

Minutes of the 117th Meeting  
of the  
Alabama School of Mathematics and Science  
Board of Directors  
Mobile, Alabama  
Friday, November 22, 2019  
11:30 a.m.

- PRESENT** Honorable Jo Bonner, Mr. Mike Jenkins, Mr. Thad Wheat, Dr. Rhinnie Scott, Mr. John Peebles, Dr. Sandy Ledwell, Dr. Tony Waldrop, Dr. Lena Walton, Honorable Steve McMillan, Honorable Alan Baker, Ms. Sheila Roby, Ms. Sharon Magee, Mr. Tyrone Fenderson, and Ms. Sarah Brewer.
- ABSENT** Ms. Pam Doyle, Dr. Sandra Sims-de Graffenreid, Dr. Mark Suto, Mr. Bragg Van Antwerp, Dr. Finis St John IV, and Dr. Nicholas Giordano.
- GUESTS** Ms. Ann Bedsole, Emeriti member; Mr. Walter Bell, Emeriti member; Mr. Robert Campbell, Dr. John Hoyle, Ms. Cecilia Godwin, Ms. Christina Cooley, Dr. Samantha Church, and Ms. Teresa Clark.
- OPENING** Mr. Jo Bonner, Board Chair, thanked everyone for attending. The roll was called and the quorum was met.
- APPROVAL OF MINUTES** The minutes of the September 13, 2019 meeting were presented for action. Upon a motion being made by Mr. Steve McMillan and seconded by Dr. Rhinnie Scott, the Board duly

**RESOLVED** to approve the minutes of the September 13, 2019 meeting. The motion passed unanimously.

**TREASURER'S REPORT**

Representative Steve McMillan, Treasurer of the Board, gave an overview of the Treasurers report. Mr. McMillan thanked Ms. Christina Cooley, Director of Finance, for preparing the report. Ms. Cooley offered to answer questions. The report explains revenue and expense increases for the 2019-2020 school year and explains the student auxiliary financial activity since the beginning of the school year (See report page 9).

**FINANCE**

Ms. Christina Cooley, Director of Finance, discussed the Finance report. Ms. Cooley stated that the Education Trust Fund is on track with the budget line items (See report pages 10-13). Upon a motion being made by Mr. Tyrone Fenderson and seconded by Mr. John Peebles, the Board duly

**RESOLVED** to approve the Finance Report as given. The motion passed unanimously.

Employment of Director of Admissions and Outreach

A vacancy in the position of Director of Admissions and Outreach occurred following a resignation. Upon a motion being made by Mr. Raymond Bell and seconded by Dr. Rhinnie Scott, the Board duly

**RESOLVED** to ratify the promotion of staff member Kenneth Robinson as Director of Admissions and Outreach. The motion passed unanimously.

Special Projects 2021 Trip

Each year, the ASMS Board must approve travel outside of the continental United States during Special Projects. The attachment outlines the proposed 2021 trip, Adventure to Spain, led by Ms. Sarah Brewer, an ASMS Math instructor and Mr. Orren Kickliter, ASMS Art instructor (See page 16). Upon a motion made by Mr. Raymond Bell and seconded by Dr. Tony Waldrop, the Board duly

**RESOLVED** to approve the 2021 Special Projects trip Adventure to Spain. The motion passed unanimously.

There being no further business, the meeting was adjourned at 11:38 a.m. The next Board of Directors meeting is scheduled for Friday, February 7, 2020 in Montgomery.

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Mr. Mike Jenkins  
Board Secretary

Prepared by:



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Cecilia Godwin  
Executive Asst. to the President

**AGENDA**  
**Alabama School of Mathematics and Science**  
**Board of Directors**  
**Friday, November 22, 2019**  
**Mobile, Alabama**  
**11:30 a.m.**

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<b>Call to Order and Welcome</b>	Mr. Jo Bonner - Chair
<b>Secretary</b>	Mr. Mike Jenkins
Roll Call	Ms. Cecilia Godwin, Executive Assistant
<b>Approval of Minutes</b>	Mr. Jo Bonner
*Vote to Approve	
<b>Financial Status</b>	
Treasurer's Report	Rep. Steve McMillan
Finance Report	Ms. Christina Cooley
*Vote to Approve	
<b>General Reports:</b>	
Legal Counsel	Mr. Robert Campbell
<b>Old Business</b>	
<b>New Business</b>	
*Vote to Approve	
• Vehicle Rentals from Foundation for 2019-2020	
• Physical Facilities Rental from Foundation for 2019-2020	
• Employment of Director of Admissions and Outreach	
• Special Projects 2021 Out-of-the-Country Trip	

\*Next meeting **Friday, February 7, 2020** at the Alabama Association of School Boards in Montgomery.

