

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: July 28, 2022

TIME: 9:00 A.M.

PLACE: The MAX CHARTER SCHOOL

Present: Jake Giardina, Carol “Boo” Broussard, Janice Fabregas, Dr. Al Davis, Dr. Cleve Hill, Larry Howell, Dr. Scot Rademaker (left at 9:25), Jason Talbot, Dr. Steve Welsh
Also present were Angelic Rodrigue, Angie Berthelot, and Catherine Jordan.

Absent: Karen Chauvin and J.J.Buquet

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 June 30, 2022 were presented.	The Minutes of June 30, 2022, were accepted as presented.																																																			
4.Board Training/Special Guest Presentation:	None																																																				
5.Teacher Representative Report	None																																																				
6. Finance Report	Financial Report A. Berthelot presented the May financial statements. A. Berthelot went over the financials. Monthly Recap June 30, 2022 <table style="width: 100%; margin-top: 10px;"> <tr> <td>June MFP</td><td style="text-align: right;">\$ 102,809</td><td></td></tr> <tr> <td>Other Sources</td><td style="text-align: right;"><u>9,906</u></td><td></td></tr> <tr> <td>Total June Revenue</td><td style="text-align: right;">112,715</td><td></td></tr> <tr> <td>Expenses for June</td><td style="text-align: right;">154,066</td><td></td></tr> <tr> <td>Wages & Benefits</td><td style="text-align: right;">104,411</td><td style="text-align: right;">67.77%</td></tr> <tr> <td>Retiree Benefits</td><td style="text-align: right;">821</td><td style="text-align: right;">0.53%</td></tr> <tr> <td>Other Expenses</td><td style="text-align: right;"><u>48,834</u></td><td></td></tr> <tr> <td>June Profit/(Loss)</td><td style="text-align: right;">(41,351)</td><td></td></tr> <tr> <td>YTD Profit/(Loss)</td><td style="text-align: right;"><u><u>(32,762)</u></u></td><td></td></tr> <tr> <td>CY Reimbursable Expenses</td><td></td><td></td></tr> <tr> <td> ESSER – COUNSELOR</td><td style="text-align: right;">56,630</td><td></td></tr> <tr> <td> ESSER – STERIPURE</td><td style="text-align: right;">1,200</td><td></td></tr> <tr> <td> CABAS</td><td style="text-align: right;">13,500</td><td></td></tr> <tr> <td> Title I</td><td style="text-align: right;">29,532</td><td></td></tr> <tr> <td> CIR Strategy</td><td style="text-align: right;">33,430</td><td></td></tr> <tr> <td> IDEAB</td><td style="text-align: right;">16,618</td><td></td></tr> <tr> <td>Total Reimbursable Expenses</td><td style="text-align: right;"><u>150,910</u></td><td></td></tr> </table>	June MFP	\$ 102,809		Other Sources	<u>9,906</u>		Total June Revenue	112,715		Expenses for June	154,066		Wages & Benefits	104,411	67.77%	Retiree Benefits	821	0.53%	Other Expenses	<u>48,834</u>		June Profit/(Loss)	(41,351)		YTD Profit/(Loss)	<u><u>(32,762)</u></u>		CY Reimbursable Expenses			ESSER – COUNSELOR	56,630		ESSER – STERIPURE	1,200		CABAS	13,500		Title I	29,532		CIR Strategy	33,430		IDEAB	16,618		Total Reimbursable Expenses	<u>150,910</u>		
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	Adjusted YTD Profit/(Loss) \$ <u>118,148</u> <u>CASH ACCOUNTS:</u> <u>6/30/2022</u> Operating Account\$495,472 Payroll Account\$ 983 Special Account –Students\$ 52,741 Special Account –School<u>\$126,346</u> <u>\$675,542</u> Ms. Berthelot attended the LAPCS training. Cody Guidry, IT/Data Coordinator, attended some of the technology and accountability sessions virtually. <u>GRANTS:</u> L. Crochet sent the following report: Grant Opportunity Funding Agency: The Danos Foundation Link: https://www.danos.com/foundation/ Application Deadline: August 31, 2022 We plan to apply to the Danos Foundation for a grant to support school needs. I am working with Angelic to identify the school need that best matches this funding opportunity. Other Updates: - MAX-Nicholls Partnership Action Committee continues to meet in support of CABAS implementation. *The committee is shifting these meetings to once monthly with the first meeting to be held on Thursday, July 14, 2022, at 3:30 P.M. *The committee is continuing to work with MAX administration on identifying grant opportunities to support ongoing initiatives in the school. Building & Sites Representative Report: Flooring and plumbing issues have been resolved.	
7. Ad-Hoc Committee Coordinator Reports/Updates	Ad-Hoc Committee/Coordinator Reports/Updates Consideration of Request to Change The MAX Bylaws to Allow The MAX Board to Invite Another Person on Board After Installing the New Director of the Louisiana Center for Dyslexia and Related Learning Disabilities Jason Talbot to Replace Outgoing Director K. Chauvin as an Ex-Officio Director of The MAX Charter School Board of Directors. - The request is to move that the number of Directors be no less than seven (7) and no greater than fourteen (14), the total number to include up to four (4) Ex-Officio Directors. - Motion was made by Dr. A. Davis, seconded by L. Howell, to increase the number 13 to 14 for the maximum number of members on the Board ... Motion was passed unanimously.	

	○ This would affect Article IV Board of Directors Section B and Section D. • Consideration of Request to Approve the 2022-2023 MAX Board of Directors Calendar Dates.	• Motion was made by L. Howell, seconded by Dr. S. Welsh, to approve the 2022-2023 MAX Board of Directors Calendar Dates as submitted ... Motion was passed unanimously.
8. Other Reports	Principal's Report (See Attached) Principal A. Rodrigue reported on the following: Principal's Personal Announcements/Comments • Teachers are back on July 27th, and Paras are back on August 1st. • Teachers are doing Professional Development training. • School starts August 3rd. • Administration has hired upper Math teacher and Social Studies 6th-8th Grade teacher. • We are recruiting 4th/5th Grade ELA teacher. • We are recruiting a School Counselor. • We have hired two Paraprofessionals. • New Student Orientation will be on August 2nd at 4:00 P.M. Update on Enrollment: • Enrollment is currently at 106. • We now have a stand-alone 1st, 2nd and 3rd Grade. • We are continuing to review applications as they are received. ○ We are keeping an eye on eligibility to our mission. • Dr. Hill feels that we need to clearly define what “other language-related learning differences” are as stated in our mission statement. • Regarding dis-enrolling a student who is found to not have characteristics of dyslexia, legal replied that we must complete evaluation and IEP and then decide after gathering data if this is LRE (Least Restricted Environment.) Progress on Continued CABAS Implementation in the School: • Congratulations to our new BCBA – Ms. Sarah Billiot. • We are working on materials and training needed to ramp up for next year. • We are going to S.P.I.R.E. which is a Tier One Reading and Literacy Intervention. • One Para is testing for RBT (Registered Behavioral Training) this month. We are planning to promote this Para to Instructional Support Specialist upon completion. Financial Interest Topics: • Administration suggests that we put a limit on Accrued Annual Leave. • Longevity Pay – There is already an incremental increase built into the salary schedule. We request clarification on why there is an additional longevity pay. Update on Transportation: • Still no other applicant • We are continuing to advertise for this position. Parent Committee Report:	• C. Broussard recommended that J. Talbot and K. Chauvin be the ones to work on coming up with an appropriate definition. • The Finance Committee will look into these two matters.

	No report	
9. New Board Business	None	.
10. Motion to Go Into Executive Session	None Needed	
11. Announcements	• Our next Board Meeting: Thursday, August 25, 2022 • Next PTA Meeting: TBA • Remember to get your annual Ethics Training. Go to: www.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 10:35 A.M.	• Motion was made by Dr. S. Welsh, seconded by L. Howell, to adjourn the meeting... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: August 25, 2022

TIME: 9:00 A.M.

PLACE: The MAX CHARTER SCHOOL

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

Also present were Angelic Rodrigue, Angie Berthelot, and Lacey Crochet **NOTE:** Teacher Representative: Madelyn Clement, Special Education

Absent: Ashley Chiasson

AGENDA		RECOMMENDATION																					
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.																						
2. Roll Call	J. Giardina called the roll.																						
3. Approval of the Minutes	The Minutes of July 28, 2022, were presented.	The Minutes of July 28, 2022, were accepted as presented.																					
4. Board Training Special Guest Presentation	None																						
5. Teacher Representative Report	Madelyn Clement, Special Ed Teacher, reported on the following: - All are excited to be back! <u>Lower School:</u> - Lower School students are getting comfortable with classroom procedures and expectations. They love the points system and are eager to earn and spend points. <u>Middle & Upper School:</u> - There is a strong focus on policy, procedures, and reinforcements. - Students have started taking data in some of their classes independently. They are graphing their data, collecting points, and cashing in for reinforcements. - Points sheets will double as their conduct card for parents. Parents will have access to their points sheets daily and have an opportunity to leave notes on the points sheets. Points sheets will reflect how well students did in each class as well as show their response costs for inappropriate behaviors. Contingency contracts were sent home for parent/student/teacher agreement so that everyone is on the same page and working together for the school year.																						
6. Finance Report	Financial Report A. Berthelot presented the July financial statements. A. Berthelot went over the financials. Monthly Recap July 31, 2022 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">July MFP</td><td style="width: 20%; text-align: right;">\$104,542</td><td style="width: 30%;"></td></tr> <tr> <td>Other Sources</td><td style="text-align: right;">73,659</td><td></td></tr> <tr> <td>Total July Revenue</td><td style="text-align: right;">178,201</td><td></td></tr> <tr> <td>Expenses for July</td><td style="text-align: right;">143,935</td><td></td></tr> <tr> <td>Wages & Benefits</td><td style="text-align: right;">118,884</td><td style="text-align: right;">82.60%</td></tr> <tr> <td>Retiree Benefits</td><td style="text-align: right;">821</td><td style="text-align: right;">0.57%</td></tr> <tr> <td>Other Expenses</td><td style="text-align: right;">24,230</td><td></td></tr> </table>	July MFP	\$104,542		Other Sources	73,659		Total July Revenue	178,201		Expenses for July	143,935		Wages & Benefits	118,884	82.60%	Retiree Benefits	821	0.57%	Other Expenses	24,230		
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July Profit/(Loss) 34,266

YTD Profit/(Loss) 34,266

		Prior Year
CASH ACCOUNTS:	7/31/2022	7/31/2021

Operating Account	\$517,384	\$549,734
Payroll Account	\$ 1,011	\$ 452
Special Account –Students	\$ 52,741	\$ 50,306
Special Account –School	<u>\$126,367</u>	<u>\$126,246</u>
	<u>\$697,503</u>	<u>\$726,738</u>

UPDATES:

- Submitted Budget to state on 08/17/2022...We will need to adopt the budget at the September MAX Board meeting.
- Completed fiscal year end **TRSL** reporting...
- Submitted **NSLP** applications to state... We have qualified to be a **CEP** district and have applied for free meals once again this school year. Will update upon notification...
- Enrolled new hires in **TRSL** and elected benefit choices with **OGB** and Colonial **Life**...

A copy of the letter from LaPorte related to the Planned Scope and Timing of the Accounting Corporation's Audit was sent to The MAX Board via email on August 2, 2022.

GRANTS:

Principal A. Rodrigue is working on obtaining an adjusted quote on 3D Printers. A grant request will then be submitted to the **Danos Foundation** to get 3D printers to use in Upper School as an enrichment opportunity for them.

L. Crochet reported as follows:

Grant Opportunity

Funding Agency: *The Danos Foundation*

Link: <https://www.danos.com/foundation/>

Application Deadline: August 31, 2022

We plan to apply to the **Danos Foundation** for a grant to support school needs. I am working with Angelic to identify the school need that best matches this funding opportunity.

Other Updates:

- **MAX-Nicholls Partnership Action Committee** continues to meet in support of **CABAS** implementation.
 - These meetings now take place once each month.
- We are continuing to work with MAX administration on identifying grant opportunities to support ongoing initiatives with **STEAM**, **CABAS** implementation, etc.
- We are focused on identifying grants to support technology improvements needed at the school.

The following items were brought before the Board for consideration and approval :

	• Setting a Limit on Accrued Annual Leave ○ Committee will continue to work with Administration to determine more specifics. Ex. How many days of annual leave would be allowed to accrue and pass on to the next year? Keep in mind that upon retirement only twenty-five (25) days are eligible for reimbursement in different forms. • Longevity Pay Scale ○ Policy Change now reads, “Effective August 25, 2022, longevity increments will only apply to <u>non-instructional full time staff...</u>” ○ “Effective August 25, 2022, also, incremental pay for all other non-instructional, full time staff shall be based on recommendations by the Principal and approved by the Board of Directors.” • Renewing Membership in the Houma Terrebonne Chamber of Commerce Building & Sites Representative Report: The new building sign will be coming in.	--Motion was made by K. Chauvin, seconded by Dr. S. Welsh to accept the task of Setting a Limit on Accrued Annual Leave... Motion passed unanimously. --Motion was made by K. Chauvin, seconded by Dr. S. Welsh, to accept the changes to the Longevity Pay Scale... Motion passed unanimously. --Motion was made by K. Chauvin, seconded by Dr. C. Hill, to not renew membership in the Chamber of Commerce.... Motion passed unanimously.
7. Ad-Hoc Committee Coordinator Reports/Updates	Policy/Handbook Committee: • Matter Pertaining to Revised Bylaws: • Matter Pertaining to a More Concise Definition of “Other Related Learning Differences” ○ J. Talbot reported on this subject. ▪ A handout, which showed different models from other key schools, was given to each Board member. A discussion of these different models followed. • Consideration of Board Approval to Accept the Proposed Definition as Presented	--The Bylaws, which will be posted online, have been updated to increase the number of Board members from 13 to 14. --No decision could be reached during the meeting. --The Board decided to postpone making a decision on a proposed definition until a later date.
8. Other Reports	Principal’s Report (See Attached) Principal A. Rodrigue reported on the following: ***Principal’s Personal Announcements/Comments: *School started smoothly. *Diagnostics have been run. *The MAX participated in Welcome Back Day on Wednesday, August 17, 2022. *The MAX is presently recruiting a 4th/5th ELA teacher and two (2) substitute teachers from CEBS. *The MAX currently employs eleven (11) teachers – four (4) are certified, five (5) are working on teacher certification, and two (2) teachers share a single course (M, W, F /T, Th.) *The MAX hired a school counselor, Shelby Shay. *Open House was held on Wednesday, August 24, 2022. ***Update on Enrollment:	

	*Enrollment is currently at 103. *The MAX continues to review applications as they come in, always keeping an eye on eligibility to the school's mission. ***Progress on Continued CABAS Implementation in the School: *CABAS support continues. *The MAX held a CABAS Q&A at the Open House. *The MAX has rolled out Contingency Contracts. ***Organizations: *4-H *School Media *A Game Club Volunteers have been assigned to the above organizations. ***Feedback on LEAP Scores * This report was overlooked/not presented. ***Financial Interest Topics: *Finance Committee met to discuss putting a set limit on accrued annual leave. Further discussion/research is needed. No decision was reached on a precise number. *Longevity pay will continue for non-teaching staff. ***Update on Transportation: Still no other applicant... Parent Committee Report: Tiffany Hue, PTA Vice President, reported on the following: PTA Officers were elected as follows: President – Ashley Caisson Vice President – Tiffany Hue Secretary – Melissa Eschete Treasurer – Shantelle Danos	
9. New Board Business	None	
10. Motion to Go Into Executive Session	None Needed	
11. Announcements	• Our next Board Meeting: Thursday, September 29, 2022 • Next PTA Meeting: TBA • Remember to get your annual Ethics Training. Go to: www.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 10:41 A.M.	Motion was made by L. Howell, seconded by Dr. S. Welsh, to adjourn the meeting... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: September 29, 2022

TIME: 9:00 A.M.

