data Coordinator Alison Borne reported on behalf of Principal Rebecca Walker: Recent Staff Changes: ***Cindy Grandin, 1st through 5th Grade Special Education Teacher, has officially resigned effective Monday, February 22, 2021. Mrs. Borne read her resignation letter. The school will hire someone on a contract basis if necessary. ***Aaron Lyons, 6th, 7th, and 8th Grade Science Teacher, has announced that she will not be returning for the upcoming school year; she is moving to Tennessee. Admissions: *The MAX currently has twenty (20) applications. LDOE: *Transportation Waiver has been denied. *LDOE is requiring MAX to submit a Transportation Plan by May 31, 2021, for the next school year. ***The MAX Board saw this as a giant red flag and had many questions about it and made many comments on it. A lengthy discussion took place, and the actual policy from the State Department of Education was viewed. Suggestions on how to remedy the situation, considering The MAX enrolls students from numerous parishes, were offered during the discussion. Among the most prominent were contacting the Lafourche Parish School District and setting up something with that system, polling parents to determine if they would be open to the idea, giving students cards/vouchers, establishing satellite stops and getting cars/vans to transport students from these spots to the school. Regardless, this denial of a waiver was seen as a serious threat, an expenditure that couldn't be met, and a condition that would prove detrimental to the survival of the school. Science Fair: *Two (2) volunteer judges are needed to watch electronic presentations. *Mrs. Aaron Lyons will contact you with details. E-Rate and Technology Lab *MAX can qualify to receive E-Rate funding on two (2) levels. Application has been submitted: **Level 1 – Funding to cover up to 90% internet costs **Level 2 – Funding to cover up to 85% of costs to enhance technology infrastructure	It was suggested that a Thank You letter be sent to Mrs. Grandin on behalf of The MAX Board for Cindy's years of service. Board President K. Chauvin agreed to do just that. J. Giardina volunteered to get things started by personally contacting the Lafourche Parish School District to set up a meeting to see what could be arranged. Larry Howell volunteered to join him in his meeting with the Superintendent or other Central Office Personnel. Mrs. Alison Borne will send them the necessary demographics.
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	**Quote from Technology Lab (Presentation will be emailed. Slides 7-10 are informative.) **MAX has now evolved to a “1:1 School”. We are now finding ourselves confronted with many issues that require not only time but more technological expertise. Board Meeting Date/Location Change Request: *MAX Board meeting scheduled on April 29th interferes with LEAP Testing. A request was made to change it to April 22 2021. Consultant’s Report/Alumni News/Ms. Musson’s Report: No Report Parent Committee Report: Caitlyn Stroud reported on the following: • Alumni Grill Burger of the Month Fundraiser in January raised \$1,138. We have reserved January 2022 for BOM Fundraiser next year. • Coke Fundraiser for PTA raised \$2,645. • MAX Race Fest/5K Run- Virtual Race and Silent Auction with live feed raffle will be held on Saturday, March 13, 2021. • The Silent Auction will be open March 6, 2021, at 12 A.M. through March 13, 2021, at 8 P.M. • MAX is still accepting Race registrations for 5k and 1 mile fun run at https://runsignup.com/racefortheirfuture2021. • Next PTA meeting will be Tuesday, March 2, 2021, at 6 P.M. via Zoom.	Motion was made by Dr. S. Welsh, seconded by L. Howell, to move the April MAX Board meeting to Thursday, April 22, 2021 ... Motion was passed unanimously.
9. New Board Business	None	
10. Motion to Go Into Executive Session	None needed	
11. Announcements	• Our next Board Meeting: Thursday, March 25, 2021. • PTA Zoom Meeting: Tuesday, March 2, 2021 • Please consider joining the PTA. Dues are still \$5.00. • Please consider filling out an order form for the production of the 11th Annual MAX Christmas Play – Christmas 2020 –<i>Unmasking MAX Talent</i>. • Admissions Enrollment Period began on Wednesday, January 6, 2021, and ends on Friday, March 9, 2021. • Recorded Lottery will take place on Wednesday, March 31, 2021. • MAX 5-K Race/Fundraiser: Saturday, March 13, 2021. • Event has moved to virtual race and silent auction with live feed raffle on March 13, 2021. • Participants must register for the Race by February 12, 2021, to get a T-shirt. • Raffle tickets are available now. Each MAX Board member is	

	encouraged to purchase or sell a book of raffle tickets at \$5.00 a ticket. • PTA is still accepting silent auction items and donations for raffle baskets. • Plan on visiting MAX Charter Online Spirit Store at www.maxcharterspiritstore.com.	
12. Adjournment	• The meeting adjourned at 11:20 A.M.	Motion was made by Dr. S. Welsh, seconded by L. Howell, to adjourn the meeting... Motion passed unanimously.

MINUTES OF MEETING

The MAX Charter School Board of Directors

Recording can be accessed at <https://youtu.be/WKc2DR-QRgg> (Problems with tape freezing up...Tape stops with Executive Session.)

Note: Nicholls University Campus was on lockdown due to an individual who had an active warrant, barricaded himself in his car, and refused to get out.

DATE: March 25, 2021

TIME: 9:07 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Carol “Boo” Broussard, Janice Fabregas, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, Dr. Steve Welsh, and Caitlin Stroud

Also **present were** Rebecca Walker, Danielle Hebert, Lacey Crochet, Catherine Jordan, and Michelle Giardina. **Note:** Alison Borne was in and out the meeting due to the lockdown situation. **Special Guests:** Dr. Grant Gautreaux, Dr. Derek Shanman, and Dr. Jennifer Weber

Absent: Karen Chauvin, Brian Aucoin, J.J. Buquet, and Cortney Percle. **Note:** Linda Musson was not present.

AGENDA		RECOMMENDATION																																				
1. Call to Order	J. Giardina called the meeting to order at 9:07 A.M.																																					
2. Roll Call	J. Giardina called the roll.																																					
3. Approval of the Minutes	The Minutes of February 25, 2021, were presented.	The Minutes of February 25, 2021, were accepted as presented.																																				
4. Board Training/Special Guest Presentation:	Dr. Scot Rademaker announced the selection of the following three College of Education personnel who will serve on The MAX/Nicholls Partnership Action Committee: • Dr. Grant Gautreaux • Dr. Derek Shanman • Dr. Jennifer Weber Each individual introduced themselves to The MAX Board.	Lacey Crochet will follow up in scheduling a meeting for this newly formed committee. Tuesdays were considered a more convenient day for most of the participants.																																				
5. Teacher Representative Report	No Report																																					
6. Finance Report	Financial Report and Update on Insurance and Finance Matters • D. Hebert presented the February financial statements. • D. Hebert went over the financials. Monthly Recap ...March 25, 2021 <table><tr><td>February MPF</td><td>\$</td><td>116,125</td><td></td></tr><tr><td>Other Sources</td><td>\$</td><td>61,931</td><td></td></tr><tr><td>Total February Revenue</td><td>\$</td><td><u>178,056</u></td><td></td></tr><tr><td colspan="4"> </td></tr><tr><td>Expenses for February</td><td>\$</td><td>121,893</td><td></td></tr><tr><td>Wages & Benefits</td><td>\$</td><td><u>108,599</u></td><td>75.10%</td></tr><tr><td colspan="4"> </td></tr><tr><td>February Profit/Loss</td><td>\$</td><td>56,164</td><td></td></tr><tr><td>YTD Profit/Loss</td><td>\$</td><td><u>(50,419)</u></td><td></td></tr></table>	February MPF	\$	116,125		Other Sources	\$	61,931		Total February Revenue	\$	<u>178,056</u>						Expenses for February	\$	121,893		Wages & Benefits	\$	<u>108,599</u>	75.10%					February Profit/Loss	\$	56,164		YTD Profit/Loss	\$	<u>(50,419)</u>		
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February Profit/Loss	\$	56,164																																				
YTD Profit/Loss	\$	<u>(50,419)</u>																																				

Operating Account	\$	472,689
Payroll Account	\$	811
Special Account - Students	\$	16,576
Special Account - School	\$	<u>152,079</u>
	\$	642,155

Super App revisions were submitted.
Several reimbursements were received.
January/February lunch reimbursements were submitted but not yet received.
E-Rate application has been filed.

