

Advocates for Science & Mathematics Education
Minutes of the Board of Directors Meeting
August 15, 2019, 4:30 pm.
5625 Loyola Avenue, Rm 101

Present: Ruby Board, Joe Caverly, Jeff Clayman, Joan Coulter, Tamika Duplessis, Jennifer Fallon, Shannon Fazande. Cathy Glaser, Liz Landry, Kathy Parsons, Jim Schnieders, Mary Zervigon

Absent: Amritha Appaswami, Najah Shakir,

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

Foundation: April Okpo

Guests: Rosemary Szilagi, Amy Mallozzi, Rebecca McMillian, Kimberly Oatis, Susan Becker, Melanie Boulet, Dominique Lucien, Bryce Davis, Kula Muse, Jaimme' Collins, Sam Loftus

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, August 15, 2019 at 4:35pm.

The July 18, 2019 Advocates Board meeting minutes were presented, approved (Mary moved and Liz seconded) and accepted.

Financial Report: (Jim Schneiders)

- **Balance Sheet:** As of the end of last year, there was a positive balance. Cash balance as of 6/30/19 was \$1,572,164.
- **Accounts Receivable:** As of 6/30/19, there was \$219,365 in accounts receivables with \$37,630.53 (17%).
- **Budget & Actuals:** As of 6/30/19, 100.56% of budgeted revenue has been billed and 98.55% of budgeted expenses incurred resulting in a current net income of \$81,794.
- **Finance Dashboard:** Bank reconciliation reflects the register balance at the end of June 2019 was \$1,572,164.05. The book cash balance as of 8/9/19, which includes transactions after the reconciliation including current AR and AP, is \$1,283,033.46 representing approximately 2.38 months of cash on hand.
- **Proposed FY 20 Budget:** *The proposed budget is still being worked on but will be prepared in time for board review and final adoption on September 30, 2019.*

The Finance Report was received by the Board.

Head of School Report: (Dr. Monique Cola)

- **Enrollment:** Enrollment has been fluctuating - August 2019 enrollment is at 474, with a 2019-20 target enrollment of 500 students.
- **Staffing:** We lost 2 faculty members: CTE coordinator (position has been filled internally by Josh Overman) and a Math Teacher due to scheduling issues (math search in progress)
- **Updates:**
 - 7/26 - **Internship Showcase** had a wonderful turnout and featured interns. The showcase included about 20 selected powerpoint presentations and the remaining presentation featured during the gallery walk.

8/8 – First day of school for 12th graders

8/9 – First day of school for 10th & 11th graders

8/12 – First day of school for 9th graders

- **Upcoming Events at Sci High:**

- **8/29 - Back To School Night & Senior Parent Info Night**

Department heads will attend board meetings to present what's happening in their areas. Biology scores should come out tomorrow and others later this fall.

The Head of School Report was received by the Board.

Report of the Foundation: (April Okpo)

- Report reflected we are starting the school year with \$129,000 already secured and a robust pipeline with many relationships fostered. ACH payments are being utilized in order for the school to get faster access to funds.
- The Capital Campaign is at about \$900,000 committed and received.
- The FSME 2019-2020 Calendar will include newsletters for donors. The Foundation will schedule 8 to 10 tours with funders.
- The quarterly newsletter to begin in September will include contributions from students, teachers and staff on all the great things happening at Sci High.

The Foundation Report was received by the Board.

Dr. Tamika Duplessis made a motion for the Board to move into Executive Session at 5:04 PM. Jeff Clayman seconded the motion. All of the guests were dismissed with the exception of Jaimme' Collins.

During the Executive Session, the Board received a staff development update and discussed the Annual Performance Review of the Head of School. Mary Zervigon moved that the Executive Session end and Cathy Glaser seconded the motion. The public meeting was resumed at 5:39pm.

Committee Reports: (Jim Schneiders)

Jim Schneiders made a motion for the HOS to have a new contract for this school year with the same terms as the previous school year. Dr. Tamika Duplessis moved and Mary Zervigon seconded the motion.

Report of the Chair: (Jennifer Fallon)

Jennifer Fallon reported that even though Jennifer Oliver-Goodwin was voted for a new term, she resigned her position with the Board. OPSB was notified of the change. Jennifer has to submit the Board Governance Assurance Form certifying that each board member has completed ethics training and financial disclosures. A \$250 fine is given after May 15th to any non-compliant board member. The online ethics training is about an hour long and once completed, email the certificate to Jennifer Fallon.

The Board was updated on the status of the new building and that tomorrow there would be a meeting held with Lee Hayes, Sue Robertson (OPSB), Dr. Cola and Jennifer Fallon to discuss next steps for the new facilities, as well as who is responsible for what and when. The school will remain the Wicker Building. At the meeting, it will be determined how soon events and tours with funders can be held.

Public Comment:

Sam Loftus asked if the board was considering hiring a chemistry teacher and was informed that no more hiring will be done at this time except for a math teacher. Math is our weakness, so we have to replace the math teacher. Mrs. Boulet inquired about the school's rainy day fund and was informed that the school does have a reserve with at least 3 months of cash on hand for emergencies and to have a cushion. Sci High is meeting the OPSB standards.

Mary Zervigon made a motion for the Board to adjourn and it was seconded by Jim Schneiders. The meeting was adjourned at 6:01 PM.

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