PLACE: The MAX CHARTER SCHOOL

Present: Jake Giardina, Carol “Boo” Broussard, Dr. Al Davis, Dr. Cleve Hill, Larry Howell, Dr. Scot Rademaker, Jason Talbot (9:11), and Dr. Steve Welsh (Zoom)

Also **present were** Angelic Rodrigue, Angie Berthelot, Lacey Crochet, and Catherine Jordan **NOTE: Teacher Representative:** Destiny Hotard

Absent: Karen Chauvin, Janice Fabregas, J.J. Buquet, Tiffany Hue, and Ashley Chiasson

AGENDA		RECOMMENDATION				
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.					
2. Roll Call	J. Giardina called the roll.					
3. Approval of the Minutes	The Minutes of August 25, 2022, were presented.	The Minutes of August 25, 2022, were accepted as presented.				
4. Board Training Special Guest Presentation	None Dr. Cleve Hill indicated that he would be attending The LAPCS Convention on Thursday, December 15, 2022, at the Sheraton in New Orleans.					
5. Teacher Representative Report <u>Note:</u> This report was presented after the GRANTS report.	Destiny Hotard, 4/5 Math Teacher , reported on the following: - All of our curriculum materials are in, and so we’ve been able to start implementing them across all classes! Amplify, Amplify Core Knowledge Language Arts® (CKLA), and Ready Math—they’re all in the process of being taught. - We’ve also started our intervention curriculum S.P.I.R.E. and have been doing it for about two weeks now. This is a program that focuses on phonics and reading. Intervention occurs every day after lunch for a 45-minute period from 12:30-1:15 and aligns with CABAS. - Nicholls students will be coming in October to work on reading skills with students. These students will be teaching lessons on three (3) skills that were provided by their teachers based on MAX student needs. - All grade levels have sent out their contingency contracts, and the majority of them have been signed and returned. - Teachers have also started posting their data graphs on their boards.	. * L. Crochet spoke about bragging rights and getting this information out to the public. * Dr. S. Rademaker said it would be great to have one or two MAX teachers attend the Teacher Leader Summit in May of 2023. * Dr. C. Hill would like to see MAX present the CABAS model at the LAPCS Conference in December in New Orleans. It would be unique to the state and to LAPCS .				
6. Finance Report	Financial Report A. Berthelot presented the July financial statements. A. Berthelot went over the financials. Monthly Recap September 29, 2022 <table><tr><td>August MFP</td><td>\$104,542</td></tr><tr><td>Other Sources</td><td>23,022</td></tr></table>	August MFP	\$104,542	Other Sources	23,022	
August MFP	\$104,542					
Other Sources	23,022					

	Total August Revenue	127,564	
	Expenses for August	165,998	
	Wages & Benefits	105,033	63.27%
	Retiree Benefits	821	0.49%
	Other Expenses	60,144	
	August Profit/(Loss)	(38,434)	
	YTD Profit/(Loss)	(4,101)	
		Prior Year	
	CASH ACCOUNTS:	8/31/2022	8/31/2021
	Operating Account	\$506,160	\$582,876
	Payroll Account	\$ 883	\$ 455
	Special Account –Students	\$ 52,741	\$ 50,418
	Special Account –School	\$126,389	\$126,257
		\$686,171	\$760,006
	UPDATES:		
	- Submitted AFR to state last week...Deadline is September 30. Will need to be cleaned up by October 31... - Audit engagement letter (SY 21/22) stated that field work would begin no later than the week of October 17. NSLP application is still in review state. - Preparing for 1st quarter Reimbursement Requests in eGMS... IDEA \$9,174 Title 1 \$7,506 Redesign \$4,600 New Time & Attendance Program in use...Employees clock in/out and request time off in Time App that associates with QuickBooks payroll.		
	Consideration of Board Approval/Adoption of Budget Submitted to State on 08-17-2022 (Action Item)		
	<u>GRANTS:</u>		
	Lacey’s report consisted of the following:		
	Grants Submitted		
	The Danos Foundation Grant Focus: To purchase 3D printers and complete setup kits along with a one-year supply of accessors and supplies Synopsis: Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connects their inside and outside-the-		

* Motion was made by B. Broussard, seconded by L. Howard, to approve the budget as presented. Motion was passed unanimously.
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	classroom educational experiences in a tangible way. For our students, being able to successfully envision and implement a project provides them with a sense of accomplishment and success that many of them are experiencing for the first time. We also want to tap into their problem-solving skills by giving them another tool and the skills to use it in order to create solutions to needs that they encounter within the school or the community at large. ○ Grant Funding Request: Total Technology Funding Request: \$3,958 ➤ Grant Funding Announcement/Timeline: The Grant Application Period is between June 01, 2021, and August 30, 2022. Funding announcements are made in the months after the application period closes. Developing Grant Opportunities • The Lorio Foundation ○ Grant Focus: To purchase additional technology equipment to meet needs of the school... ○ Grant Funding Request: TBD J. Giardina was interested in knowing how much money was being requested but was advised to hold off on contacting anyone until more information was obtained. ➤ Grant Funding Announcement/Timeline: This grant must be submitted on or before October 31, 2022, for funding consideration in Q4 2022. • Conoco-Phillips Giving Program • Huntington Ingalls International Other MAX/Nicholls Updates • MAX/Nicholls Partnership Action Committee → Meeting once each month to ensure progress toward goals is being attained Update/Progress on Matter Pertaining to Setting a Limit on Accrued Annual Leave (C. Hill) • Dr. A. Davis was asked by Dr. Hill to lead this discussion, and with comments from L. Howard and input from the only two (2) employees involved, a decision will be reached by the next MAX Board meeting to the limit/cap. Assumption and surrounding parishes will be used as a guideline. Building & Sites Representative Report: It was reported that the new sign was up.	• Dr. S. Rademaker commented that Dr. Aimee Hollander would be a good person to contact before writing this grant since her team could possibly provide sample lesson plans and 3-D models. • Dr. C. Hill suggested that Entergy be utilized for a possible grant source.
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7. Ad-Hoc Committee Coordinator Reports/Updates	Public Relations/Publicity Report (B. Broussard) (See report) Mrs. Broussard prefaced her report with the following words: “The MAX students may not have been recognized publicly in our newspapers and other media, but many of our MAX Board members have earned kudos and awards for their accomplishments—past and present. Congratulations to Jason, J.J., Jake, Scot, and Cleve who have made news lately!” Pictures accompanied each recipient. • Congratulations to our newest MAX Board member Jason Talbot, Director/Coordinator of Assessments & Research, who received the Buquet Dyslexia Endowed Professorship in Education at the fall 2022 University Convocation on Wednesday, August 10, 2022. Thank you, also, to the Maxine Giardina Family Foundation whose Maxine Giardina Endowed Professorship in Education went to Carole Boos, Assessment Coordinator—one of Jason’s fellow colleagues at the Center! (August 23, 2022) • Congratulations for a Job Well Done and Words Well-Written, Dr. Scot Rademaker, Nicholls College of Education and Behavioral Sciences Dean! In a news article entitled, “Praxis CORE Education Program Requirement Removed by BESE,” Dr. Rademaker said, “For students wanting to become teacher education majors, the removal of the Praxis Core requirement is one less hurdle. The hope is that students will be encouraged to start their journey towards the teaching profession and work towards becoming educators in our region.” (September 2, 2022) • Super Congratulations to Dr. Obie Cleve Hill! “Nicholls State University is set to name two buildings on campus to honor two Nicholls alums who have represented and impacted the university substantially. The Board of Supervisors for the University of Louisiana System officially approved the names on Thursday, August 25, 2022. An official ceremony commemorating the change will happen later in the semester.” The College of Education and Behavioral Sciences Building will be named Dr. O. Cleveland Hill Hall, and the College of Sciences and Technology Building will be called Dr. Marilyn B. Kilgen Hall. (<i>Inside Nicholls and Houma Courier</i>) Policy/Handbook Committee: • Any Discussion/Comments on Updated Personnel Policy Manuel Approved by the Board on August 25, 2022, and Sent via Email to Board Members on September 19, 2022 ○ No discussion was needed. • Matter Pertaining to a More Concise Definition of “Other Related Learning Differences” J. Talbot reported on this subject and referenced a handout previously given to each Board member. The handout showed different models from other key schools. After a brief discussion and a few recommendations, the following definition was presented for approval: <u>The MAX Charter School offers educational services for children in Grades 1-8 who have a <i>primary</i> diagnosis of dyslexia/reading disorder, are identified as having characteristics of dyslexia under LA Bulletin 1903, or have been diagnosed with a primary related learning disorder such as dysgraphia/written language disorder or</u>	
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	<u>dyscalculia/math disorder.</u> <u>A primary diagnosis of a condition other than dyslexia or a related learning disorder does not meet the mission of MAX Charter.</u> • Consideration of Board Approval to Accept the Proposed Definition as Presented	After a brief discussion, a motion was made by Dr. C. Hill, seconded by L. Howell, to approve the proposed definition as amended. Motion was passed unanimously.
8. Other Reports	Principal's Report (See Attached) Principal A. Rodrigue reported on the following: • Principal's Personal Announcements/Comments ○ The MAX hired 4th/5th ELA teacher and two (2) substitute teachers from CEBS. ○ Ms. Billiot will be a guest lecturer for 482. ○ 482 and 492 students will be coming in to observe and work. ○ Other courses have expressed an interest and/or have requested to come to MAX as well. ▪ Names mentioned were Dr. Cynthia Dong, Dr. Carmen Broussard, and Dr. Sara Dempster, ○ School Support Institute September 30 ▪ NIET (National Institute for Excellence in Teachers) focuses on high-need schools and high-need students in an effort to close the achievement gap. • Update on Enrollment ○ Currently at 102 ○ We continue to review applications as they come in—keeping an eye on eligibility to our mission. • Progress on Continued CABAS Implementation in the School ○ September 20 was the 1st CABAS Parent meeting in conjunction with PTA. ○ It was recorded and uploaded to Facebook. ○ Dr. Gautreaux took Leadership Club (8th Grade) to lunch Tuesday. ○ Next CABAS Parent Meeting is Tuesday, October 18. • Organizations ○ Still working on school clubs and organizations ○ Implementing new curricula has taken time. • Update on Transportation Plan ○ Still no other applicant • Feedback on LEAP Scores ○ Comparable to last year	
9. New Board Business	None	
10. Motion to Go Into Executive Session	None needed.	
11. Announcements	• Our next Board Meeting: Thursday, October 27, 2022 • Next PTA Meeting: Tuesday, October 18, 2022 • Remember to get your annual Ethics Training. Go to: www.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 10:20 A.M.	Motion was made by Dr. C. Hill, seconded by L. Howell, to adjourn the meeting... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: October 27, 2022

TIME: 9:00 A.M.

PLACE: The MAX CHARTER SCHOOL

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

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

AGENDA		RECOMMENDATION																																	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.																																		
2. Roll Call	J. Giardina called the roll.																																		
3. Approval of the Minutes	The Minutes of September 29, 2022, were presented.	The Minutes of September 29, 2022, were accepted as presented.																																	
4. Board Training Special Guest Presentation	None .																																		
5. Teacher Representative Report <u>Note:</u> This report was presented after the Financial Report.	Renee Domangue, 4th/5th Grade Science/Social Studies Teacher, reported on the following: • Lower and Middle School are preparing for Red Ribbon Week ○ Middle School sent home memo/daily dress on Wednesday the 26th. ○ Lower School will send it home sometime this week. • Upper School will decide Thursday (today) if they plan to participate. ○ Their contingencies are based on Academics to increase learning. • The MAX Charter School is also involved with the Scholastic Book sales. Due to space consideration, the school could not feature an actual book fair. • Teachers are asking for donations of snacks and other small prizes to replenish their prize boxes and student pantries. Monetary donations are also welcomed. • Grady’s Give-Back Night is scheduled for Thursday, November 17, 2022. RSVP’s are required.	.																																	
6. Finance Report	Financial Report • A. Berthelot presented the financial statements. • A. Berthelot went over the financials. Monthly Recap October 27, 2022 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">September MFP</td><td style="width: 20%; text-align: right;">\$104,542</td><td style="width: 30%;"></td></tr> <tr> <td>Other Sources</td><td style="text-align: right;">5,790</td><td></td></tr> <tr> <td>Total September Revenue</td><td style="text-align: right; border-top: 1px solid black;">110,332</td><td></td></tr> <tr> <td> </td><td> </td><td> </td></tr> <tr> <td>Wages & Benefits</td><td style="text-align: right;">108,462</td><td style="text-align: right;">84.84%</td></tr> <tr> <td>Retiree Benefits</td><td style="text-align: right;">821</td><td style="text-align: right;">0.64%</td></tr> <tr> <td>Other Expenses</td><td style="text-align: right;">18,553</td><td></td></tr> <tr> <td>Total September Expenses</td><td style="text-align: right; border-top: 1px solid black;">127,836</td><td></td></tr> <tr> <td>September Profit/(Loss)</td><td style="text-align: right;">(17,504)</td><td></td></tr> <tr> <td> </td><td> </td><td> </td></tr> <tr> <td>YTD Profit/(Loss)</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">(21,606)</td><td></td></tr> </table>	September MFP	\$104,542		Other Sources	5,790		Total September Revenue	110,332					Wages & Benefits	108,462	84.84%	Retiree Benefits	821	0.64%	Other Expenses	18,553		Total September Expenses	127,836		September Profit/(Loss)	(17,504)					YTD Profit/(Loss)	(21,606)		
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YTD Profit/(Loss)	(21,606)																																		

