QSM Council Meeting Agenda

Monday, April 12, 2021|2:30-4:30PM

# Welcome

-Jean May-Brett, QSM Council President, called the meeting to order at 2:34 PM

-The following people were in attendance.

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| Member or Proxy Name | Organization Affiliation |
|  Johnette Ballard  |  Louisiana Council of Supervisors of Mathematics  |
|  Tammy Brouillette  |  Louisiana Science Teachers Association  |
|  Susannah Craig  |  Louisiana Board of Regents   |
|  Joseph David  |  Louisiana Association of Principals   |
|  Trisha Fos  |  Louisiana Association of Teachers of Mathematics  |
|  Jeffrey Holcomb  |  Louisiana Association of Science Leaders  |
|  Nikkie Landry (proxy, Shan Davis)  |  Louisiana Board of Elementary and Secondary Education  |
|  Nicole Cotton (proxy, Shauna LeBlanc)  |  Louisiana Science Teachers Association  |
|  Jean May-Brett  |  Louisiana Association of Science Leaders, QSM Council President  |
|  Sabrina Smith  |  Louisiana Council of Supervisors of Mathematics  |
|  Christen Timmons  |  Louisiana Association of Teachers of Mathematics  |
|  Spencer Roby  |  QSM Grant Administrator & Executive Director  |

# January 6, 2021 Council Meeting Minutes

## PDF Link: <https://lsu.box.com/s/v2jbt3itmjilrn7cnbtqwx6mvbi9w3hx>

## Vote for Approval

-Jean May-Brett requested approval of the meeting minutes from January 6th to be accepted.

-Nikki Landry moves to approve of the meeting minutes.

-Joseph David seconds the approval.

-Jean May-Brett asked for those who opposed the approval of the meeting minutes to come forward. No one opposed and the meeting minutes were approved by unanimous acceptance.

# 2020-21 QSM Round 2 Grant Proposal Submissions

*Spencer Roby presented the following information (sections A and B) to the Council.*

## Proposal Submissions Data

* We had 61 complete submissions: 45 new submissions and 16 resubmissions from Round 1
* Out of the 61 complete submissions, we had 8 disqualifications: 1 for plagiarism, 1 for budget request, and 6 for including identifying information
* For more details, review the [Round 2 QSM Proposal Overview Tables](https://lsu.box.com/s/si6rn6ylbz6rqvlhg4mainnhct33ndrv)

## Round 2 Recommended Proposals for Award

* We recommend awarding grants to 40 teachers for a total $36,053.91
* PDF Link: [2020-21 QSM Round 2 Proposal for Approval](https://lsu.box.com/s/gxszh8ylb87l8omrk4xae1xh36fkbhj4)

## Vote for Approval

*-Jean May-Brett asks for a motion to approve the awarding of the 40 grants that have been mentioned by Spencer*

*-Trisha Fos motions for the approval*

*-Susanna Craig seconded the approval*

*-Jean May-Brett asked if there was any opposition to the approval. There were no oppositions, and the awarding was passed via unanimous vote for 40 second round proposals funded at $36,053.91.*

# 2020-21 QSM Closeout Budget

## 2020-21 QSM Closeout Budget

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| **Expenses** |
| Description | Amount |
| Cain Center Administrative Fee |  $ 20,000.00  |
| Reviewr Software |  $ 2,500.00  |
| Telecommunications |  $ 1,250.00  |
| QSM Grant Awards Round 1 & 2 |  $ 68,012.00  |
| LADOE Content Leaders Fixed Learning Kits Awards |  $ 27,423.00  |
| Additional Compensation for Coordinator |  $ 3,000.00  |
| Grant Management Software Annual License |  $ 15,000.00  |
| Grant Management Software One-Time Implementation Fee |  $ 5,000.00  |
| Grant Editor Lead/Coordinator Stipend |  $ 3,000.00  |
| Grant Editor Stipends (x6 at $3,000) |  $ 18,000.00  |
| Grant Writing Workshop Trainer Stipends (x3 trainers at $3,000) |  $ 9,000.00  |
| Judge Training Content Writer Stipend |  $ 2,000.00  |
| LSU Production of QSM Videos |  $ 5,000.00  |
| Website Redesign/Update Stipend |  $ 2,000.00  |
| QSM Logo with Branding Guide & Templates |  $ 1,500.00  |
|  |  |
| TOTAL EXPENSES |  $ 182,685.00  |
|  |  |
| **Revenue** |
| Description | Amount |
| QSM State General Funds |  $ 182,685.00  |
|  |  |
| TOTAL REVENUE |  $ 182,685.00  |
|  |  |
| **BALANCE** |  **$ -**  |

