

Agenda for École Pointe-au-Chien Board of Directors Meeting
Monday, July 21, 2025 – 6:00 pm
Terrebonne Parish Library Main Branch, 151 Library Dr, Houma, LA 70360

Call to Order – Jesse Billiot called the meeting to order.

Roll Call – The following Board members were present: Jesse Billiot, Will McGrew, Donald Dardar, Melissa Viguerie, Dawn Lafont, Caitlin Orgeron, Jade Bergeron.

Board Compliance and Housekeeping – Board members were reminded to complete their ethics training and disclosures. Dawn Lafont reported that she attended the state training. We need to make sure we post an announcement regarding board and committee meetings at least 48 hours ahead of time at the library and online. The minutes must be recorded, and the public can comment on all items that must be voted on. We must also follow state guidelines for public bids.

Minutes – June 2025 minutes were discussed.

Budget – FY 24-25 – Fourth Sector assisted in preparing a carryforward request because the CFO did not. Between 300K to 400k in funds were asked to be carryforwarded.

FY 25-26 – the School has funds but cannot pay any bills until the CFO returns from leave. Christine Verdin did find a place for the French teachers to stay. We are responsible for them for 10 days. The AirBNB is \$1500 for 8 days for both of them. Houma was chosen because the closeness would be easy for them to get everywhere. While the funds are available, the school cannot pay directly. The school can only reimburse.

Audit – Christine Verdin submitted additional documents requested by the auditors. The auditors wanted sign in sheets for various days for all employees. Currently, there are no policies for documenting vacations, sick days, coming in late, etc. EPAC needs policies developed.

HR / Hiring / Personal Services – The Board welcomed Ben Duet as the Assistant Director. Christine provided an update of the other roles for FY26: Christine Verdin, Kahlie Naquin (nurse/para), Madame (social living), Lindsey, Saide (bus driver/janitor), Clotile, Steven, Jen, Tiffany Savin (2nd and 3rd grade ELA), Michelle Matherne (para). The PreK para has not yet been decided, and if we get a kitchen, we need a part time cook. Christine mentioned that Agnes Hernandez's position will move to 190 days. She will be para/secretary. She will be doing the website, social media, and technology.

The Board noted that we can give supplements to staff who add other duties and who speak local French, but we need to document these in our policies.

The Board went into Executive Session to discuss review of direct reports to the Board. The Board members submitted reviews of the CFO and ED. After Executive Session, the Board decided that Ms. Lafont would meet with the employees to go over their reviews. The Board decided based on the unsatisfactory review of the CFO Katherine Granier and the EO requiring return to work, that Ms. Granier will be ordered to return to work at the end of her leave. The Director Christine Verdin received a satisfactory review and will be given direction on how to improve.

Discussion of School Building(s)

PAC Elementary Renovations – an update was given on the renovations. We are still waiting for the sewage treatment plant to be approved. Parents and volunteers have been assisting. The cafeteria tables were delivered.

Leases – PAC Elementary lease is ready to be signed. The budget does not include the lease amount in operations. While the Foundation requested \$30K, the Board feels comfortable signing a lease in the amount of \$22K until the Board knows it can pay additional rent. The Board wants to see if the budget can be adjusted.

Former KC Hall – The school is still using the KC Hall and will be paying utilities for both until they are completely in the school. They are still working out of the KC Hall.

Student Enrollment 2025-26. The ED reported that we currently have PreK: 12, K: 10, 1st: 10, 2nd: 10.

ED Report – Christine Verdin has been coordinating painting, working with volunteers, and coordinating for the French teachers. Christine is taking the French teachers to the social security office. Christine noted concern that some bills are still not paid.

Public Comment - no public comments.

Adjourn. The meeting was adjourned.