

Advocates for Science & Mathematics Education
Minutes of the Board of Directors Meeting
October 17, 2019, 4:30 pm.
5625 Loyola Avenue, Rm 101

Present: Amritha Appaswami, Ruby Board, Jeff Clayman, Joan Coulter, Tamika Duplessis, Jennifer Fallon, Shannon Fazande. Cathy Glaser, Jim Schnieders, Mary Zervigon

Absent: Joe Caverly, Liz Landry, Kathy Parsons, Najah Shakir

Staff: Chanda Burks, Melanie Flot

Foundation: Julie Bourgeois

Guests: Valerie McGinley & Karen Buck (FSME), Shenyarai Pellerin, Rosemary Szilagi, Susan Becker, Kimberly Oatis, Derek Rankins, Rebecca McMillian, Austin Richards, Brianna Gilbert

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, September 19, 2019 at 4:32pm. Each of the guests attending introduced themselves to the Board.

The September 19, 2019 Board Meeting minutes were presented, approved (Mary moved and Jim seconded) and then accepted.

Financial Report: (Jim Schneiders/Melanie Flot)

- **FY 20 Budget:** The FY20 Budget was submitted to NOLA Public Schools on September 30, 2019. Jim Schneiders informed the Board that the FY20 Budget was revised, to reflect the enrollment count and expenses.

Melanie Flot continued with the financial report:

- **Balance Sheet:** Cash balance as of 9/30/19 was \$1,409,411; total net assets decreased by \$229,169 since 6/30/2019.
- **Accounts Receivable:** As of 9/30/19, there was \$260,700.68 in accounts receivables.
- **Budget vs. Actuals:** As of 9/30/19, the budget and actuals report shows a current net income of \$6892.
- **Finance Dashboard:** Bank reconciliation reflects the register balance at the end of September 2019 was \$1,657,288. The book cash balance as of current AR and AP is \$1,409,411 representing approximately two months of cash on hand.10/14/19, which includes transactions after the reconciliation including is \$1,259,684.05 representing approximately 2.34 months of cash. Finance forecasts approximately \$468,895 income and \$542,656 expenses in August 2019.

Two formal resolutions were read by Jim Schneiders and were approved by the board:

- When the school has cash in excess of immediate needs, those excess funds may be deposited in interest bearing accounts that do not exceed the risk of the funds in the non-interest bearing account, and that such interest bearing deposits will be made with the consultation of the Finance Committee. Jeff Clayman moved and Cathy Glaser seconded.
- The State of Louisiana requires public charter schools to adopt their budgets by September 30th of each year. On Thursday, September 19, 2019 at 3:00pm in Room 101,

5625 Loyola Avenue, New Orleans, LA. 70115, a Public Budget Hearing was held to provide an opportunity for public comment on the proposed FY20 budget before approval as required. On Thursday, September 19, 2019, the Board adopted the attached budget for the FY20. Tamika Duplessis moved and Najah Shakir seconded. The budget was approved unanimously.

The Finance Report was received by the Board.

Head of School Report: (Dr. Monique Cola)

- **Enrollment:** As of 9/19/19, we have 461 students.
- **Staffing:** We filled the Math position with an Algebra II teacher.
- **Updates:**
 - a. **Buses** - We are currently using EMS with two dedicated Eastbank and two WestBank buses providing morning only service and bus tokens given out for afternoon transportation. October 1st we expect to have eight dedicated buses and provide 30 day bus passes to all students that live 2.5 miles or less from the school. The current decrease in bus service has caused significant changes in attendance and tardies, but the situation should improve with a new contract for bus service beginning on October 1st.
 - b. **Assessments** – Biology scores were 82% Passing and 33% Proficient.
- **Upcoming Events at Sci High:**
 - 9/19 – Ring Ceremony @ N.O Jazz Market, 6pm.
 - 9/25 – College Fair
 - 10/3-4 – Mid Term Exams
 - 10/10 – ACT Practice Test
 - 11/14 – Open House

The Head of School Report was received by the Board.

Report of the Foundation: (Julie Bourgeois)

- Report reflected over half of the \$350,000 goal has been committed. Of that \$189,500, there is a new funder and FSME Board Member, Barbara Beckman.
- The first quarterly newsletter has gone out and school tours are underway. The marketing committee is recruiting and working diligently on increasing website traffic and attracting new funders.
- Personalized letters were given to board members for the Annual Board Giving to be completed and returned by September 27, 2019. Board members were asked to help make connections with at least 3 funders.

The Foundation Report was received by the Board.

Committee Reports:

- **Governance** (Najah Shakir) Najah accepted the role to chair the committee and get it organized, complete work plans, goals and prepare calendars.
- **Head of School** (Shannon Fazande) Shannon accepted the role to chair the committee. A calendar invite was sent to board members with three date options for the first meeting. The first committee meeting will highlight HOS goals, set calendar dates, committee goals and prepare a staff survey for October.

- **Finance** (Jim Schneiders) deferred their meeting but reset and met to review the proposed FY20 budget.
- **Facilities** (Jeff Clayman) Committee's work is in progress.

Report of the Chair: (Jennifer Fallon)

Jenn asked the board members to let her know if they would like to swap committees, as well as serve on additional committees.

With no other business to discuss, Joan Coulter made a motion for the Board to adjourn and it was seconded by Najah Shakir. The meeting was adjourned at 6:02 PM.

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