

Advocates for Science & Mathematics Education
Minutes of the Board of Directors Meeting
March 19, 2020, 4:30 pm.
Virtual Board Meeting via Zoom

Present: Amritha Appaswami, Ruby Board, Joe Caverly, Jeff Clayman, Joan Coulter, Tamika Duplessis, Jennifer Fallon, Shannon Fazande, Cathy Glaser, Liz Landry, Jim Schnieders, Najah Shakir, Mary Zervigon

Absent: Kathy Parsons

Staff: Chanda Burks, Monique Cola, Melanie Flot, Christina Hull

Foundation: Kristen Engeron, Curtis Pellerin, April Okpo, Harris Golden

Guests: Kevin Deehan, Rosemary Szilagi, Rebecca McMillan, Mackenzie Heriford, Derek Rankins, Austin Richards

Notice of the meeting was emailed to the school faculty and staff and the agenda was posted on the school website in accordance with the open meetings law.

The meeting of the Board of Directors of the Advocates for Science & Mathematics Education was called to order by the chair, Jennifer Fallon, on Thursday, March 19, 2020 at 4:37 pm. Everyone attending the virtual meeting introduced themselves and confirmed there was a quorum.

The February 13, 2020 Advocates Board Meeting minutes were presented and approved. Chanda Burks took roll call vote to confirm approval of minutes. (Mary Zervigon moved for approval subject to ratification in next meeting and Jim Schnieders seconded).

Financial Report: (Melanie Flot)

- **Accounts Receivable:** As of 2/29/2020, there was \$356,840.60 in accounts receivables.
- **Profit & Loss:** The P & L shows a net loss of \$232,717.
- **Finance Dashboard:** Bank reconciliation reflects the register balance at the end of February 29, 2020 was \$1,483,208. The book cash balance value as of March 17, 2020 is \$1,086,535 representing approximately two months of cash on hand. Finance forecasts approximately \$664,733 income in February 2020. Finance forecasts approximately \$694,984 expenses in the month of February 2020.

Melanie reported that she participated in the Statewide Public School CFO Conference Call on Tuesday, March 17, 2020 regarding payment to transportation vendors. Schools should not be held liable to pay for transportation as the statewide school closures are considered an “Act of God.” Attorneys Bob Hammond and Jon Guice advised schools to review their contracts with transportation vendors to ensure that a clause was inserted that would cancel contracts due to circumstances beyond their control, such as COVID-19.

The Finance Report was received by the Board.

Head of School Report for March 2020: (Dr. Monique Cola)

- **Sci High Continuous Learning Plan:** We are committed to continuing to provide academics to our students using a three-pronged approach:
 - 1) By ensuring that we are consistently engaged with students,
 - 2) By practicing and maintaining existing skills, and
 - 3) By providing enrichment lessons for our students while they are not physically in our building.
- Teachers are learning to transition from face to face teaching to online teaching. Wednesday, March 18th, homeroom (HR) teachers will email their HR students, provide online office hours, and be the point person if students need assistance or have questions about school closure updates. Teachers will begin posting assignments using email or Google Classroom.
- Students will engage in class materials and complete work at their own pace, with guidelines provided by the teacher. A statewide decision was made that students cannot be penalized for not completing assignments.
- Students who indicated via a schoolwide survey that they were in need of computers or had no internet access, will be assisted with access and/or distributed a Chromebook.
- Dr. Cola will continue to send updates to Sci High families via School Messenger and the School Website.
- **Updates from the state:**
 1. School performance scores, district performance scores, and early childhood performance profiles for the 2019-2020 academic year will not be produced due to closures of 18+ days, per BESE's long-standing policy to address severe disaster impacts on schools, centers and students. LEAP, EOC and national assessments have been suspended.
 2. Teacher evaluations can be completed with no further action, other than recording in the appropriate data system.
 3. Diploma requirements for graduating seniors, including requirements for minimum instructional minutes for course credit, industry-based credentials, and financial aid applications, have been waived.
- **Updates from NOLAPS:**
 1. NOLAPS has purchased 5000 Hotspots which will be distributed to schools, based on need. This will allow students' access to reliable WiFi.
 2. Additionally, Dr. Henderson Lewis is trying to secure 10,000 Chromebooks! Sci High has a need for 90 Chromebooks. If we are able to get those, the new computers will serve as replacements should any of our existing computers be damaged or not be returned.
 3. Child Nutrition Program includes: City-wide meal distribution @ 43sites, serving over 17,000 meals and. Sodexo, our vendor, is participating with the citywide effort.
- **Enrollment:** We should receive 1st round results/rosters in the next week. 2nd Round to begin soon after.

The Head of School Report was received by the Board.

Report of the Foundation: (Curtis Pellerin)

April Okpo reported that the Foundation did not have a formal report to submit as funding remains on target and relatively unchanged and deferred to Foundation 2nd VP Curtis Pellerin.

The Foundation is continuing to set up the search committee to hire a new Director of Development.

The Foundation Report was received by the Board.

Board Chair Report: (Jennifer Fallon)

Jennifer Fallon wanted to commend and applaud everyone for everything done in preparation and during COVID-19. “IT TAKES A VILLAGE! This is a very unique situation and everyone needs to take care of themselves and over communicate.”

- **Meeting with NOLAPS on Board Governance:** discussion on how to comply with meeting policy in this landscape.
- **Collaborative Call:** discussion on what legislation has changed at the federal level.
- **Tier 3 Financial Disclosure:** each advocate must complete, it is due May 15th on the prior calendar year 2019. Naj Shakir included the link in the Governance minutes. If you miss the deadline, you will first receive a warning and then may be fined.

Committee Reports:

Governance: Naj Shakir gave a snapshot of the minutes from the March 11, 2020 Governance Committee meeting:

- Review and discussion of the January 18, 2020 Retreat and Governance Committee meeting minutes.
- Discussion of the governance committee goals for FY 19-20 and planning for FY 20-21.
- Discussion to ensure our school website has met NOLAPS compliance requirements.
- Discussion on universal templates as resources to the board.
- Reminder to each Board member that the Louisiana Ethics Board’s Tier 3 Financial Disclosure deadline is May 15th. The Board Secretary will collect all forms for transmittal to the Ethics Board and/or collect completed, transmitted confirmations accordingly.

Head of School: Shannon Fazande stated the committee met on March 12, 2020 to discuss suspending the Faculty & Staff Survey for the second half of the school session due to the school closure. Dates for the sending out the HOS evaluation were discussed. The Faculty & Staff Survey will be revamped by reformatting the questions and it will be given out annually in December.

Facilities: Jeff Clayman stated the committee didn’t have anything at the time.

Finance: Jim Schnieders stated he was happy that Dr. Cola and Melanie Flot are ahead of the game in working on the budget process.

With no other business to discuss, Cathy Glaser made a motion for the Board to adjourn and it was seconded by Shannon Fazande. The meeting was also being recorded by Jennifer Fallon. The meeting was adjourned at 5:58 PM.

Respectfully submitted,
Chanda Burks, Executive Assistant to Head of School