

Minutes of the 116th Meeting
of the Board of Directors of the
Alabama School of Mathematics and Science
Mobile, Alabama
Friday, September 13, 2019
10:30 a.m.

- PRESENT** Honorable Jo Bonner, Mr. Thad Wheat, Ms. Pam Doyle, Dr. Sandra Sim de Graffenreid, Dr. Mark Suto, Dr. Rhinnie Scott, Representative Steve McMillan, Ms. Sharon Magee, Ms. Sheila Roby, Dr. Samantha Strachan, Mr. John Peebles, Dr. Daniel Boyd, Dr. Andrzej Wierzbicki, and Ms. Sarah Brewer.
- ABSENT** Mr. Mike Jenkins, Mr. Bragg Van Antwerp, Mr. Raymond Bell, Jr., Representative Alan Baker, Dr. Nicholas Giordano, Mr. Tyrone Fenderson, and Mr. Finis St John IV.
- GUESTS** Dr. John Hoyle, Mr. Bob Campbell, Dr. Sandy Ledwell, Ms. Cecilia Godwin, Ms. Christina Cooley, Ms. Amber Day, Dr. Mitch Frye, Dr. Scarlette Studdard and Ms. Kara Whitney.
- OPENING** Mr. Jo Bonner, Board Chair, opened the meeting with a warm thank you to all in attendance.
- APPROVAL OF MINUTES** The Minutes of the June 7, 2019 Board of Directors meeting were presented for action. Upon a motion being made by Dr. Rhinnie Scott and seconded by Mr. John Peebles, the Board duly
- RESOLVED** to approve the Minutes of the June 7, 2019 meeting. The motion passed unanimously.
- TREASURER'S REPORT** Mr. Steve McMillan, Board Treasurer, presented the Treasurers report. The report represents financial activity through the 3rd quarter of fiscal year 2019. Revenues consist mainly of funding from the Education Trust Fund, salary reimbursements and grant funding from the ASMS Foundation. Some of the significant expenses were an increase in advertising, textbooks, and instruction supplies. The fiscal year 2020 ETF budget has been approved by the legislature, appropriating more than \$8 million for ASMS. This \$1 billion increase over the current year, which includes a 4% salary increase for faculty and staff effective October 1st. (See report page 10).

FACULTY

Ms. Sarah Brewer, Faculty Representative to the Board, provided a great report on behalf of the faculty. The Computer Science department is taking part in Dual Enrollment both with Bishop State and the University of South Alabama. Many of our math students are doing exciting research in Graph Theory with USA professors. History Professor, Dr. Diane Gerard, has replaced the required sophomore Western Thought class with Human Geography. The new art exhibit featuring Monica Beasley, is open in the Bedsole Art Gallery. We would like to welcome new faculty members Brian Saylor in English, Durga Paudel in Physics and Erin Boldon in Foreign Languages, and welcome back Karen Palazzini in History (See report pages 19-20).

NEW BUSINESS

Executive Committee Report

Mr. Jo Bonner, Board Chair, shared some thoughts on behalf of the Executive Committee. Mr. Bonner stated Dr. Hoyle is “doing an outstanding job with the faculty, staff and students. Last year, we had a few challenging issues with the off-campus incident investigation. Good things are happening now at ASMS,” sated Mr. Bonner. Senior Gabby Taylor presented her research project that she’s currently involved in with the University of South Alabama. As we can see from the presentation, great things are happening at ASMS, and we can all see the results.

Employment of Academic Dean

Through extensive strategic planning, the position of Academic Dean was created to oversee the Office of Academic Affairs. The recommendation is for the ASMS Board to approve the hiring of Dr. Mitch Frye as Academic Dean. Upon a motion being made by Mr. Steve McMillan and seconded by Mr. Thad Wheat, the Board duly

RESOLVED to hire Dr. Mitch Frye as Academic Dean. The motion passed unanimously. There were no objections.

a motion being made by Dr. Sandra Sims de Graffenreid and seconded by Dr. Rhinnie Scott, the Board duly

RESOLVED to approve the hiring of Hannah Maine as Community Life and Compliance Coordinator. The motion passed unanimously.

Employment of English Instructor

Due to the hiring of Dr. Mitch Frye as Academic Dean, a vacancy occurred in the English department. The recommendation is to approve the hiring of Brian Sayler as an English Instructor. Upon a motion being made by Dr. Mark Suto and seconded by Dr. Daniel Boyd, the Board duly

RESOLVED to approve the hiring of Brian Sayler as an English Instructor. The motion passed unanimously.

Employment of History Instructor

Due to the promotion of Kenneth Robinson to Assistant Director of Student Affairs, a vacancy occurred in the History department. The recommendation to the Board is to approve the hiring of Dr. Karen Palazzini as a History Instructor. Upon a motion being made by Dr. Rhinnie Scott and seconded by Ms. Pam Doyle, the Board duly

RESOLVED to approve the hiring of Dr. Karen Palazzini as History Instructor. The motion passed with a unanimous vote.