Presently working on the following:

- The submission of some **Form 990** items
- 3rd quarter DOE financials
- 1st quarter payroll tax reports
- OGB Nondiscrimination report
- Transportation Plan
- Nutrition Contracts
- March lunch reimbursement
- Periodic Expense Reports

- **J. Giardina** asked D. Hebert if funds had been received from the Cares Act Funding due to Covid.
 - **D. Hebert** reported that some funds have been received and that future funds should be received at a later date.
 - **J. Giardina** said he spoke with Sandy Holloway who advised that further funds should be received amounting to approximately **\$81,000**. **R. Walker** confirmed this fact.

Grants

Lacey Crochet reported on the following:

GRANTS SUBMITTED IN MARCH 2021

- **The Brown Foundation**
 - **Grant Focus:** To purchase touchscreen Chromebooks to facilitate hands-on distance learning. These devices are particularly needed in Math where the ability to show your work and feedback from the teacher is crucial to understanding key concepts.
 - **Grant Funding Request:**
 - Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 35 @\$299 each = **\$10,465**
 - Chromebook support for HP: To purchase a warranty and unlimited technical support on all devices – 35 @

\$25 each = **\$875**

- **Total Technology Funding Request: \$11,340**

- **Grant Submission Deadline:** Friday, March 5, 2021

Grant Funding Announcement/Timeline: The Grant Period is between June 1, 2021, and August 30, 2022.

GRANTS IN-PROCESS

- **The Peltier Foundation**

- **Grant Focus:** To purchase medical equipment and supplies to outfit MAX with potentially lifesaving gear, which includes an Automated External Defibrillator (AED), Stop the Bleed Kits, and various other items.

- **Grant Funding Request: \$6,210**

Grant Funding Announcement/Timeline: This grant will be submitted within the next week. On-going grant opportunity with no timeline specified on their grant application...

GRANT REQUEST UPDATES:

- **Conoco-Philips Giving Program:**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning

- **Grant Funding Request:**

- Chromebooks for Student Use: Purchase 30 @ \$294 ea= **\$8,820**

- Chromebook Mobile Charging and Storage Carts: **\$1,075**

- Apple iPad 128gb: 13 @ \$399 ea = **\$5,187**

- iPad Tripod Stand/Mount: 15 @\$30 each = **\$450**

- Dell Inspiron Desktop Computers : 4 @ \$1,049 ea = **\$4,197**

- **Total Technology Funding Request: \$19,729**

Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in the first quarter of 2021(by March 31, 2021.)

GRANT OPPORTUNITIES

- **Huntington Ingalls International**

- **Grant Focus:** To provide classroom teachers the opportunity to apply for STEM grants each fall... STEM teachers would need to work with me to prepare individual submissions for their classes.

- **Grant Funding Request:**

- STEM Grants of up to \$5,000 awarded to classroom teachers

Grant Funding Announcement/Timeline: The Grant Application Period usually takes place in late August or early September.

	- There are some technology needs that have not been funded. - L Crochet will apply for a bigger grant opportunity through a technology company that offers a \$75,000 grant. L. Crochet would also like to resubmit a grant to the Lorio Foundation in their next funding cycle. OTHER MAX/NICHOLLS UPDATES COVID Vaccines - Nicholls University Health Services worked with The MAX Charter School to provide COVID vaccinations to faculty/staff. MAX/Nicholls Partnership Action Committee - Dr. Clune received the correspondence from The MAX Charter School Board requesting formation of the Partnership Action Committee (PAC). - Dr. Clune affirmed his support for the work of this MAX/Nicholls PAC - Dr. Rademaker appointed Nicholls committee representatives. Building & Sites Representative Report: No written report, but R. Walker did mention that the school may need a gated area or barrier of sorts to provide more security for the campus.	
7. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Update/Progress on The MAX/Nicholls Partnership Action Committee (Dr. Scot Rademaker/Dr. Steve Welsh) - Dr. Scot Rademaker announced the selection of the following three College of Education personnel who will serve on The MAX/Nicholls Partnership Actions Committee: - Dr. Grant Gautreaux - Dr. Derek Shanman - Dr. Jennifer Weber - See Lacey's report above for further information. Update/Progress on the Transportation Issue (J. Giardina/Larry Howell) - Regarding the issue of transportation, J. Giardina has been having discussions with Sandy Holloway trying to get clarification of the whole situation and the possibility of delaying it. She is working on this.	J. Giardina suggested a committee be put together to work on this issue. The following MAX Board members were suggested: Dr. Davis, Dr. Hill, L. Howell, and L. Crochet. - Dr. Davis offered to take minutes.
	Public Relations Report (See Attached Copy) B. Broussard reported on the following: - The MAX students have been and still are very much	

engaged and involved in and out the classroom.

- **Wednesday, February 24, 2021...** Columnist Bill Ellzey gave the fundraiser its initial advertisement in *The Courier/Daily Comet*.
- **Sunday, February 28, 2021...**A second announcement about the race fest appeared in Bill's column.
- The month of early March focused on finalizing plans for The MAX Charter School's 13th Annual Race Fest, a Virtual Event.
- **Saturday, March 13, 2021...**MAX Charter School's 13th Annual "Race for Their Future" Race Fest was held as a Virtual Event. According to the Events page, there were **82** race participants, **18** race sponsors, and **\$5,239.00** in generous extra donations/contributions and purchases from the Silent Auction. The Silent Auction, which consisted of **64** items, was conducted by BETTERUNITE via Facebook. The raffle was live-streamed.
- Instructors from **The Purple Penguin Art Company** are to be commended for helping our students create the Mosaic Glass Designs for the Silent Auction. The 1st, 2nd, and 3rd graders designed the fleur de lis which sold for **\$70.00**. The 4th, 5th, and 6th graders designed the pelican which sold for **\$230.00**. The 6th, 7th, and 8th graders designed the gator which sold for **\$85.00**. Profit: **\$385.00**.
- The school's annual Scholastic Book Fair, organized by Paraprofessional Dana Guidry, began on Monday, March 15, and ended on Friday, March 19, 2021.
- The 3rd grade students in Mrs. Judith Domangue's class built rain gauges and then wrote beautiful paragraphs about their projects.
- Besides designing a mural in Ms. Josie Chenier's social studies class for Black History Month, the 8th graders dissected frogs in Ms. Aaron Lyons's science class.
- The 8th graders in Ms. Chenier's social studies class learned about the Great Depression through a stock market simulation. One student was the banker while the rest of the class partnered up to buy, sell, or trade stocks. Students were able to use math skills and incorporate them into learning social studies.
- The Admissions Period for the 2021-2022 MAX School Year began on Wednesday, January 6, 2021, and ended on Friday, March 19, 2021. Lottery Date will be Wednesday, March 31, 2021.
- Easter Break will be from Friday, April 2, 2021, through Friday, April 9, 2021.
- Remember to get your annual Ethics Training. Go to www.ethics.la.gov.
- Deadline for filing the **Annual Tier 3 Personal Financial Disclosure Statement**: Saturday, May 15, 2021