**Adjournment**

**Lunch Served**

## Alabama School of Mathematics and Science

### TREASURER'S REPORT

#### Board Meeting November 22, 2019

- A revenue/expense report and balance sheet are presented.

This represents financial activity for the completed 2019 fiscal year. A column is added for a comparison to the previous year.

Revenues consist mainly of funding from the Alabama Education Trust Fund (ETF) and salary reimbursements and grant funding from the ASMS Foundation.

- Significant expenses for the 2018/19 school year:

New staff positions included a human resources and operations director, personal counselor, student admissions coordinator, evening receptionist, and archery coach adjunct.

Apart from salary and benefits being the largest budget line items, other significant expenses are the campus lease, food service, and utilities. Increases were noted in legal services, technology and professional services for the purchase of Blackbaud database and training, and professional development.

- Revenue and Expense increases anticipated for the 2019/20 school year:

The legislature has appropriated \$8,647,417 from the ETF budget for ASMS. This is a \$1.1 million increase from the previous year. Included in this budget is a 4% salary increase for faculty and staff effective October 1st.

New positions in the current year are an Academic Dean, Communications and Alumni Outreach Assistant Director, and Judicial and Community Affairs Assistant Director.

Other expenses this year are an increase in the campus and facilities lease, and a new campus-wide Wi-Fi system.

- Student Auxiliary financial activity since the beginning of the current school year is presented.

Student Auxiliary activity is a separate report with funds in a separate bank account. The primary source of revenue is \$1,575 assessed to each student per year for activity fees.

Cash balance in the Student Auxiliary bank account as of September 30, 2019 is \$179,775 after deducting deposits payable on hand.

The State of Alabama Public Examiners office includes Student Auxiliary financial activity in its audits.

**Alabama School of Mathematics and Science**  
**STUDENT AUXILIARY**  
**BUDGET for School Year 2019/20**

	Annual Budget 2019/20	Actual 1st Term 7/1/19-10/31/19	Remaining for school year
<b>REVENUE / Central Student Auxiliary:</b>			
Student Activity Fees	\$ 409,250	\$ 333,900	\$ 75,350
Finance Charges	\$ 10,800	\$ 3,500	\$ 7,300
Graduation Fees	\$ 16,100	\$ 14,175	\$ 1,925
PSAT Fees	\$ 2,670	\$ 2,625	\$ 45
AP Test Fees	\$ 30,000	\$ 30,738	\$ (738)
Miscellaneous Revenue	\$ 5,000	\$ 5,111	\$ (111)
Scholarship Revenue	\$ 16,000	\$ 16,200	\$ (200)
<b>Total Revenue</b>	<b>\$ 489,820</b>	<b>\$ 406,249</b>	<b>\$ 83,571</b>

**EXPENSES / BUDGET:**

Central Auxiliary *	\$ 297,900	\$ 119,734	\$ 178,166
DSA Discretionary Fund	\$ 1,500	\$ 576	\$ 924
Athletics	\$ 15,120	\$ 3,961	\$ 11,159
Azimuth ( <i>Year Book</i> )	\$ 8,500	\$ -	\$ 8,500
Band and Choir	\$ 4,000	\$ 1,096	\$ 2,904
Dorm/Common area Furniture	\$ 15,000	\$ 6,848	\$ 8,152
Hall Staff activities ( <i>9 Halls \$400 per term</i> )	\$ 10,800	\$ 9,957	\$ 843
Honor Societies Activities	\$ 2,000	\$ -	\$ 2,000
Junior Class	\$ 3,000	\$ 327	\$ 2,673
Junior Trip	\$ 9,000	\$ -	\$ 9,000
Oculus ( <i>Literary Publication</i> )	\$ 2,500	\$ -	\$ 2,500
Professional Development	\$ 2,500	\$ 1,709	\$ 791
Prom	\$ 13,000	\$ -	\$ 13,000
Senior Appreciation Banquet	\$ 6,000	\$ -	\$ 6,000
Senior Class	\$ 4,000	\$ 408	\$ 3,592
Senior Trip	\$ 38,000	\$ 38,000	\$ -
SGA (includes Clubs within SGA)	\$ 21,000	\$ 7,000	\$ 14,000
Sophomore Class	\$ 2,000	\$ -	\$ 2,000
Sophomore Trip	\$ 4,500	\$ -	\$ 4,500
T Shirts/Lanyards	\$ 6,000	\$ 2,790	\$ 3,210
Weekend/Special Activities **	\$ 18,000	\$ 8,046	\$ 9,954
Winter Formal	\$ 5,500	\$ -	\$ 5,500
<b>Total Expenses</b>	<b>\$ 489,820</b>	<b>\$ 200,452</b>	<b>\$ 289,368</b>