Employment of Physics Instructor

A vacancy in the position of Physics Instructor occurred over the summer. The recommendation to the Board is to approve the hiring of Dr. Durga Paudel as Physics Instructor. Upon a motion being made by Dr. Sandra Sims-de Graffenreid and seconded by Dr. Mark Suto, the Board duly

RESOLVED to approve the hiring of Dr. Durga Paudel as a Physics Instructor. The motion passed with a unanimous vote.

square foot, which is low rent. We've been operating at a deficit for many years and the Foundation has always covered the lack of funds for the school. By increasing the rent payment, the Foundation will in turn have more money to save and help with the facility expenses. The best decision is to raise the rent and save money, according to Dr. Hoyle. We would like to have a joint Foundation/School Board strategic plan meeting in November. Mr. Fenderson and Mr. Bonner will be discussing those plans and we will update both boards as soon as possible. Upon a motion being made by Mr. Thomas Wheat and seconded by Ms. Pam Doyle, the Board duly

RESOLVED to approve the ASMS budget for the 2019- 2020 fiscal year. The motion passed unanimously.

AIMS Budget for Summer 2020

Dr. Hoyle presented the 2020 AIMS budget. The budget is an estimate based on previous years for the Adventures in Math and Science summer camp. Upon a motion being made by Mr. Thomas Wheat and seconded by Ms. Pam Doyle, the Board duly

RESOLVED to approve the 2020 AIMS budget. The motion passed unanimously.

There being no further business the Board meeting adjourned at 11:38 a.m. The next meeting will be Friday, November 22, 2019.

Mr. Mike Jenkins
Board Secretary

Respectfully Submitted by:



Ms. Cecilia Godwin
Executive Assistant to the President

AGENDA

Alabama School of Mathematics and Science
Board of Directors Meeting
Friday, September 13, 2019
Mobile, Alabama
10:30 a.m.

- Call to Order and Welcome** Mr. Jo Bonner, Chairman
- Secretary** Mr. Mike Jenkins
Roll Call Ms. Cecilia Godwin, Executive Assistant
- Approval of Minutes** Mr. Jo Bonner
*Vote to Approve
- Financial Status**
Treasurer's Report Rep. Steve McMillan, Treasurer
Finance Report Ms. Christina Cooley
*Vote to Approve
- General Reports:**
Legal Counsel Mr. Bob Campbell
ASMS Report Dr. John Hoyle
Faculty Representative Ms. Sarah Brewer
- New Business**
-Executive Committee Report
-Personnel Matters
-ASMS Budget 2019-2020
-AIMS Budget 2020
-Crisis Management Handbook
-Posting Current Board Minutes on Website
- Old Business**
- Adjournment**
- *Next meeting **Friday, November 22, 2019** at ASMS
***Lunch Provided at the Conclusion of the meeting**

Alabama School of Mathematics and Science

TREASURER'S REPORT

Board Meeting September 13, 2019

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

This represents financial activity through the 3rd quarter of fiscal year 2019. 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 increases in expenses this year were the purchase and training of Blackbaud Software system, computer lab computers, dorm beds, classroom desks, professional development, and legal services.

- The AIMS revenue and expense report is presented.

The Adventures in Math and Science (AIMS) is a three week summer camp in June. This AIMS 2019 report is prepared separately for informational purposes.

- Student Auxiliary financial activity for school year 2018/19 was presented at the June board meeting and a budget was approved for school year 2019/20. Since the school year just began there is no financial activity to report at this meeting. A full report will be presented at the next board meeting.
- The proposed fiscal year 2020 school budget will be reviewed and approved under new business.

The FY20 ETF budget has been approved by the legislature, appropriating \$8,647,417 for ASMS. This is a \$1,111,645 increase over the current year. Included is a 4% salary increase for faculty and staff effective October 1st.

Alabama School of Mathematics and Science
Combined Appropriations/Revenues and Expenses
Quarter ended June 30, 2019 and June 30, 2018 (for comparison)

