

**Advocates for Science & Mathematics Education**  
**Minutes of the Board of Directors Meeting**  
**February 21, 2019; 4:30 p.m.**  
**5625 Loyola Avenue, Room 101**

**Present: Joan Coulter, Cathy Glaser, Joe Caverly, Jeff Clayman, Shannon Fazande, Jim Schnieders, Tamika Duplessis, Jennifer Fallon, Mary Zervigon, Elizabeth Landry**

**Absent: Jennifer Oliver-Goodwin, Kathy Parsons, Joe Daschbach**

**Staff: Dr. Monique Cola, Claudia Kent**

**Foundation: April Opko**

**Guests: Amy Verberne, Carr Riggs & Ingram Audit Review**

Notice of the meeting was posted at the school and the agenda was posted on the school website in accordance with the open meetings law.

Having a quorum, the meeting of the Board of Directors of the Advocates for Science & Mathematics Education was called to order by Jenifer Fallon, on Thursday, February 21, 2019 at 4:34 pm.

The January 2019 minutes were circulated and passed unanimously.

**Finance Report (Claudia Kent)**

Claudia called upon Amy Verberne, CPA, representing CRI (Carr Riggs & Ingram), auditors.

The independent auditors' report was "clean."

- Finding no deficiencies in internal control
- No exception noted in report on Applying Agreed-Upon Procedures for Board Of Elementary and Secondary Education
- No exception noted in applying Agreed Upon Procedures statewide

School received standard letter. Ms. Verberne noted that upcoming standards will be changing in next few years.

The Board thanked Claudia for her efforts on behalf of the school resulting in clean audit.

Claudia's Report:

- Total net assets decreased by \$89,078
- Current ratio down because we paid Solari
- At time of meeting no accounts receivable outstanding
- Adjusted budget forecast as of Feb. 1<sup>st</sup>. See mid year report. We budgeted for 480 students but added six more. Overall change is \$74,484.
- Cash position is \$1,547,147, about three months of operating expenses

**Finance Report (J. Schnieders):**

J. Schnieders on behalf of the Finance Committee proposed the attached Resolution to Amend Accounting Policies:

WHEREAS the 401(k) plan provides for a discretionary contribution each plan year, the Finance Committee will make a recommendation to the full board on making such a contribution. The recommendation will be based on the financials as of June 30<sup>th</sup> of each fiscal year.

The Resolution passed unanimously

**Principal's Report (Dr. Brown):**

- See attached report.
- Enrollment at 489.
- Attendance in January – 95%
- Students who had significant absences required to submit a request for reconsideration
- 25 students presented at Science Fair, 19 won awards
- OPSB Site visit went well
  - General Comments 7 out of 7
  - Inspected Facility
  - Special Education Files 2 out of 6
    - 3 out of 6 files did not have original evaluations
    - IEPs available but not updated because of no original evaluations
    - Asked for service minutes per students – Sci High model places students in classroom and uses Para to assist classroom teacher. OPSB wants student to receive separate dedicated time.
- ACT Scores Began ACT Boot Camp for 11<sup>th</sup> grade students. Next year plan to integrate ACT prep into an activity for all grades
- New Concentrations – list to follow.
  - Admin Team Retreat last Saturday. With the implementation of OPSB 1 App not all students have actively selected Sci High. Faculty are not able to adequately support students who have experienced trauma.
  - Jim recommended requesting a grant specific to support student mental health.
  - Joan recommended contacting Family Services and another agency to partner and request a grant.

**Report from the Foundation:** (April Opko)

- See “Fundraising Dashboard”
- Capital Fundraising
  - 55.7% of goal received and committed
- Programmatic Fundraising
  - 61% of goal received & committed
- Foundation meeting held on 1/31/19 to transfer funds to school operating account.

**Committee Reports**

**Report from the Facilities Committee:** (Tamika)

1. Meeting this week to review building plans, specifically addressing equipment requirements and requests
2. Meeting to follow next week and continue to focus on equipment requirements and reviewing original list of equipment requirements

**Report from the Head of School Committee:** (Liz Landry)

- Conducted October faculty survey, developed report on results that was shared with Monique, she responded in email to all faculty (a bit of a delay due to family issues of Jennifer and Monique, holidays etc.)
- Opened February survey today, will assemble data and report back finding to Monique, she will respond by email to faculty and Advocates with overall plan to address any recurrent issues by Spring break
- HOS committee working toward setting up end of the year HOS performance evaluation survey to be implemented in April - all Advocates, Monique and Admin team will participate. Survey usually takes about an hour.

**Other Business:**

- None

With no other business to discuss, meeting adjourned at 6:35pm

Respectfully submitted,  
Cathy Glaser and Liz Landry