QSM Council Meeting Minutes

Wednesday, January 6, 2021

# Welcome & Introductions

* *Jean May-Brett, QSM Council President, called the meeting to order at 2:03PM*
* *The following people were in attendance. No representatives from the Louisiana Association of Principals were in attendance.*

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| Member or Proxy Name | Organization Affiliation |
| Jeffrey Holcomb | Louisiana Association of Science Leaders |
| Jean May-Brett | Louisiana Association of Science Leaders, QSM Council President |
| Trisha Fos | Louisiana Association of Teachers of Mathematics |
| Christen Timmons | Louisiana Association of Teachers of Mathematics |
| Nikkie Landry | Louisiana Board of Elementary and Secondary Education |
| Susannah Craig | Louisiana Board of Reagents |
| Johnette Roberts Ballard | Louisiana Council of Supervisors of Mathematics |
| Sabrina Smith | Louisiana Council of Supervisors of Mathematics |
| Annette Mary Ballard | Louisiana School Boards Association  |
| Janet Pope | Louisiana School Boards Association  |
| Nicole Cotten (proxy, Tammy Brouillete) | Louisiana Science Teachers Association |
| Nathan Cotten (proxy, Shauna LeBlanc) | Louisiana Science Teachers Association |
| Spencer Roby | QSM Grant Administrator & Executive Director |

# QSM Council & Executive Director Updates

* *Spencer updated the Council with the following items. There was no discussion on any of these items.*

## Reviewr Updates

* We used a newer version/instance of Reviewr than last year.
* We were able to incorporate many desired features this year that includes the following:
	+ Shareable comments
	+ DQ and budget selections
	+ Database for all public schools with their BESE district and LSU SPL number

## Website & Email

* We created an official LSU website ([lsu.edu/qsm](https://lsu.edu/qsm)) that provides applicants with information about QSM and links to apply. Please direct everyone to this website if they are interested in applying for a QSM Grant.
* We also created an official LSU email for QSM (qsminfo@lsu.edu)

## Proposal Submissions Overview

* We had 68 complete submissions and 92 incomplete submissions.
* Out of the 68 complete submissions, we had 11 disqualifications; 6 for plagiarism, 2 for missing budgets, and 3 for including identifying information.
* Please see the included tables for a more detailed breakdown of proposals

## Applicant Survey

* We created two short surveys to gauge feedback from people who submitted an application as well as those who started but didn’t submit an application.
* A report will be provided at the next meeting with the results.

# 2020-21 Budget

## 2020-21 QSM Projected Budget Discussion & Approval – *Spencer presented the following budget to the Council.*

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| **Expenses** |
| Description | Amount |
| Cain Center Administrative Cost |  $ 20,000.00  |
| Reviewr Software |  $ 2,500.00  |
| Telecommunications |  $ 1,250.00  |
| QSM Grant Awards Round 1 |  $ 32,755.52  |
| QSM Grant Awards Round 2 |  $ 126,179.48  |
|  |  |
| TOTAL EXPENSES |  $ 182,685.00  |
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| **Revenue** |
| Description | Amount |
| QSM State General Funds |  $ 182,685.00  |
|  |  |
| TOTAL REVENUE |  $ 182,685.00  |
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| **BALANCE** |  **$ -**  |

*Discussion & Vote:*

* *Nikki Landry asked if our budget would be reduced if we didn’t spend full amount allotted to the program. Jean May-Brett clarified that the amount shouldn’t be reduced if we don’t spend the full amount.*
* *Nicole Cotten brought up increasing the maximum amount that can be awarded for next year. Jean commented that this should be decided at the next Council meeting.*
* *Susannah Craig acknowledged that the hurricane and COVID have impacted the number of proposals submitted for the first round and asked how this year compares to last in terms of proposals submitted. Jean noted that the numbers were low, and this year is still an improvement.*
* *Jean asked if there was anyone against the motion to approve the projected budget. No one objected and the budget was approved.*

## Alternate Allocations Discussion – *Spencer presented the following information.*

* In the event we are unable to expend the full amount allocated towards grant awards, we would want to use remaining funds on strengthening the QSM Program for the 2021-22 academic year. This may include improving our communication and outreach with our stakeholders that includes teachers, principals, superintendents, LA educators, and QSM judges and could result in the following.
	+ 1-3 hour QSM Grant Writing Workshops
	+ Short video explaining QSM and guiding teachers and judges through the application writing process
	+ Trainings with video and written materials and resources for QSM judges
	+ Written guides and resources for writing, reading, and scoring QSM grants for teacher applicants and judges
	+ Public Relations and marketing/awareness campaigns that includes letters, push cards, and flyers
* We will vote on this in our next meeting to allow time for council members to present more ideas and discuss.