	<u>10/1/18 - 06/30/19</u>	<u>10/1/17 - 06/30/18</u>	<u>Incr (Decr)</u>	<u>% of change</u>
Appropriations and Revenues				
ETF Appropriation	\$ 5,762,420	\$ 5,327,715	\$ 434,705	8.2%
Foundation Admin. Salary Reimbursements	\$ 302,540	\$ 321,058	\$ (18,518)	-6%
NBPTS Grant Funding	\$ 5,000	\$ 10,000	\$ (5,000)	-50%
Grant Revenue from ASMS Foundation	\$ 211,250	\$ 255,000	\$ (43,750)	-17%
Grant for Communications Faculty	\$ 64,489	\$ 62,997	\$ 1,492	2%
Other Revenues	\$ 22,887	\$ 19,920	\$ 2,967	15%
Total Appropriations and Revenues	<u>\$ 6,368,585</u>	<u>\$ 5,996,690</u>	<u>\$ 371,895</u>	<u>6%</u>
Expenses				
Salaries, Regular and Adjunct Pay	\$ 2,446,166	\$ 2,431,661	\$ 14,505	1%
Longevity Allowances	\$ 22,650	\$ 23,000	\$ (350)	-2%
FICA	\$ 182,180	\$ 188,860	\$ (6,680)	-4%
Retirement	\$ 275,315	\$ 269,379	\$ 5,936	2%
Group Health Insurance	\$ 469,405	\$ 433,443	\$ 35,962	8%
Utilities (electric, gas, water, sewer)	\$ 307,788	\$ 310,153	\$ (2,365)	-1%
Telecommunication	\$ 15,726	\$ 16,978	\$ (1,252)	-7%
Postage / Shipping	\$ 10,612	\$ 13,925	\$ (3,313)	-24%
Rent - Buildings/Campus Facilities	\$ 1,492,919	\$ 1,492,919	\$ -	0%
Rent - Office Equip., Printing & Photo Equip.	\$ 23,742	\$ 21,417	\$ 2,325	11%
Services - Cafeteria Food Service	\$ 450,315	\$ 462,333	\$ (12,018)	-3%
Services - Security & Monitoring	\$ 109,455	\$ 115,050	\$ (5,595)	-5%
Services - Legal	\$ 37,178	\$ 16,400	\$ 20,778	127%
Services - Advertising	\$ 13,630	\$ 12,761	\$ 869	7%
Services - Other Professional	\$ 77,930	\$ 51,626	\$ 26,304	51%
Supplies - Textbooks, Library materials	\$ 42,775	\$ 77,505	\$ (34,729)	-45%
Supplies - Instruction, Testing, Office, Misc.	\$ 91,642	\$ 43,851	\$ 47,792	109%
Supplies - Data processing, technology	\$ 53,172	\$ 24,513	\$ 28,658	117%
Supplies - Dues & Subscriptions	\$ 2,621	\$ 2,230	\$ 391	18%
Supplies - Food & Provisions	\$ 8,055	\$ 3,813	\$ 4,242	111%
Supplies - Printing & Binding	\$ 9,084	\$ 1,956	\$ 7,128	364%
Insurance - Property, ATBE Liability	\$ 40,873	\$ 38,215	\$ 2,658	7%
Travel / Professional Development	\$ 24,472	\$ 8,914	\$ 15,558	175%
Total Expenses	<u>\$ 6,207,704</u>	<u>\$ 6,060,902</u>	<u>\$ 128,585</u>	<u>2%</u>
Net Income (Loss)	<u>\$ 160,881</u>	<u>\$ (64,213)</u>		

Alabama School of Mathematics and Science
Balance Sheet (unaudited)
Quarter ended June 30, 2019 and June 30, 2018 (for comparison)

	June 30, 2019	June 30, 2018	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Cash-Regions Bank	\$ 248,643.48	\$ 186,039.02	\$ 62,604.46	34%
Cash-State Treasury	\$ 5,890.71	\$ 16,024.91	\$ (10,134.20)	-63%
Total Checking/Savings	\$ 254,534.19	\$ 202,063.93	\$ 52,470.26	26%
Total Current Assets	\$ 254,534.19	\$ 202,063.93	\$ 52,470.26	26%
TOTAL ASSETS	\$ 254,534.19	\$ 202,063.93	\$ 52,470.26	26%
LIABILITIES & EQUITY				
Equity				
Opening Bal Equity	\$ 93,653.19	\$ 266,276.93	\$ (172,623.74)	-65%
Net Income	\$ 160,881.00	\$ (64,213.00)	\$ 225,094.00	-351%
Total Equity	\$ 254,534.19	\$ 202,063.93	\$ 52,470.26	26%
TOTAL LIABILITIES & EQUITY	\$ 254,534.19	\$ 202,063.93	\$ 52,470.26	26%

Adventures in Math and Science 2019

Summer Camp June 3rd through June 21st

	June 2019	June 2018	Incr.(Decr.)
<u>Revenue</u>			
AIMS Tuition Revenue	\$ 410,010.00	\$ 423,360.00	\$ (13,350.00)
Pi Store Revenue	<u>\$ 9,762.11</u>	<u>\$ 12,904.65</u>	<u>\$ (3,142.54)</u>
Total Revenue:	<u>\$ 419,772.11</u>	<u>\$ 436,264.65</u>	<u>\$ (16,492.54)</u>
<u>Expenses</u>			
Salary/FICA	\$ 182,832.55	\$ 176,695.10	\$ 6,137.45
Life Guard	\$ 75.00	\$ 825.00	\$ (750.00)
Food Services (Cafeteria)	\$ 78,314.00	\$ 77,744.00	\$ 570.00
Cleaning Service	\$ 1,470.00	\$ 3,204.20	\$ (1,734.20)
Advertisement for AIMS	\$ 9,222.26	\$ 13,745.25	\$ (4,522.99)
Printing/posters/flyers	\$ 1,299.00	\$ 1,240.00	\$ 59.00
Mailing Service	\$ 506.29	\$ 496.52	\$ 9.77
Postage	\$ 1,894.30	\$ 1,410.82	\$ 483.48
Online Software System	\$ 5,358.85	\$ 5,152.74	\$ 206.11
Credit Card processing fees	\$ 10,351.34	\$ 11,588.34	\$ (1,237.00)
Pi Store Inventory	\$ 6,329.57	\$ 7,667.83	\$ (1,338.26)
T-Shirts/Lanyards	\$ 4,364.75	\$ 6,536.59	\$ (2,171.84)
Food/Snacks	\$ 1,979.40	\$ 516.17	\$ 1,463.23
Supplies-Instruction/Excursions	<u>\$ 52,707.99</u>	<u>\$ 45,190.51</u>	<u>\$ 7,517.48</u>
Total Expenses:	<u>\$ 356,705.30</u>	<u>\$ 352,013.07</u>	<u>\$ 4,692.23</u>
Net AIMS Program Income:	<u>\$ 63,066.81</u>	<u>\$ 84,251.58</u>	<u>\$ (21,184.77)</u>
<u>Uses of Income</u>			
Advertisements for ASMS	\$ 40,848.82	\$ 80,268.51	
Basketball/common area court	\$ 28,798.00	\$ -	
Cafeteria Tables and Chairs	\$ -	\$ 4,625.00	
DragonHack Program	\$ -	\$ 3,187.21	
Laptops for AIMS/Admissions/Interviewing	\$ -	\$ 3,957.80	
Website re-design	\$ -	\$ 592.50	
Campus/Classroom miscellaneous items	<u>\$ 18,443.86</u>	<u>\$ 8,582.05</u>	
Total Other uses of Income:	<u>\$ 88,090.68</u>	<u>\$ 101,213.07</u>	
AIMS Program Income less Other uses:	<u>\$ (25,023.87)</u>	<u>\$ (16,961.49)</u>	
Balance Forward AIMS 2018 Net:	\$ 40,848.82	\$ 57,810.31	
GRAND TOTAL AIMS NET BALANCE:	<u>\$ 15,824.95</u>	<u>\$ 40,848.82</u>	