3-YEAR COMPARISON

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

UPDATES:

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

GRANTS Receivable for OCT/NOV 2022

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

GRANTS:

Lacey's written report consisted of the following:

Developing Grant Opportunities

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

Grants Submitted

- **The Danos Foundation**

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

	○ Grant Focus: To purchase 3D printers and complete setup kits along with a one-year supply of accessors and supplies... ○ Synopsis: Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connects their inside and outside-the-classroom educational experiences in a tangible way. ○ Grant Funding Request: ▪ Total Technology Funding Request: \$3,958 ○ Grant Funding Announcement/Timeline: Funding announcements are made in the months after the application period closes. No award decision has been received. Other Grant Opportunities • Conoco-Phillips Giving Program • Huntington Ingalls International Other MAX/Nicholls Updates • MAX/Nicholls Partnership Action Committee ○ Meeting once each month to ensure progress toward goals is being attained... Update/Progress on Matter Pertaining to Setting a Limit on Accrued Annual Leave Dr. Al Davis reported that the cap on Accrued Annual Leave, with the Board's approval, will be set at twenty-five (25) days. The policy is below: Accumulation of Annual Leave Days Effective July 1, 2023, unused leave as of June 30th yearly may be carried forward to the succeeding year up to a maximum of twenty-five (25) total days. If at any time an employee has twenty-five (25) days of accumulated annual leave, monthly accrual shall cease until the employee has less than twenty-five (25) days of accumulated annual leave days. Building & Sites Representative Report: • Mention was made of a clipped/flapping awning. Mention was made of something growing on the awning. Situation was/will be handled.	A motion was made by Dr. A. Davis, seconded by K. Chauvin, to set a limit on accrued annual leave at twenty-five (25) days. Motion was approved unanimously. --Approval date of Alteration to Policy will be changed to October 27, 2022.
7. Ad-Hoc Committee Coordinator Reports/Updates	Matter Pertaining to Annual Assessment of Principal Dr. C. Hill and Dr. Al Davis provided the following Standing Committee Report to The MAX Board members, along with a copy of the proposed evaluation rubric: Meeting was held at 2:00 P.M. on Thursday, October 13, 2022. Present: MAX Board Chair Mr. Jake Giardina, Dr. Albert Davis, Dr. Cleve Hill, Dr. Steven Welsh, and Dr. James Barr MAX Board Chair J. Giardina called the meeting to order at 2:00 P.M. The participants discussed several issues: • The Process for the Required Annual Review of the Principal • Dr. Barr's Role as External Coordinator • Dr. Barr's Rubric for Assessment (attached)	Lots and lots of recommendations and suggestions were made during the discussion of this topic and the proposed rubric. Dr. C. Hill and others recommended going in front of BESE personally as a board after the MOU with Nicholls has been revised and signed.

	• Timelines for Review Results: • The committee discussed adjustments that had to be made during the past two years because of the pandemic and other mitigating factors; • Dr. Barr offered to assist the Board in a coordinating role with the external review, particularly with regard to interviews that would have to be conducted; • Dr. Barr’s role would mesh once again with the Board’s participation as a body of final review and possible appeal; • Dr. Barr’s rubric (attached) would be used as a foundation for assessment, for interviews, and for evidence gathering; • Dr. Davis agreed to attend the MAX/Nicholls Partnership Action Committee meeting that was scheduled to meet at 3:30 P.M. Dr. Davis would summarize the annual review process for that committee, stressing the importance of the participation of the Nicholls CABAS team. Recommendations: • It was the consensus of the participants present at the meeting that the Chair appoint a review committee at the next Board meeting to proceed with establishing the procedure for the annual review of the principal; • It was the consensus of the committee that the Board contract Dr. James Barr to coordinate the external portions of the assessment. • The committee recommends that the Chair of the MAX Board at its next regularly scheduled meeting appoint an ad hoc committee to facilitate the process of the annual review of the principal and that the first duty of the ad hoc committee be to review the rubric for additions or deletions based on the recently adopted mission and other changes brought about by the implementation of the CABAS model; • Finally the Committee recommends that the assessment process be finalized before the state’s published deadline for submission in December. The meeting was adjourned at 3:45 P.M. Matter Pertaining to the Placement of the Mission Statement in The MAX Bylaws Dr. Al Davis found an appropriate place to place the Board-approved mission statement and directed the members to Page 10, Section F of the Bylaws and had them focus on the underlined text below: <u>Section F</u> • <u>Mission Statement</u> <u>The Maxine Giardina Charter School in affiliation with the Louisiana Center for Dyslexia and Related Learning Disorders and the Nicholls State University College of Education and Behavioral Sciences offers educational services for children in grades 1 through 8 who have a <i>primary diagnosis</i> of dyslexia/reading disorder, are identified as having characteristics of dyslexia under LA Bulletin 1903, or have been diagnosed with a primary related learning disorder such as dysgraphia/written language disorder or dyscalculia/math disorder.</u>	Motion was made by Dr. A. Davis, seconded by Dr. C. Hill, to form an ad hoc committee to facilitate the process of the annual review of the principal. Motion passed unanimously. A motion for approval of the placement of the Mission Statement in the Bylaws will be
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	• <u>Definitions</u> <u>A primary diagnosis of a condition other than dyslexia or a related learning disorder does not meet the mission of Max Charter.</u> Any Discussion/Comments on Updated Personnel Policy Manual Sent via Email to Board Members in October 2022 None needed since most of it was discussed in the above report.	handled at the November MAX Board meeting since the agenda did not show it as an Action Item.
8. Other Reports	Principal's Report (See Attached) Principal A. Rodrigue reported on the following: • Principal's Personal Announcements/Comments ○ Intervention has been underway for the past month- going well... ○ Ms. Domangue has spearheaded Red Ribbon Week and Scholastic book sales. ○ Fire Department visited 1st, 2nd, and 3rd grade on Monday, October 24, 2022. ○ EDUC 402 visited classrooms (observation, small group reading.) ○ EDUC 482 and 492 students continue to come in to observe and work. ○ Pictures were taken by Peterson on Thursday, October 20. ○ School Support Institute (NIET) will come on Friday, October 28, to address the school's CIR/UIR status. ○ Scary Fall Festivities coming around the 28th and 31st... • Update on Enrollment ○ Enrollment is currently at 103. ○ Two (2) letters are going out for 5th grade. ○ MAX continue to review applications as they come in, keeping an eye on eligibility to our mission • Progress on Continued CABAS Implementation in the School ○ October 18 was the 1st CABAS Parent meeting in conjunction with PTA. ▪ It was recorded and uploaded to Facebook. ▪ Dr. A. Davis brought a guest to the meeting—Dr. Jim Barr. ▪ The next CABAS Parent meeting is Tuesday, November 15. • Update on Organizations ○ The MAX continues to work on this and has created a Student Interest Survey. • Update on Transportation Plan ○ Still no other applicant... Parent Committee Report (PTA) No written report given...	

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

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: November 17, 2022

TIME: 9:00 A.M.

PLACE: The MAX CHARTER SCHOOL

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

Also **present were** Angelic Rodrigue, Angie Berthelot, Catherine Jordan, Michelle Giardina, and Guest Dr. Jim Barr. **Teacher Representative:** Renee Delatte

Absent: J.J. Buquet and Ashley Chiasson **Note:** Lacey Crochet was unable to attend.

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll.	
3. Approval of the Minutes	The Minutes of October 27, 2022, were presented.	The Minutes of October 27, 2022, were accepted as presented.
4. Board Training Special Guest Presentation:	Dr. C. Hill will be attending the LAPCS meeting next month.	
5. Teacher Representative Report	Renee Delatte, 4th & 5th Grade Math Teacher, reported on the following: • Middle School students are still plugging away at becoming more fluent at taking and graphing their own data. • They have begun a deep dive into constructed response questions in math so that students can comfortably break down writing task questions and answer with confidence on the LEAP. • The constructed response and depth of knowledge questions will soon be a target for Grades 3-8 to prepare all students for LEAP. • Teachers will spend time learning how to grade systematically throughout grade levels and content. • The writing questions section on the LEAP contributes to a large amount of the points students do not earn on the LEAP. We hope to address this sooner than later this year. • Ms. Gore in Upper School started a game board where the students participate in friendly competition across classes. We are moving into writing prompts. The students seem to enjoy the things to buy on the reinforcement menu for the most part. • Lower School has been learning some exciting things. They are currently working on students' individual needs for reading foundations with the CABAS Learning to Read Curricula. This includes addressing listening and reading comprehension, decoding and blending, recognizing sight words, discriminating between text and pictures, and sequencing events in stories. In addition to this, we utilize CKLA (Core Knowledge Language Arts) our reading curriculum for increasing students' decoding and reading comprehension at their individualized reading levels while still exposing them to grade level curricula. • Students are continuing to work on letter of the week each week, including practicing sound and word recognition, tracing and copying to work on handwriting, a vocabulary lesson using the target letter and children's dictionaries, and they have recently incorporated a handwriting period to increase the student's ability to use target words correctly in a sentence, write sentences using the word with guidance as needed, and illustrate pictures of their sentences to demonstrate comprehension of word's definition and usage in a sentence. • The students continue to love purchasing fun things each day during trade in and work hard to	

participate in a classroom auction each day where they can bid their points to earn exclusive items and privileges contingent on rule-following behaviors. We currently require two consecutive days of rule-following behavior to attend **Fun Friday**, and they are excited to increase to three consecutive days in December. We know that they will continue to raise the bar and exceed our expectations.

6. Finance Report

Financial Report

- A. Berthelot presented the October financial statements.
- A. Berthelot went over the financials.

Monthly Recap November 17, 2022

Oct MFP	\$104,542	
Other Sources	<u>29,826</u>	
Total Oct Revenue	134,368	
Wages & Benefits	108,553	67.53%
Retiree Benefits	821	0.51%
Other Expenses	<u>51,367</u>	
Total Oct Expenses	<u>160,741</u>	
Oct Profit/(Loss)	<u>(26,373)</u>	

YTD Profit/(Loss) **(47,978)**

CY Reimbursable Expenses (Awaiting Claims)

Lunch	\$ 6,380
IDEA	11,080
Redesign	35,964
Total CY Reimbursable Expenses	<u>\$ 53,424</u>

Adjusted YTD Profit/(Loss) **\$ 5,446**

3 YEAR COMPARISON

		Prior Year	
<u>CASH ACCOUNTS:</u>	<u>10/31/2022</u>	<u>10/31/2021</u>	<u>10/31/2020</u>
Operating Account	\$455,172	\$523,553	\$465,531
Payroll Account	\$ 1,851	\$ 457	\$ 989
Special Account –Students	\$ 52,887	\$ 55,480	\$ 33,851
Special Account –School	<u>\$126,643</u>	<u>\$126,278</u>	<u>\$125,980</u>
	<u>\$636,553</u>	<u>\$705,768</u>	<u>\$626,351</u>

UPDATES:

Attended **LASBO** Fall Workshop Thursday, November 10th
Continuing work on Annual Audit with LaPorte
Submitting Reimbursement Requests and PERs in eGMS.

GRANTS:

Principal A. Rodrigue read L. Crochet's Report

Developing Grant Opportunities

- **The Lorio Foundation**
 - **Grant Focus:** To purchase additional technology equipment to meet needs of the school... Specifically, we are planning to request new technology/laptops for teachers to facilitate online instructional delivery. Also, we would like to request funds to upgrade the school's server.
 - **Grant Funding Request:**
 - 12 Microsoft Studio Surface Laptops (teacher laptops) - \$20,075.78
 - New Server: Including equipment and labor - \$7,868.00
 - **Total Technology Funding Request: \$27,943.78**
 - **Grant Funding Announcement/Timeline:** In January 2022, the Lorio Foundation awarded MAX over \$40,000 in technology funds. We plan to submit this technology grant application in December 2022 for consideration in first quarter 2023.

Grants Submitted

- **The Danos Foundation**
 - **Grant Focus:** To purchase 3D printers and complete setup kits along with a one-year supply of accessories and supplies...
 - **Synopsis:** Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connects their inside and outside the classroom educational experiences in a tangible way.
 - **Grant Funding Request:**
 - **Total Technology Funding Request: \$3,958**
 - **Grant Funding Announcement/Timeline:** Funding announcements are made in the months after the application period closes. No award decision has been received.

Other MAX/Nicholls Updates:

- **MAX-Nicholls Partnership Action Committee:**
 - The Committee is meeting once a month to ensure progress towards goals is being attained.
 - The Committee is working with Dr. Jim Barr to ensure the Principal's Performance Evaluation tool aligns with the **CABAS** Model.
 - The Committee is requesting input/support from the Committee/**CABAS** team to ensure the evaluation tool is consistent with the principles/deliverables of the **CABAS** model.
 - The **Memorandum of Understanding** between the MAX Charter School and Nicholls State University expired in October 2022. The Board would like to modify the document and have it renewed for another five-year period.
 - The Board has asked the Committee to ensure the new MOU includes the **CABAS** Framework as an element of the ongoing work between both organizations.
 - A press release/photo opportunity will be organized when the new **MOU** is signed by Dr. Clune, Nicholls President, and Mr. Jake Giardina, Chairman of The MAX Board.