## Closeout Budget Explanation and Discussion

*Spencer Roby presented the following information to the council*

* *If all the current grants that are approved are accepted, it would come to a total of $68,012.00*
* *Because of the current time constraint, we do not think it is feasible to do another round of grants.*
* *Since there is not the ability to hold another round, we want to instead create an application for content leaders who have been through training and approved by the Department of Education, to be able to go through an approved list of items and request them, then have them purchased and mailed directly to the content leaders.*
* *They must be LA Department of Education trained, and there will be certain equipment they can request. There will be a maximum, which as of now was mentioned to be up to $500.*

*Discussion:*

* *Jean May-Brett mentions that she has been in contact with the Department of Education for a number of the approved vendors and, looking at science and math curriculum material, tier one and tier two rated items. They have a list of content leaders, field testers, and teacher leaders. Because of the short amount of time left, we have to be very specific and have the guidelines in place.*
* *-Jeff Holcomb asks if we would be purchasing the kits for them, or simply giving them the budget to purchase approved items*
* *-Jean May-Brett answers that we would receive a list from approved vendors, and have it double checked that the teacher has received training, verify that the item is on the Department of Education’s approved list of items, and then ship the items to the teacher.*
* *-Christen Timmins asks if the math side is included as well or if it is just the science side.*
* *-Jean May-Brett answers that it would apply to both math and science but only K-8, science was only used as an example.*

*Spencer Roby provides the following information about Reviewr on the budget*

* *The normal price paid for Reviewr is $2,500 but in regard to the many issues being had with it, he has been looking into different software*
* *The high end of new grant management software would be around $10,000-$15,000 annually. There would be a one-time fee of at most $5,000 for implementation of the software.*
* *This would mean keeping the administrative fee the same to adjust for the increased price of the software.*

*Discussion:*

* *Jean May-Brett says that Reviewr software was not meant for the kind of program we have. The expense is so different because we would need to get a software that would work with our kind of program.*
* *Nicole Cotton asks when the new software gets implemented if the equipment would be ready once the training for the software has begun.*
* *Jean May-Brett answers that yes, that is the plan.*

*Spencer Roby provides the following updates and support for QSM*

* *The Grant Editor Lead stipend: they will be the go-to for the whole rewriting process, and will coordinate with the other editors and writers, then report back to Jean May-Brett, Spencer Roby, and the Council. They would also act as a writer and get a total of $6,000.*
* *Grant Editor stipends: There would three groups, with two people, for each grade band. In order to simplify the application, different questions would be needed for different grade bands and these people would figure out this together. There would be a $3,000 stipend for this. They would be in charge of creating rubric examples and non-examples, rewriting eligibility requirements, budget templates, writing in depth scoring instructions, writing instructions that include good versus bad examples, and rewriting post award report questions. Hour wise, it would be roughly $30 per hour for 40 to 60 hours of work.*
* *Grant Writing Workshop Trainer Stipends: three individuals to conduct virtual workshops; one hour of direct instruction and then one to two hours of interactive work time for teachers to get help. The first hour could be recorded and posted to the website for teachers to use that as a resource as well. Each grade band would offer five virtual workshops on select evenings and Saturdays in July, August, and September. Money would need to be spent beforehand since the actual workshops would be held in those three months. Part of this stipend would also be to write and do brief 3-to-5-minute videos explaining each section; this would be for the teachers who don’t have time to attend the full training.*
* *Judge Training Content Writer Stipend: This would be for writing content on judge training so that judges know what to look for and how to go through the process. They would not actually conduct training but would be responsible for making a training webinar of 15 to 20 minutes on how to read and score, a 5-to-10-minute video on how to navigate the software we are using, and to create a scoring calibration exercise so that they can do a practice run on judging. Also, would be in charge of creating the agenda of an actual meeting that Jean May-Brett and Spencer Roby would run beforehand.*
* *Anyone who is creating videos would need to create transcripts of the videos so that it is accessible.*
* *LSU Production of QSM Videos: This LSU Production team will work with departments; they would provide professional video equipment, helping to direct, etc.*
* *Website Redesign: Given the amount of work required to update or redesign the website, we would need to pay an individual to do those changes to the website.*
* *QSM Logo: this would be to create a logo for QSM for stationery stuff such as a letter head, etc. This would be beneficial as QSM is not just an LSU program but a state program as well. This branding would help with outreach to teachers and overall visibility.*

## Vote for Approval

*-Jean May-Brett asks for motion to approve of the close out budget presented by Spencer Roby*

*-Tammy Brouillette motions to approve the close out budget*

*-Trisha Fos seconds the approval*

*-Jean May-Brett asks for any opposers of the close out budget presented by Spencer Roby. There were no opposers and the close out budget is accepted as presented.*

# Proposed Eligibility and Application Changes

## Pre-Kindergarten Eligibility Discussion

*Jean May-Brett: We now have a state document for Pre-K that includes subdomains in math and science. Looking at other factors, we believe it is acceptable to include Pre-Kindergarten.*

