

**Advocates for Science & Mathematics Education**  
**Minutes of the Board of Directors Meeting**  
**July 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, Cathy Glaser, Liz Landry, Jim Schneiders, Najah Shakir, Mary Zervigon

**Absent:**

**Staff:** Chanda Burks, Monique Cola, Melanie Flot, Christina Hull, Rhonda Smith, Rosemary Szilagi

**Foundation:** Andrea Williams

**Guests:** Maggie Ritchie, Jessica Wheeler, Derek Rankins, Kimberly Oatis, Merle Palacios, Austin Richards, Gina Brinser, Rachel Thomas-Little, Sarah Cannon-Straight, Matt Schwarzfeld, Rebecca McMillian, Amber Dillon, Dominique Lucien, Irnessa Campbell, Mackenzie Heriford, Alvin Batiste, Shenyarai Pellerin

Notice of the meeting and agenda was emailed to the school faculty and staff, as well as posted at the school and 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, July 16, 2020 at 4:34 pm. Roll call was done of the Advocates attending the virtual meeting and confirmed there was a quorum.

The May 21, 2020 Advocates Board Meeting minutes were presented and approved. (Cathy Glaser moved for approval and Mary Zervigon seconded).

**Financial Report:** (Melanie Flot & Jim Schneiders)

- **Accounts Receivable:** As of 6/30/2020, there was \$640,419 in accounts receivables.
- **Profit & Loss:** The P & L shows a net loss of \$-144,387.
- **Finance Dashboard:** Bank reconciliation reflects the register balance at the end of June 30, 2020 was \$1,817,481. The book cash balance value as of July 13, 2020 is \$1,592,879 representing approximately three months of cash on hand. Finance forecasts approximately \$949,376 income in June 2020. Finance forecasts approximately \$566,824 expenses in the month of June 2020.

Jim Schneiders explained that we have a contingency amount in our budget that serves as a cushion and for unknowns and it will put the school in a better position for not only the upcoming school year but the following two years also. We are in the process of completing the paperwork to request that our Cares Act PPP loan be forgiven, because it will allow us to have a cushion. Not using bus transportation allocation in the fall due to virtual learning is another factor that will provide a cushion in the budget.

**The Finance Report was received by the Board.**

**Head of School Report – July 16, 2020:** (Dr. Monique Cola)

**Enrollment:** The enrollment numbers will continue to fluctuate but as July 2020, we have 542 students enrolled: 150 freshmen, 149 sophomores, 126 juniors and 117 seniors.

**School Re-opening Plan:** Sci High will go virtual for the fall semester and assess the situation at the midpoint in October. Faculty and staff will be required to be on campus and in classrooms, with some exceptions and/or accommodations for those with children or elderly family. Dr. Cola presented Sci High's 2020-21 COVID19 Contingency Plan. While this document attempts to draft a plan for a variety of circumstances, it cannot address all possibilities. Therefore, it will be a dynamic document and will be updated as necessary throughout the school year. Here are some highlights of the plan:

We must plan for:

- Health and safety precautions to ensure our students, staff, and buildings are safe;
- Flexible instructional models to ensure continuous learning during possible school closures and reopening;
- Schedules that maximize support for all of our students, including our most vulnerable students and their families.

Goals for 2020 - 2021

- Our students and staff are healthy, safe, learning and growing
- Our students meet their academic, social-emotional, and post-graduation goals
- Our staff have the skills and support to provide high quality instruction and services to students while shifting seamlessly among contingency scenarios

These components of our mission statement will be our driving values:

- Prepares all students - we know that face-to-face learning is best for all of our students and we will spend as much face-to-face time with our students as is safe and feasible.
- Rigorous high school curriculum - we will not lower our standards or our expectations. We will leverage technology to ensure continuous academic and other learning and support, regardless of campus restrictions.
- Supportive environment - to the extent that is possible, we will continue to support all students, including social and emotional supports, recognizing the diversity of needs and experiences that exist among them.

