

QSM Council Meeting Minutes

Wednesday, December 8, 2021 | 10:30AM - 11:30AM

I. Welcome

- *Jean May-Brett, QSM Council President, called the meeting to order at 10:35am*
- *Attendance is recorded below.*

Member or Proxy Name	Organization Affiliation	Attendance
Johnette Ballard	Louisiana Council of Supervisors of Mathematics	Present
Annette "Mary" Ballard	Louisiana School Boards Association	Absent
Tammy Brouillette	Louisiana Science Teachers Association	Present
Susannah Craig	Louisiana Board of Regents	Absent
Joseph David	Louisiana Association of Principals	Present
Trisha Fos	Louisiana Association of Teachers of Mathematics	Present
Jeffrey Holcomb	Louisiana Association of Science Leaders	Present
Shannon Rawson, proxy for Nikki Landry	Louisiana Board of Elementary and Secondary Education	Present
Bianca Deliberto	Louisiana Science Teachers Association	Present
Ragan Lorraine	Louisiana Association of Principals	Absent
Jean May-Brett	Louisiana Association of Science Leaders	Present
Robin Cosenza, proxy for Janet Pope	Louisiana School Boards Association	Present
Sabrina Smith	Louisiana Council of Supervisors of Mathematics	Present
Christen Timmons	Louisiana Association of Teachers of Mathematics	Present
Spencer Roby	QSM Grant Administrator & Executive Director	Present

II. 2021-22 Round 1 QSM Grant Proposals Summary & Approval for Awards

A. Proposals Summary & Comments

- 68 proposals were submitted and 37 are recommended for funding
- Details are included on the QSM Round 1 Proposals Summary
- We had 8 disqualifications for plagiarism and including identifying information
- *Spencer Roby presented a summary of the proposals submitted in the first round and mentioned the bullet points above. He also expressed concern that there were no submissions from 2nd BESE District and that the majority of submissions were from the 4th and 6th BESE Districts.*
- *Christen Timmons noted districts in Region 2 were specifically hit very hard by hurricane IDA*
- *Jean May-Brett asked if we knew the number of people who started an application but didn't finish. Spencer replied that there was around 200 people who started an application but didn't finish and around 50 who completed a good portion of the application but didn't submit.*
- *Jean May-Brett stated that the high number of submissions from the 6th district may have happened because of Ronnie Morris and individuals from that region on the LaSTEM Council have heard about the importance of the QSM Grant. She added with the help of Nikki, Shannon and the BESE office we need to work with all the BESE District members to expand awareness of the program and are sharing it with the teachers and schools in their districts.*

B. Vote for Approval of Funding Recommend Proposals

- *Jean May-Brett asked for a motion to approve awarding grants for the 37 recommended proposals mentioned above.*
- *Tammy Brouillette motioned to for the approval.*
- *Trisha Fos seconded the motion.*
- *Jean May-Brett opened the floor for discussion.*
- *Tammy Brouillette mentioned that she may have missed some of the plagiarism when she was reading and scoring the proposals.*

- Jean May-Brett noted Tammy's point and mentioned that this was the first time with the new application and grant management system. She heard positive feedback from teachers and reviewers that the application and systems is more current and a better opportunity for teachers with the increase in funding caps.
- Jean May-Brett asked if there was any opposition to the approval. There were no oppositions and approval to fund the 37 recommended proposals was passed unanimously.

C. Timeline

- Award Notification sent to teachers and principals on December 10
- Deadline for uploading Principal Statement of Support & Register as LSU Supplier is December 16
- Deadline for accepting award is December 21
- Payments will be distributed by January 7
- Spencer Roby discussed the remaining timeline listed above.
- Jean mentioned that 1/3 of the approved submissions were not registered as LSU Suppliers and will need some time to complete it. She mentioned that they some of these schools changed names and will have to make sure they are registered with their new name.

III. Round 2

A. Available Funding

- We have \$89,862.16 available for the second round.
- Spencer Roby mentioned the remaining balance for grant awards and expressed the need to have a second round of grant funding.

B. Timeline

- **Submission Window:** Monday, January 24 – Monday, March 7
- **Round 2 RFP Announcement:** Monday, January 24
 - Blurbs for January & February newsletters sent to LSTA, LATM, Capital Area STEM on December 20
 - Rejection emails will include information about applying again for the second round on December 10
- **Reading and Scoring:** Friday, March 11 – Sunday, March 27
- **Award Decisions (Council Meeting):** Wednesday, March 30
- Spencer Roby discussed the timeline for the second round as stated above. He also asked that everyone share the RFP Announcement to all their contacts so that we can have a higher number of applications.
- Jean noted that the March 7 deadline is ideal because it gives teachers the Mardi Gras break to work on their proposals.
- Spencer Roby expressed concern over the lower number of judges who volunteered to read and score proposals this round. In previous rounds, judges, on average, were assigned 5 proposals to read and score. This round the average was 8. He asked the members to encourage their content leaders to volunteer as judges. Jean mentioned that she has asked John at the LADOE to recruit math and science teacher leaders for judges.
- Jean May-Brett stated the next council meeting will be longer and include several important topics. We will need to discuss the budget for next year, council procedures and expectations, introductions for the new grant administrator, and discuss any application or rubric revisions that may need to be completed (e.g., the "other" option for funding source didn't allow teachers to explain the additional funding source).
- Jean May-Brett asked for a motion to approve the timeline for the second round.
- Tammy Brouillette motioned for approval of the timeline.
- Christen Timmins seconded the motion.
- Jean asked if there was any opposition to approving the timeline. There was no opposition, and the timeline was approved unanimously.
- Christen Timmins asked if the teachers would have to purchase and implement the materials for the second round before the end of the academic school year. Jean responded that we would not expect them

to implement their project before the end of the school year for the second round. She stated that we had to be flexible this year due to the supply chain shortages and we allowed for teachers to implement their project next year for the first round submissions.

- *Jean May-Brett stated that we intend to be on the normal schedule (opening in July) next academic year and do not plan to have to hold more than one round.*
- *Tammy Brouillette asked if applicants receive more feedback to their proposals than what the judges leave. Spencer answered that applicants receive a short and generic reason for not being awarded and directed to read the comments by the judges.*
- *Tammy Brouillette also expressed concern about not properly scoring applications and asked if judges are able to see how the other judges scored the applications. Spencer explained that applications are reviewed by three different judges for this reason, and if there are any unclear or questionable applications, he consulted with the Council president for a final decision. He also stated that there isn't a simple way to let judges see the scores of others but noted that this has been asked before by other judges. Jean reiterated the benefits for having multiple judges score proposals and stated she could meet and discuss any problems with judging later.*
- *Christen Timmins also expressed concern about reading and scoring proposals on the cusp and asked for clarity about the process for approving proposals. Spencer explained that applications must reach an average score of at least 70% (with at least two judges scoring) and the majority of judges must recommend funding the proposal for it to be approved. Spencer explained the judges' recommendations for funding and comments are necessary and considered in determining the recommendations for funding submitted by the administrator to the council.*

- **Conclusion** *Jean-May Brett concluded the meeting at 11:07PM.*