

**Advocates for Science & Mathematics Education**  
**Minutes of the Board of Directors Meeting**  
**September 19, 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, Jim Schnieders, Najah Shakir, Mary Zervigon

**Absent:** Amritha Appaswami, Kathy Parsons

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

**Foundation:** Julie Bourgeois, April Okpo

**Guests:** Kyla Muse, Melanie Boulet, Quentin Board, Rosemary Szilagi, Derek Rankins, Susan Becker

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 4:35pm. Each of the guests attending introduced themselves to the Board.

The August 15, 2019 Board Meeting minutes were presented, approved with minor edits (Mary moved and Jim seconded) and then accepted.

**Financial Report:** (Jim Schneiders/Melanie Flot)

- **Proposed FY 20 Budget:** Jim Schneiders began with a review of the Proposed FY20 Budget, based on enrollment of 480 students. The budget reflects an excess (deficiency) of revenue in the amount of \$59,564.00.

A budget revision will be done, as well as additional cutting. Next year a preliminary budget will be ready by the end of May.

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 30<sup>th</sup> 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.

Melanie Flot continued with the financial report:

- **Accounts Receivable:** As of 8/31/19, there was \$101,290 in accounts receivables.
- **Profit & Loss:** As of 8/31/19, the P & L shows a net income of \$27, 219.
- **Finance Dashboard:** Bank reconciliation reflects the register balance at the end of August 2019 was \$1,657,288.17. The book cash balance value as of 9/19/19 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.

**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 1<sup>st</sup> 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 1<sup>st</sup>.
  - 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