	○ B. Broussard mentioned that Lacey Crochet and Dr. Dennis Guillot were on the 2020/2021 Service Awards Program list at Nicholls State University. She was 1 of 33 recognized for her service to Nicholls State University for 5 years, and Dennis was 1 of 11 recognized for his service for 25 years.	
8. Other Reports	Principal's Report (See Attached Copy) • Staffing Updates: ○ Christopher LeBeouf, a certified Special Education Teacher, has agreed to take the 1st through 5th Grade Special Education Teacher position. ○ Brittney LeBlanc, a certified para-professional and a Licensed Practical Nurse, will cover 6th, 7th, and 8th Grade Science classes for the remainder of the year. • Admissions Update: ○ Total Applications: 43 ○ Total Eligible: 14 ○ Total Not Eligible: 9 ○ Total to Review: 16 ○ Lottery: Wednesday, March 31, 2021 • The Family and Medical Leave Act (FMLA) for COVID-Related Leave ○ R. Walker and D. Hebert discussed this briefly and made The MAX Board aware that this would continue. • E-Rate and Technology Lab ○ MAX can qualify to receive E-Rate funding on two (2) levels. Application has been submitted. ▪ Level 1 – funding to cover up to 90% internet costs ▪ Level 2 – funding to cover up to 85% of costs to enhance technology infrastructure ▪ Quote from Technology Lab is \$25,000 per year. (Presentation will be emailed. Slides 7-10 are informative.) ➤ R. Walker discussed the failing internet system and the need for the enhancement of the school's infrastructure. Although desperately needed, R. Walker felt that \$25,000 a year was too costly, especially because management would be done from afar and not on-site. ○ MAX has now evolved to a "1:1 school." We are now finding ourselves confronted with many issues that require not only time, but more technological expertise. • Leave Request ○ Danielle Hebert is requesting to take a vacation day on Monday, April 12th, 2021. • Request for Approval for Proposed Changes to the 2020-2021 School Year Calendar	L. Crochet recommended Chris Callahan Computing Service that would provide on-site service with negotiated rates on a monthly basis. A motion to approve this request was unnecessary since this request falls under the principal's discretion. Motion was made by B. Broussard, seconded by L. Howell, to approve the proposed changes to the

	○ The 2020-2021 School Year would end on Friday, May 21, 2021, rather than Tuesday, May 25, 2021, allowing a 2-week break before a summer tutoring program begins. ● Request for Approval of the Proposed 2021-2022 School Year Calendar ○ Dr. Hill expressed some concern about the excessive amount of days taken off for various holidays that fall so closely together. He just felt that our students were placed at a disadvantage. ● R. Walker announced her decision to resign from her position as Principal of The MAX Charter School –effective Friday, May 28, 2021. Board members praised her for her time and dedication and wished her well. Parent Committee Report: Caitlyn Stroud reported on the following: *The Race Fest Silent Auction through BetterUnite and donations raised \$5,239.02. After the online fees were assessed (not all participants covered the fees), MAX profited \$5,018.58 from the Silent Auction. Thank you to all who donated and participated in the Auction! *The next PTA Meeting will be April 13, 2021, at 6 P.M. via Zoom.	2020-2021 School Year Calendar as presented ... Motion was passed unanimously. Motion was made by B. Broussard, seconded by Dr. C. Hill, to approve the 2021-2022 School Year Calendar as presented... Motion was passed unanimously.
9. New Board Business	None	
10. Motion to Go Into Executive Session	Due to the unexpected resignation of R. Walker as MAX Principal, it was determined that a motion be considered to go into Executive Session to discuss the replacing of Principal Rebecca Walker and the perimeters needed for fulfilling this vacancy. Executive Session started at 10:19 A.M. Executive Session ended at 10:50 A.M.	Motion was made by L. Howell, seconded by Dr. S. Welsh, to go into Executive Session to discuss the replacing of Principal Rebecca Walker. Motion was passed unanimously. A motion was made by Dr. C. Hill, seconded by L. Howell, to leave Executive Session... Motion was passed unanimously.
11. Announcements	● Our next Board meeting: Thursday, April 22, 2021 ● PTA Zoom Meeting: Tuesday, April 13, 2021, due to Easter Break. ● Admissions Enrollment Period began on Wednesday, January 6, 2021, and ends on Friday, March 9, 2021. ● Recorded Lottery will take place on Wednesday, March 31, 2021. ● Plan on visiting MAX Charter Online Spirit Store at www.maxcharterspiritstore.com. ● Deadline for filing Annual Tier 3 Personal Financial Disclosure Statement: Saturday, May 15, 2021 ● Remember to get your annual Ethics Training. Go to www.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 11:20 A.M.	Motion was made by Dr. S. Welsh, seconded by L. Howell, to adjourn the meeting... Motion passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors
<https://youtu.be/FjMwU0qVfxQ> Recording starts with the Finance Report.

DATE: April 22, 2021

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Carol “Boo” Broussard, Janice Fabregas, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, and Dr. Steve Welsh

Also **present were** Rebecca Walker, Alison Borne, Danielle Hebert, Lacey Crochet, Catherine Jordan, Linda Musson (9:14), and Michelle Giardina **Note:** Suzanne Cavalier was the teacher representative.

Absent: Karen Chauvin, Brian Aucoin, J.J. Buquet, Cortney Percle, and Caitlin Stroud

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll.	
3. Approval of the Minutes	The Minutes of March 25, 2021, were presented.	The Minutes of March 25, 2021, were accepted as presented.
4. Board Training/Special Guest Presentation:	Dr. S. Welsh reported that a meeting was held with the three (3) College of Education personnel who will serve on The MAX/Nicholls Partnership Acton Committee: Dr. Grant Gautreaux, Dr. Derek Shanman, and Dr. Jennifer Weber.	
5. Teacher Representative Report	Suzanne Cavalier, 4th & 5th Grade ELA teacher, reported on the following: • LEAP practice is being held in Grades 3rd through 8th. • CABAS observations from Dr. Gautreaux took place on Tuesday, April 20, 2021. • The Upper School staff is currently preparing for the departure of the twelve (12) 8th grade students. Eighth graders will participate in dress-down days, a breakfast, graduation pictures, and a graduation ceremony. ○ The graduation ceremony will take place on Thursday, May 20, 2021, at 10:30 A.M. at Peltier Auditorium. Dr. C. Hill asked Ms. Walker if the <i>LEAP</i> scores for this school year would count toward SPS, and if not, how this will affect our 3-year window. ➤ Ms. Walker replied that there have been no changes in accountability laws due to Covid, and yes, the scores will count. ➤ There will be adjusted formulas used for growth per student. ➤ The teachers will not be evaluated this year, but scores will still be used to calculate school performance scores (SPS.)	

6. Finance Report

Financial Report and Update on Insurance and Finance Matters

- D. Hebert presented the March financial statements.
- D. Hebert went over the financials.

Monthly Recap ...April 22, 2021

March MPF	\$	116,174	
Other Sources	\$	21,469	
Total March Revenue	\$	<u>137,643</u>	
Expenses for March	\$	130,290	
Wages & Benefits	\$	<u>114,643</u>	76.80%
March Profit/Loss	\$	7,353	
YTD Profit/Loss	\$	<u>(37,251)</u>	
Operating Account	\$	474,873	
Payroll Account	\$	800	
Special Account - Students	\$	16,576	
Special Account - School	\$	<u>154,001</u>	
	\$	646,250	

- Form 990 submissions are completed.
- OGB Nondiscrimination testing is complete.
- E-Rate application has been filed. School is expecting internet expense to remain about the same. We will be able to upgrade our cable internet to fiber and receive a 20-40% discount ... pay the same for better service.

Income Received/Expected

- Race Fest Recap is attached. Net profit about **\$22,500** (last year \$25,700).
- Several reimbursements were received in March (January lunch, IDEAB, TITLE I, TITLE IV) **\$10,853**
- 2021 EEF and CDF received **\$5,000** (last year \$11,000).
- January/February lunch reimbursement **\$13,402** received 4/6.
- March lunch reimbursement will be approximately **\$9,000** – filing soon

Payroll Expenses Incurred/Expected:

- March payroll expenses were greater due to payout of A. Lyons and C. Grandin (resigned and retired.)
- MAX will continue to incur OGB expense related to C. Grandin monthly (retired)
- We expect May payroll to be unusually high due to payout of R. Walker (resigned.)

