

Advocates for Science & Mathematics Education
Minutes of the Board of Directors Meeting
April 16, 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: April Okpo

Guests: Rosemary Szilagi, Rebecca McMillan, Eboni Brown, Derek Rankins, Austin Richards, Kim Oatis, Charles Whitaker

Notice of the meeting and agenda was emailed to the school faculty and staff, as well as 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, April 16, 2020 at 4:33 pm. Roll call was done of the Advocates and everyone else attending the virtual meeting introduced themselves and confirmed there was a quorum.

The March 19, 2020 Advocates Board Meeting minutes were presented and approved. (Mary Zervigon moved for approval and Jim Schnieders seconded).

Financial Report: (Melanie Flot)

- **Accounts Receivable:** As of 3/31/2020, there was \$242,121 in accounts receivables.
- **Profit & Loss:** The P & L shows a net loss of \$189,795.
- **Finance Dashboard:** Bank reconciliation reflects the register balance at the end of March 31, 2020 was \$1,354,258. The book cash balance value as of April 14, 2020 is \$1,230,786 representing approximately two months of cash on hand. Finance forecasts approximately \$649,185 income in March 2020. Finance forecasts approximately \$615,401 expenses in the month of March 2020.

Melanie reported to that there are no new expenses or increases in anything and to expect a reduction in expenses because funds have not been spent on transportation since the last day of school on March 13th. The last payment was about \$29,000 for the first two weeks of March and a month is about \$60,000. The application for the Payroll Protection Program (PPP) has been submitted but we are not sure of the status.

Jim Schnieders explained that the PPP is a loan program created by the CARES Act. The loan amounts would be forgiven as long as the loan proceeds are used to cover payroll costs. If granted to Sci High, it would allow protection against a reduction in MFP at state and local levels.

Jim Schnieders read a formal resolution drafted by Board Chair, Jennifer Fallon and Joe Caverly, that was approved by the board.

- Resolution of the Advocates for Science and Mathematics Education, Inc., for CARES Act Paycheck Protection Program Loan Approval Authorization. Title I of the CARES Act establishes, among other things, the Paycheck Protection Program providing forgivable loans to business concerns which are backed by the United States Small Business Administration (the "SBA") for the "Covered Period" from February 15, 2020 until June 30, 2020 and loans are capped at the lesser of 2.5x a borrower's LTM average monthly payroll or \$10,000,000 per borrower. The resolution was adopted by the Advocates for science and Mathematics Education, Inc. Jim Schnieders moved and Mary Zervigon seconded.

The Finance Report was received by the Board.

Head of School Report COVID-19 Edition – April 16, 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.
- **Updates:**
 1. As per the Governor's proclamation on April 15, 2020, all Louisiana schools will remain closed for the remainder of the 2019-20 academic school year. The last day of school for Sci High will be May 15th, in alignment with NOPS citywide recommendation for school closures.
 2. Proficiency exams and other guidelines for promotion are a priority. Sci High Proficiency exam week will be May 11-15. Even though schools have autonomy, the Louisiana Department of Education will provide suggestions on what should be included in proficiency. The LDOE issued a 10-15 page (FAQs) which pertain to graduating seniors and all other students. This information will be compiled into a one-sheeter to be provided to Sci High families.
 3. Sci High teachers have created a new "Online Learning Playbook", a one stop shop for students and families to see all of the lessons and assignments they are responsible for each week. The link can be found on the Home Page of the school website (www.noscihigh.org).
 4. Sci High teachers will create proficiency exams and study guides. If students do not take the proficiency exam, they will not be allowed for promotion.
 5. 70% students participate in online learning. 46 laptops and 4 hotspots have been given out. An additional 20 laptops were requested but the students have not picked them up or made it possible for staff to deliver them. There are various reasons that the other students have not participated, such as they have relocated, chose not to participate, etc. Materials have been mailed to students that do not have online capabilities. A weekly message is sent to students and their families every Friday to keep them updated.
 6. The clinic remains open and the social worker is reaching out to students that need support, as well as has experienced loss in their family or experiencing issues surrounding COVID 19.
 7. Mrs. Little is working on creating fun ways to celebrate our seniors such as a potential drive thru graduation. The first activity is delivering lawn signs to our seniors' homes.

- **Enrollment:** We received 1st round results/rosters and have begun reaching out to students to make sure they complete the enrollment process. Since we are unable to host our annual Future Nautilus Day, current teacher-alums are leading the effort to call students' families to extend a personal "Welcome to Sci High". We have been assigned 190 freshmen, in accordance with the recommendation by Enroll NOLA to over enroll to prepare for attrition.
- Mrs. Szilagi reported that the about 75% of ECS students are responding.

The Head of School Report was received by the Board.

Report of the Foundation: (April Okpo)

April Okpo updated the Board that the Foundation remains on target and relatively unchanged. The Brown Foundation is allowing flexibility with the \$15,000 funding. GNOF has moved GIVE NOLA Day to June 2nd. The Foundation will send out an impact piece before GIVE NOLA Day to all contributors of the capital campaign piece and it will include the new building status.

April will meet with Leigh and the finance team for their quarterly invoice meeting. There is \$160,000 available to Sci High.

The Foundation's search committee is moving forward with the hiring process for the new Director of Development, the application process will close in May.

A meeting needs to be scheduled with Foundation Board members, Dr. Cola, Board Chair, Jenn Fallon and Jim Schnieders to discuss ways the Foundation can support the Sci High Challenge Grant.

Thanks were given to everyone that assisted in finalizing the STEM equipment list for the new building.

The Foundation Report was received by the Board.

Board Chair Report: (Jennifer Fallon)

Jennifer Fallon wanted to commend and applaud everyone for all they are doing in lieu of this COVID-19.

- **Conference calls with LAPCS:** Jennifer Fallon, Dr. Cola and Ms. Flot attend numerous calls pertaining to governance and finance.
- **Tier 3 Financial Disclosure Reminder:** each advocate must complete, it is due May 15th on the prior calendar year 2019. There is probably an extension date, but still get it done ASAP.

Committee Reports:

Governance: Naj Shakir updated that a Governance meeting will be scheduled soon.

Head of School: Shannon Fazande didn't have any new updates to report.

Facilities: Jeff Clayman reported that the Facilities committee had a conference call on April 15th at 4:30. Most of what was already covered in today's Board meeting was discussed at the meeting. They reviewed progress on the new building, repairs on our existing building and that the equipment list was submitted.

Finance: Jim Schnieders didn't have any new updates to report.

With no other business to discuss, Jim Schnieders made a motion for the Board to adjourn and it was seconded by Mary Zervigon. The meeting was also being recorded by Jennifer Fallon. The meeting was adjourned at 5:48 PM.

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