

## **QSM Council Meeting Conference Call Minutes October 27, 2017**

### Attendance:

Tricia Miller, Johnette Roberts, Brenda Nixon, Nathan Cotton, Jean May-Brett, Shan Davis, Shannon Lafont, Jeff Holcomb, Carolyn Sessions proctor for Jill Cowart, Chris Hynes, Brad Burkman, and Lydia Hill

The meeting was called to order by Chairman Shannon Lafont at 10:08 am.

The minutes from the 10-24-16 QSM Council meeting were accepted by vote of the Council. Moved by Jean May-Brett and seconded by Shan Davis. Motion carried.

The minutes from the 12-1-16 QSM Council meeting were accepted by vote of the Council. Moved by Jean May-Brett and seconded by Shan Davis. Motion carried.

Shannon Lafont asked those on the conference call to review the council member information sheet for any changes that need to be made. She asked council members to email any needed edits.

### Old Business:

#### 2016-17 Annual Report:

- Brenda Nixon stated she had submitted the annual report to the boards and commissions and that she will provide the report to the Council members. Jean indicated a financial breakdown should be provided for the monies spent from the 2015-16 year. Brenda indicated LSU changed their system and it has been difficult to get the exact financial breakdown for QSM. Brenda stated she would have the information on expenditures and a finance breakdown for the next meeting.

### New Business:

#### QSM Reader Appreciation:

- Shannon Lafont referred to the list of those who reviewed QSM math and science proposals and thanked them.
- Council members discussed the problems with submitted proposals and the lack of quality in the applications. Several named their school, parish or town resulting in automatic disqualification. Many teachers wrote narratives with too few words to truly provide explanations of their project and provide the information requested. A number of teachers asked for items for clubs or competitions like Olympiad and Robotics but not for classroom instruction. The requested description of training was often just a list of two sessions, which in some cases was simply a faculty presentation.
- Shannon Lafont indicated that she provided a "How to Write a QSM Grant Webinar" and only a few people attended. The council agreed that it would be better to provide face-to-face trainings around the state. Training was

discussed last year, which is why the webinars for teachers and reviewers were offered. Unfortunately, the webinar did not seem to provide the level of training needed by the teachers. Tricia offered to have a grant writing session added to the LATM Conference next month.

#### Proposal Funding/Timeline:

- Brenda Nixon reviewed the attached 2017-18 QSM Interim, Status Report. The report noted that there is \$158,400 budgeted for QSM awards. There were 478 teachers who started a proposal compared to over 600 last year. However, only 233 submitted a proposal. Of the 233 proposals, 108 were math and 125 were science. They varied by grade level: 112 were K-5, 57 were 6-8, and 64 were 9-12. However, due to the low quality of proposals she suggested funding 76 proposals (35 math and 41 science) that scored in the range of 100-70, totaling \$53,032.08.
- Jean made a motion to fund the 76 proposals with scores between 70-100 and to immediately send out notification letters to teachers. Seconded by Shan Davis. Motion carried. Brenda Nixon indicated that she would compose an email to send out to those who scored below 70 and create a flyer to send out to everyone.

#### Plan for New Proposals:

- In order to expend the funds that will be available after the first 76 proposals are awarded, Brenda Nixon proposed giving those applicants that scored 69-30 a second chance to submit their proposal. She would give them feedback with the pitfalls through an email following the council meeting if approved. If all applicants submitted and was approved, the grand total of all funding would be \$148,032.58.
- As a result, Lydia Hill made a motion to send feedback to those applicants that scored below 70 on how to improve their proposal and to reopen the QSM grant to everyone with a due date of Monday, November 13. Seconded by Jean May-Brett. Carolyn Sessions opposed, but motion was carried.

#### Website Vendor:

- Brenda Nixon stated that some of the reviewers and applicants had serious issues with the Community Force website. Since this is the second year using the website and both years we had serious problems, we needed to look for going to another provider. She would research other websites and provide the council with information at the next meeting. Anyone with information on a potential provider should send Brenda information.

#### 2018 Proposal Due Date-September 10:

- Jean May-Brett moved for Monday, September 10, 2018 to be the grant deadline. Seconded by Lydia Hill. Motion carried.

#### Announcements/Other Business:

- If there is not enough QSM funding left, Jean May-Brett stated that LATM and LSTA could look into providing grant writing workshops across the state as LSTA has done in the past.

Nathan Cotton moved to adjourn the meeting. Seconded by Tricia Miller. Motion carried at 11:20 am.