DUE/TO DO:

-Super App amendments for 2021 and 2022

-Due next week:

- Insurance renewal applications
- 3rd quarter DOE financials (4/30)
- 3rd quarter PERS/requests (4/30)
- 1st quarter payroll tax returns (4/30)

Due in May:

- 2020 MOE IDEA Confirmation 5/14
- Nutrition Contracts due 5/31
- March Lunch reimbursement before 5/31
- Offer Letters

- In the discussion after the above report, **L. Crochet** asked if CABAS stipends could be funded under the Super App or the Covid funds. R. Walker and A. Borne both commented that the use of the funds had specific guidelines and must be an approved Tier 1 program.
- C. Hill wanted to know if The MAX had received any definitive word on the stimulus funds. R. Walker said that she received a confirmation letter which stated the amount at around \$81,000—which would not be a lump sum—but would be distributed over a 3-5 year period.

Grants

Lacey Crochet reported on the following:

GRANT SUBMITTED IN APRIL 2021

- **The Peltier Foundation**
 - **Grant Focus:** To purchase medical equipment and supplies to outfit MAX with potentially lifesaving gear, which includes an Automated External Defibrillator (**AED**), Stop the Bleed Kits, and various other items. The request now includes provision of CPR certification/training for all faculty and staff.
 - **Grant Funding Request: \$7,260**

Grant Funding Announcement/Timeline: On-going grant opportunity with no timeline specified on their grant application...

GRANTS SUBMITTED IN MARCH 2021

- **The Brown Foundation**
 - **Grant Focus:** To purchase touchscreen Chromebooks to facilitate hands-on distance learning. These devices are particularly needed in Math where the ability to show your work and feedback from the teacher are crucial to understanding key concepts.
 - **Grant Funding Request:**
 - Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 35 @\$299 each = **\$10,465**
 - Chromebook support for HP: To purchase a warranty and unlimited technical support on all devices – 35 @ \$25 each = **\$875**
 - **Total Technology Funding Request: \$11,340**
 - **Grant Submission Deadline:** Friday, March 5, 2021

Grant Funding Announcement/Timeline: The Grant Period is between

- Since R. Walker, A. Borne, and D. Hebert were meeting on Friday, March 23, to discuss funding and funds, it was suggested that they look into or investigate to see if any flexibility in spending would be feasible.

	June 1, 2021, and August 30, 2022. GRANT REQUEST UPDATES: • <u>Conoco-Philips Giving Program:</u> ○ Grant Focus: To purchase school-wide technology in preparation for distance learning ○ Grant Funding Request: ▪ Chromebooks for Student Use: Purchase 30 @ \$294 ea= \$8,820 ▪ Chromebook Mobile Charging and Storage Carts: \$1,075 ▪ Apple iPad 128gb: 13 @ \$399 ea = \$5,187 ▪ iPad Tripod Stand/Mount: 15 @\$30 each = \$450 ▪ Dell Inspiron Desktop Computers : 4 @ \$1,049 ea = \$4,197 ▪ Total Technology Funding Request: \$19,729 Grant Funding Announcement/Timeline: Proposal/Award Status will be provided to applicants in the first quarter of 2021. NOTE: An email was sent to CP on April 20, 2021, to follow up on the status of our grant application, but we have not received a reply. GRANT OPPORTUNITIES • <u>Huntington Ingalls International</u> ○ Grant Focus: To provide classroom teachers the opportunity to apply for STEM grants each fall. STEM teachers would need to work with me to prepare individual submissions for their classes. ○ Grant Funding Request: ▪ STEM Grants of up to \$5,000 awarded to classroom teachers Grant Funding Announcement/Timeline: The Grant Application Period usually takes place in late August or early September. Building & Sites Representative Report: R. Walker commented that the floor in the restroom still needs repairs. Another soft spot was found. R. Walker said that she marked it with an X. J. Giardina said that he would see about it.	
7. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates • Update/Progress on the Principal Search Committee (See Detailed Written Report.) ○ Dr. A. Davis gave an update on the search for a new principal and reviewed the written report of the <i>Preliminaries for the Search for the Vacant Administrative Position of Principal.</i> ○ L. Crochet gave an update on the Principal Job Posting. Job postings occurred on the following sites/venues: <i>LinkedIn, Indeed, LDOE, LAPCS, Inside Nicholls, The MAX Website, and The MAX Facebook page.</i> She, also, sent inquiries to <i>Teach Louisiana.</i>	• Dr. Davis suggested a committee be formed by J. Giardina and/or K. Chauvin to review applications received for the Principal's job. • L. Crochet will send out a <i>Timeline of Principal Search</i> to all MAX Board members.

	• Update/Progress on The MAX /Nicholls Partnership Committee L. Crochet reported that this committee is operational and meeting bi-weekly to develop and implement plans. • Update/Progress on the Transportation Issue J. Giardina and L. Crochet met with Superintendent Jarod Martin regarding the Transportation issue. The meeting went very well, and Superintendent Martin was very cordial and seemed agreeable and positive about helping The MAX with this issue and is working on it.	It was suggested that CABAS be formally adopted by The MAX Board. C. Hill recommended that this be done at our next MAX Board meeting.
	Public Relations Report (See Attached Copy) B. Broussard reported that The MAX students have been and still are very much engaged and involved in and out the classroom. • Instructors from <u>The Purple Penguin Art Company</u> are still involved with The MAX students and usually come on Tuesdays and Thursdays. They have done a phenomenal job with our students. • <u>Thursday, March 25, 2021</u> --- As you may recall during our March MAX Board meeting, members of the Thibodaux Police Department were on Nicholls campus assisting N.S.U. Police with an incident causing parts of the Nicholls campus, The MAX Charter School, and Peltier Park to be placed on temporary lockdown. The students and staff were all kept safe. • The Admissions Period for the 2021-2022 MAX School Year ended on Friday, March 19, 2021. The Lottery was held on Wednesday, March 31, 2021. • Field Day/Fitness Day was held on Thursday, April 1, 2021, under the direction of Dr. Dennis Guillot and the PE Staff from Nicholls. This event presented our students with the opportunity to enjoy the outdoors and compete in the National Presidential Fitness Competition. • The Alumni Grill's Hamburger of the Month is the "My Yolk is Easy" Burger. • Ads have gone out to fill the position vacated by MAX Principal R. Walker. The complete application packet must be post-marked no later than the end of the working day Friday, May 7, 2021. • National Charter Schools Week: Sunday, May 9, 2021 – Saturday, May 15, 2021 • National Charter Schools Conference: Sunday, June 20 – Wednesday, June 23, 2021 • Remember to get your annual Ethics Training. Go to www.ethics.la.gov. • Deadline for Filing Annual Tier 3 Personal Financial Disclosure Statement : Saturday, May 15, 2021	
8. Other Reports	Principal's Report (See Attached Copy) • Personnel Policy Meeting Request ○ According to R. Walker and D. Hebert, there are some policies involving personnel that need to be adjusted or possibly changed. • Suggestion to Change Alison Borne's Title	• B. Broussard suggested that to save time, the questionable policies be cited and emailed to committee members so that they can be reviewed, properly researched, and changed if necessary.