Building & Sites Representative Report:

No Report

7. Ad-Hoc Committee Coordinator Reports/Updates	Update/Progress on Annual Assessment of Principal • The Ad-Hoc Committee met in person at The MAX School to discuss further the yearly evaluation of The MAX principal. • Dr. Barr has agreed to act as Coordinator. • Dr. Davis introduced his proposed rubric that could be used yearly as a foundation for all discussions during the interview portion of the principal's performance evaluation. • Dr. Davis also provided documents that presented the two sections of the rubric with examples of content that could be used to complete the rubric. • The proposed rubric contained two (2) main sections: ○ Section I. A worksheet to be used by the principal to outline accomplishments in the listed performance areas... ○ Section II: A table for presenting the ratings of the external coordinator for each of the performance areas... • The Committee also discussed the following: ○ Separate interviews that the coordinator could conduct with the principal and the CABAS team; ○ Pertinent data that needed to be obtained; ○ Information that needs to be attached to the performance rubric chosen to be uploaded to state authorities in December. Chief among these would be a report by the Nicholls CABAS team giving an overview of the CABAS program. • Dr. Hill commented that the Board needs to develop some specific goals and objectives for the principal for next year which should be included in this document. Dr. Davis asked the Board to consider giving Dr. Barr a stipend for the work he has been doing. Matter Pertaining to the Placement of the Mission Statement in The MAX Bylaws.	K. Chauvin made a motion, seconded by Dr. S. Welsh, to allow a motion to be made since the request was not on the agenda. Motion was passed unanimously. A motion was then made by K. Chauvin, seconded by B. Broussard, to pay Dr. Barr a stipend of \$800.00 for the work he has done...Motion was passed unanimously. A motion was made by Dr. S. Welsh, seconded by Dr. C. Hill, to approve the placement of the Mission Statement in the MAX Bylaws ... Motion was passed unanimously.
8. Other Reports	Principal's Report (See Attached) Principal A. Rodrigue reported on the following: Principal's Personal Announcements/Comments - Teacher of the Year is Renee Delatte. - Support Person of the Year is Rhonda Hamilton. - Annual Site Visit occurred Wednesday, November 9, 2022. There were no issues or concerns. - SPS (School Performance Score) – Students made a 33.6 this year which is a substantial drop from the estimated 44 from last year.	

	- Grady V's Giveback Night is tonight, Thursday, November 17, 2022. - Thanksgiving holidays: November 21-25 Update on Enrollment - The school is currently at 103 students - We continue to review applications as they come in, keeping an eye on eligibility to our mission Progress on Continued CABAS Implementation in the School - Tuesday, November 15th was the CABAS Parent Meeting in conjunction with the PTA. - It was recorded and uploaded to Facebook - CABAS/Teacher Ranks were brought up in PLC this week. - Next CABAS Parent Meeting is Tuesday, December 13th Update on Transportation Plan - Still no other applicant Parent Committee Report: Tiffany Hue, PTA Vice President, reported on the following: • Grady V Fundraiser will be tonight, Thursday, November 17. • The PTA is looking at additional fundraisers in Thibodaux and Houma.	
9. New Board Business	None	.
10. Motion to Go Into Executive Session	None needed	
11. Announcements	• Our next MAX Board Meeting: Thursday, December 15, 2022 **Moved up 2 weeks • Next PTA Meeting: Tuesday, December 13, 2022 • GroupRaise Fundraiser MAX Charter PTA: Thursday, November 17th at Grady V's from 5:00 P.M. to 10:00 P.M. RSVP at http://grouprai.se/e235992 • Ceremony Commemorating the Renaming of the College of Education and Behavioral Sciences Building as Dr. O. Cleveland Hill Hall: Saturday, November 19, 2022, at 2:00 at the Danos Auditorium • Ceremony Commemorating the Renaming of the College of Sciences and Technology Building as Dr. Marilyn B. Kilgen Hall: Saturday, November 19, 2022, at 9:00 A.M. • Thanksgiving Holidays: November 21-November 25 • Please consider joining The MAX PTA. Dues are \$5.00. • The MAX Christmas Dinner will be Friday, December 9, 2022, at Cuvee at 6:30 P.M.-8:30 P.M. • Remember to get your annual Ethics Training. Go to: www.ethics.la.gov.	
12. Adjournment	The meeting adjourned at 9:54 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

DATE: December 15, 2022

TIME: 9:00 A.M.

PLACE: The MAX CHARTER SCHOOL

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Dr. Al Davis, Larry Howell, Jason Talbot, and Dr. Steve Welsh

Also present were Angelic Rodrigue, Angie Berthelot, Lacey Crochet, and Guest Jim Barr.

Absent: J.J. Buquet, Dr. Cleveland Hill, Dr. Scot Rademaker, Ashley Chiasson, and Tiffany Hue... **Note:** Catherine Jordan and Michelle Giardina were unable to attend.

AGENDA	RECOMMENDATION																																																				
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.																																																				
2. Roll Call	J. Giardina called the roll.																																																				
3. Approval of the Minutes	The Minutes of November 17, 2022, were presented.		The Minutes of November 17, 2022, were accepted as presented.																																																		
4.Board Training/Special Guest Presentation	No report																																																				
5.Teacher Representative Report	Teacher Representative Jessica Occhionero was unable to attend the meeting. However, Ms. Rodrigue did thank Mr. Jake Giardina and Michelle Giardina for The MAX Christmas party. It was greatly enjoyed.																																																				
6. Finance Report	FINANCIAL REPORT A. Berthelot presented the November financial statements. A. Berthelot went over the financials. Monthly Recap December 15, 2022 <table><tr><td>November MFP</td><td>\$104,542</td><td></td></tr><tr><td>Other Sources</td><td><u>25,710</u></td><td></td></tr><tr><td>Total November Revenue</td><td>\$130,252</td><td></td></tr><tr><td>Wages & Benefits</td><td>111,306</td><td>83.01%</td></tr><tr><td>Retiree Benefits</td><td>821</td><td>0.61%</td></tr><tr><td>Other Expenses</td><td><u>21,965</u></td><td></td></tr><tr><td>Total November Expenses</td><td><u>134,092</u></td><td></td></tr><tr><td>November Profit/(Loss)</td><td><u>(3,840)</u></td><td></td></tr><tr><td>YTD Profit/(Loss)</td><td><u>(51,818)</u></td><td></td></tr><tr><td colspan="3">CY Reimbursable Expenses (Awaiting claims)</td></tr><tr><td>Lunch</td><td>\$ 5,919</td><td></td></tr><tr><td>IDEA (12/09/2022)</td><td>\$ 4,678</td><td></td></tr><tr><td>IDEA (Approved/Pending)</td><td>\$ 3,758</td><td></td></tr><tr><td>Title I (12/05/2022)</td><td>\$ 10,427</td><td></td></tr><tr><td>Title II (12/05/22)</td><td>\$ 5,761</td><td></td></tr><tr><td>Redesign(12/07/2022)</td><td><u>\$ 35,091</u></td><td></td></tr><tr><td>Total CY Reimbursable Expenses</td><td>\$ 65,634</td><td></td></tr></table>			November MFP	\$104,542		Other Sources	<u>25,710</u>		Total November Revenue	\$130,252		Wages & Benefits	111,306	83.01%	Retiree Benefits	821	0.61%	Other Expenses	<u>21,965</u>		Total November Expenses	<u>134,092</u>		November Profit/(Loss)	<u>(3,840)</u>		YTD Profit/(Loss)	<u>(51,818)</u>		CY Reimbursable Expenses (Awaiting claims)			Lunch	\$ 5,919		IDEA (12/09/2022)	\$ 4,678		IDEA (Approved/Pending)	\$ 3,758		Title I (12/05/2022)	\$ 10,427		Title II (12/05/22)	\$ 5,761		Redesign(12/07/2022)	<u>\$ 35,091</u>		Total CY Reimbursable Expenses	\$ 65,634
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Adjusted YTD Profit/(Loss) \$ 13,816

3-YEAR COMPARISON

Prior Year

CASH ACCOUNTS: 11/30/2022 11-30/2021 11/30-2020

Operating Account	\$450,889	\$499,567	\$478,103
Payroll Account	\$ 1,855	\$ 635	\$ 881
Special Account –Students	\$ 5,911	\$ 55,531	\$ 27,610
Special Account –School	<u>\$173,905</u>	<u>\$126,284</u>	<u>\$126,031</u>
	<u>\$632,560</u>	<u>\$ 682,017</u>	<u>\$632,625</u>

UPDATES:

--Super App Amendment (SY 22/23) approved on November 23... Submitted Reimbursement Requests in eGMS... Started receiving funds on 12/5/22... (See above.)

--Planning is underway for Super App for SY 23/24.

--*Achieve!* Amendment approved – will be submitting reimbursement requests in the upcoming weeks...

Will claim approximately \$216,000 of ESSER funds... (Total ESSER funding is \$306,403.)

--Getting ready to finish up with the audit...

GRANTS:

L. Crochet reported on the following:

Developing Grant Opportunities

- **The Lorio Foundation**

- **Grant Focus:** To purchase additional technology equipment to meet needs of the school...Specifically, we are planning to request new technology/laptops for teachers to facilitate online instructional delivery. Also, we would like to request funds to upgrade the school's server.
- **Grant Funding Request:**
 - 12 Microsoft Studio Surface Laptops (teacher laptops) - **\$20,075.78**
 - New Server: Including equipment and labor - **\$7,868.00**
 - **Total Technology Funding Request: \$27,943.78**
- **Grant Funding Announcement/Timeline:** In January 2022, the **Lorio Foundation** awarded MAX over \$40,000 in technology funds. We plan to submit this technology grant application in December 2022 for consideration in first quarter 2023.

Grants Submitted

- **The Danos Foundation**

- **Grant Focus:** To purchase 3D printers and complete setup kits along with a one-year supply of accessories and supplies...
- **Synopsis:** Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connects their inside and outside the classroom educational experiences in a tangible way.
- **Grant Funding Request:**
 - **Total Technology Funding Request: \$3,958**

	➤ Grant Funding Announcement/Timeline: Funding announcements are made in the months after the application period closes. No award decision has been received. Other MAX/Nicholls Updates: • MAX-Nicholls Partnership Action Committee: ➤ Meeting once a month to ensure progress toward goals is being attained... ➤ The <u>Memorandum of Understanding</u> between the MAX Charter School and Nicholls State University expired in October 2022. The Board would like to modify the document and have it renewed for another five-year period. ▪ The Board has asked the Committee to ensure the new MOU includes the CABAS Framework as an element of the ongoing work between both organizations. ▪ A press release/photo opportunity will be organized when the new MOU is signed by Dr. Clune, Nicholls President, and Mr. Jake Giardina, MAX Board Chairman. Other Grant Opportunities to Pursue: • <u>American Honda Foundation STEM Grants</u> Sponsor: American Honda Foundation Award: \$20,000 to \$75,000 Number of Awards: Not specified Application Deadline: Feb. 1 and Aug 1 for new organizations; May 1 for returning organizations... Note: This program is not currently accepting applications, but I will check back periodically. • <u>Calm Room Grants for Schools</u> Sponsor: Cook Center for Human Connection Award: \$5,000 matching grant Number of Awards: 20 for 2022-23 school year Application Deadline: Ongoing BUILDING & SITES REPRESENTATIVE REPORT: No Report	
7. Ad-Hoc Committee Coordinator Reports/Updates	AD HOC COMMITTEE/COORDINATOR REPORTS/UPDATES • Public Relations/Publicity Report B. Broussard reported on the following: Please refer to emails sent on December 4, 5, and 8 from <u>Inside Nicholls</u> and the <u>Connected Colonels Newsletter</u> ... Publicity involved the Renaming of the Halls and Commencement Speech by Dr. Cleve Hill at the 111th Commencement Ceremony at Nicholls State University. Pictures from <i>The Courier</i> (Monday, December 12, 2022) were displayed. • Update/Progress on Annual Assessment of Principal Executive Session will follow at the end of this meeting to discuss this matter. See Agenda Item #11. Update/Progress on Revision/Renewal of <u>Memorandum of Understanding</u>	

8. Other Reports	• PRINCIPAL’S REPORT (See Attached) Principal A. Rodrigue reported on the following: **Principal’s Personal Announcements/Comments Christmas/Winter Break is next week, December 21-January 3, 2023. Students come back to school on Wednesday, January 4, 2023. **Update on Enrollment Enrollment is currently at 104. We are working on updating the 2023-24 Admissions Application We are keeping an eye on eligibility to our mission. **Progress on Continued CABAS Implementation in the School December 13th CABAS Parent meeting and PTA were canceled. Dr. Gautreaux mentioned inviting Dr. Greer to the school. CABAS Teacher Ranks modules continued in PLC. Next CABAS Parent meeting is Tuesday, January 17, 2023. **Update on Transportation Plan Still no other applicant PARENT COMMITTEE REPORT: No report	
9. New Board Business	None	
10. Announcements	• LAPCS Charter School Conference: Thursday, December 15, 2022, Sheraton New Orleans Hotel • Our Next Board Meeting: Thursday, January 26, 2023 • Next PTA Meeting: Tuesday, January 17, 2023 • Christmas/Winter Break: December 21, 2022-January 3, 2023 • National School Choice Week: January 22-28, 2023 • Please consider joining The MAX PTA. Dues are \$5.00. • Remember to get your annual Ethics Training. Go to: www.ethics.la.gov	
11. Motion to Go into Executive Session	Motion to Go into Executive Session to Discuss Personnel Matter Pertaining to the Evaluation of the Principal and Other Related Personnel Concerns <u>Note:</u> Beginning at about 9:22 A.M., Dr. Jim Barr presented his findings/evaluation directly to The MAX Board members and to Principal Rodrigue, who was asked to sit in on the discussion. Executive Session ended at 10:43 A.M. Once the Executive Session was completed, The MAX Board returned to regular session, and a motion was presented for consideration.	Motion was made by Dr. A. Davis, seconded by Dr. S. Welsh to go into Executive Session to discuss personnel matter pertaining to the Evaluation of the Principal and other related personnel concerns...Motion passed unanimously. Motion was made by L. Howell, seconded by K. Chauvin, to come out of Executive Session. Motion was made by Dr. A. Davis, seconded by Dr. S. Welsh, that Principal A. Rodrigue and Business Manager A. Berthelot receive an adjustment to their salaries for the

12. Adjournment	Meeting adjourned at 10:46 A.M.	tremendous job they have been doing. It was suggested that the increase be a 5% increase in their present salaries or a similar or appropriate financial increase. Motion was passed unanimously. Motion was made by Dr. S Welsh, seconded by L. Howell, to adjourn the meeting... Motion was passed unanimously.
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MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: January 26, 2023

TIME: 9:00 A.M.