Our goal is for 100% of students to have access to a Chromebook and internet connection to ensure they are able to stay connected to school regardless of campus restrictions. In order to realize this goal, we have secured additional technology equipment and each student will have their own 1:1 device; we are working on getting additional hotspots. Students will have in-person orientations to receive 1:1 devices, meet teachers and learn how to access the learning management system. All Sci High classes will utilize Google Classroom as the Learning Management System. Google Classroom is designed to be very user-friendly, allowing for teachers to create and start their class with minimal training. Using a single learning management system (LMS) ensures students and parents can easily access class assignments. Parents are encouraged to join their child's Classroom in order to view and monitor assigned work. A LMS provides answers to the three essential questions of blended learning:

1. Where to go
2. What to do
3. When it's due

A master list of all Google Classroom links will be shared in the Sci High Online Learning Playbook posted on the Sci High COVID-19 School Updates page at [www.noscihigh.org](http://www.noscihigh.org) and regularly shared with families via email, social media, and School Messenger. We will create a system to support students and staff who experience technology issues.

Pupil Progression

Currently there are no pupil progression waivers from LDOE for the 2020-2021 school year. This means that:

- Instructional time and seat time requirements are in place
- Act 833 portfolio requirements are in place
- IBC attainment requirements are in place
- Credit accumulation requirements are in place
- High stakes standardized testing (e.g., LEAP2025, EOCs) is in place

In the event that these requirements are waived or modified, we will adjust plans accordingly and communicate all updates to staff and families. Sci High will aggressively address attendance, and set the expectations with both students and parents/guardians from the beginning.

Grading expectations will remain consistent throughout the 20-21 school year. Gradebook categories are: 40% (Classwork & Homework), 50% (Tests including Final and Midterm), and 10% (Participation-Active Engagement). If some classes have lab requirements, students will receive kits in advance and when permitted, they will participate in activities in small groups in the building. Teachers provide lesson notification at least 2 weeks in advance for planning and sanitizing. Outdoor spaces (with and without tents) on campus will be utilized for up to 25.

No special education requirements have been dismissed, therefore Sci High ECS services and procedures have not stopped. Classes and connections continue to exist with at least two teachers virtually. ECS has not lost any ECS students virtually. The benefit of offering study hall in the last hour at the end of the day is that it provides additional time for assistance and guidance.

### Social Emotional Support

Research has shown that high school students were particularly affected by school closures this spring. When schools closed, students lost structure and routine which provided a sense of normalcy in their lives ([The Impact of COVID-19 on high school students – Child & Adolescent Behavioral Health](#)). To the extent possible, Sci High will create a strategic communication plan that will ensure that each student is connected to school every day during closure.

In the spring, a student survey was given to which students indicated that “not having a teacher with whom we could ask questions” and “staying motivated” were the most difficult things about the campus closure. This points to the relationships that were missed during the closure.

Fortunately, relationships are both the most important component to keeping students motivated AND the thing that Sci High staff enjoys most. All teachers and staff should directly address motivation through strategies including, but not limited to:

- Clear and simple instruction and access
- Frequent texts and calls
- Provide Feedback to students concerning assignments
- Individualized tutoring sessions
- Individualized student projects
- Building relationships with families

## Facilities Health Precaution Contingencies

All precautions may not be necessary at all times, **we should expect and prepare to move back and forth among these interventions at different times during the year.**

In order to support Contact Tracing, all individuals who enter the building will be required to sign in and provide contact information. Sci High health screening will consist of two parts: verbal intake and a temperature scan. Based upon the results of this screening, admission to the facility will or will not be granted. If an individual fails the verbal intake and/or temperature scan, they will be directed to Human Resources.

**Verbal Intake:** The verbal intake will consist of two yes/no questions: 1) In the past 24-hours have you had a fever, cough, or difficulty breathing? 2) In the past 14 days have you had contact with a person known to be infected with the novel coronavirus?

