

Advocates for Science & Mathematics Education
Minutes of the Board of Directors Meeting
August 20, 2020, 4:30 pm.
Virtual Board Meeting via Zoom

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

Absent: Tamika Duplessis

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

Foundation: Andrea Williams, Curtis Pellerin

Guests: Derek Rankins, Dominique Lucien, Nurse Renette Jones, Nurse Bodet

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, August 20, 2020 at 4:34 pm. Roll call was done of the Advocates attending the virtual meeting and confirmed there was a quorum.

The July 16, 2020 Advocates Board Meeting minutes were presented and approved. (Mary Zervigon moved for approval and Cathy Glaser seconded).

Financial Report: (Melanie Flot & Jim Schneiders)

- **Accounts Receivable:** As of 6/30/2020, there was \$621,656 in accounts receivables.
- **Profit & Loss:** The P & L shows a net loss of \$-183,052.
- **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 the increase in the student count and meeting our target number of 500 students will put the school budget in a better position. The auditors stated that the Cares Act PPP loan can be reflected as revenue before it is forgiven. The loan has to be submitted to the bank, it has 60 days to review, and then the SBA may take several months to approve our application for forgiveness. It was recommended to include footnotes to reflect the high surplus in 2020 instead of a deficit. The Finance Committee will meet next week to further discuss and prepare the budget to be presented to the Board in September.

The Finance Report was received by the Board.

Head of School Report – August 20, 2020: (Dr. Monique Cola)

Enrollment: The enrollment numbers continue to fluctuate but as of August 2020, we have 531 students enrolled: 161 freshmen, 139 sophomores, 120 juniors and 111 seniors. We have 578 students in Salesforce but those students are not registered in PowerSchool. The difference in numbers is due to students still waiting on acceptances to other schools and holding seats until their final decisions are

made. If we had to have students physically in school right now, we would be over-enrolled with very large classes but everything is working out since we are virtual.

Updates:

- **Orientation** went great, despite the weather and ended on Friday with a virtual meet and greet. 451 out of 520 chromebooks were distributed to students; the students participated in “Getting To Know You” activities and test technology. Kudos was given out for an orientation running like a “well-oiled machine” and being an “organized and smooth orientation process” by Board Member and Sci High Parent Naj Shakir and FSME Director, Andrea Williams.
- **Attendance** has been monitored by our school social worker and student services team. Monday, August 17th was the first day of school. On Monday, we had 75% attendance and 81% on Tuesday, Wednesday and Thursday. Not only is attendance being tracked, but the team is able to make one-on-one connections with our Sci High Families, learn of any barriers, make sure the students and families understand the technology and do an overall welcome to Sci High. This attendance plan gives accurate data about what’s going on with our Sci High families.
- **Technology** included 520 new Chromebooks and hotspots. The hotspots will get us through the school year.
- **New Building:** weekly transition meetings will occur until substantial completion at the end of the month and the building will be turned over to OPSB. NOPS Project Manager, Sue Robertson is working on school furniture. A possible ribbon cutting is targeted for December. Lee Haynes, FSME and Sci High staff are working on the equipment list.
- **Clinic Offering COVID-19 testing to staff:** Nurse Bodet reported that 35 faculty were tested. Testing is a capacity issue, so they are not sure when more tests will be available.

Upcoming Events at Sci High:

- 8/27 Back to School Night/Senior Info Night
- 8/29 Senior kickoff Parade

The Head of School Report was received by the Board.

Report of the Foundation: (Andrea Williams)

Andrea Williams reported that the total received and committed restricted funds to date for FY19-20 is \$341,173, which is 97.48% of the \$350,000 goal. For FY20-21, \$13,166 has been committed to educational programming. Due to COVID-19, some of the restricted funds from FY19-20 were not used. FSME has been reaching out to funders to receive approval to reallocate those funds. Some of the funds have been reassigned for FY20-21 internships and hotspots.

The Foundation Report was received by the Board.

Report of the Chair: (Jennifer Fallon & Dr. Cola)

OPSB and the State formally adopted our COVID-19 plan. At minimum, the plan must meet the CDC, state and local guidelines. The thirteen page guide was drafted and vetted by Adams & Reese, as well as Joe Caverly and Jeff Clayman. Dr. Cola reviewed the plan with the Board. Mary Zervigon moved for adoption of the document and Amritha Appaswami seconded. The Sci High COVID-19 plan was adopted and approved with recommended revisions to be amended at the next Board meeting.

Committee Reports:

Governance: Naj Shakir reported that the Committee is working on recruiting referrals provided by the LAPCS board member database.

Head of School: No updates to report.

Facilities: No updates to report but offered to help Dr. Cola with the transition to the new building.

No Final Comments or Public Comments.

With no other business to discuss, Naj Shakir made a motion for the Board to adjourn and it was seconded by Joe Caverly. The meeting was adjourned at 5:57 PM. The meeting was also being recorded by Jennifer Fallon.

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