

**QSM Council Meeting
Minutes
October 24, 2016**

Attendance:

Tricia Miller, Jill Cowart, Johnette Roberts, Sabrina Smith, Brenda Nixon, Nathan Cotton, Jean May-Brett, Maryanne Smith, Shannon Lafont, Beth Smith, Carolyn Sessions, Chris Hynes, Janet Pope, Brad Burkman, and Lydia Hill (Visitor)

The meeting was called to order by Chairman Shannon Lafont at 10:18 am.

The minutes from the 2015 QSM Council funding meeting were accepted by vote of the Council. Moved by Jean and seconded by Maryanne Smith. Motion carried.

Old Business:

2015-16 Annual Report:

- Brenda Nixon presented the 2015-16 lists of QSM math and science grant winners.
- Brenda Nixon provided a handout on a Financial Update for the QSM program. Jean indicated a concern of \$6,469.57 in supplies. She stated that QSM should not have that much in supplies that it may have been placed in the wrong category. She asked Brenda to check with the accountant on that amount and category.

Boards and Commissions:

- Brenda provided members of the board with the handout RS 17:374. She stated that QSM was legislatively approved, and she is required to provide the legislature with necessary documentation for the continuance of the program. Documentation includes 1) posting the annual meeting notice; 2) updating the Council membership; 3) providing an annual report; and 4) including a detailed financial report.

New Business:

Community Force QSM Portal/Rubric Changes:

- Brenda asked the council for feedback on the new QSM portal. Maryanne stated that she noticed that the disqualifications were not listed on the rubric, that the applicants were not placing the vendor or shipping and handling on the budget page, and there was not a section that indicated if the reviewer wanted the proposal to be funded or not. Brenda stated that the disqualifications list was supposed to be on the reviewer site and had been submitted to the company as such. The last section requested that the reviewers include an overall justification for their score, and this is where that information was recorded. This will be changed for next year. Maryanne indicated that she liked how the new system provided the reviewer with a split screen of the rubric and proposal.
- Carolyn indicated that there needs to be a policy ensuring confidentiality of state assessment data. At least one proposal posed a security breach by including confidential student data in the description of student need, and this absolutely must be avoided in subsequent years. Brenda indicated that she will include a statement to that

effect on the QSM RFP for next year. Carolyn offered to wordsmith that section to ensure that teachers understood the type of data that could and could not be used in the narrative.

Proposal Funding/Financial Report:

- Brenda indicated:
 - There were 650 teachers who started an application but only 342 completed and submitted a proposal. Of the 342 proposals submitted, 68 have been flagged for disqualifications.
 - A few teachers placed their name, school, or parish on the file name of the budget. However, the QSM RFP only mentioned teacher, school, and parish names in the narrative sections, so no proposals were disqualified as a result of file names. This information will be included in the RFP next year.
 - Some proposals were originally disqualified because the writer placed the title of an MSP in which they attended. Due to the fact that many MSPs include several parishes, the consensus was to not disqualify proposals that mentioned the MSP name in the narrative. As a result, Brenda indicated that she will go back through the 68 disqualified proposals and take those that fall into those two categories off of the disqualified list.
 - Brenda indicated that where there was a discrepancy in the scores of two readers a third reading was arranged.
- Brenda discussed the problems she encountered with the portal.
 - She stated that she was unable to provide a list of grant winners by region due to a sorting issue that she could not overcome in time for the Council meeting, and
 - She mentioned that she had problems with principals receiving emails from the new system to approve their teacher's proposal. She believes it is due to parish email firewalls. She estimated that about 33% of the proposals had that problem. Since this was an issue, as long as the teacher had submitted their proposal on time, she allowed the principal to send her an email to approve the proposal. Several Council members suggested that IT departments could be notified. Brenda stated that she will look through the database and make a list of parishes that rejected the emails and contact each district's IT department to work on accepting the portal emails next year.
 - Since the Council was unable to review the list of winners, Brenda requested that a telephone meeting be held for the council to vote on the winners. She hoped to have the list winners' listing by the 31st. She will send a Doodle Poll to all Council members to determine the best time for a brief telephone meeting to vote on the proposed slate of winners.
- Jill Cowart stated that in order to ensure everyone is aware of the QSM proposals next year, she offered to place the information in the Teacher Leader emails which go out once a month and LDOE newsletters which go out once a week. Carolyn also indicated that she can send it through the bulletin which goes to all principals.

- Jean indicated that LATM and LSTA have provided some QSM grant writing workshop sessions this year at Teacher Leader and the LATM/LSTA Conference. However, in the past LATM and LSTA provided QSM grant writing sessions in each region. This is something each association can look into.

Readers for the 2016-17 QSM grants were thanked. Jean indicated that once we have the names of this year's readers both LATM and LSTA will provide a thank you to all QSM readers by listing them in the association newsletters as they have been in the past.

Timeline for teacher notification and funding:

- Brenda indicated that she plans to notify teachers in November.

Proposal due date:

- Nathan Cotton moved for Monday, September 11, 2017 to be the grant deadline. Seconded by Jean. Motion carried.

Election of Chairman:

- Jean May-Brett moved to re-elect Shannon Lafont as board chairman. Seconded by Nathan Cotten, Motion carried.

Announcements/Other Business:

Other Business:

Shannon stated that since the new portal system was not ready in time, and a webinar to train new reviewers was not completed. She stated that a QSM webinar training will be worked on for next year.

Carolyn Sessions moved to adjourn the meeting. Seconded by Nathan Cotton, Motion carried at 11:21 am.