**Temperature Scan:** Individuals with a temperature of 100.4° F or above will not be admitted.

### **Personal Protective Equipment**

- Masks will be provided by the school or you may bring your own
- Individuals who refuse to wear a mask will not be admitted
- OPSB will provide PPE supplies to pick up on Thursday, July 23<sup>rd</sup>

### **Handwashing & Hand sanitizer**

- Sanitizer stations will be placed at front entrance and common areas.
- Every room and hallway will have hand sanitizer
- All bathrooms and classrooms will have signs regarding sanitizing/washing hands
- As per Federal guidance, all students and staff are required to disinfect or wash or sanitize their hands at least once every 2 hours.

Cleaning and disinfecting are important parts of a whole facility strategy intended to keep the building and all occupants safe as we navigate this pandemic. Routine cleaning and disinfecting will be done throughout the day with special attention paid to high-traffic areas and areas of the building that are high-touch. Each classroom and office will have a “cleaning kit.”

### **Social Distancing**

- Depending on the phase of reopening, we will follow requirements outlined for the specific phase. Social distancing will be detailed in the classrooms, food service and transportation. A food survey will be sent to parents to assess how, where and when they would prefer to receive meals. Possible options include creating centralized “pick-up hubs” for Sci High families, at strategic locations throughout the city; school buses will deliver meals for families to pick up on designated days.
- Due to the CARES Act, faculty/staff can have 80 hours of leave to use if they are infected with the virus and so many hours if they have to take care of a dependent. Employee Assistance Program (EAP) services are offered virtually. Holy Cross University is offering free counseling services.

**The Head of School Report was received by the Board.**

**Report of the Foundation:** (Andrea Williams)

Jennifer Fallon introduced the new FSME Director of Development, Andrea Williams. Ms. Williams has 10 years of experience in education administration, leadership, teaching, development and fundraising. FSME is currently trying to get partners to reallocate funds that were designated for summer internships to move those funds to the upcoming school year, as well as use for virtual learning. The focus is on grants to support virtual learning and grants that fit the needs of the school. They would also like to find unrestricted funds for the school.

**The Foundation Report was received by the Board.**

**Committee Reports:**

**Governance:** Naj Shakir reported that every 2-3 years, board officers are elected. The four existing Board Officers (Jennifer Fallon, Board Chair; Joe Caverly, Board Vice Chair; Cathy Glaser, Board Secretary; and Jim Schneiders, Jr., Board Treasurer) have agreed to hold their office for another two year term ending May 2022. ASME 2020 consists of 12 Board members.

Governance Chair, Naj Shakir read the resolution for approval of the 2020-2021 ASME Slate. Mary Zervigon moved and Jeff Clayman seconded that the ASME Board of Directors approved the Slate of Board Members and Officers for the coming year 2020-2021.

Naj Shakir briefly explained the process of filling the three existing vacancies on the Board. She reviewed the LAPCS board member database and found between twenty and thirty potential resumes and has presented their information to Board Chair, Jennifer Fallon. A Board Diversity matrix will be sent out with general information on board diversity, values and needed skill sets.

**Head of School:** No updates to report.

**Facilities:** No updates to report.

**Finance:** Jim Schneiders, Jr. reported that the finance committee will meet in a week on July 24th. The audits moving forward will be in person and virtual. They are still working on a preliminary annual budget and will have it completed to be voted on by the August board meeting.

No Final Comments or Public Comments.

With no other business to discuss, Jeff Clayman made a motion for the Board to move into Executive Session at 6:15 PM. Tamika Duplessis seconded the motion. Board Chair moved everyone to the virtual waiting room during executive session.

During the Executive Session, the Board discussed Personnel Matters. Naj Shakir made a motion for the Board to adjourn and it was seconded by Mary Zervigon. The meeting was adjourned at 6:32 PM. The meeting was also being recorded by Jennifer Fallon.

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