	○ A. Borne is in the process of earning an Educational Leadership Certification and may need a title change approved and accepted by the state in order to do so. More discussion on this will be discussed at a later time. • Transportation Plan due to LDOE by July 31, 2021 ○ R. Walker reported that she received a notice that would give The MAX two (2) more months to come up with a transportation plan. ▪ L. Crochet said that she is comfortable with that. • Summer Tutoring Plans ○ Plans are being considered for a summer tutoring program at The MAX. A few teachers are interested, and A. Borne has agreed to serve in a supervisory capacity. • Offer letters will be issued the 1st week of May. • Enrollment Update: ○ The MAX currently has offered spots to seventeen (17) new students. We are awaiting replies. If all accept, Enrollment for 2021-2022 will be 121 students. ▪ Two (2) students are on the waitlist (1st grade.) ▪ Five (5) applications are up for review. Parent Committee Report: B. Broussard reported on the following on behalf of Caitlin Stroud: *The PTA is preparing for Staff Appreciation Week (week of May 3, 2021.. *Next PTA meeting is Tuesday, May 4, 2021, at 6 P.M. **PTA elections will be held at this meeting.	
9. New Board Business	None	
10. Motion to Go Into Executive Session	It was requested that a motion be made to go into Executive Session to discuss confidential information as it relates to a request for extended sick leave. Executive Session started at 10:20 A.M. Executive Session ended at 11:34 A.M.	Motion was made by Dr. C. Hill, seconded by L. Howell, to go into Executive Session to discuss the confidential information as it relates to a request for extended sick leave...Motion was passed unanimously. A motion was made by Dr. C. Hill, seconded by L. Howell, to leave Executive Session...Motion was passed unanimously.
11. Announcements	• Our next Board Meeting: Thursday, May 27, 2021 • PTA Zoom Meeting: Tuesday, May 4, 2021 • National Charter Schools Week: Sunday, May 9, 2021-Saturday, May 15, 2021.	

	• National Charter Schools Conference: Sunday, June 20-Wednesday, June 23, 2021. • Plan on visiting MAX Charter Online Spirit Store at www.maxcharterspiritstore.com • Deadline for filing Annual Tier 3 Personal Financial Disclosure Statement: Saturday, May 15, 2021 • Remember to get your annual Ethics Training. Go to ww.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 11:35 A.M.	Motion was made by L. Howell, seconded by J. Fabregas, to adjourn the meeting... Motion passed unanimously.

MINUTES OF VIRTUAL MEETING
THE MAX CHARTER SCHOOL BOARD OF DIRECTORS SPECIAL MEETING
The MAX Charter School Board of Directors
Recording can be accessed at <https://youtu.be/UhAs8i3JB58>

DATE: May 6, 2021

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Karen Chauvin, Janice Fabregas, J.J. Buquet, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, Dr. Steve Welsh, Cortney Percle, and Caitlin Stroud

Also present were Dr. Derek Shanman, Dr. Jennifer Weber, Alison Borne, Danielle Hebert, and Lacey Crochet.

Absent: Carol “Boo” Broussard and Brian Aucoin

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll.	
3. Proposal from the Nicholls CABAS Team Team is comprised of Dr. Grant Gautreaux, Dr. Derek Shanman, and Dr. Jennifer Weber from the Nicholls College of Education and Behavioral Sciences (Action Item)	K. Chauvin reported on the following: • The CABAS team from Nicholls State University has started going to the school and doing observations and is starting to make plans. ○ Dr. Shanman explained to the Board what the CABAS team is looking into implementing and what will be involved in starting this program at The MAX. ○ Dr. Shanman spoke about the CABAS implementation which will be a Teachers’ Training Program. He commented on the following initiatives: ▪ Boot Summer Camp; what MAX would support, push, and/or require would be important to the team; three to six (3-6) hours a week by the CABAS team during the school year to observe, support, teach, and train was mentioned; the team will need access to the teachers and students at all times; Dr. Shanman wants to tell what the plan is, the sequence of the plan, and the rationale for its intensity.	• If CABAS is something the school wants to adopt, it was suggested that this program needed to be approved by The MAX Board and formally adopted. • Since there will be a financial implication to implement CABAS, this obligation needs to be discussed, and the school’s budget needs to be reviewed for the upcoming school year. ○ J. Giardina asked if it was possible to get an approximate cost of getting CABAS started and what would be the ongoing expenses. ▪ Depending on the intensity of the training and if it will be a Master’s Program, this will determine the cost. ▪ A ballpark figure of \$70,000 to cover the summer training was thrown out. ▪ Other funding options were discussed. More discussion on finances will be discussed at a separate meeting. • A motion was made by Dr. S. Welsh, seconded by K. Chauvin, to adopt the CABAS model as a strategy for instruction for The MAX Charter School ...Motion was passed unanimously. • Dr. C. Hill made a motion to make a unanimous second to K. Chauvin’s second.... Motion was passed unanimously.
4. Adjournment	The meeting adjourned at 10:00 A.M.	Motion was made by L. Howell, seconded by Dr. C. Hill, to adjourn the meeting... Motion passed unanimously.

MINUTES OF EMERGENCY MEETING
The MAX Charter School Board of Directors
www.maxcharter.org

Recording can be accessed at <https://youtu.be/OJ35QVthql0>

DATE: Friday, May 14, 2021

TIME: 5:00 P.M.

PLACE: VIRTUAL ZOOM MEETING

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, JJ Buquet, Dr. Al Davis, Dr. Cleve Hill, Larry Howell, Dr. Scot Rademaker, and Caitlin Stroud
Also **present was** Alison Borne.

Absent: Brian Aucoin, Janice Fabregas, Dr. Steve Welsh, and Cortney Percle

AGENDA		RECOMMENDATION
1. Call to Order	K Chauvin called the meeting to order at 5:00 P.M.	
2. Roll Call	K. Chauvin called the roll.	
3. Discussion of Interviews for Principal’s Position	• A brief discussion was held on the two (2) applicants for the position of Principal of The MAX Charter School—Melanie Bell and Angelic Rodrigue. ○ K. Chauvin informed the members present of the candidates’ qualifications for the position of The MAX Charter School Principal. • The Interview Committee recommended Angelic Rodrigue from St. James Parish and asked that The MAX Charter School Board approve its unanimous selection. ○ Committee members emphasized her leadership background—especially her belief in side-by-side leadership—, her Special Education credentials, and her working knowledge of CABAS as contributing factors to her selection. Karen commented that the team chose a candidate "with experience that more closely aligns with our immediate plans for MAX." Ms. Rodrigue was described as very personable and a good “face” for The MAX when dealing with BESE and/or the LDOE. ○ Once everyone was satisfied, the Board was asked to approve the recommendation. • A “meet and greet” gathering was mentioned—details would follow later.	• A motion was made by J. Giardina, seconded by B. Broussard, to appoint Ms. Angelic Rodrigue as Principal of The MAX Charter School. Motion was passed unanimously.
4. Adjournment	The meeting adjourned at 5:21 P.M.	A motion was made by C. Hill, seconded by J. Giardina to adjourn the meeting.

MINUTES OF MEETING
The MAX Charter School Board of Directors
<https://youtu.be/k5GiyV0ITNs>

DATE: May 27, 2021

TIME: 9:00 A.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, Dr. Al Davis, J.J. Buquet, Larry Howell, Ms. Lauren Guidry who stood in for Dr. Scot Rademaker, and Caitlin Stroud

Absent: Karen Chauvin, Dr. Obie Cleve Hill, Dr. Steve Welsh, and Cortney Percle

Also present were: Rebecca Walker, Alison Borne, Danielle Hebert, Lacey Crochet, Linda Musson, and Catherine Jordan.