PLACE: The MAX CHARTER SCHOOL

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Al Davis, Dr. Cleveland Hill, Larry Howell, Dr. Scot Rademaker, Jason Talbot, and Dr. Steve Welsh
Also present were Angelic Rodrigue, Angie Berthelot, Lacey Crochet, Catherine Jordan, and Michelle Giardina. Teacher Representative: Sarah Billiot

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

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 December 15, 2022, were presented.	The Minutes of December 15, 2022, were accepted as presented.
4. Board Training/Special Guest Presentation:	Dr. Cleve Hill, with input from Dr. Scot Rademaker, presented a one-page report with LAPCS Charter School Conference Tidbits. Legislative Session. LAPCS: Tidbits from the Conference (some redundancy from past conferences) <u>Session 1 with Caroline Roemer: State of the State Politics</u> From surveys conducted by LAPCS: 1. Who is trusted the least with education matters? Politicians 2. Who is trusted the most? Teachers (keep your teachers happy). 3. 81% believe students will catch up post COVID. 4. 35% still think charters are private schools. 5. 32% think charters are for profit. 6. 41% still believe charters take money from traditional public schools. Improve publicity and image: Consider a school name change to better reflect what you do (e. g. MAX SCHOOL FOR DYSLEXIA) and eliminate the word charter from the title. Beware and do not reinforce negative messaging. <u>Session 2: Attorneys from Breazeale, Sachse, and Wilson, LLP</u> Handout for MAX Highlights Rules of Conduct, Discipline, At-Will Employment and others listed in the handbook. To remember: 1. Make sure that if anything is done virtually, develop a policy statement that reads: “What is said and done virtually is the same as	

	if it was performed in an onsite classroom”. 2. Under FMLA, an employee cannot be terminated automatically because all leave has been exhausted. Offer them unpaid leave. 3. Review Louisiana’s Maternity Leave Law 4. For Leave Policies, it is legal to have “Use it or Lose It Policy”. 5. Should have prospective employees sign a” Consent to have a background check performed” policy. 6. For military persons activated, “Placement upon return should be in a position where they would have been reasonably expected to be in had they not gone into the service”. <u>Session 3: Louisiana Charter School Laws with Caroline Roemer and Lee Reed (Adams and Reese)</u> Is MAX getting the per pupil funds it is entitled to? May have to hire a professional to find out... Does every child have an IEP? Per pupil funding can be justified with it. Politically: BESE more split than ever before. Time to build better relationships with BESE members more critical than ever before. Gov. JB Edwards was never a charter school advocate. The next governor may be even more anti-charter school. April 10th – Beginning of Legislative Session	
5. Teacher Representative Report	Teacher Representative, Sarah Billiot, Special Education, reported on the following: • <u>Lower School</u> made significant gains in all measures of or diagnostic testing done at the beginning of the month. Students were able to earn pizza based on their growth. Almost all of the students in 1-3rd grade were able to participate in this. • <u>Middle School</u> has really stepped up the game in work expectations as we approach the final stretch before LEAP testing. These tests helped us to pin point some key areas to focus on, and we are providing interventions in those areas to see even more great growth in the next round of test! • <u>Upper School</u> has added some more passes to help boost some motivation. We did diagnostic testing and are using those results to drive what we do in the classrooms. Nicholls classes EDUC 392 and 382 will be coming to observe and work with students on reading skills in Lower School in February.	
6. Finance Report <u>NOTE:</u> Principal Rodrigue requested permission to give the Principal’s Report (Agenda Item #8) before Agenda Item # 6—the	Financial Report • A. Berthelot presented the December financial statements. • A. Berthelot went over the financials.	

Finance Report--because she had an important meeting.

The MAX Board voted unanimously to allow her to present her report before she left for the NIET (National Institute for Excellence in Teaching meeting/training.

See Agenda Item # 8 for the Principal's Report.

Monthly Recap January 26, 2023

Dec MFP	\$104,542	
Other Sources	<u>80,459</u>	
Total Dec Revenue	\$185,001	
Wages & Benefits	105,663	82.81%
Retiree Benefits	821	0.64%
Other Expenses	<u>21,116</u>	
Total Dec Expenses	<u>127,600</u>	
Dec Profit/(Loss)	<u><u>57,401</u></u>	
YTD Profit/(Loss)	<u><u>5,583</u></u>	

CY Reimbursable Expenses (Awaiting Claims)

Lunch (Dec)	\$ 4,328
IDEA (Dec & Jan)	<u>\$ 6,357</u>
Total CY Reimbursable Expensed	\$ 10,685

Adjusted YTD Profit/(Loss) \$ 16,268

3 YEAR COMPARISON

Prior Year

CASH ACCOUNTS: 12/31/2022 12/31/2021
12/31/2020

Operating Account	\$507,607	\$505,296	\$420,690
Payroll Account	\$ 1,869	\$ 656	\$ 1,027
Special Account –Students	\$ 6,174	\$ 55,572	\$ 29,675
Special Account –School	<u>\$174,201</u>	<u>\$126,289</u>	<u>\$126,085</u>
	<u><u>\$689,851</u></u>	<u><u>\$ 687,813</u></u>	<u><u>\$577,477</u></u>

UPDATES:

- Prepared and distributed W-2's for Tax Year 2022 to employees
- Continuing to receive Super App funds monthly
- Submitted 2nd Quarter Financial Report
- Submitted Super App for SY 23/24
- Started working on Reimbursement Requests for **ESSER** funds from **Achieve! Grant**
 - One request was approved so far – for **\$1,678.00.**

	○ Will claim approximately \$216,000.00 of ESSER funds. <u>GRANTS:</u> L. Crochet reported on the following: Developing Grant Opportunities • The Lorio Foundation ➤ Grant Focus: To purchase additional technology equipment to meet needs of the school Specifically, we are planning to request new technology/laptops for teachers to facilitate online instructional delivery. Also, we would like to request funds to upgrade the school's server.	
	➤ Grant Funding Request: ▪ 12 Microsoft Studio Surface Laptops (teacher laptops) - \$20,075.78 ▪ New Server: Including equipment and labor - \$7,868.00 ▪ Total Technology Funding Request: \$27,943.78 ➤ Grant Funding Announcement/Timeline: The plan is to submit this technology grant application by January 31, 2023, for consideration in 1st Quarter 2023. Funding announcements are usually made within 1-2 months of the application's submission. ➤ In January 2022, the Lorio Foundation awarded MAX over \$40,000 in technology funds. • The Bayou Community Foundation ➤ Grant Focus: To purchase 3D printers and complete setup kits along with a one-year supply of accessories and supplies ➤ Synopsis: Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connects their inside and outside-the-classroom educational experiences in a tangible way. ➤ Grant Funding Request: ➤ Total Technology Funding Request: TBD – approximately \$3,958 ➤ Grant Funding Announcement/Timeline: Grant awards are usually made within 1-2 months after the application period closes. Grants Submitted – Not Awarded • The Danos Foundation ➤ Grant Focus: To purchase 3D printers and complete setup kits along with a one-year supply of accessories and supplies ➤ Synopsis: Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connects their inside and outside the classroom educational experiences in a tangible way.	

Parent Committee Report (PTA) 9. New Board Business 10. Announcements 11. Motion to Go into Executive Session, If Needed	1-5 **Next CABAS Parent Meeting is February 14, 2023 **CABAS Teacher Ranks modules continued in PLC Update on Transportation Plan * Still no other applicant Parent Committee Report: No report None • Our next Board Meeting: Thursday, February 16, 2023*(One week early) • Next PTA Meeting: Tuesday, February 14, 2023 • 2023-2024 MAX Enrollment Period: Wednesday, January 11, 2023-Wednesday, March 22, 2023 • Parent Information Meeting: Tuesday, January 31, 2023, at 5:00 P.M. • Enrollment Lottery: Thursday, March 30, 2023 • National School Choice Week: January 22-28, 2023 • February is Black History Month • Mardi Gras Holidays: February 20-February 24, 2023 • Please consider joining The MAX PTA. Dues are \$5.00. There was a need expressed by J. Giardina to discuss a financial issue pertaining to The MAX. He requested an Executive Session at this point in the meeting. Executive Session ended at about 10: 00 A.M. Once the Executive Session was completed, The MAX Board returned to regular session, and a motion was presented for consideration.	Motion was made by Dr. Steve Welsh, seconded by Larry Howell, to go into an Executive Session to discuss a financial matter pertaining to The MAX. ...Motion passed unanimously. Motion was made by Dr. Al Davis, seconded by Larry Howell, to come out of Executive Session....Motion was passed unanimously. Motion was made by Dr. Al Davis, seconded by Karen Chauvin, that contingent on a donation from The MAX Charter School Foundation, Inc., teachers and paras be awarded a one-time stipend in appreciation for their efforts and hard work. Motion passed unanimously. The Foundation will meet on Thursday, February 16, 2023, immediately after the regular meeting.
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12. Adjournment	Meeting adjourned at 10:15 A.M.	Motion was made by Karen Chauvin, seconded by Larry Howell, to adjourn the meeting... Motion was passed unanimously.
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MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: February 16, 2023

TIME: 9:00 A.M.

PLACE: Home of Jake Giardina

Present: Jake Giardina, Carol “Boo” Broussard, Janice Fabregas, J.J. Buquet, Dr. Al Davis, Dr. Cleve Hill, Dr. Scot Rademaker, and Jason Talbot

Also **present were** Angie Berthelot, Lacy Crochet, and Catherine Jordan.

Absent: Karen Chauvin, Larry Howell, Dr. Steve Welsh, Ashley Chiasson, and Tiffany Hue. **NOTE:** Teacher Representative Taylor Thibodaux and MAX Principal Angelic Rodrigue were unable to attend.

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll	
3. Approval of the Minutes	The Minutes of January 26, 2023, were presented.	The Minutes of January 26, 2023, were accepted as presented.
4.Board Training/Special Guest Presentation	None	
5.Teacher Representative Report	Teacher Representative Taylor Thibodaux, 1st-3rd Grade Science & Social Living, was unable to attend, but A. Berthelot presented her report. <u>Math</u> First Grade – Students are working on their own individualized lessons which consist of counting 1 to 1 correspondence, missing addends, and word problems. Second Grade - Students are working on collecting data and interpreting the data onto graphs. They are building foundational skills in order to prepare for a grade-level standard. Third Grade – Students are wrapping up Unit 1 of their I-Ready curriculum which consists of rounding, adding, and subtracting 3-digit numbers. Fourth & Fifth Grades– Both grade levels are working on a geometry project and will test on the skill this Friday, February 17th. <u>ELA</u> First Grade – Students are working on individualized lessons based on their current reading level-- including letter sounds, blending 3-letter words, reading grade-level words to fluency, and handwriting and typing fundamentals. Second Grade – Individualized lessons taught to second grade--consisting of short and long vowel sounds, blending one and two-syllable words and writing and typing grade-level material. Third Grade – Individualized lessons for third grade-- including vowel teams and consonant digraphs, reading multi-syllable words and words in sentences, and the mechanics of typing to prepare for state testing. Fourth & Fifth Grades – Both grades are working on reading comprehension. Any student that scores below a “C” average will begin testing to see if the student has incidental learning (the ability to learn.) Upper Grade – Students are working on writing across curricula and are being assessed for “naming” protocols. <u>Social Living</u> First Grade – Students have just learned how to distinguish between goods and services and	

	will soon be moving on to identify ways to save money. Second Grade – Students are using basic economic principles to provide examples of how money and barter are used to obtain goods and services. Third Grade – Students are focusing on Louisiana culture in preparation for the Mardi Gras holiday. Middle & Upper Grades – Students are working on writing across curricula and are being assessed for “naming” protocols.																																																																						
6. Finance Report	Financial Report • A. Berthelot presented the January financial statements. • A. Berthelot went over the financials. Monthly Recap February 16, 2023 <table><tr><td>Jan MFP</td><td>\$104,542</td><td></td></tr><tr><td>Other Sources</td><td><u>9,775</u></td><td></td></tr><tr><td>Total Jan Revenue</td><td>\$114,317</td><td></td></tr><tr><td>Wages & Benefits</td><td>101,968</td><td>87.11%</td></tr><tr><td>Retiree Benefits</td><td>858</td><td>0.73%</td></tr><tr><td>Other Expenses</td><td><u>14,234</u></td><td></td></tr><tr><td>Total Jan Expenses</td><td><u>117,060</u></td><td></td></tr><tr><td>Dec Profit/(Loss)</td><td><u>(2,743)</u></td><td></td></tr><tr><td>YTD Profit/(Loss)</td><td><u>2,840</u></td><td></td></tr></table> CY Reimbursable Expenses (Awaiting Claims) <table><tr><td>Lunch (Dec) Cleared in Feb.</td><td>\$ 1,496</td><td></td></tr><tr><td>Lunch (Jan) Awaiting Approval</td><td>\$ 5,230</td><td></td></tr><tr><td>IDEA (Dec & Jan) Cleared in Feb.</td><td>\$ 6,357</td><td></td></tr><tr><td>IDEA (Feb) Awaiting Approval</td><td><u>\$ 4,048</u></td><td></td></tr><tr><td>Total CY Reimbursable Expenses</td><td>\$ 17,131</td><td></td></tr><tr><td>Adjusted YTD Profit/(Loss)</td><td><u>\$ 19,971</u></td><td></td></tr></table> 3-YEAR COMPARISON Prior Year <table><tr><td>CASH ACCOUNTS:</td><td>1/31/2023</td><td>1/31/2022</td><td>1/31/2021</td></tr><tr><td>Operating Account</td><td>\$500,132</td><td>\$511,249</td><td>\$420,521</td></tr><tr><td>Payroll Account</td><td>\$ 1,889</td><td>\$ 761</td><td>\$ 802</td></tr><tr><td>Special Account –Students</td><td>\$ 6,257</td><td>\$ 51,216</td><td>\$ 33,078</td></tr><tr><td>Special Account –School</td><td><u>\$174,496</u></td><td><u>\$126,294</u></td><td><u>\$126,129</u></td></tr><tr><td></td><td><u>\$682,774</u></td><td><u>\$ 689,520</u></td><td><u>\$580,530</u></td></tr></table> UPDATES: ○ Will be attending OGB training in Baton Rouge this Friday, February 17... ○ Will be attending LAPCS Winter/Spring Bottom Line Event in Baton Rouge on	Jan MFP	\$104,542		Other Sources	<u>9,775</u>		Total Jan Revenue	\$114,317		Wages & Benefits	101,968	87.11%	Retiree Benefits	858	0.73%	Other Expenses	<u>14,234</u>		Total Jan Expenses	<u>117,060</u>		Dec Profit/(Loss)	<u>(2,743)</u>		YTD Profit/(Loss)	<u>2,840</u>		Lunch (Dec) Cleared in Feb.	\$ 1,496		Lunch (Jan) Awaiting Approval	\$ 5,230		IDEA (Dec & Jan) Cleared in Feb.	\$ 6,357		IDEA (Feb) Awaiting Approval	<u>\$ 4,048</u>		Total CY Reimbursable Expenses	\$ 17,131		Adjusted YTD Profit/(Loss)	<u>\$ 19,971</u>		CASH ACCOUNTS:	1/31/2023	1/31/2022	1/31/2021	Operating Account	\$500,132	\$511,249	\$420,521	Payroll Account	\$ 1,889	\$ 761	\$ 802	Special Account –Students	\$ 6,257	\$ 51,216	\$ 33,078	Special Account –School	<u>\$174,496</u>	<u>\$126,294</u>	<u>\$126,129</u>		<u>\$682,774</u>	<u>\$ 689,520</u>	<u>\$580,530</u>	
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Adjusted YTD Profit/(Loss)	<u>\$ 19,971</u>																																																																						
CASH ACCOUNTS:	1/31/2023	1/31/2022	1/31/2021																																																																				
Operating Account	\$500,132	\$511,249	\$420,521																																																																				
Payroll Account	\$ 1,889	\$ 761	\$ 802																																																																				
Special Account –Students	\$ 6,257	\$ 51,216	\$ 33,078																																																																				
Special Account –School	<u>\$174,496</u>	<u>\$126,294</u>	<u>\$126,129</u>																																																																				
	<u>\$682,774</u>	<u>\$ 689,520</u>	<u>\$580,530</u>																																																																				

Thursday, March 9...