**Net Revenue Over(Under) Expenses \$ - \$ 205,797**

**\* Central Auxiliary budget expenses**

	<b>Annual Budget 2019/20</b>	<b>Actual 1st Term 7/1/19-10/31/19</b>	<b>Remaining for school year</b>
Vehicle/bus Fuel	\$ 8,500	\$ 2,285	\$ 6,215
Dorm Cleaning Contract	\$ 53,755	\$ 5,275	\$ 48,480
Other Professional Services	\$ 28,000	\$ 23,441	\$ 4,559
Driver's Salary Reimbursement	\$ 14,000	\$ 14,659	\$ (659)
Rentals	\$ 2,235	\$ 1,269	\$ 966
Telephone Expense	\$ 10,000	\$ 2,940	\$ 7,060
Bus Outings - other than athletics	\$ 1,500	\$ -	\$ 1,500
AP Test Expense	\$ 30,000	\$ 11,392	\$ 18,608
Credit Card Vendor Charges	\$ 18,000	\$ 8,508	\$ 9,492
Financial Aid Award	\$ 16,000	\$ 16,688	\$ (688)
Laundry Machines Expense	\$ 13,000	\$ 3,408	\$ 9,592
Meals and Entertainment	\$ 10,000	\$ 3,122	\$ 6,878
Miscellaneous	\$ 13,500	\$ 3,636	\$ 9,864
Printing/Publications	\$ 1,260	\$ -	\$ 1,260
Registration/Conference Fees/Dues	\$ 1,200	\$ 496	\$ 704
Housekeeping Supplies	\$ 39,000	\$ 17,098	\$ 21,902
Supplies	\$ 22,000	\$ 4,940	\$ 17,060
Postage	\$ 1,500	\$ 576	\$ 924
PSAT Test Expense	\$ 2,950	\$ -	\$ 2,950
Chartered Bus Home Weather Evacuation	\$ 11,500	\$ -	\$ 11,500
<b>Total Expenses</b>	<b>\$ 297,900</b>	<b>\$ 119,734</b>	<b>\$ 178,166</b>

**\*\*** *Examples of the Weekend/Special Activities include required weekend activities, spirit week, geek fest, socials, parties, goofy olympics, stress fest, and tickets to community events.*

*Budget approved at the June 7, 2019 board meeting.*

Annual Leases for Fiscal Year 2020 (October 1, 2019 to September 30, 2020)

Property of  
The Alabama School of Mathematics and Science Foundation and LLC

Need Motions to Approve the following Leases

*The vehicles listed below are owned by the ASMS Foundation and used by the Student Auxiliary.*

<u>Description</u>	<u>Lease-annual</u>	<u>Identification Number</u>	<u>Lessee</u>
2005 Chevrolet Sturdi-Bus <i>handicap accessible</i>	\$1.00	VIN# 1GBJG31U551118022	Student Auxiliary
2006 Chevrolet Uplander Van	\$1.00	VIN# 1GNDV23L76D122805	Student Auxiliary
2013 Honda Pilot	\$1.00	VIN# 5FN3F3H23DB032988	Student Auxiliary
2014 Honda Odyssey	\$1.00	VIN# 5FNRL5H29EB018345	Student Auxiliary

Campus Facilities Lease

*The ASMS (State ETF budget) leases the campus facilities from the ASMS Foundation LLC for \$1.05 per square foot per month. Total square feet: 184,311. Annual lease is \$2,322,318.60. Option to renew the lease is approved each fiscal year by Board resolution. Lease expires September 30, 2026.*

<u>Description</u>	<u>Lease-monthly</u>	<u>Lease-annual</u>	<u>Lessee</u>
ASMS Campus Facilities	\$193,526.55	\$2,322,318.60	ASMS (state)