ASMS Report September 2019

President's Office

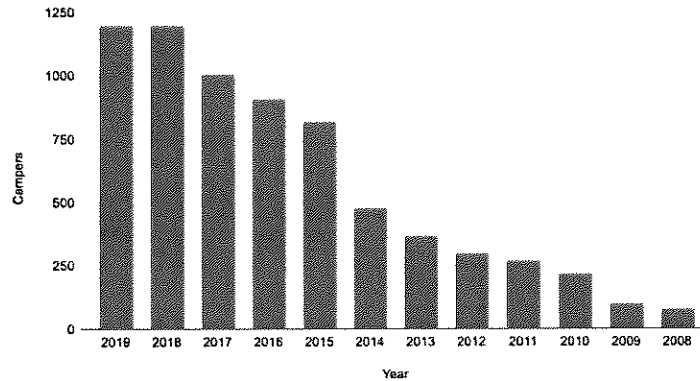
- **Strategic Priorities**
 - Committees are developing a Strategic Plan and Facilities Master Plan.
 - Academic Affairs is updating the School Profile.
 - PR and Outreach are updating the school's Website.
 - We will begin publishing a weekly Newsletter that allows different ASMS employees to write the lead article.
 - HR will be implementing a new onboarding plan for employees.
 - A team has begun revising the Employee Handbook.
 - We will begin using a new course management system during Winter Term.

Admissions and Outreach

- **Admissions**
 - The Admissions Office has moved to a new software management program to start streamlining school data. The application for students to apply for the 2020-2021 school year was posted September 1, 2019. The new program is called Blackbaud Enrollment Management. This is part of a wider integration of new Blackbaud programs in Student Affairs and Academic Affairs.
 - Admissions has organized bulk mailing campaigns to kick off this year's recruiting process. The recruitment mailing list has increased from 15,000 to 30,000 this year, which includes GPA-qualified Alabama 9th and 10th graders and Alabama 9th and 10th grade math and science teachers.
 - Personalized letters and flyers were mailed to students in July.
 - An informational meeting brochure will be mailed first of September and October.
 - ASMS Day invitations to be mailed in October and November.
 - The Admissions team will host 22 state-wide informational meetings during the month of October. Faculty, staff, and parents will be present at each meeting to talk about ASMS and the admissions process. Locations include Alexander City, Anniston, Atmore, Auburn, Birmingham, Boaz, Enterprise, Florence, Greenville, Hamilton, Huntsville, Jasper, Livingston, Mobile 1, Mobile 2, Monroeville, Montevallo, Montgomery, Selma, Thomasville, Troy, and Tuscaloosa.
 - ASMS Days will be held on campus Saturday, Nov. 16 and Dec. 7.
- **Outreach**
 - AIMS Summer Camp hosted nearly 1,200 students between the 6th and 10th grades at the Adventures in Math and Science summer camp for three weeks in June 2019. More than 75 courses were offered to students. AIMS is an important recruiting tool, as more than 50 percent of campers eventually attend ASMS.
 - Poarch Band of Creek Indian Education Department Partnership: During the months of June and July 2019, ASMS provided five instructors to teach students between Pre-K and 10th grades in conjunction with PCI's existing summer reading program. Each instructor delivered dynamic and grade-appropriate classes, focusing on project-based and experiential learning in

the fields of Biology and Physics. After the six-week program in Atmore, the Boys and Girls Club visited ASMS in Mobile.

AIMS Summer Camp



- DragonHack
 - Admissions and Outreach partnered with the Computer Science Department at the end of last school year and hosted the Second Annual DragonHack middle school Computer Science event. ASMS hosted nearly 150 students from across the state for event.
- Brookley STEM Initiative
 - Sixteen ASMS students attended the National Flight Academy's six-day deployment program in June 2019, as a result of a collaborative effort between the Mobile Airport Authority Foundation and Brookley Aeroplex companies. This is the third year ASMS students have been sponsored to attend.
 - The students lived in the state-of-the-art, 102,000 square foot NFA facility and experienced theme-park style thrills surrounded by advanced technology, flight simulators, and virtual reality games that ignited imagination and encouraged learning.