Guests: BESE President Sandy Holloway, CABAS Team members Dr. Grant Gautreaux, Dr. Derek Shanman, and Dr. Jennifer Weber

MAX teachers: Renee Delatte, Renee Fields, Brittney LeBlanc, Marie Ledet, and Angel Pitre

AGENDA		RECOMMENDATION																																																				
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.																																																					
2. Roll Call	J. Giardina called the roll.																																																					
3. Approval of the Minutes	The Minutes of April 22, 2021 , and Special Meetings on May 6, 2021 , and May 14, 2021 , were presented.	The Minutes of April 22, 2021 , and Special Meetings on May 6, 2021 , and May 14, 2021 , were accepted as presented.																																																				
4. Board Training/Special Guest Presentation:	No Report																																																					
5. Teacher Representative Report	No Report																																																					
6. Finance Report	Financial Report and Update on Insurance and Finance Matters D. Hebert presented the April financial statements. D. Hebert went over the financials. Monthly Recap ...May 27, 2021 <table><tr><td>April MPF</td><td>\$</td><td>116,174</td><td></td></tr><tr><td>Other Sources</td><td>\$</td><td>35,783</td><td></td></tr><tr><td>Total April Revenue</td><td>\$</td><td><u>151,957</u></td><td></td></tr><tr><td colspan="4"> </td></tr><tr><td>Expenses for April</td><td>\$</td><td>124,833</td><td></td></tr><tr><td>Wages & Benefits</td><td>\$</td><td><u>102,821</u></td><td>77.30%</td></tr><tr><td colspan="4"> </td></tr><tr><td>April Profit/Loss</td><td>\$</td><td>27,124</td><td></td></tr><tr><td>YTD Profit/Loss</td><td>\$</td><td><u>(10,127)</u></td><td></td></tr><tr><td colspan="4"> </td></tr><tr><td>Operating Account</td><td>\$</td><td>500,691</td><td></td></tr><tr><td>Payroll Account</td><td>\$</td><td>239</td><td></td></tr><tr><td>Special Account - Students</td><td>\$</td><td>16,618</td><td></td></tr></table>	April MPF	\$	116,174		Other Sources	\$	35,783		Total April Revenue	\$	<u>151,957</u>						Expenses for April	\$	124,833		Wages & Benefits	\$	<u>102,821</u>	77.30%					April Profit/Loss	\$	27,124		YTD Profit/Loss	\$	<u>(10,127)</u>						Operating Account	\$	500,691		Payroll Account	\$	239		Special Account - Students	\$	16,618		
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Special Account - School	\$	<u>154,309</u>
	\$	671,857

- Form 990 has been e-filed.
- 3rd Quarter DOE financials, PERS/requests have been filed.
- 1st Quarter payroll tax reports have been filed.

I am presently working to pass some smaller tasks onto Mrs. Theiss so that I can focus more on budget, mandatory reporting, etc.

EATEL came to survey the building. Installation will take place on **June 29th**. Ms. Musson's office had connectivity issues, but this shouldn't be a problem once the equipment is upgraded with EATEL. The MAX should have better connectivity/faster service all around for close to the same price after E-Rate funds are applied.

Income Received/Expected

- March/April lunch reimbursements have been filed: MAX received these on May 24th **(\$15,283.69.)**
- MAX will need to file lunch reimbursement for May; won't be much; expenses not paid yet.
- Result of 3rd quarter PERS/requests mentioned above– Deposit of **\$8,725** on April 30 and deposit of **\$21,636** on May 7

Payroll Expenses Incurred/Expected:

- May Payroll is unusually high due to paying out R. Walker the remainder of her 12-month contract, her unused annual leave, and 25 unused sick days (capped at 25.)
- **Retired:** MAX will continue to incur OGB expense for C. Grandin (monthly) and R. Walker (a few months.)
- MAX expects July payroll to be high due to CABAS stipends and additional pay for A. Borne for summer contract.

DUE/TO DO:

- Super App amendments for 2021 and 2022
- **ESSER** Funds budget submission (for use on CABAS expenses)
- Nutrition contracts (Due May 31, 2021)
- Expense reimbursements for April/May qualifying expenses

Update on Possible Resolution to Extended Sick Leave Request

This matter has been settled, but more detail will be provided in the scheduled Executive Session.

Update on Findings of the Friday, April 24, 2021, Meeting with R. Walker, A. Borne, and D. Hebert Pertaining to Stipulated Use of Stimulus Funding and Funds Received Due to Covid to

Determine If Any Flexibility Existed As It Related to CABAS Stipends

- L. Crochet was happy to report that she had personally checked into this and was advised that **ESSER funds could be used for CABAS. She has documents to verify this approval.**

Grants

Lacey Crochet reported on the following:

GRANT SUBMITTED IN APRIL 2021

- **The Peltier Foundation**

- **Grant Focus:** To purchase medical equipment and supplies to outfit MAX with potentially lifesaving gear, which includes an Automated External Defibrillator (AED), Stop the Bleed Kits, and various other items. The request also included provision of CPR certification/training for all faculty and staff.
- **Grant Funding Request: \$7,260**

Grant Funding Announcement/Timeline: On-going grant opportunity with no timeline specified on their grant application...

GRANT REQUEST UPDATES:

- **The Brown Foundation NOT FUNDED**

- **Grant Focus:** To purchase touchscreen Chromebooks to facilitate hands-on distance learning. These devices are particularly needed in Math where the ability to show your work and feedback from the teacher are crucial to understanding key concepts.
- **Grant Funding Request:**
 - Touchscreen Chromebooks for 7th & 8th Grade Student Use: Purchase 35 @\$299 each = **\$10,465**
 - Chromebook support for HP: To purchase a warranty and unlimited technical support on all devices – 35 @ \$25 each = **\$875**
 - **Total Technology Funding Request: \$11,340**
 - **Grant Submission Deadline:** Friday, March 5, 2021

Grant Funding Announcement/Timeline: NOT FUNDED

GRANT REQUEST UPDATES:

- **Conoco-Philips Giving Program: NOT FUNDED**

- **Grant Focus:** To purchase school-wide technology in preparation for distance learning
- **Grant Funding Request:**
 - Chromebooks for Student Use: Purchase 30 @ \$294 ea= **\$8,820**

	▪ Chromebook Mobile Charging and Storage Carts: \$1,075 ▪ Apple iPad 128gb: 13 @ \$399 ea = \$5,187 ▪ iPad Tripod Stand/Mount: 15 @\$30 each = \$450 ▪ Dell Inspiron Desktop Computers : 4 @ \$1,049 ea = \$4,197 ▪ Total Technology Funding Request: \$19,729 Grant Funding Announcement/Timeline: NOT FUNDED FUTURE GRANTS: Planning to meet with the new principal to discuss future grant development at MAX: • American Honda Foundation STEM Grants • Lorio Foundation • Huntington Ingalls STEM Grants of \$5K/classroom teacher Building & Sites Representative Report: R. Walker reported there were potholes in the parking lot that need to be filled.	These two unfunded grant requests will be submitted to the Lorio Foundation. J. Giardina will get this done.
7. Ad-Hoc Committee/Coordinator Reports/ Updates	Ad-Hoc Committee/Coordinator Reports/Update • Report on the Faculty/Staff Orientation Meeting on Thursday, May 13, 2021 (A. Davis) ○ Dr. A. Davis reported that Karen and he addressed the teachers and staff. He described the meeting as a very positive one, and all went well. • Update/Progress on The MAX/Nicholls Partnership Action Committee ○ L Crochet reported that the CABAS Team has met with the new principal and many of the MAX teachers to get their input/feedback on what they would like to see incorporated as part of the transition to a CABAS model. ○ Committee will begin work on planning summer boot camp. • Update/Progress on the Transportation Issue ○ L. Crochet and J. Giardina are working with the Lafourche Parish School District on a Transportation Agreement for the 2021-2022 school year. ○ L. Howell mentioned that parochial schools do not incur a cost for having transportation provided to their students. • The next step is to address the parents—possibly at a PTA meeting.	• CABAS Team is requesting board input on developing meaningful, measurable objectives for summer, Year 1 and Year 2 CABAS implementation. ○ L. Howell suggested that the committee provide this input. • Sandy Holloway, President of BESE, offered her support of The MAX adopting the CABAS model.

