

QSM Council Meeting Minutes

Wednesday, March 30, 2022 | 3:30 - 4:30 PM

I. Welcome

- Jean May-Brett, QSM Council President, called the meeting to order at 3:30 pm
- Attendance is recorded below.

Member or Proxy Name	Organization Affiliation	Attendance
Johnette Ballard	Louisiana Council of Supervisors of Mathematics	Present
Annette Ballard	Louisiana School Boards Association	Absent
Tammy Brouillette	Louisiana Science Teachers Association	Present
Susannah Craig	Louisiana Board of Regents	Present
Joseph David	Louisiana Association of Principals	Absent
Trisha Fos	Louisiana Association of Teachers of Mathematics	Present
Jeffrey Holcomb	Louisiana Association of Science Leaders	Present
Shannon Rawson, proxy for Shan Davis	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
Megan Stone	QSM Grant Administrator & Executive Director	Present

II. 2021-22 Round 2 QSM Grant Proposals Summary & Approval for Awards

A. Proposals Summary

- 40 proposals were submitted and 34 are recommended for funding
- Details are included on the QSM Round 2 Proposals Summary
- 2 proposals were disqualified for plagiarism and including identifying information

B. Vote for Approval of Funding Recommend Proposals

- Jean May-Brett asked if there was any opposition to the approval. There were no oppositions and approval to fund the 34 recommended proposals was passed unanimously.

C. Timeline

- Award Notification sent to teachers and principals on April 4, 2022
- Deadline for uploading Principal Statement of Support & Register as LSU Supplier is April 8, 2022
- Deadline for accepting award is April 14, 2022
- Payments will be distributed by May 6, 2022

III. 2021-2022 Budget Update

A. Remaining Funds

- Creation of additional sample proposals
- Enhancement of grant management software
- Promotional Items
- The QSM Council agreed it is beneficial to create additional sample proposals to assist teachers when submitting grant proposals.
- WiseHive is the new grant application software. The QSM Council would like to have links for the instructional videos embedded into the application portal. The QSM Grant Administrator is interested in adding a letter generating functionality to the award system.

- The QSM Grant Administrator will purchase QSM promotional items to be used by QSM Council members at various conferences.

IV. Consideration of Program Adjustments

A. Definition of Consumable Materials

- Jean May-Brett asked the QSM Council to consider expanding the definition of consumable materials to be less restrictive and more in-line with current grant funding guidelines. The QSM Council agreed that consumable materials which are necessary to complete proposal activities should be approved.

B. Consideration of Lab Schools Timeline

- Jean May Brett discussed the issue of including offering all six public lab schools in the State of Louisiana a special funding opportunity this fiscal year and allowing them to participate in all grant proposal opportunities in the future. May Brett noted that in the past lab schools were incorrectly prevented from receiving funds. The QSM Council agreed with Trisha Fos abstaining from the conversation due to being a lab school teacher.

V. 2022-2023 QSM Projected Budget

Expenses	
Description	Amount
Cain Center Administrative Fee	\$ 20,000
QSM Grant Awards	\$ 135,648
Grant Management Software Annual License	\$ 16,537
Grant Workshops, Trainings, Outreach	\$ 10,000
Miscellaneous	\$ 500
TOTAL EXPENSES	\$ 182,685

- Jean May-Brett presented the 2022-2023 projected budget and asked for comments and questions. The Council approved the budget.

VI. Proposed Timeline for QSM Grant Applications in 2022-2023

- The QSM Grant application portal will open July 1, 2022 and close September 11, 2022.

VII. QSM Council President Election

- Jean-May Brett was unanimously voted as the QSM Council President.

VIII. Conclusion

- Jean-May Brett concluded the meeting at 4:30 PM.