- Catherine Jordan and I will be attending the 2023 **LASBO** Spring Conference in Lafayette on Wednesday and Thursday, March 22-23, 2023.
- LaPorte – Auditor was here Tuesday, Feb. 14, and collected all the finalizing info and documents for SY 21/22 Audit. He will be sending final audit documents before the end of February.

****FINALLY, we have some progress with reimbursements from the 2021 Achieve! Application.**

ESSER II Formula	\$ 62,859
ESSER II Incentive	\$ 874
ESSER III Formula	\$ 10,131
ESSER IIIEB Interventions	\$ 38,837
IDEA 611 ARP	<u>\$ 4,955</u>
Funds received in Feb. 2022	\$ 117,656

GRANTS:

L. Crochet reported on the following:

Grants Submitted

- **The Lorio Foundation**

- **Grant Focus:** To purchase additional technology equipment to meet needs of the school...Specifically, we are planning to request new technology/laptops for teachers to facilitate online instructional delivery. Also, we would like to request funds to upgrade the school's server.
- **Grant Funding Request:**
 - 12 Microsoft Studio Surface Laptops (teacher laptops) - \$20,075.78
 - New Server: Including equipment and labor - \$7,868.00
 - **Total Technology Funding Request: \$27,943.78**
- **Grant Funding Announcement/Timeline:** The plan is to submit this technology grant application by January 31, 2023, for consideration in 1st Quarter 2023. Funding announcements are usually made within 1-2 months of the application's submission.

During the meeting the Board was advised the grant had been awarded!

Developing/Potential Grant Opportunities

- **The Bayou Community Foundation**

- **Grant Focus:** To purchase 3D printers and complete setup kits along with a one-year supply of accessories and supplies
- **Synopsis:** Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connect their inside and outside-the-classroom educational experiences in a tangible way.
- **Grant Funding Request:**
- **Total Technology Funding Request:** TBD – approximately \$3,958
- **Grant Funding Announcement/Timeline:** Grant awards are usually made within 1-2 months after the application period closes.

	• The Joe W. and Dorothy Dorsett Brown Foundation ○ Grant Focus: All budgetary items must directly impact STEM education in K-12 schools. Examples include: Paid professional development, curriculum models, STEM kits, STEM conferences, transportation, consumable materials, equipment, and on-going STEM programs that enrich curriculum. ○ Grant Funding Request: TBD – Grant requests may be for any amount up to \$20,000. ○ Submission Deadline: March 15, 2023, by mail ○ Grant Funding Announcement/Timeline: Not funded Other MAX/Nicholls Updates: • MAX-Nicholls Partnership Action Committee: ○ Committee is meeting once a month to ensure progress toward goals is being attained. ○ The Memorandum of Understanding between The MAX Charter School and Nicholls State University was renewed on Monday, February 13, 2023. ▪ The MOU was renewed for a five-year period until February 13, 2028. ▪ A press release/photo opportunity is being prepared by Nicholls Marketing and Communications Department. Building and Sites No Report	
7. Ad-Hoc Committee/ Coordinator Reports/Updates 8. Other Reports	• Update/Progress on Revision/Renewal of <u>Memorandum of Understanding</u>. ○ The Memorandum of Understanding between The MAX Charter School and Nicholls State University was renewed on Monday, February 13, 2023, for a period of five (5) years. Principal's Report Principal A. Rodrigue was unable to attend. A. Berthelot read her report. **Principal's Personal Announcements/Comments ○ Mardi Gras break is February 20-24, 2023. ○ PSYC 520 students are working at The MAX in February. ○ EDUC 392 and 382 students will be returning to work with students and observing. ○ The MAX is wrapping up the Book Fair this week. ○ The MAX is getting ready for LEAP testing at the end of April. **Update on Enrollment ○ The 2023-2024 Application Window is January 11-March 22. ○ Prospective Parents Meeting was held January 31, 2023. We had a good turnout. **Progress on Continued CABAS Implementation in the School ○ Dr. Weber is at The MAX with Dr. Gautreaux this week. ○ Next CABAS Parent meeting is tonight, February 16, 2023, at 6:00P.M. in Room 237 of Hill Hall. ○ CABAS Teacher Ranks modules continue in PLC. ○ Two teachers Maddi Benoit and Taylor Thibodeaux have committed to present at the Third Coast ABA Conference on March 31-April 1. ○ Dr. Gautreaux will be presenting with some of our teachers on the work at The MAX	

	at the International ABA Conference in Denver. **Update on Transportation Plan ○ Still no other applicant **Parent Committee Report: ○ PTA meeting will be held tonight, February 16, at 6:00 P.M. None	
9. New Board Business		
10. Announcements	• Our next Board Meeting: Thursday, March 30, 2023 • Next PTA Meeting: Tuesday, March 14, 2023 • 2023-2024 MAX Enrollment Period: Wednesday, January 11, 2023-Wednesday, March 22, 2023 • Parent Information Meeting: Tuesday, January 31, 2023, at 5:00 P.M. • Enrollment Lottery: Thursday, March 30, 2023 • February: Black History Month • Mardi Gras Holidays: February 20-February 24, 2023 • Please consider joining The MAX PTA. Dues are \$5.00.	
11. Motion to Go into Executive Session	None	
12. Adjournment	Meeting adjourned at 9:40 A.M.	Motion was made by J. Fabregas, seconded by J.J. Buquet, to adjourn the meeting... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: March 30, 2023

TIME: 9:00 A.M.

PLACE: MAX Charter School

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Dr. Al Davis, Larry Howell, Janice Fabregas, Dr. Scot Rademaker, and Jason Talbot

Also **present were** Angelic Rodrigue, Angie Berthelot, and Catherine Jordan.

Teacher Representative: Taylor Rodrigue-Brannon

Absent: J.J. Buquet, Dr. Cleveland Hill, Dr. Steve Welsh, Ashley Chiasson, and Tiffany Hue

Note: Lacey Crochet was unable to attend.

AGENDA	RECOMMENDATION	
1. Call to Order	J. Giardina called the meeting to order at 9:00 A.M.	
2. Roll Call	J. Giardina called the roll.	
3. Approval of the Minutes	The Minutes of February 16, 2023, were presented. C. Broussard noted that there was an error in the Minutes under the Principal’s Report. Taylor Thibodeaux should have been Taylor Rodrigue-Brannon.	The Minutes of February 16, 2023, were accepted as presented with the noted name change to be made.
4.Board Training/Special Guest Presentation:	None	
5.Teacher Representative Report	Teacher Representative: Taylor Rodrigue-Brannon, English 4th & 5th Grade Teacher, reported on the following: <u>Lower School (Social Studies/Science</u> First Grade: The students in first grade have recently mastered social studies materials in relation to government and citizenship. We are currently moving back to science lessons where we will learn about the spinning earth and how we have daytime and nighttime. Second Grade: Second grade is transitioning into science lessons related to changing landforms. They recently completed social studies lessons where they learned about political leaders and the three branches of government. Third Grade: The students have mastered materials about Louisiana’s history and the early explorers. Just like first and second grade, third will be transitioning to science where they will learn about environments and survival. Middle School: Working on reading comprehension... With the beginning of the 4th nine weeks quickly approaching, we are transitioning to preparing our students for behavioral expectations during LEAP testing and for next school year. We are sending out a new behavior contract for students, parents, and other teachers to sign pertaining to these expectations. Upper School ELA: Working on inducing bidirectional naming in ELA...	

6. Finance Report

Financial Report

- A. Berthelot presented the February financial statements.
- A. Berthelot went over the financials.

Monthly Recap

March 30, 2023

February MFP	<u>\$104,542</u>	
Other Sources	<u>152,762</u>	(91% ESSER Funds)
Total February Revenue	<u>\$257,304</u>	

Wages & Benefits	<u>106,219</u>	86.16%
Retiree Benefits	<u>858</u>	0.70%
Other Expenses	16,210	
Total Feb Expenses	<u>123,287</u>	
Feb Profit/(Loss)	<u>134,017</u>	

YTD Profit/(Loss)	<u>136,857</u>
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CY Reimbursable Expenses (Awaiting Claims)

Lunch (Jan) Cleared March 13	\$ 5,230
Lunch (Feb) Awaiting Approval	\$ 4,427
Title I (Mar) Cleared March 22	\$ 2,514
IDEA (Feb) Cleared March 1	\$ 4,048
IDEA (Mar) Cleared March 20	\$ 2,505
Total CY Reimbursable Expenses	\$ 18,724

Adjusted YTD Profit/(Loss)	<u>\$ 155,581</u>
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3-YEAR COMPARISON

<u>CASH ACCOUNTS:</u>	<u>2/28/2023</u>	<u>2/28/2022</u>	<u>2/28/2021</u>
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<u>Operating Account</u>	\$630,540	\$506,667	\$478,503
<u>Payroll Account</u>	\$ 1,917	\$ 914	\$ 811
<u>Special Account –Students</u>	\$ 8,731	\$ 51,232	\$ 42,502
<u>Special Account –School</u>	<u>\$174,764</u>	<u>\$126,299</u>	<u>\$126,153</u>
	<u>\$815,952</u>	<u>\$ 685,112</u>	<u>\$647,969</u>

UPDATES:

- Attended **LAPCS Winter/Spring Bottom Line** event in BR on March 9th...
- Catherine and I attended the **2023 LASBRO Spring Conference** in Lafayette last week.
- LaPorte Audit for SY 21/22 is complete.
- SY 23/24 Super App has been approved by LDOE.
- Mr. Cam Morvant presented the **LORIO Foundation Grant Award** on Monday.

****The conferences were very informative to both Angie and Catherine.**

Achieve! Application Reimbursements	YTD (Feb)	Mar 23	Left to Claim
ESSER II Formula	\$ 67,726	\$ 3,075	\$ 19,407
ESSER II Incentive	\$ 874	\$ -	\$ 26
ESSER III Formula	\$ 25,114	\$87,437	\$ 49,763
ESSER III Incentive	\$ -	\$ -	\$ 6,600
ESSER IIIEB Interventions	\$ 40,515	\$ -	\$ -
IDEA 611 ARP	<u>\$ 4,955</u>	<u>\$ -</u>	<u>\$ 911</u>
	\$ 139,184	\$ 90,512	\$ 76,707

GRANTS:

In L. Crochet's absence, the following report was given to the Board members:

Grants Awarded

- **The Lorio Foundation**
 - **Grant Focus:** To purchase additional technology equipment to meet needs of the school...Specifically, we are planning to request new technology/laptops for teachers to facilitate online instructional delivery. Also, we would like to request funds to upgrade the school's server.
 - **Grant Funding Request:**
 - 12 Microsoft Studio Surface Laptops (teacher laptops) - **\$20,075.78**
 - New Server: Including equipment and labor - **\$7,868.00**
 - **Total Technology Funding Request: \$27,943.78**
 - Grant Funding Announcement/Timeline: **The grant was awarded to The MAX.**

Grants Submitted

- **The Bayou Community Foundation – Phase 1: Initial Grant Request (LOI) Submitted on March 1, 2023.**
 - **Grant Focus:** To purchase 3-D printers and complete setup kits along with a one-year supply of accessories and supplies...
 - **Synopsis:** Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connect their inside and outside-the-classroom education experiences in a tangible way.
 - **Grant Funding Request:**
 - **Total Technology Funding Request: \$3,958**
 - **Grant Funding Announcement/Timeline:** Grant awards are usually made within 1-2 months after the application period closes.

Other MAX/Nicholls Updates:

- **MAX-Nicholls Partnership Action Committee:**
 - Meeting once a month to ensure progress toward goals is being attained...
 - The **Memorandum of Understanding** between The MAX Charter School and Nicholls State University was renewed on Monday, February 13, 2023.
 - It was renewed for a five-year period until February 13, 2028.
 - Below is a link to the press release/photo opportunity prepared by Nicholls Marketing and Communications Department:

	❖ https://www.nicholls.edu/news/2023/03/03/nicholls-max-charter-school-renew-five-year-partnership/ <u>Building and Sites</u> Principal A. Rodrigue had a concern and made a request regarding lighting for the parking lot.	Dr. A. Davis suggested that the MAX Board could write a letter to Nicholls directed to Brian Clausen who is in charge of Safety to see what can be done to get lighting on The MAX parking lot.
7. Ad-Hoc Committee/Coordinator Reports/Updates	Public Relations/Publicity Report (See report.) C. Broussard reported on the following: - The <i>Memorandum of Understanding</i> between The MAX Charter School and Nicholls State University was renewed and signed on Monday, February 13, 2023, for a period of five (5) years. This document will expire on Monday, February 13, 2028. - The Nicholls Marketing and Communications Department prepared a very informative press release and a photo opportunity. - The selected photograph, along with a really nice article, was published between March 3 and March 15 a minimum of three (3) times since the signing in various publications at Nicholls State University – <i>Inside Nicholls State University</i> and in The Nicholls Alumni Federation’s <i>Connected Colonels Newsletter</i>. It also appeared in Google, Facebook and Twitter.	
8. Other Reports	Principal A. Rodrigue reported on the following: Principal’s Personal Announcements/Comments - Easter break will be April 7th-14th, 2023. - The Book Fair profited \$1,578.60. - We are getting ready for testing at the end of April. - We have requested rooms from Nicholls so students will not be sent home. A platoon model will be followed. - Volunteers are needed to help with testing. - The proposed calendar for the 2023-2024 School Year needs MAX Board approval. 177 Instructional Days & 6 Staff/Record Days... Update on Enrollment - The 2023-24 Application Window closed March 22 with 29 applicants. 20 were found eligible, 19 received offers, and one was waitlisted. - Projected enrollment to date is 106: 1st 8 2nd 11 3rd 12 4th 12	A motion was made by K. Chauvin, seconded by J. Talbot, to accept the MAX Charter School Academic Calendar for 2023/ 2024 as presented ...Motion was passed unanimously.

