

QSM Council Meeting Minutes

Tuesday, March 21, 2023 | 3:30 - 5:00 PM

I. Welcome

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

Member or Proxy Name	Organization Affiliation	Attendance
Annette Ballard	Louisiana School Boards Association	Absent
Johnette Ballard	Louisiana Council of Supervisors of Mathematics	Present
Tammy Brouillette	Louisiana Science Teachers Association	Present
Susannah Craig	Louisiana Board of Regents	Present
Joseph David	Louisiana Association of Principals	Present
Bianca Deliberto	Louisiana Science Teachers Association	Absent
Trisha Fos	Louisiana Association of Teachers of Mathematics	Absent
Jan Graff, Proxy	Louisiana Association of Science Leaders	Present
Jamie Hebert, Proxy	Louisiana Association of Teachers of Mathematics	Present
Ragan Lorraine	Louisiana Association of Principals	Absent
Jean May-Brett	Louisiana Association of Science Leaders	Present
Janet Pope	Louisiana School Boards Association	Absent
Shannon Rawson	Louisiana Board of Elementary and Secondary Education	Absent
Sabrina Smith	Louisiana Council of Supervisors of Mathematics	Present
Christen Timmons	Louisiana Association of Teachers of Mathematics	Absent
Missy Wooley	Louisiana Association of Science Leaders	Present
Megan Stone	QSM Grant Administrator & Executive Director	Present

II. 2022-2023 QSM Grant Awards Summary

A. Proposals Summary

- 107 proposals were submitted and 86 were funded.
- Details are included on the attached QSM Proposals Summary

III. 2022-2023 QSM Budget Update

Expenses	
Description	Amount
Cain Center Administrative Fee	\$ 20,000
QSM Grant Awards	\$ 134,872
Grant Management Software Annual License	\$ 20,000
Outreach	\$ 6,192
Student Worker (Document Accessibility)	\$ 2,100
TOTAL EXPENSES	\$ 183,164

- No comments on the current budget.

IV. 2023-2024 QSM Projected Budget

Proposed Expenses	
Description	Amount
Cain Center Administrative Fee	\$ 20,000
QSM Grant Awards	\$ 135,648
Grant Management Software Annual License	\$ 20,000
Grant Workshops, Trainings, Outreach	\$ 6,537
Miscellaneous	\$ 500
TOTAL EXPENSES	\$ 182,685

- Susannah Craig questioned if the miscellaneous budget is sufficient particularly since it will be used to support a student worker. Tammy Brouillette agreed that we should increase the miscellaneous category to ensure sufficient funds are allocated for a student worker. Jean May-Brett suggested increasing the miscellaneous category to \$2,000 and reducing the grant workshops, trainings, outreach to \$5,037. Susanna Craig motioned to accept the budget with the changes. Missy Wooley seconded the motion. With no oppositions, the 2023-2024 budget was approved.

Approved Expenses	
Description	Amount
Cain Center Administrative Fee	\$ 20,000
QSM Grant Awards	\$ 135,648
Grant Management Software Annual License	\$ 20,000
Grant Workshops, Trainings, Outreach	\$ 5,037
Miscellaneous	\$ 2,000
TOTAL EXPENSES	\$ 182,685

V. Proposed Timeline for QSM 2023-2024 Submission and Awards

- A. Submission Window: Saturday, July 1, 2023 – Sunday, September 10, 2023
- B. Reading and Scoring Deadline: Sunday, October 1, 2023
- C. Award Notification: Monday, October 16, 2023

- Megan Stone announced a proposed change to the submission process resulting in requesting schools register as an LSU supplier when the proposal is submitted. Joseph David suggested supplier registration instructions to him, and he will disperse to principals.
- Tammy Brouillette motioned to approve the timeline which was seconded by Joseph David. With no opposition, the timeline was approved.

VI. QSM Council President Election

- Tammy Brouillette nominated Jean May-Brett for QSM Council president. No other nominations were given. Jean May-Brett was nominated and elected for the QSM Council president position.

VII. Adjournment

- President May-Brett called opened the floor for any comments or questions from the council. Jan Graff motioned to adjourn. Tammy Brouillette seconded the motion.
- With there being no new business, the meeting concluded.