

**Advocates for Science & Mathematics Education**  
**Minutes of the Board of Directors Meeting**  
**September 23, 2021, 4:30 pm.**  
**Virtual Board Meeting via Zoom**

**Present:** Tap Bui, Joe Caverly, Jeff Clayman, Joan Coulter, Tamika Duplessis, Jennifer Fallon, Cathy Glaser, Liz Landry, Jim Schneiders

**Absent:** Amritha Appaswami, Ruby Board, Najah Shakir, Mary Zervigon,

**Staff:** Chanda Burks, Monique Cola, Melanie Flot, Christina Hull, Donald Neveu

**Foundation:**

**Guests:** Derek Rankins, Austin Richards, Susan Becker, Paige Jackson with OPSB

Notice of the meeting and agenda were 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 Board Chair, Jennifer Fallon, on Thursday, September 23, 2021 once there was a quorum at 4:33 pm. Roll call was done of the Advocates attending the virtual meeting.

The August 19, 2021 Advocates Board Meeting minutes were presented and approved. Tamika Duplessis moved for approval and Jeff Clayman seconded.

**Financial Report:** (Jim Schneiders)

Jim Schneiders began with review of the proposed FY22 Budget that is based on an enrollment of 550 students. A goal that the Finance Committee would like to achieve is a 2% discretionary contribution to faculty/staff retirement but a lot will depend on enrollment and other factors during the school year. The Foundation has made a contribution of \$175,000. Even though bus transportation is a huge expense, we saved some this past year due to remote learning and Hurricane Ida. The budget will be monitored throughout the school year. Enrollment numbers are down across the board in Orleans Parish due to no specific reason. Joan Coulter moved for approval of the proposed FY22 budget and Tamika Duplessis seconded. The proposed FY22 budget was approved.

Jim Schneiders reported that Melanie Flot has resigned as Director of Finance & Human Resources as of Friday, September 17th. She was not looking to leave Sci High but was recruited. Melanie has agreed to assist during transition as we screen for the position and help with the audit. Melanie was commended for her excellent performance in the last two years.

Next Friday, two interviews will be held for the position. Jim Schneiders suggested Jennifer Fallon and Joe Caverly take part in the interview if they are available.

Mrs. Guidry, the current Finance & HR Assistant, has worked very closely with Mrs. Flot and will continue with payroll, onboarding, and other duties.

- **Accounts Receivable:** As of 8/31/2021, there was \$227,805 in accounts receivable.
- **Profit & Loss:** The P & L shows a net gain of \$68,322.
- **Finance Dashboard:** Bank reconciliation reflects the register balance at the end of August 31, 2021 was \$2,113,628. The book cash balance value as of September 21, 2021 is \$2,045,885

representing approximately four months of cash on hand. Finance forecasts approximately \$525,078 income in September 2021. Finance forecasts approximately \$495,360 in expenses in the month of September 2021.

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

**Head of School Report – September 23, 2021:** (Dr. Monique Cola)

**I. Enrollment**

	<b>Targets 2020-21</b>	<b>May 2021</b>	<b>Targets 2021-22</b>	<b>July 2021</b>	<b>Sept.22, 2021</b>
9th	140	146	165	170	165
10th	125	127	160	176	148
11th	125	110	140	130	115
12th	115	101	125	111	117
<b>TOTAL</b>	<b>505</b>	<b>484</b>	<b>590</b>	<b>581</b>	<b>545</b>

**II. Demographics**

	<b>African American</b>	<b>Asian</b>	<b>Hispanic/Latino</b>	<b>White</b>	<b>Two or more</b>
9 <sup>th</sup>	124	2	22	9	8
10 <sup>th</sup>	120	1	17	5	5
11 <sup>th</sup>	90	0	12	8	5
12 <sup>th</sup>	101	1	7	4	4
	<b>435</b>	<b>4</b>	<b>58</b>	<b>26</b>	<b>22</b>
%	80%	<1%	11%	5%	4%
Female	232	2	28	9	10
Male	203	2	30	17	12

**III. Staffing:**

- a. In addition to the one long term substitute already on staff, two additional long term substitutes have been hired.
- b. Interviews will begin next Tuesday for the position of a bilingual Office Assistant.

**IV. Updates:**

- a. Hurricane Ida
  - i. Staff/Students – 7 faculty/staff have endured some type of loss to their homes making them uninhabitable. Staff returned to work Wednesday, September 15<sup>th</sup> on a part time schedule to prepare their classrooms and have time to handle their personal affairs.
  - ii. Facility – The building sustained some damages including the parking lot, the gym lobby had water intrusion from the mechanical room in the roof, and there was water damage in Makerspace. Most of the damages were under warranty, with exception of

- the fence. Repair quotes will be submitted for the fence (estimated a little over \$10,000) and the gym lobby (estimated at \$1,000).
- iii. Calendar Changes – Because we lost 14 days to Hurricane Ida (15 including Labor Day), we eliminated professional developments for this semester, fall break, and have shortened both Thanksgiving and Winter Break to meet instructional minutes requirements. The revised calendar will be submitted by the end of the month.
  - b. COVID: This is the last week of virtual learning due to families Hurricane Ida. Next week will begin hybrid learning until we resume 100% in person learning on October 11<sup>th</sup>.

**V. Upcoming Events at Sci High:**

- School related events: Homecoming Spirit Week will occur in October.
- Volleyball games will be held in the Sci High gym next week and basketball tryouts and practice have begun.

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

**Foundation Report:** (Snapshot of Development Office Report)

The Foundation report will stand as written since both Andrea Williams and Curtis Pellerin were not in attendance.

**FY 21-22:** Currently, \$20,000 is committed to educational programming for the current fiscal year.

- YouthForce NOLA committed \$15,000 restricted funds to a schoolwide CTE Soft Skills Program
- St. Charles Avenue Presbyterian Church committed \$5,000 restricted funds to Sci High Internships

As of September 23, 2021, six grants have been submitted and another is due September 30, 2021.

Grants Update:

1. Invited to 2<sup>nd</sup> stage of Keller Family Foundation – submitted September 20<sup>th</sup>
2. Invited to 2<sup>nd</sup> round Institute of Mental Hygiene – due October 11<sup>th</sup>

Annual giving pledge letters will be sent in October.

**Report of the Chair:** (Jennifer Fallon)

Jennifer Fallon welcomed everyone back after Hurricane Ida. Due to the hurricane, there has been no further work on the SY 2020-2021 Mandatory COVID Vaccine Policy. It will be addressed and brought to the Board at the October Board meeting.

**Committee Reports:**

**Governance:** Interviews for new Board members were completed and there is one candidate to propose at the next Board meeting.

**Head of School:** Tap Bui updated that there are no new items and follow up will be done with Dr. Cola.

**Facilities:** Nothing to update or report.

## **No Public Comments**

With no other business to discuss, Liz Landry made a motion for the Board to adjourn and it was seconded by Cathy Glaser. The meeting was adjourned at 5:22pm. The meeting was also being recorded.

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