	○ 5th 17 ○ 6th 20 ○ 7th 15 ○ 8th 11 ▪ We are keeping an eye on eligibility to our mission. ▪ We still have openings for eligible students in 5th grade. Progress on Continued CABAS Implementation in the School • Dr. Gautreaux is presenting our work toward Teacher 1 rank. • Two (2) teachers will present at the Third Coast ABA on March 31-April 1, 2023. • Dr. Gautreaux will be presenting, along with some of our teachers, at the International ABA Conference in Denver on the work at The MAX • Summer School will be May 30th – June 22nd, 2023. Update on Transportation Plan • Still no other applicant Parent Committee Report: None	
9. New Board Business	None	
10. Announcements	Our Next Monthly Board Meeting: Thursday, April 27, 2023 Easter Break: Friday, April 7 – Friday, April 14, 2023	
11. Motion to Go Into Executive Session, if Needed	None needed	
12. Adjournment	Meeting adjourned at 9:46 AM .	Motion was made by L. Howell, seconded by Dr. A. Davis, to adjourn the meeting ... Motion was passed unanimously.

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: April 27, 2023

TIME: 9:00 A.M.

PLACE: Home of Jake Giardina

Present: Jake Giardina, Karen Chauvin, Carol “Boo” Broussard, Janice Fabregas, Dr. Al Davis, Dr. Cleve Hill, Larry Howell, Dr. Scot Rademaker, and Jason Talbot
Also present was Angie Berthelot. **Note:** Principal Angelic Rodrigue was unable to attend due to **LEAP** testing.

Absent: J.J. Buquet, Dr. Steve Welsh, Ashley Chiasson, and Tiffany Hue... **Note:** Lacey Crochet & Catherine Jordan were unable to attend.

AGENDA	RECOMMENDATION(S)																												
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 30, 2023, were presented.	The Minutes of March 30, 2023, were accepted as presented.																											
4.Board Training/Special Guest Presentation:	None																												
5.Teacher Representative Report	Teacher Representative, Sarrah Gore, 6th-8th Grade ELA teacher, was not present at the meeting. Her report was read by A. Berthelot. <u>Lower School:</u> Practicing behaviors related to the LEAP with focus on making sure that 3rd grade is ready to test since this is their first one... Still working on closing gaps using MEI.. <u>Middle School:</u> Working on LEAP behaviors and academics... Learners have seen behavioral and academic growth. <u>Upper School:</u> Working on LEAP prep as well (academic and behavioral...) Also working on inducing naming using MEI...																												
6. Finance Report	<u>Financial Report</u> A. Berthelot presented the April financial statements. A. Berthelot went over the financials. Monthly Recap April 27, 2023 <table> <tr> <td>March MFP</td><td>\$ 95,315</td><td></td></tr> <tr> <td>Other Sources</td><td><u>157,269</u></td><td></td></tr> <tr> <td>Total March Revenue</td><td>\$252,584</td><td></td></tr> <tr> <td>Wages & Benefits</td><td>118,040</td><td>66.53%</td></tr> <tr> <td>Retiree Benefits</td><td>858</td><td>0.48%</td></tr> <tr> <td>Other Expenses</td><td><u>58,536</u></td><td></td></tr> <tr> <td>Total March Expenses</td><td><u>177,434</u></td><td></td></tr> <tr> <td>March Profit/(Loss)</td><td><u>75,150</u></td><td></td></tr> <tr> <td>YTD Profit/(Loss)</td><td><u>212,113</u></td><td></td></tr> </table>	March MFP	\$ 95,315		Other Sources	<u>157,269</u>		Total March Revenue	\$252,584		Wages & Benefits	118,040	66.53%	Retiree Benefits	858	0.48%	Other Expenses	<u>58,536</u>		Total March Expenses	<u>177,434</u>		March Profit/(Loss)	<u>75,150</u>		YTD Profit/(Loss)	<u>212,113</u>		
March MFP	\$ 95,315																												
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Total March Expenses	<u>177,434</u>																												
March Profit/(Loss)	<u>75,150</u>																												
YTD Profit/(Loss)	<u>212,113</u>																												

CY Reimbursable Expenses (Awaiting Claims)

Lunch (Feb) – Cleared April 5	\$ 4,427
Lunch (Mar) – Cleared April 24	\$ 6,360
Title I (Apr) - Awaiting Approval	\$ 3,280
IDEA (Apr) - Approved April 20	\$ 4,847
Total CY Reimbursable Expenses	<u>\$ 18,914</u>

Adjusted YTD Profit/(Loss) \$ 231,027

3-YEAR COMPARISON

CASH ACCOUNTS: 3/31/2023 3/31/2022 3/31/2021

<u>Operating Account</u>	\$707,442	\$517,670	\$474,874
<u>Payroll Account</u>	\$ 2,053	\$ 848	\$ 800
<u>Special Account –Students</u>	\$ 6,589	\$ 52,526	\$ 49,397
<u>Special Account –School</u>	<u>\$175,061</u>	<u>\$ 126,305</u>	<u>\$126,180</u>
	<u>\$891,145</u>	<u>\$697,349</u>	<u>\$651,251</u>

UPDATES:

- Submitted SY 22/23 Super App Amendment
- Submitted 3rd Quarter Financial Report
- Working on ***Achieve!*** Amendment to budget remaining **ESSER** Funds

<i>Achieve!</i> Application Reimbursements	YTD	Left to Claim
ESSER II Formula	\$ 70,801	\$ 19,407
ESSER II Incentive	\$ 874	\$ 26
ESSER III Formula	\$ 112,551	\$ 49,763
ESSER III Incentive	\$ -	\$ 6,600
ESSER IIIIEB Interventions	\$ 40,515	\$ -
IDEA 611 ARP	<u>\$ 4,955</u>	<u>\$ 911</u>
	<u>\$229,696</u>	<u>\$ 76,707</u>

GRANTS:

In L. Crochet's absence, the following report was given to the Board members:

Grants Submitted

- **The Bayou Community Foundation**
 - **Phase 2:** On Friday, April 21, 2023, MAX Charter School received notification that BCF's Grant Committee was inviting us to submit a full grant application for Utilizing Technology to Implement Project-Based Learning and Problem Solving.
 - **Grant Funding Announcement/Timeline:** The deadline to submit the completed application in **BCF's** online grant system is **11:50 P.M. on Friday, May 12, 2023.**
 - Grant awards are usually made within 1-2 months after the application period closes.

Initial Phase 1

- **Phase 1:** On Wednesday, March 1, 2023, MAX Charter School submitted its **Initial Grant Request (LOI)**

	➤ Grant Focus: To purchase 3D printers and complete setup kits along with a one-year supply of accessories and supplies ➤ Synopsis: Funding will be utilized to purchase 3D printers and supplies to implement project-based learning within the classroom. Our target is to get students engaged in creating the products and outcomes, which connects their inside and outside-the-classroom educational experiences in a tangible way. ➤ Grant Funding Request: ➤ Total Technology Funding Request: \$3,958 ➤ Grant Funding Announcement/Timeline: Grant awards are usually made within 1-2 months after the application period closes. Grants Awarded • <u>The Lorio Foundation</u> ➤ Grant Funding Request: ▪ 12 Microsoft Studio Surface Laptops (teacher laptops) - \$20,075.78 ▪ New Server: Including equipment and labor - \$7,868.00 ▪ Total Technology Funding Request: \$27,943.78 ➤ Grant Funding Announcement/Timeline: The grant was awarded to MAX. Other MAX/NichollsUpdates: • MAX-Nicholls Partnership Action Committee: ➤ Meeting once a month to ensure progress toward goals is being attained <u>Building and Sites</u> No report	
7. Ad-Hoc Committee Coordinator Reports/Updates	No report	

8. Other Reports	*Principal's Report Principal A. Rodrigue was not in attendance, but the following report was given to the Board. --Principal's Personal Announcements/Comments ➤ Teacher Appreciation will be next week. ➤ Field Trip is scheduled for May 23rd to the Audubon Zoo. ➤ Teachers are planning a fun activity for the afternoon of May 24th. ➤ Awards and 8th Grade Graduation will be at 9:00 A.M. on Thursday, May 25th in Peltier Auditorium. --Update on LEAP Testing ➤ LEAP Testing starts on Wednesday, April 26th, with 7th and 3rd Grade— All students come to MAX. ➤ On Thursday, May 4th, the 8th Grade has testing (and 3rd grade continues) -- All students come to MAX. ➤ On Thursday, May 11th, the 4th, 5th and 6th Grades have testing. All the other grades will be escorted to Geaux Hall for continued instruction. ▪ Thanks to the faculty in Geaux Hall! Thanks, also, to Ms. Lilah Tauzin in Geaux Hall for coordinating engaging science lessons for our upper grades while they are there. --Progress on Continued CABAS Implementation in the School ➤ Dr. Gautreaux, along with Angelique Rodrigue, Maddi Benoit, and Taylor Rodrigue, gave a presentation on MAX at CASP on April 25th. ➤ We are working on getting a student teacher and Pre-Counseling interns into MAX. --Summer Learning Program: ➤ Registration from April 5-May 19 ➤ Currently nineteen (19) are registered, including newly admitted. ➤ Dates: Tuesday, May 30th – Thursday, June 22nd ➤ Reading and Math Intervention will take place in the morning, Science and STEAM will take place in the afternoon --Update on Transportation Plan. • Still No Other Applicant	
	Parent Committee Report: --Tiffany Hue sent an email to all MAX Board members, along with a flyer announcing the 11th Annual Opera Production entitled <i>Hansel and Gretel</i>. Four (4) MAX students—Layne Hue, Kolston Eschette, Harold Callais, and Micheala Banks-- participated in the production put on by Nicholls State University Department of Music. --B. Broussard gave thanks to J. Talbot and the Nicholls State University Marketing and Communications Department for its well-written article that was sent to the Board members via email.	

9. New Board Business	--Dr. S. Rademaker, J. Talbot, and several of the Nicholls State University faculty were in Baton Rouge last week to attend a dyslexia symposium held by the Board of Regents working with the mandate for having a course in dyslexia across the system. --J. Talbot presented and talked about programs and things the Dyslexia Center has been doing. This was well received by the Board of Regents. --This information led to a discussion regarding the changing of the school's name to MAX Academy at Nicholls State University. --Board members realized that in order to do this, we had to get permission/authorization from BESE, from Nicholls State University, and possibly other entities. --We also discussed getting a sales person or having a marketing plan of sorts to promote the MAX partnership with Nicholls State University under our most recent MOU.	After discussions concerning changing the school's name to MAX Academy at Nicholls State University, it was recommended that the following steps should be taken and addressed: 1. Write a letter to Dr. Clune at Nicholls State University regarding this matter, asking for permission to change the school's name to MAX Academy at Nicholls State University. - o Jason Talbot offered to write the letter and submit it to the Board for editing and approval before giving it to Dr. Clune. 2. Once the letter is written and approved by Dr. Clune, the request needs to go through the BESE Board via a CHARTER CONTRACT AMENDMENT REQUEST FORM that must include a copy of the minutes where the request was approved by the Board. 3. The Board felt that a need exists for a sales person for the MAX as well as Nicholls State University. - o The question arose, "How do we supplement a person with a marketing background?" Before proceeding, a motion was needed and made by K. Chauvin, seconded by J. Talbot, to request a change in the name of the school to MAX Academy at Nicholls State University... Motion was passed unanimously.
10. Announcements	--Our next Monthly Board Meeting: Thursday, May 18, 2023 – Moved up one week – at Jake's house --Eighth Grade "Graduation" – Thursday, May 25, 2023, at Peltier Auditorium, Nicholls State University, at 9:00 A.M. National Charter Schools Week – May 7 – May 23, 2023	

11. Motion to Go Into Executive Session, If Needed	None needed	
12. Adjournment	Meeting adjourned at 10:42 AM.	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

DATE: May 18, 2023

TIME: 9:00 A.M.

PLACE: Home of Jake Giardina

Present: Jake Giardina, Carol “Boo” Broussard, Dr. Al Davis, Dr. Cleve Hill, Larry Howell, Janice Fabregas, Dr. Scot Rademaker, Jason Talbot, Dr. Steve Welsh, J.J. Buquet, Tiffany Hue, and new parent representative Melissa Eschette

Also present were Angelic Rodrigue, Angie Berthelot, Lacey Crochet, and Catherine Jordan **SPECIAL GUESTS:** Andrea Bergeron, Makenzie Patterson, and Olivia Hebert

Absent: Karen Chauvin

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 27, 2023, were presented.	The Minutes of April 27, 2023, were accepted as presented.									
4.Board Training/Special Guest Presentation:	None										
5.Teacher Representative Report	Teacher Representative Jeni Kirby, 6th, 7th, & 8th Grade Social Studies teacher, was not present at the meeting. Her report was read by Principal Angelic Rodrigue. Social Studies students for Upper 7th and 8th Grade are working on virtual learning packets. These packets include material on ancient Egypt and a political cartoon. The ancient Egypt worksheets consist of two reading passages with questions. The political cartoon is from a current event which is analyzed using the T.A.C.O.S. Method. T.A.C.O.S. stands for <u>t</u>ime, <u>a</u>ction, <u>c</u>aption, <u>o</u>bject, and <u>s</u>ummary. Students learned that they have to analyze the picture to determine the time in which the cartoon was drawn and what is happening in the picture. They must read and write each caption, list the objects in the picture, and summarize their observances. This method was discussed for two weeks and students had to find ten (10) different political cartoons to analyze using this method. 6th Grade worked on LEAP practice worksheets, learned how to answer LEAP questions using testing skills that we discussed in class. They also learned the T.A.C.O.S. Method while 7th and 8th grade tested. On May 19, 2023, they will learn how to analyze historical leaders and will do a research project on a leader of their choice. This project will carry over onto the 7th and 8th graders when they return from virtual learning.										
6. Finance Report	<u>Financial Report</u> A. Berthelot presented the May financial statements. A. Berthelot went over the financials. Monthly Recap May 18, 2023 <table><tr><td>April MFP</td><td>\$ 95,315</td></tr><tr><td>Other Sources</td><td><u>19,622</u></td></tr><tr><td>Total April Revenue</td><td>\$114,937</td></tr></table> <table><tr><td>Wages & Benefits</td><td>78,718</td><td>61.85%</td></tr></table>	April MFP	\$ 95,315	Other Sources	<u>19,622</u>	Total April Revenue	\$114,937	Wages & Benefits	78,718	61.85%	
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Total April Revenue	\$114,937										
Wages & Benefits	78,718	61.85%									