## PK-3, 4-8, 9-12 Grade Band Levels Grouping for Application Discussion

*Jean May-Brett: We like to do grouping as Pre-K to 3rd, 4th to 8th, and 9th to 12th for the purpose of the writers for the proposal forms.*

## Award Funding Limit Increase Discussion

*Jean May-Brett: Finally, would be the proposed limit of Pre-K to 3rd at $1,000 and 4th to 12th at $1,500 for the 2021-2022 QSM cycle.*

## Vote for Approval

*Discussion and Vote:*

* *Trisha Fos asks what has placed 3rd grade into the category it is in rather than with 4th.*
* *Jean May-Brett says that when we discussed it, some 3rd grades are departmentalized, but when looking we heard that there were more 3rd grades that were still self-contained. The type of questions would be different if we looked at Pre-K to 3rd as early childhood.*
* *Nikki asks if Pre-K would mean only Pre-K classrooms and teachers in public school systems or if it would be extended to early childhood learning centers previously regarded as day care.*
* *Nikki also asks if when regarding Pre-K do we mean both Pre-K three-year-olds, and Pre-K four-year-olds.*
* *Jean May-Brett answers that this would include only Pre-K four-year-olds and only Pre-K’s run by districts. The legislation indicates that they must have school boards, so we believe we are fine to only include Pre-K that leads directly into other district grade levels. This would be clearly specified in the application*
* *Jean May-Brett asks for motion to approve the proposed application changes*
* *Nicole motions to approve to proposed application changes*
* *Tammy seconds*
* *Jean May-Brett asks for anyone who is opposed to the proposed application changes to signify. There are no oppositions and is approved by unanimous acclamation.*

# 2021-22 QSM Projected Budget

## 2021-22 QSM Projected Budget

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| --- |
| **Expenses** |
| Description | Amount |
| Grant Management Software Annual License |  $ 15,000.00  |
| Cain Center Administrative Fee |  $ 20,000.00  |
| QSM Grant Writing Workshop & Education Outreach |  $ 10,000.00  |
| QSM Grant Awards |  $ 137,685.00  |
|  |  |
| TOTAL EXPENSES |  $ 182,685.00  |
|  |  |
| **Revenue** |
| Description | Amount |
| QSM State General Funds |  $ 182,685.00  |
|  |  |
| TOTAL REVENUE |  $ 182,685.00  |
|  |  |
| **BALANCE** |  **$ -**  |

## Projected Budget Explanation and Discussion

*Spencer Roby presented the budget above with the following comments.*

* *Grant Management Software Annual License: this would be $15,000 applied for the software for the following year as you pay for the software in advance.*
* *Cain Center Administrative Fee: this includes the telecommunications fee; we are going to absorb this as there is such a big increase in the cost of the software license*
* *QSM Grant Writing Workshop and Education Outreach: This needs to be a component of the budget every year as this will mostly pay for the stipends for workshop trainers but can also be used for outreach and creating content.*
* *This would leave $137,685.00 for Grant Awards*

## Vote for Approval

*Discussion and Vote:*

* *Jean May-Brett asks for motion to approve the projected budget for 2021-2022*
* *Jeff Holcomb moves to approve the projected budget for 2021-2022*
* *Trish seconds this the projected budget for 2021-2022*
* *Jean May-Brett asks for any opposers of the projected budget. There are none. The budget is accepted as proposed by Spencer Roby for 2021-2022*

# Additional/New Business

## 2021-22 QSM Grant Proposal Applications plan are scheduled to open July 15, 2021

*Jean May-Brett: We want to open the 21-22 cycle by July 15th. Several districts are opening earlier this coming year.*

## Arrangement for Future Council Meetings & Nominations for President

* *Jean May-Brett opens the nomination for the election of a council president and asks for nominations from the Council.*
* *Nikki Landry nominates Jean May-Brett for the following year*
* *Trisha Fos seconds Jean May-Brett as nomination*
* *There are no other nominations. Nominations are closed by Jean who accepts the position.*
* *Spencer asks for clarification that we will not need to provide any further nominations*
* *Jean confirms that unless there are council members who are not present and upset with the act, no further nomination and voting will be needed.*

# Adjournment

* *Jean May-Brett asks for any questions from any of the council members before the meeting is closed.*
* *Tammy asks as a new grant reader if there is a list being kept on questions or situations like she previously experienced*
* *Spencer answers that while there isn’t a set list, there are references to them and hope that with the Grant Writers we can figure out a standard and make the applications easier for teachers.*
* *Jean May-Brett asks for a motion to adjourn*
* *Nikki Landry motions to adjourn*
* *Christen Timmins seconds*
* *Jean May-Brett asks for any oppositions*
* *Jean May-Brett adjourns the meeting at 3:31 PM*