

**QSM Council Meeting
Minutes
November 9, 2015**

Attendance:

Shan Davis, Brenda Nixon, Nathan Cotton, Jean May-Brett, Maryanne Smith, Shannon Lafont, Beth Smith, Mandy Boudwin, Ann Wilson, Tonia Evans, Jill Cowart, Jan Graff, Miko McDaniels

The meeting was called to order by Chairman Shannon Lafont at 10:05 am.

The minutes from the 2014 QSM Council funding meeting were accepted by vote of the Council. Moved by Jean and seconded by Miko McDaniels. Motion carried.

Old Business:

Brenda Nixon presented the 2014-15 annual report.

New Business:

Readers for the 2015-16 QSM grants were thanked.

Proposal Funding Report:

Brenda Nixon referred to the handout, Proposals Submitted by Region. In comparing the number of proposals submitted last year, the number of proposals submitted was down this year from 424 in 2014-15 to 329 in 2015-16. The number of proposals by region varied with the highest from Region VII submitting 71 proposals and the lowest from Region III submitting 18 proposals.

- There were 25 proposals disqualified for plagiarism.
- Brenda Nixon stated that they are still going through the items in the budget of those selected to receive a grant. Many have budgeted items such as cases for technology devices which cannot be funded because the item is not directly linked to instruction.
- Brenda then discussed problems associated with the current QSM online system. The information placed into the system cannot be exported into Excel, so data can be sorted and analyzed, and the system has no means to compile the data entered in multiple ways. Information has to be copied and pasted into appropriate Excel files.
- Jean moved to fund grants 1-6 from all Regions I-VIII totaling \$156,486. Seconded by Ann Wilson. Motion carried.
- Jean moved that the remaining money be reserved to begin an appropriate process for an upgrade to the QSM system for 2016-17. Seconded by Tonia Evans. Motion carried.
- Shan Davis indicated that she would provide Brenda with BESE's online system information, so she can look into the features and pricing. Brenda Nixon stated that she would look into new online systems.
- Refining the rubric was discussed. Several board members felt that the rubric was general and needed to be revised so all reviewers were similarly focused during the

scoring process. Shannon Lafont stated that she would work with several of the board members to refine the rubric for council approval.

- Board members discussed their disappointment in the number of grants they reviewed that were poorly written. Jean May-Brett discussed LSTA/LATM providing grant writing workshops in various regions next year to help increase the quality of grants received.
- Providing a webinar for readers was discussed. Many board members felt they needed something to help them with scoring validity. Brenda Nixon indicated that there were “new reviewer” training materials posted, but that she would look into some sort of refresher for reviewers for next year.

Timeline for teacher notification and funding:

- Teachers and principals will be notified by the Thanksgiving holiday.
- Checks should be mailed before the Christmas holiday.
- Grants implemented in spring semester.

Proposal due date:

- Nathan Cotton moved for Monday, September 12, 2016 to be the grant deadline. Seconded by Jean. Motion carried.

Election of Chairman:

- Nathan Cotton moved to re-elect Shannon Lafont as board chairman. Seconded by Ann Wilson, Motion carried.

Shannon Lafont adjourned the meeting at 11:05 am.