Academic Affairs

- We are taking steps to align the ASMS curriculum with ACT standards. These standards will provide a baseline of expectations for what academic skills ASMS professors should be providing their students. When we cite these standards on our profile, colleges will understand our curriculum better. We will expect professors to exceed ACT standards and teach nearly all our courses at the college level but ensuring that these foundational skills are covered in our coursework will prepare our students for standardized testing. Faculty will learn more about these standards at upcoming department chair meetings and faculty meetings.
- We are working with the Office of Admissions, the Office of Development, and the President's Office to overhaul our outdated school profile. This document, which we send to all universities our students apply to, has not been seriously revised in many years. We are now following the design templates of other schools in the NCSSS (National Consortium of Secondary STEM Schools) to better showcase our strengths

in a more visually appealing manner. We hope to debut the finalized document at the next board meeting.

- We are collaborating with Student Affairs to improve PSAT scores and increase our number of National Merit finalists and semifinalists. We will link some test preparation activities to Spirit Week to allow students to earn points for their halls by adhering to good test-taking strategies. Students who deliberately distract other students or misbehave during test prep or exam administration will lose points for their hall.
- We have developed and implemented a new peer observation program for faculty members to help them reflect on their teaching strategies, learn from their peers, and practice accountability for when more consequential observations take place (including during the accreditation process).
- We have developed a new teacher observation form for end-of-year evaluations. Criteria have been updated to reflect Gagnes' events of instruction, mastery of subject area, SACS classroom observation guidelines, and professionalism. The form will be shared with professors at an upcoming faculty meeting so that they have the full year to practice these standards of success.
- Our office has taken over administration of the ASMS Research Fellows program from previous staff and rewrote the handbook to simplify it. Now it offers a basic program model for research requirements in all academic disciplines. This document will serve as the foundation for a new research program for juniors at ASMS. The program itself will allow students to distinguish themselves with original research and graduate with the title of "ASMS Research Fellow."
- Academic Affairs currently oversees three projects formally or informally linked to the Research Fellows pilot program: one in the area of Biology examines the impact of waste disposal on Alabama's Black Belt region; another in History is focused on the Civil Rights movement; a final one in English offers research options on Alabama-linked authors.
- We are taking a department-by-department approach to improving our articulation agreements and dual enrollment options with Alabama universities. We have started with our Computer Science program. At present, we are in talks with Department of Computer Science at the University of South Alabama to see if two more of our 200-level courses could be counted as credits for ASMS students who attend USA. We have also developed a strong relationship with the Computer Science program at Bishop State Community College, which is offering our students access to a grant-funded dual enrollment course on coding in the Apple SWIFT language. Students who complete the course may test for SWIFT certification; each student who passes the exam will receive a MacBook.
- We are working with Bishop State on even more dual enrollment options. We will pilot their American Literature course on the ASMS campus this Spring to see if the program fits our needs and benefits our students.

Development

- Year to date giving for the fiscal year (through 8/26/2019): \$294,742
 - Unrestricted Giving: \$176,242 (goal is \$150,000)
 - Restricted Giving: \$118,500
- We received the largest one-time gift from an alumnus on June 27th – \$25,000 for unrestricted. The alumnus, from the first graduating class in 1993, is a nephrologist in TN.

- We hired an Assistant Director of Communications and Alumni Outreach, Allyson McMaken. Allyson will be responsible for creating an ASMS “brand” and advancing our outreach across the state.
- We hired a Development Assistant, Kathy Bethea. Kathy has extensive experience in Raiser’s Edge gift processing and volunteer support.
- The Parent’s Association is extremely organized this year. They have subcommittees for membership and volunteers, communications, parent advocacy, legislative affairs, fundraising and social events, and a grant committee. There will be a fundraiser during Family Weekend (October 12) that will include a silent auction and talent show.
- We have extended an offer to host Governor Ivey and the Alabama legislative delegation on campus.
- We added some demographic questions to the enrollment forms that will help us add data to our grant proposals. Sample questions include: Will you be the first member of your family to attend college? Do you qualify for free or reduced lunch at your home school? What is the highest educational level of each parent/guardian?
- The focus for the next two months will be developing a fundraising plan for fiscal 2020, creating priority-based funding initiatives for the campus, and organizing an alumni association.

Facilities

- The following projects were completed since the June 2019 Board Meeting:
 - Renovation of the 4th floor of the Girls’ Dorm, including flooring, paint, and lighting. The response has been very favorable.
 - A parking lot was transformed into outdoor recreational courts near the gym.
 - Several administration offices were relocated to improve workflow.
 - All Boys’ Dorm halls were painted.
 - The West Campus Band and Art Building received a new HVAC system.

Human Resources and Operations

- We recruited and onboarded 23 new faculty/staff members since the June board meeting.
- We promoted Mrs. Vivian Dorsey from Receptionist to Front Desk Supervisor. Mrs. Dorsey coordinates all Front Desk operations as well as intersects with security and compliance personnel.
- We are enhancing safety and security through a variety of means:
 - Community Life and Compliance Coordinators who work in both Student Affairs and Human Resources/Operations focus on compliance, sign-in/out procedures, documentation, and ensuring that Hall Staff, Front Desk, and Security Operations are working together seamlessly.
 - We are reviewing the technology tools we use and finding ways to streamline our processes.
 - We will be working with MPD and be part of Project Shield which allows MPD to have real time access to our cameras in the event of an emergency.
- We have updated our hiring and onboarding processes to ensure a smoother experience for new employees.
- We are in the process of revising and updating our employee handbook.