	Retiree Benefits	858	0.67%	
	Other Expenses	<u>47,692</u>		
	Total April Expenses	<u>127,268</u>		
	April Profit/(Loss)	<u>(12,331)</u>		
	YTD Profit/(Loss)	<u>199,782</u>		
	<u>CY Reimbursable Expenses (Awaiting Claims)</u>			
	Lunch (April) – Awaiting Approval	\$	4,518	
	Title I - Awaiting Amendment Approval			
	IDEA (May) - Awaiting Amendment Approval			
	Total CY Reimbursable Expenses	<u>\$</u>	<u>4,518</u>	
	Adjusted YTD Profit/(Loss)	<u>\$</u>	<u>204,300</u>	
	3-YEAR COMPARISON			
	CASH ACCOUNTS:	4/30/2023	4/30/2022	4/30//2021
	<u>Operating Account</u>	\$694,067	\$510,579	\$500,691
	<u>Payroll Account</u>	\$ 2,059	\$ 576	\$ 239
	<u>Special Account –Students</u>	\$ 6,589	\$ 52,532	\$ 49,721
	<u>Special Account –School</u>	<u>\$175,147</u>	<u>\$126,310</u>	<u>\$126,205</u>
		<u>\$877,862</u>	<u>\$689,997</u>	<u>\$676,856</u>
	<u>UPDATES:</u>			
	Submitted SY 23/24 Super App Amendment. Waiting on approval...			
	Submitted <i>Achieve!</i> Amendment to budget remaining ESSER Funds...			
	Working on Budget for SY 2023/2024...			
	Super App funds for SY 2023/2024 are available for budgeting. Working on Amendment...			
	Looking into Salary Schedule for positions other than teachers (paras, IT, secretary, custodians, etc.)...			
	Insurance proposal for renewal was quoted at \$48,000 .			
	<i>Achieve!</i> Application Reimbursements	YTD	Left to Claim	
		\$229,696	\$ 76,707	
	Andrea Bergeron spoke to the Board about the possibility of once again having the 5K Race as a fundraiser.			
	McKenzie Patterson and Olivia Hebert, two Nicholls students, were also present and suggested that their Sorority Delta Zeta would like to help with the MAX Fundraiser as a Community Service Project. Their sorority would be willing to help with funding, PR, PR dates, volunteers, etc.			
	<u>GRANTS</u>			
	L. Crochet’s reported on the following:			
				J. Giardina asked that McKenzie prepare a proposal and submit it to the MAX Board for review.

	Grants Submitted • The Bayou Community Foundation (Phase 1: Initial Grant Request (LOI) Submitted on March 1, 2023.) Phase 2: On Friday, April 21, 2023, MAX Charter School received notification that BCF's Grant Committee was inviting us to submit a full grant application for Utilizing Technology to Implement Project-Based Learning and Problem Solving. The full grant application was submitted on Friday, May 12, 2023. ○ Grant Focus: To purchase 3D printers and complete setup kits along with a one-year supply of accessories and supplies. ○ Synopsis: Funding will be utilized to purchase 3D printers and supplies to implement multisensory, project-based learning within the classroom. In the classroom, 3D printers enable students to take a project from the idea phase to conceptualization, which invokes their imaginations and their cognitive functions. For years, research has shown that one way to increase student engagement and improve educational outcomes is to provide activities that involve multisensory and manipulative-based learning. By their very nature, 3D printing projects actively engage all of a student's five senses while simultaneously utilizing manipulatives, which are tangible tools designed to capture and hold student's attention by facilitating hands-on engagement in classroom activities. ○ Grant Funding Request: ▪ Total Technology Funding Request: \$3,958 ○ Grant Funding Announcement/Timeline: Grant awards are usually made within 1-2 months after the application period closes Grants Awarded • <u>The Lorio Foundation</u> ○ Grant Funding Request: ▪ 12 Microsoft Studio Surface Laptops (teacher laptops) - \$20,075.78 ▪ New Server: Including equipment and labor - \$7,868.00 ▪ Total Technology Funding Request: \$27,943.78 ○ Grant Funding Announcement/Timeline: The grant was awarded to MAX. Other MAX/Nicholls Updates: • MAX-Nicholls Partnership Action Committee: Meeting once each month to ensure progress toward goals is being attained. <u>Building and Sites</u> Awning in front of the building was hit by a delivery truck and needs to be fixed.	
7. Ad-Hoc Committee Coordinator Reports/Updates	• Update on Letter and/or Meeting with Dr. Clune/Any Other Progress Reports Regarding MAX Academy at Nicholls State University ○ J. Talbot reported that the letter to Dr. Clune was well received, and he's waiting on Dr. Clune to respond. ○ The application for the school's name change needs to be done. • Proposal to Renew Membership in LAPCS ○ B. Broussard asked that the Board approve the renewal of the membership in LAPCS ▪ Anticipating a unanimous response, A. Berthelot had the invoice in the amount of \$1, 210.00 ready.	MAX Board unanimously approved the renewal.

8. Other Reports Principals' Report	<u>Principal's Report</u> Principal A. Rodrigue reported on the following: Principal's Personal Announcements/Comments ○ Field Trip is scheduled for May 23rd to the Audubon Zoo. ○ Teachers are planning a fun activity for the afternoon of May 24th. ○ Awards and 8th Grade Graduation will be at 9:00 A.M. on May 25th in Peltier Auditorium. Update on LEAP Testing ○ Today was the last day of testing. Students worked hard throughout the testing. Progress on Continued CABAS Implementation in the School ○ Dr. Gautreaux has mapped out a pathway for non-ABA teachers to obtain Teacher 1 Rank. ○ Teachers took the opportunity to work on the research during testing. ○ MAX is working on getting a student teacher and Pre-Counseling interns into MAX. Summer Learning Program: ○ Tomorrow, May 19, is the last day of registration. ○ Currently 32 are registered including newly admitted. ○ Dates: May 30th – June 22nd ○ Reading and Math Interventions are in the morning, Science and STEAM are in the afternoon. Update on Transportation Plan ○ Still no other applicant	
Parent Committee Report	<u>Parent Committee Report:</u> T. Hue, PTA President, reported on having a smaller membership than previous years.	
9. New Board Business	None	
10. Announcements	• Our next Monthly Board Meeting: Thursday, June 29, 2023 • Eighth Grade “Graduation”: Thursday, May 25, 2023 • National Charter Schools Week: May 7-May 23, 2023	
11. Motion to Go Into Executive Session	None needed	
12. Adjournment	Meeting adjourned at 10:43 AM.	

MINUTES OF MEETING
The MAX Charter School Board of Directors

DATE: June 29, 2023

TIME: 9:00 A.M.

PLACE: MAX Charter School

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

Also present were Angelic Rodrigue, Angie Berthelot, Lacey Crochet, and Catherine Jordan.

Absent: J.J.Buquet and Melissa Eschette

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 18, 2023, were presented.	The Minutes of May 18, 2023, were accepted as presented.																																							
4.BoardTraining/ Special Guest Presentation:	None																																								
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6. Finance Report	<u>Financial Report</u> A. Berthelot presented the June financial statements. A. Berthelot went over the financials. Monthly Recap June 29, 2023 <table> <tr> <td>May MFP</td><td>\$ 97,790</td><td></td></tr> <tr> <td>Other Sources</td><td><u>13,748</u></td><td></td></tr> <tr> <td>Total May Revenue</td><td>\$111,538</td><td></td></tr> <tr> <td>Wages & Benefits</td><td>69,960</td><td>61.16%</td></tr> <tr> <td>Retiree Benefits</td><td>858</td><td>0.75%</td></tr> <tr> <td>Other Expenses</td><td><u>43,565</u></td><td></td></tr> <tr> <td>Total May Expenses</td><td><u>114,383</u></td><td></td></tr> <tr> <td>May Profit/(Loss)</td><td><u>(2,845)</u></td><td></td></tr> <tr> <td>YTD Profit/(Loss)</td><td><u>196,938</u></td><td></td></tr> </table> <u>CY Reimbursable Expenses (Awaiting Claims)</u> <table> <tr> <td>Lunch (Apr/May) – Cleared in June</td><td>\$ 9,659</td><td></td></tr> <tr> <td>Title I - Awaiting Approval</td><td>4,197</td><td></td></tr> <tr> <td>IDEA – Cleared June 16</td><td><u>6,544</u></td><td></td></tr> <tr> <td>Total CY Reimbursable Expenses</td><td><u>\$ 20,400</u></td><td></td></tr> </table> Adjusted YTD Profit/(Loss) <u>\$ 217,338</u>		May MFP	\$ 97,790		Other Sources	<u>13,748</u>		Total May Revenue	\$111,538		Wages & Benefits	69,960	61.16%	Retiree Benefits	858	0.75%	Other Expenses	<u>43,565</u>		Total May Expenses	<u>114,383</u>		May Profit/(Loss)	<u>(2,845)</u>		YTD Profit/(Loss)	<u>196,938</u>		Lunch (Apr/May) – Cleared in June	\$ 9,659		Title I - Awaiting Approval	4,197		IDEA – Cleared June 16	<u>6,544</u>		Total CY Reimbursable Expenses	<u>\$ 20,400</u>	
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Grants	3-YEAR COMPARISON			
	<u>CASH ACCOUNTS:</u>	<u>5/31/2023</u>	<u>5/31/2022</u>	<u>5/31//2021</u>
	<u>Operating Account</u>	\$690,728	\$537,143	\$532,689
	<u>Payroll Account</u>	\$ 1,925	\$ 768	\$ 451
	<u>Special Account –Students</u>	\$ 1,631	\$ 52,639	\$ 54,883
	<u>Special Account –School</u>	<u>\$180,863</u>	<u>\$126,325</u>	<u>\$126,225</u>
		<u>\$875,147</u>	<u>\$716,875</u>	<u>\$714,248</u>
	<u>UPDATES:</u> -Awaiting Approval on <i>Achieve!</i> Amendment to budget remaining ESSER Funds -Working on Budget for SY 2023/2024 -Currently budgeting Super App funds for SY 2023/2024 -Working on TRSL Fiscal Year Closeout -Attended LASBO Summer Summit on June 13-14 -Legislation did not approve a teacher raise but did approve a stipend. -There was no proposal submitted to the Board by McKenzie Patterson regarding her sorority taking over the fundraiser for MAX. -LDOE will be sponsoring the Foundation Charter Workshop. Ms. Rodrigue, A. Berthelot, and Noah Bourgeois, the new IT Specialist, will be attending.			
	<i>Achieve!</i> Application Reimbursements	YTD \$229,696	Left to Claim \$ 76,707	=
	Grants: L. Crochet reported on the following: Grants Submitted The Bayou Community Foundation Phase 2: A full grant application was submitted for Utilizing Technology to Implement Project-Based Learning and Problem Solving. Grant Focus: To purchase 3D printers and complete setup kits along with a one-year supply of accessories and supplies. Synopsis: Funding will be utilized to purchase 3D printers and supplies to implement multisensory, project-based learning within the classroom. In the classroom, 3D printers enable students to take a project from the idea phase to conceptualization, which invokes their imaginations and their cognitive functions Grant Funding Request: Total Technology Funding Request: \$3,958 Grant Funding Announcement/Timeline: Grant awards are usually made within 1-2 months after the application period closes. The grant application decision is currently pending. Other MAX/Nicholls Updates: GRANT DEVELOPMENT - Continuing to work with MAX administration on identifying grant opportunities to support ongoing initiative with STEAM, CABAS implementation, etc.			

Building and Sites	○ Grant Opportunities To Pursue: ▪ The MAX and Victoria Dreyfus Foundation: https://www.mvdregfusfoundation.org/ ▪ Danos Gives: https://www.danos.com/foundation/grant-application ▪ Entergy Grant: https://www.entergy.com/community/open-grants/ ▪ Peltier Foundation ▪ TheBrownFoundation:https://www.thebrownfoundation.org/grant-application.html ● MAX-Nicholls Partnership Action Committee: Meeting once a month to ensure progress towards goals is being attained <u>Building and Sites</u> Problems with flooring in girls’ bathroom... It is 75% resolved and should be finished within a week.	
7. Ad-Hoc Committee Coordinator Reports/Updates 8. Other Reports Principal’s Report	Update on Letter and/or Meeting with Dr. Clune/Any Other Progress Reports Regarding MAX Academy at Nicholls State University ● J. Talbot reported there was no further update on the letter and/or meeting with Dr. Clune regarding MAX Academy at Nicholls State University. Reminder ● The 2023-2024 MAX Board of Directors Calendar Dates will be proposed and considered for approval at the July Board of Directors meeting. ○ A discussion was held on the possibility of changing the time of the Board of Directors meetings. It was decided the day would remain as Thursday, but the time may change from 9:00 A.M. to 3:30 P.M. B. Broussard will work up a new schedule. <u>Principal’s Report</u> Principal A. Rodrigue reported on the following: Principal’s Personal Announcements/Comments ● Welcome, Ms. Kailynn Mantia, as Math Teacher Grades 1-3. ● Welcome, Mr. Noah Bourgeois, as the IT specialist. ● The schedule was reconfigured for collaboration and planning. ● A Pre-Counseling intern is coming to MAX. Update on Planning 2023-2024 *Safety care training starts July 26 & 27 (voluntary.) * Professional Development will be held July 31-August 2. *We have been ordering material and renewing licenses from existing curricula. * Ms. Maddi Benoit is assessing incoming lower grade students to start instructional plans. *Current enrollment is 101 students. We have room for 6th graders. Progress on Continued CABAS Implementation in the School *Dr. Gautreaux and Dr. Weber are working with me on a schedule of PLC’s. *We are trying to tailor to teachers’ needs.	

Parent Committee Report (PTA)	Summer Learning Program: * Summer learning program ended on June 22nd and was successful. Most students saw growth. *We were able to offer art and music to the younger students in addition to science. We had an opportunity to meet some incoming students. Update on Transportation Plan Still no other applicant <u>Parent Committee Report:</u> T. Hue, PTA President, reported on the following: *A fundraiser online for Pampered Chef raised approximately \$200.00. *In hopes of encouraging more participation in the PTA, we are considering having an informal gathering on a Saturday in July to allow parents to get to know one another.	
9. New Board Business	None	
10. Announcements	Our next Monthly Board Meeting: Thursday, July 27, 2023	
11. Motion to Go Into Executive Session, if Needed	None needed	
12. Adjournment	Meeting adjourned at 10:05 AM.	Motion was made by Dr. S. Welsh, seconded by K. Chauvin, to adjourn the meeting ... Motion passed unanimously.