	Public Relations Report (See Attached Copy) B. Broussard reported on the following: • The MAX PTA hosted Staff Appreciation Week the week of May 3rd. • State LEAP testing began on Tuesday, April 27, and ended on Friday, May 12, 2021. The MAX students have been taking LEAP tests in Math, ELA, Science, and Social Studies. When not testing, students were involved with Distance Learning. • Students who showed growth on their STAR Assessments since the beginning of the year were rewarded with special Dress-Down Days. • .MAX Fun Day took place on Wednesday, May 19, 2021. • The Annual 8th Grade Completion Ceremony was held on Thursday, May 20, 2021, at 10:30 A.M. in Peltier Auditorium at Nicholls State University. Twelve (12) students – four girls and eight boys – were part of this ceremony. This was also the last day for students. ◦ The Principal’s Award was awarded to Taylor Boudreaux. • Summer Remediation has been offered to students entering 3rd and 4th grade. This will be held from Monday through Thursday starting on Monday, June 7, and ending on Thursday, July 1, 2021. • National Charter Schools Conference: Sunday, June 20 – Wednesday, June 23, 2021. • Remember to get your annual Ethics Training. Go to www.ethics.la.gov. • Pictures of the twelve (12) students honored at the 8th Grade Completion Ceremony were displayed at the bottom of B. Broussard’s written report.	
8. Other Reports	Principal’s Report (See Attached Copy) • Principal’s Personal Announcements/Comments ◦ Kelly Guin, the School Counselor, has announced she will not return for this upcoming school year. ◦ Front office computer needs include four (4) desktops and two (2) laptops in the amount of \$4,129.00. ◦ R. Walker expressed the need for an evaluation. ◦ R. Walker reported the potholes in the parking lot, but this matter was handled earlier. • Request for Approval to Add Ten (10) More Days to the Summer Schedule of Ms. Cheryl Theiss, Administrative Assistant, to Assist in the Transition (Action Item).	• R. Walker suggested that this position be staffed. • The Board approved this purchase without a motion. It was suggested that L. Crochet may be able to get these items through a grant. J. Giardina said, “If there’s no objection, get it.” • J. Giardina said that he would speak with K. Chauvin. • A motion was made by B. Broussard, seconded by L. Howell, to add ten (10) additional days (202 days to 212 days) for Cheryl Theiss to her scheduled 2021 summer work days... Motion was passed unanimously.

	• Update/Progress on Enrollment for the 2021-2022 School Year ○ The current projected enrollment for 2021-2022 is 122 students. ▪ Two (2) students are on the waitlist. • Update/Progress on Personnel Policy Changes Request ○ A list of suggested Personnel Policy changes will be sent out via email to the Board members. • Update/Progress on Title Change for A. Borne and/or Her Educational Leadership Certification ○ A. Borne's Educational Leadership Certification was granted under her present title. ○ A list of her technology duties has been sent to K. Chauvin as requested. • Update/Progress on Summer Tutoring Plan ○ Due to the low response from parents and the conflicting dates of the CABAS training for The MAX teachers and paras, this summer program has been cancelled. • Update/Progress on "Boot Summer Camp" As It Pertains to CABAS Training for MAX Teachers/Paras, etc. ○ "Boot Summer Camp" will take place. Parent Committee Report: Caitlin Stroud reported on the following: *Election of Officers was held, and all positions remained the same: President: Cortney Percle Vice President: Caitlin Stroud Treasurer: Melissa Eschette Secretary: Jodie Vicknair *No PTA meetings will be held over the summer. *The next PTA meeting will be on Back-to-School Night, usually at the end of August. *Parent/Teacher Concerns/Feedback regarding CABAS showed a need to schedule a parent meeting to discuss CABAS.	*Brittney LeBlanc suggested that Caitlin send an invitation to the parents and request that they send specific questions they may have so this can be discussed during the meeting. *Dr. Grant Gautreaux suggested that Caitlin send the questions from the parents to the CABAS group. *Dr. Derek Shanman suggested a Zoom meeting which could be recorded and sent to the parents.
9. New Board Business	None	
10. Motion to Go Into Executive Session	It was requested that a motion be made to go into Executive Session to discuss confidential Personnel Issues. Executive Session started at 9:40 A.M.	Motion was made by B. Broussard, seconded by B. Aucoin, to go into Executive Session to discuss confidential personnel issues. A motion was made by Larry Howell, seconded by

	Executive Session ended at 10:40 A.M.	Brian Aucoin, to leave Executive Session... Motion was passed unanimously.
11. Announcements	• Our next Board Meeting: Tuesday, June 29, 2021 • National Charter Schools Week: Sunday, May 9, 2021-Saturday, May 15, 2021. • National Charter Schools Conference: Sunday, June 20-Wednesday, June 23, 2021. • Plan on visiting MAX Charter Online Spirit Store at www.maxcharterspiritstore.com • Remember to get your annual Ethics Training. Go to ww.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 10:45 A.M.	Motion was made by L. Howell, seconded by B. Aucoin, to adjourn the meeting... Motion passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: June 29, 2021

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Brian Aucoin, Dr. Al Davis, Dr. Cleve Hill, Larry Howell, Dr. Scot Rademaker, and Dr. Steve Welsh

Absent: J.J. Buquet, Cortney Percle, and Caitlin Stroud

Also **present were** Angelic Rodrigue, Danielle Hebert, Lacey Crochet, and Catherine Jordan.

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll	
3. Approval of the Minutes	The Minutes of May 27, 2021, were presented.	The Minutes of May 27, 2021, were accepted as presented.
4. Board Training/Special Guest Presentation:	No Report	
5. Teacher Representative Report	No Report	
6. Finance Report	Financial Report and Update on Insurance and Finance Matters • D. Hebert presented the May financial statements. • D. Hebert went over the financials. May MFP \$ 115,942 Other Sources \$ 44,736 Total May Revenue \$ 160,678 Expenses for May \$ 167,207 Wages & Benefits \$ 143,397 78.20% May Profit/Loss \$ -6,530 YTD Profit/Loss \$ -16,657 Operating Account \$ 533,055 Payroll Account \$ 451 Special Account - Students \$ 16,618 Special Account - School \$ 159,491 \$ 709,615 UPDATES: • EATEL installation will be done on June 29th.	

- The MAX is receiving and reviewing resumes in hopes of hiring an intern from the College of Business.
- Payroll is high due to payout of R. Walker (25 sick days and 64.5 annual days.)

UPCOMING EXPENSES:

- CABAS stipends to staff totaling approximately **\$39,000** will be issued in July.
- CABAS training payments totaling **\$13,500** will be made in July.
- Insurance lump sum payment to be issued in July is approximately **\$18,500**.
- Chromebook order of approximately **\$4,200** will be placed in July; reimbursement will be made after a PERS is filed.
- Computers/laptops for front office: J. Giardina gave the “go-ahead” to order at last meeting; this will be close to **\$5,000**.

INCOME RECEIVED/EXPECTED:

- March & April lunch reimbursements totaling **\$15,283.69** were received on May 24th.
- 3rd Qtr. PERS reimbursements totaling **\$21,636** were deposited on May 7th.
- **CARES** Funding reimbursements for **CABAS** are not likely to be received before September/October 2021.
- April/May PERS reimbursements will be received once filed.
- May lunch reimbursement will be received once filed.

DUE/TO DO:

- Super App amendments for 2021 and 2022
- **ESSER** Funds budget submission (for use on **CABAS** expenses)
- Expense reimbursements for April/May qualifying expenses
- Expense reimbursement for May lunch
- 2nd Qtr. payroll reports
- Fiscal year-end TRSL reporting
- Other miscellaneous reports
- Need to review intern applications; interview, process, and hire an intern for Fall Semester.