Student Affairs

- We restructured our Residence Life program by creating two Community Life Coordinator positions which live on campus and supervise our hall staff after hours.
- We hired 8 new hall staff members, most with collegiate residence life experience including one alumnus.
- We completely changed the training practices for our hall staff by using best practices from the university level that is also evidence based.
- Improved our mental health programming on campus
 - Hired Lacey Broadus, who is a Licensed Professional Counselor with 17 years of experience working with adolescents.
 - Lacey will be conducting individual, group, and family sessions with our students.
 - Connected with Pet Partners to have a therapy dog visiting campus twice a month.
 - Hired Assistant Director for Judicial and Community Affairs Ken Robinson, who will hold students accountable for the rules and help streamline our discipline process.
- Student Affairs has overhauled the Assembly schedule to include topics related to safety, security, and mental health.
- We allowed the seniors to design and paint their parking spot in the new parking lot.
- Upcoming Programs include:
 - Geekfest – all night lock in for students
 - Spirit Week featuring dress up days
 - Goofy Olympics - the largest hall competition of the school year
 - Homecoming court and dance
 - Murder Mystery Dinner
 - Senior trip to Disney World in October

2019-09-13 Faculty Report to the Board

HIGHLIGHTS:

- Computer Science is doing exciting things with Dual Enrollment both with Bishop State and the University of South Alabama.
- Math students are doing exciting research in Graph Theory with USA professors.
- Diane Gerard has replaced the required sophomore Western Thought class with Human Geography.
- The new art exhibit downstairs features the works of Monica Beasley. The reception is later this afternoon, but the gallery is open for you to check out as you leave through the Bedsole building.

We would like to welcome new faculty members Brian Sayler in English, Durga Paudel in Physics and Erin Boldon in Foreign Languages, and welcome back Karen Palazzini in History.

COMPUTER SCIENCE:

- Deborah Gray became a Raspberry Pi Certified Educator over the summer and was selected to participate in an UTeach (University of Texas) AP CSA Java pilot which is being taught this year.
- Deb and Grey Gaillard have met with Bishop State to discuss technical Dual Enrollment for our students. The App Development with Swift course is now being offered to ASMS students. Upon successful completion of the course, the students will receive an Apple Certification, college credits, and a free Macbook.
- Deb, Grey, and Mitch Frye met with Dr. Todd Andel at the University of South Alabama to discuss articulation and Dual Enrollment.
- ASMS team placed 2nd in Alabama during the June 5 - 7 GirlsGoCyberstart Capture the Flag competition; two students, Baylee Keevan and Aaliyah Studstill, were recognized with \$500 scholarships for their individual challenge completions in GirlsGoCyberstart.

MATHEMATICS:

- Three ASMS Math students are doing research with professors at the University of South Alabama. Senior Beata Casiday is studying Commutative Algebra & Graph Theory with Dr. Selvi Beyerslan. Junior Gregory Li and Senior William Howton are working on Graph Theory proofs related to the famous unsolved Jorgensen's conjecture with Dr. Andrei Pavelescu. Greg has already successfully come up with a new solution to a related problem and will likely be able to present his results at an undergraduate conference.
- Sarah Brewer taught ruler and compass constructions related to her geometric design research at the MOVES 2019 Math Unfolded: The Mathematical Art of Origami conference in New York the first week of August.

PHYSICS:

- Jessica Alexander attended an AP Summer Institute for AP Physics 1 this summer so that she is certified to teach AP Physics.

FINE ARTS:

- The ASMS Bedsole Gallery fall exhibit will be the works of Monica Beasley. The reception, open to the public, is Friday, September 13, 2019, coinciding with Mobile ArtWalk.
- Instructor Orren Kickliter is currently exhibiting his work in the Mobile Museum of Art Courthouse Annex through October 2019.

FOREIGN LANGUAGES:

- Muriel Hoequist and Erin Bolden are managing the German and Spanish exchange programs with two German and two Spanish students currently at ASMS, and four ASMS students are doing well in their respective European homes and attending school there.

HISTORY:

- The Hawaii trip is now full with 19 students and three chaperones for Special Projects 2020. Diane Gerard is modeling the trip on one she took with the WW2 Museum in 2016.
- The new sophomore required class in Human Geography is a step forward in an interactive classroom. Students are working with new GIS software and learning the skills of today's geographers as they study the historical and contemporary relationship of humans with physical space around the globe. Topics include Population and Health, Human Migration, Geopolitics, Global Cities among others. The class features a weekly 2-hour lab in which students work on developing skills that will be useful in the fields of demographics, public health, urban development and environmental studies.

New Business

1. EMPLOYMENT OF ACADEMIC DEAN

Explanation: Through extensive strategic planning, the position of Academic Dean was created to oversee the Office of Academic Affairs.

Recommendation: The ASMS Board approve the hiring of Dr. Mitch Frye as Academic Dean.

2. EMPLOYMENT OF ASSISTANT DIRECTOR OF STUDENT AFFAIRS

Explanation: A vacancy in the position of Assistant Director of Student Affairs occurred following a resignation this summer.

Recommendation: The ASMS Board approve the hiring of Kenneth Robinson as Assistant Director of Student Affairs.