*Discussion:*

* *Jean added that we may have to approve this before the next meeting via email depending on the number of proposals. It may be needed so that Spencer has enough time to spend the funds before the end of the fiscal year in June.*
* *Nikki stated that she the workshops and marketing aspects are an excellent idea and asked if we had to have legislative or budget office permission to spend funds on these items. Jean clarified that it is up to the Council and Cain Center to allow for alternate expenditures just like we have done previously.*
* *Spencer asked if there are any written rules, regulations, or procedures that specifies how the funds can be spent. Jean repeated that it is up the Cain Center and the Council and that we have legislation that can be should be used a guide.*
* *Spencer also asked if the funds provided the State have been the same or has it increased to account for inflation. Jean responded that it has been the same for decades.*
* *Jean brought up the idea of including lab schools in being able to participate in the grant program.*
* *Nicole expressed her support for creating videos for teachers but suggested that they should shorter videos that explains each part of the grant. Spencer expressed his support and mentioned that he would reach out to members of the council who would want to be involved in it.*

# 2020-21 Round 1 QSM Grant Proposal Award Decisions

## Proposal Approval Criteria & Process – *Spencer presented the following information.*

* Proposals are read and scored by experts across the state. We had 35 judges volunteer for the first round. Judges had to attend a 1-hour training.
* Proposals are scored by 2-3 judges. If the average score of a proposal is 70% or greater (and they aren’t disqualified), we recommend awarding them a grant.

## Award Recommendations Discussion & Approval

* *Spencer requested approval to award grants to 37 teachers for a total $32,755.52. This includes 18 math, 9 science, and 10 STEM proposals.*
* *Christen Timmins made a motion to approve the funding of the 37 approvals. The motion was seconded by Nikki. There was no discussion. Jean called for a vote. The Council unanimously voted to approve awarding these 37 proposals.*

# 2020-21 Round 2 QSM Grant Timeline

* *Spencer presented the following timeline for Round 2 and asked the Council if they had any recommendations or suggestions to maximize the number of proposals.*

## Submission Window: Monday, February 1 – Monday, March 8 (5 weeks)

## Reading and Scoring Window: Friday, March 12 – Friday, March 26

## Award Decisions (Council Meeting): Wednesday, March 31 – Friday, April 9

## Awards Announced: Monday, April 12 – Friday, April 16

*Discussion:*

* *Nikki suggested that we include a message to the recipients from the first round and encourage them to reach out to their colleagues to apply. Spencer agreed and will include it in the acceptance email.*
* *Spencer also asked for members to provide him with deadlines for including a blurb in their organizations Newsletter to get the word out.*

# Conclusion

* *Jean requested a motion to adjourn. Trisha Fos motioned to adjourn and was seconded by Christen Timmins. The meeting was adjourned at 2:41PM.*

Round 1 QSM Proposals Overview

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| **Round 1 QSM Proposals**  |
| Total Proposals Submitted | 68 |
| Total Proposals Approved[[1]](#footnote-1) | 37 |

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| **Proposals by Grade Levels** |
|  | K-5 | 6-8 | 9-12 |
| Submitted | 10 | 19 | 39 |
| Approved | 5 | 12 | 20 |

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| **Proposals by BESE District** |
|   | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| Submitted | 2 | 5 | 5 | 23 | 5 | 12 | 4 | 12 |
| Approved | 1 | 1 | 4 | 11 | 3 | 7 | 2 | 8 |

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| **Proposals by Subject** |
|  | Math | Science | STEM |
| Submitted | 28 | 20 | 20 |
| Approved | 18 | 9 | 10 |

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| **Proposals by Grade-Subject Groups** |
|  | K-5 Math | K-5 Sci | K-5 STEM | 6-8 Math | 6-8 Sci | 6-8 STEM | 9-12 Math | 9-12 Sci | 9-12 STEM |
| Submitted | 4 | 4 | 2 | 9 | 3 | 7 | 14 | 14 | 11 |
| Approved | 2 | 1 | 2 | 7 | 2 | 3 | 9 | 6 | 5 |

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| **Proposals by Locale** |
|  | Suburban | Rural | Urban |
| Submitted | 9 | 29 | 30 |
| Approved | 6 | 20 | 11 |

1. Approved means that they have an average score of 70% or greater and have met all QSM criteria [↑](#footnote-ref-1)