Grants

Lacey Crochet reported on the following:

PENDING GRANT REQUESTS

- **The Peltier Foundation**
 - **Grant Focus:** To purchase medical equipment and supplies to outfit MAX with potentially lifesaving gear, which includes an Automated External Defibrillator (AED), Stop the Bleed Kits, and various other items... The request also included provision of CPR certification/training for all

	faculty and staff. ○ Grant Funding Request: \$7,260 Grant Funding Announcement/Timeline: On-going grant opportunity with no timeline specified on their grant application FUTURE GRANTS • Met with the new Principal to discuss future grant development at MAX ○ American Honda Foundation STEM Grants ○ Lorio Foundation ○ Huntington Ingalls STEM Grants of \$5K/classroom teacher OTHER MAX/NICHOLLS UPDATES • MAX/Nicholls Partnership Action Committee ○ CABAS Boot Camp was held June 14-June 25, 2021. Building & Sites Representative Report • Principal A. Rodrigue reported there were some issues in the boys' restroom. • Parking lot needs grading. • B. Broussard reported Dianne Savoie's Memorial site was in need of attention/repairs.	J. Giardina will look into these issues.
7. Ad-Hoc Committee/Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Update/Progress on the Transportation Issue to Include BESE Meeting on June 15, 2021. • L. Crochet, J. Giardina, and A. Rodrigue met with Superintendent Martin to discuss transportation options available to The MAX through Lafourche Parish. ○ Two options were presented, but after reviewing both, it was determined that they were not feasible because of students being transported from their homes to other schools to wait for transportation to The MAX, and also arrival and departure times did not coincide with The MAX School take- in and pick- up times. • L. Crochet submitted a Transportation Plan to the Board that listed the anticipated Transportation costs and Fuel costs. ○ L. Crochet will obtain quotes from different companies on the cost of a leased bus to transport the students. • It was noted that increasing student enrollment could offset the transportation costs. ○ MAX's Base MFP per Student Allocation is \$8,641.50. ○ Plus \$587.07 per economically disadvantaged student ○ Plus \$4,083.04 per student with disabilities • With just three (3) additional students enrolled at MAX, our MFP increases by \$25,924.50. All else remaining constant, this offsets most of the transportation costs.	A motion was made by L. Howell, seconded by Dr. C. Hill, to approve the plan to lease a bus to accommodate 20-30 students and advertise for a bus driver as soon as feasible... Motion was

	BESE Agenda: • 2.3 Consideration of an Update Report Regarding the Waiver Process for Transportation Requirements of BESE-authorized Charter Schools and a Status Report of Waiver Requests, Submitted by Louisiana Key Academy and The MAX Charter School, for the 2021-2022 School Year ○ Waiver request was denied, and MAX is expected to send in its plan by July 31, 2021. (See above for more details.) • 2.4 Consideration of The Alternate Framework for Charter Renewal of Louisiana Key Academy and The MAX Charter School • This has been tabled by BESE until August. Update/Progress on Personnel Policy Changes Request from Former Principal R Walker. • A Personnel Policy Committee meeting was held on Thursday, June 3, 2021, from 10:00 A.M.-11:30 A.M. Committee members B. Broussard, A. Davis, and C. Hill met with A. Borne, Principal A. Rodrigue, and Outgoing Principal R. Walker. The meeting was basically an informational meeting called to express teacher/staff questions about a few of the personnel policies and to offer possible suggestions for revision. The discussion focused primarily on Policy 3.2 Sick Leave and Policy 3.5 Family and Medical Leave. No action was taken at this meeting, but the Committee plans to meet again. A summary report was submitted to the Board. More information will be given at the next MAX Board meeting in July 2021.	passed unanimously.
	Public Relations Report: No report	
8. Other Reports	Principal's Report (See Attached Copy) • Principal A. Rodrigue announced the following two (2) appointments: ○ Ms. Angie Berthelot will replace A. Borne as Data Coordinator and will cover non-certificated roles. ○ Ms. Sarah Billiot, who has completed the ABA program at Nicholls State University, will assume the vacated Special Education teacher position. • Update on enrollment for 2021-2022 school year • Applications of two (2) students (1st grade) who filed late are in review. • Back-to-School Fest in St. Mary Parish will be held Saturday July 24th, and will be attended by A. Rodrigue and K. Chauvin. • Mrs. Rodrigue is working on Parent Information meetings and Community Outreach. • Update on CABAS Summer Boot Camp ○ All instructional staff participated.	

	○ Tentative schedule was created, aligning the day for all three grade bands. ○ More flexible para assignments were created to foster greater efficiency. ○ Staff is now working on amending The MAX Student Handbook to align with CABAS on discipline and grading. ● Transportation Plan is due to LDOE by July 31, 2021. Parent Committee Report: On Tuesday, June 1, 2021, a <i>Zoom</i> meeting with parents was held to address Comprehensive Application of Behavior Analysis to Schooling (CABAS) concerns. Presentation link: https://youtu.be/fCt7VXXQiNE	
9. New Board Business	Consideration of Approval of Proposed 2021-2022 MAX Board Calendar Dates (B. Broussard) ACTION ITEM B. Broussard presented the calendar dates for approval.	Motion was made by K. Chauvin, seconded by Dr. S. Welsh, to approve the Proposed 2021-2022 MAX Board Calendar dates as presented ... Motion passed unanimously.
10. Motion to Go Into Executive Session	None	
11. Announcements	● Our next Board Meeting: Thursday, July 29, 2021 ● Remember to get your annual Ethics Training. Go to www.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 10:55 A.M.	Motion was made by Dr. C. Hill, seconded by Dr. A. Davis, to adjourn the meeting... Motion passed unanimously.

MINUTES OF SPECIAL MEETING

The MAX Charter School Board of Directors <https://youtu.be/KwgAAXNRQhs>

DATE: July 12, 2021

TIME: 3:00 P.M.

PLACE: Virtual Meeting

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Dr. Al Davis, J.J. Buquet, Larry Howell, Cleve Hill, and Dr. Steve Welsh

Absent: Brian Aucoin, Dr. Scot Rademaker, Cortney Percle, and Caitlin Stroud

Also **present were** Angelic Rodrigue, Danielle Hebert, and Lacey Crochet (3:23 P.M.)

AGENDA		RECOMMENDATION
1. Call to Order	J. Giardina called the meeting to order at 3:00 P.M.	
2. Roll Call	J. Giardina called the roll.	

3. Discussion and Approval of the School's Mandatory Transportation Plan	A discussion was held on the documents sent via email by L. Crochet to the Board members regarding the school's mandatory Transportation Plan. These included: **Charter School Transportation Plan Mandated by the Department of Education **Proposed/Estimated Budget for Max Transportation Plan **School Bus Lease Service/Maintenance Agreement **School Bus Driver Job Description **Ad for School Bus Driver Position B. Broussard suggested some corrections—mostly grammatical—to the proposed plan. Dr. A. Davis also suggested the plan be edited to include the following two points which will help MAX attain two of its mission goals as mentioned in our previous Five-Year Strategic Plan: **To increase the population of at-risk students who are signed up for free lunch **To increase our population in the lower grades to meet MAX's goal of having students on site for the full eight years which is in accordance with evidence-based best practices. L. Howell also suggested that the deadline for bus driver applications should be changed to July 26, 2021. Principal A. Rodrigue will download the application for a bus driver on The MAX website.	Motion was made by Dr. C. Hill, seconded by L. Howell, that the Transportation Plan with necessary edits be approved ... Motion was passed unanimously.
4. Adjournment	The meeting adjourned at 3:33 P.M.	Motion was made by L. Howell, seconded by Dr. S. Welsh, to adjourn the meeting...Motion was passed unanimously.