3. EMPLOYMENT OF LICENSED PROFESSIONAL COUNSELOR

Explanation: A vacancy in the position of Personal Counselor occurred over the summer.

Recommendation: The ASMS Board approve the hiring of Lacey Broadus as a Licensed Professional Counselor.

4. EMPLOYMENT OF COMMUNITY LIFE AND COMPLIANCE COORDINATOR

Explanation: We restructured our Residence Life program by creating two Community Life Coordinator positions which live on campus and supervise our hall staff after hours.

Recommendation: The ASMS Board approve the hiring of Rodney Adams as a Community Life and Compliance Coordinator.

5. EMPLOYMENT OF COMMUNITY LIFE AND COMPLIANCE COORDINATOR

Explanation: We restructured our Residence Life program by creating two Community Life Coordinator positions which live on campus and supervise our hall staff after hours.

Recommendation: The ASMS Board approve the hiring of Hannah Maine as a Community Life and Compliance Coordinator.

6. EMPLOYMENT OF ENGLISH INSTRUCTOR

Explanation: Due to the hiring of Dr. Mitch Frye as Academic Dean, a vacancy occurred in the English department.

Recommendation: The ASMS Board approve the hiring of Brian Sayler as an English Instructor.

7. EMPLOYMENT OF HISTORY INSTRUCTOR

Explanation: Due to the promotion of Kenneth Robinson to Assistant Director of Student Affairs, a vacancy occurred in the History department.

Recommendation: The ASMS Board approve the hiring of Dr. Karen Palazzini as a History Instructor.

8. EMPLOYMENT OF PHYSICS INSTRUCTOR

Explanation: A vacancy in the position of Physics instructor occurred over the summer.

Recommendation: The ASMS Board approve the hiring of Dr. Durga Paudel as a Physics Instructor.

9. EMPLOYMENT OF SPANISH INSTRUCTOR

Explanation: Due to a resignation of a Spanish instructor at the end of the year, a vacancy occurred in the Foreign Languages Department.

Recommendation: The ASMS Board approve the hiring of Erin Boldon as Spanish Instructor.

10. EMPLOYMENT OF ASSISTANT DIRECTOR OF COMMUNICATIONS AND ALUMNI OUTREACH

Explanation: A vacancy in the position of Communications and Alumni Outreach occurred over the summer.

Recommendation: The ASMS Board approve the hiring of Allyson McMaken as the Assistant Director of Communications and Alumni Outreach.

11. EMPLOYMENT OF DEVELOPMENT ASSISTANT

Explanation: A vacancy in the position of Development Assistant occurred due to a better employment opportunity for the former development assistant.

Recommendation: The ASMS Board approve the hiring of Katherine Bethea as the Development Assistant.

12. ASMS BUDGET FOR 2019-2020

Explanation: The ASMS Board for submission to the State must approve the ASMS Education Trust Fund Budget for 2019-2020.

Recommendation: The ASMS Board approve the recommended budget for 2019-2020.

13. AIMS BUDGET FOR 2020

Explanation: The ASMS Board must approve the proposed AIMS budget which is based on the previous year budget.

Recommendation: The ASMS Board approve the proposed AIMS budget for 2020.

