

Advocates for Science & Mathematics Education
Minutes of the Board of Directors Meeting
July 18, 2019, 4:30 pm.
5625 Loyola Avenue, School Auditorium

Present: Amritha Appaswami (via Phone), Ruby Board, Joe Caverly, Jeff Clayman, Joan Coulter, Tamika Duplessis, Jennifer Fallon, Shannon Fazande. Cathy Glaser, Najah Shakir, Mary Zervigon

Absent: Joe Daschbach, Liz Landry, Jennifer Oliver-Goodwin, Kathy Parsons, Jim Schnieders

Staff: Chanda Burks, Monique Cola, Melanie Flot

Foundation: Julie Bourgeois, April Okpo

Guests:

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.

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 18, 2019 at 4:32pm.

Returning members introduced themselves. Nomination of returning members, Joan Coulter, Cathy Glaser, Jennifer Oliver-Goodwin, Kathy Parsons, and Mary Zervigon, by Jennifer Fallon and seconded by Joe Caverly. Vote was unanimous. Nomination of three new members nominated for a 3yr term starting July 18th, 2019: Amritha Appaswami (via phone), Ruby Board and Najah Shakir. Nominated by Jennifer Fallon and seconded by Mary Zervigon. Vote was unanimous.

The April 2019 Advocates Board meeting minutes were presented and approved (Mary moved and Cathy seconded) As there was no quorum for the May 2019 meeting, the meeting “notes” were accepted and entered into record.

Financial Report: (Melanie Flot)

- **Balance Sheet:** As of 6/30/19, Cash balance was \$1,074,365 including \$0 of funds due Celerity.
- **Accounts Receivable:** As of 6/30/19, there was \$141,072 in accounts receivables with \$37,631 (27%) older than 91 days.
- **Budget vs. Actuals:** As of 6/30/19, 89% of budgeted revenue has been billed and 100.21% of budgeted expenses incurred resulting in a current net loss of \$690,136. The report was preliminary because May and June 2019 revenue and expenses hadn't been recorded. All unrecorded expenses and revenue will be updated within the next 2 weeks.
- **Finance Dashboard:** Bank reconciliation for May and June 2019 has not been completed.
- **Proposed FY 20 Budget:** *The proposed budget has not yet been reviewed by the Finance Committee.* Proposed fiscal year budget is based on 500 students. We are currently at 524 and that number includes a majority of freshmen.

Mrs. Flot and the Board discussed comparisons of 2018 and 2019, the transition from Claudia to Melanie, being closed in June and how the hurricane days have impacted the delay in bank reconciliation. The biggest changes in the *proposed* budget are salaries. Additional staff hired included new teacher to support double block Algebra I, SPED dept., and due to the increase in medication and education plans in SPED a school nurse was needed (the school will pay half of the nurse budget). Transportation remains a big issue. After school transportation is not included in the

budget to support after school activities and it *is estimated* about \$40,000. Mrs. Flot committed to the Board to assess all unrecorded items and variances and have a better understanding for them at the next board meeting.

The Finance Report was received by the Board.

Head of School Report: (Dr. Monique Cola)

- **Enrollment:** July 2019 enrollment is up at 524 from July 2018 at 470, with a 2019-20 target enrollment of 500 students.
- **Staffing:** The school is 100% staffed. Returning Faculty: 41; Not returning: 5; and New Faculty: 9, includes 2 SPED, 1 Math, 1 SpanishII/ELL, 2 Soc.Studies, 1 English, 1 Freshman Seminar, 1 MakerSpace and a new Executive Assistant to the Head of School.
- **Sci High Achievement Update July 2019:** Dr. Cola shared the LEAP 2025 results and the strategies for improvement. Overall, there was a decline in student test scores. Strategies for improvement will focus on Math and ELA. Because Math continues to be an opportunity area we will continue with the Eureka curriculum (all staff has been trained), in addition to existing math faculty, a new Algebra I teacher was hired and Algebra I will be double blocked to stretch out learning over 2 semesters to increase concentration. While pass rates remain fairly high, we dropped 16% in proficiency *in ELA*. A new reading, as well as writing intervention course will be added to help with literacy and improve in ELA to strive for Mastery+. It was discussed that there will be more data points to intervene with students earlier.

Upcoming Events at Sci High:

- 7/16 - New Faculty Orientation
- 7/26 – Summer Internship Showcase (6pm-7:30pm)
- 7/29 – 8/7 – Whole faculty Professional Development
- 8/6 – First day of school for 12th graders
- 8/7 – First day of school for 10th & 11th graders
- 8/12 – First day of school for 9th graders

The Head of School Report was received by the Board.

Report of the Chair: (Jennifer Fallon)

In addition to sharing a 2019-2020 Advocates Contact List, Jennifer provided a 2019-2020 ASME meeting schedule with all meetings taking place at 4:30 pm at the school. The February meeting was moved up one week due to Mardi Gras and two alternate dates were provided: December 19th (PD- no school) and June 18th (school closed for summer break).

Report of the Foundation: (Julie Bourgeois)

Julie reviewed the FY 2018-2019 Fundraising Dashboard and list of Sci High FSME Supporters that was shared.

- The Capital Fundraising goal is almost complete with \$894,540 received and committed and \$110,000 requests pending.
- Surpassed the 2018-19 Educational programs goal of \$400,000 with \$417,958.
- July 1st we start off with \$128,000 for SY 2019-20 with \$35,000 in pending requests and a very robust pipeline.
- Development of an electronic newsletter with quick links to drive others to the school website. The quarterly newsletter to begin in September will include

- contributions from students, teachers and staff on all the great things happening at Sci High. Both Boards, as well as students, will send thank you notes to donors.
- Capital Campaign celebration invites will go out in 2 mailers including the November annual report and the Capital Campaign Impact Report.

The Foundation Report was received by the Board.

With no other business to discuss, Mary Zervigon made a motion for the Board to move into Executive Session at 6:08 PM. Joan Coulter seconded the motion.

During the Executive Session, the Board discussed the Annual Performance Review of the Head of School and received a staff development update. Mary Zervigon moved that the Executive Session end and Joe Caverly seconded the motion. The meeting was adjourned at 6:30 PM.

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