Alabama School of Mathematics and Science

BUDGET PROPOSED for Fiscal Year 2020

REVENUES	CURRENT FY 2019 BUDGET			PROPOSED FY 2020 BUDGET (to be approved)			
	Approved 10/1/18 - 9/30/19	Projected through 9/30/19	Variance to FY19 Budget	State Education Trust Fund	Special Revenue Fund	FY20 Budget 10/1/19 - 9/30/20	Variance between budgets
State ETF Appropriation	\$ 7,535,772	\$ 7,535,772	\$ -	\$ 8,647,417	\$ -	\$ 8,647,417	\$ 1,111,645
ASMS Foundation/Admin. Salary Reimb.	\$ 475,000	\$ 417,689	\$ (57,311)	\$ -	\$ 480,000	\$ 480,000	\$ 5,000
AIMS Salary Reimbursement	\$ 177,000	\$ 182,496	\$ 5,496	\$ -	\$ 183,000	\$ 183,000	\$ 6,000
ASMS Student Auxiliary Driver/IT Service	\$ 35,000	\$ 33,583	\$ (1,417)	\$ -	\$ 35,284	\$ 35,284	\$ 284
ASMS Foundation Grant-Operating	\$ 275,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ (275,000)
ASMS Foundation Grant-Communications	\$ 63,000	\$ 64,489	\$ 1,489	\$ -	\$ 69,000	\$ 69,000	\$ 6,000
NBPTS Grant Funding	\$ 10,000	\$ 5,000	\$ (5,000)	\$ -	\$ 5,000	\$ 5,000	\$ (5,000)
Miscellaneous Revenue	\$ 3,000	\$ 1,562	\$ (1,438)	\$ -	\$ 2,000	\$ 2,000	\$ (1,000)
TOTAL REVENUES:	\$ 8,573,772	\$ 8,515,590	\$ (58,182)	\$ 8,647,417	\$ 774,284	\$ 9,421,701	\$ 847,929
EXPENSES	Approved 10/1/18 - 9/30/19	Projected through 9/30/19	Variance to FY19 Budget	State Education Trust Fund	Special Revenue Fund	FY20 Budget 10/1/19 - 9/30/20	Variance between budgets
Salaries (including adjuncts)	\$ 3,468,000	\$ 3,468,623	\$ (623)	\$ 3,888,000	\$ -	\$ 3,888,000	\$ 420,000
Personnel Benefits	\$ 1,255,000	\$ 1,249,190	\$ 5,810	\$ 1,334,000	\$ -	\$ 1,334,000	\$ 79,000
Lease - Campus facilities current .90 sf	\$ 1,990,559	\$ 1,990,559	\$ -	\$ 1,990,559	\$ -	\$ 1,990,559	\$ -
Lease - Campus facilities increase 1.05 sf	\$ -	\$ -	\$ -	\$ 331,760	\$ -	\$ 331,760	\$ 331,760
Utilities - Elec., Gas, Water, Sewer	\$ 507,862	\$ 502,927	\$ 4,935	\$ 398,000	\$ 120,000	\$ 518,000	\$ 10,138
Utilities - Telecommunications	\$ 22,000	\$ 21,800	\$ 200	\$ -	\$ 25,000	\$ 25,000	\$ 3,000
Utilities - Postage/shipping	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -
Rent - Equipment	\$ 28,000	\$ 27,600	\$ 400	\$ -	\$ 30,000	\$ 30,000	\$ 2,000
Services - Cafeteria Food Service	\$ 582,116	\$ 581,813	\$ 303	\$ 560,000	\$ 25,000	\$ 585,000	\$ 2,884
Services - Security & Monitoring	\$ 160,000	\$ 158,215	\$ 1,785	\$ 101,098	\$ 68,902	\$ 170,000	\$ 10,000
Services - Legal	\$ 23,000	\$ 45,000	\$ (22,000)	\$ -	\$ 30,000	\$ 30,000	\$ 7,000
Services - Other	\$ 168,235	\$ 139,016	\$ 29,219	\$ -	\$ 139,882	\$ 139,882	\$ (28,353)
Supplies - Class, instruction, office, misc.	\$ 75,000	\$ 83,691	\$ (8,691)	\$ -	\$ 85,000	\$ 85,000	\$ 10,000
Supplies - Textbooks/Library Books, etc.	\$ 97,000	\$ 72,856	\$ 24,144	\$ -	\$ 92,000	\$ 92,000	\$ (5,000)
Supplies - Data processing, technology	\$ 30,000	\$ 33,178	\$ (3,178)	\$ -	\$ 40,000	\$ 40,000	\$ 10,000
Supplies - Food & Provisions	\$ 7,000	\$ 8,187	\$ (1,187)	\$ -	\$ 8,500	\$ 8,500	\$ 1,500
Supplies - Printing & Binding	\$ 13,000	\$ 11,430	\$ 1,570	\$ -	\$ 15,000	\$ 15,000	\$ 2,000
Insurance	\$ 52,000	\$ 50,873	\$ 1,127	\$ 44,000	\$ 10,000	\$ 54,000	\$ 2,000
School Programs	\$ 50,000	\$ 26,000	\$ 24,000	\$ -	\$ 40,000	\$ 40,000	\$ (10,000)
Travel/Professional Development	\$ 30,000	\$ 20,828	\$ 9,172	\$ -	\$ 30,000	\$ 30,000	\$ -
TOTAL EXPENSES:	\$ 8,573,772	\$ 8,506,785	\$ 66,987	\$ 8,647,417	\$ 774,284	\$ 9,421,701	\$ 847,929
SURPLUS / DEFICIT	\$ -	\$ 8,806	\$ 8,806	\$ -	\$ -	\$ -	\$ -

Alabama School of Mathematics and Science
AIMS BUDGET Proposed for Summer 2020

Description	Approved June 2019	Actual June 2019	Variance to Budget	Proposed June 2020
REVENUES				
AIMS Summer Camp Revenue	\$ 440,000	\$ 419,772	\$ (20,228)	\$ 425,000
TOTAL REVENUES:	<u>\$ 440,000</u>	<u>\$ 419,772</u>	<u>\$ (20,228)</u>	<u>\$ 425,000</u>
EXPENSES				
Salaries	\$ 164,500	\$ 169,864	\$ (5,364)	\$ 170,000
Personnel Benefits	\$ 12,500	\$ 12,969	\$ (469)	\$ 13,000
Utilities - Postage/shipping	\$ 1,500	\$ 2,401	\$ (901)	\$ 2,400
Services - Cafeteria Food Service	\$ 78,000	\$ 78,314	\$ (314)	\$ 79,000
Services - Other	\$ 29,000	\$ 25,483	\$ 3,517	\$ 26,000
Supplies - Class, instruction, misc.	\$ 52,000	\$ 52,708	\$ (708)	\$ 52,000
Supplies - Data processing, tech.	\$ 5,300	\$ 5,359	\$ (59)	\$ 5,300
Supplies - Food & Provisions	\$ 8,000	\$ 8,309	\$ (309)	\$ 8,000
Supplies - Printing & Binding	\$ 1,200	\$ 1,299	\$ (99)	\$ 1,300
TOTAL EXPENSES:	<u>\$ 352,000</u>	<u>\$ 356,705</u>	<u>\$ (4,705)</u>	<u>\$ 357,000</u>
AIMS Campus Projects and Needs	<u>\$ 88,000</u>	<u>\$ 63,067</u>	<u>\$ (24,933)</u>	<u>\$ 68,000</u>