

CC STEM Board Meeting Minutes

August 19, 2013

SLO County Office of Education, Training Room

5:30-7:30PM

Attendees Present:

Bergen, Anne Marie

Bush, Seth

Garrett, Patti

Hegg, Sarah

Keller, John

Kliwer, Steve

Pudlo, George

Theis, Tracy

Wendt, Wendy

ACTION LIST:

1. John/Sarah—Set preliminary date for CCSTEM Spring Forum
2. Group—Biographies needed for website, check with Walt for status update
3. Wendy—Draft CCSTEM whitepaper for next Board meeting
4. John/Sarah- Set up Google Rise Forum for week of Sept 9th
5. Sarah/Walt—Add CSLNet STEM weekly to next CCSTEM Quarterly newsletter
6. John—Invite guest speaker from Partners in Education to attend September CCSTEM Board meeting
7. Dawn/Sarah—Share Science After Dark email contact list from past events with Jamie for follow up and invitations to join CCSTEM

RESOLUTION LIST:

1. John Keller moved to transfer CCSTEM WordPress charges to TQP credit card. Motion was seconded by Patti Garrett and approved by the Board.

Meeting called to order

a. Welcome

John Keller welcomed the group and introductions were made.

b. Review Minutes from July 8, 2013

The Board reviewed the minutes and reviewed the Action and Motion/Resolution lists. The minutes were approved as written.

The Board identified two Action list item yet to be completed:

Action List #9 *John/Sarah will work with Paul Murphy to set a preliminary date for CCSTEM Forum in Spring of 2014*

No Action has been taken; John will contact Paul to get a few potential dates for the next board meeting.

Action List #10 *Biographies needed for website from Amy, Julie, Tanja and Steve- send to Walt*

Neither of the Reils were in attendance, will ask Walt to report at the next Board meeting.

c. CCSTEM Communications Mtg briefing

Sarah gave the Board an overview of the communications meeting held on July 30th.

Minutes from the meeting, including pending ACTION items, will be posted on the CCSTEM website once they have been finalized.

4. Business Items

- a. John Keller informed the Board that the Articles of Association were completed and passed around the documents for review.
- b. Julie Reil was not present so discussion of the CCSTEM bank account was postponed until the next Board meeting.
- c. The Endeavor Institute has been funding the \$15/month WordPress charges for the CCSTEM website. The Board discussed transferring these charges to a CCSTEM account. John Keller motioned to have the TQP grant cover the cost of the WordPress charges. The motion was seconded by Patti Garret and approved by the Board. Sarah will work with Steve to transfer the charges to the TQP credit card.
- d. John Keller delivered a request from Dawn Hinchman for funding to attend a workforce development conference. Patti Garret informed the Board that CCSTEM has \$1,122.44 with SLOCOE, but that this funding is earmarked for grant writing. No decision was made on this item.

5. CSLNet Items

- a. Anne Marie Bergen, John Keller and Lilly Garcia (CCSTEM-South) will be attending the upcoming CSLNet Regional Meeting on August 22nd. Members will be looking at partnering with school districts to build/sustain regional alliances. Collaboratives have the potential to be in a position to advise districts in their use of Common Core implementation funding. The article "Ways to Improve K-12 Teacher Preparation" will also be discussed at the meeting. Sarah will forward a copy of the draft article to the Board.
- b. Sarah informed the group that at the last CSLNet teleconference they asked for groups to continue to request items for CSLNet STEM weekly from Board members and/or the community. The Board reviewed how CCSTEM is promoting the STEM weekly. Sarah will email Walt and ask him to mention the STEM weekly publications in the next quarterly newsletter.
- c. Sarah announced that CCSTEM had received 40 NGSS flyers from CSLNet and asked the group how they should be distributed. Patti Garret will hand them out at SOCOE events and CCSTEM will request additional flyers for the annual forum event scheduled for next spring. Sarah will email and ask Walt to post the .pdf of the flyer on the website.

6. Grants/Whitepaper

- a. Wendy Wendt gave a brief history of the CCSTEM whitepaper and discussed her plans to create a one page CCSTEM document that would provide boilerplate language for any party interested in understanding CCSTEM. The paper will address; the focus, and vision of CCSTEM in a format the community can get excited about. Wendy will continue talking with Board members to get more detail on what should be included in this document. The Board discussed the purpose of the whitepaper and the possibility of having two versions, one as a

color pamphlet/brochure for the community and the other with professional letterhead for distribution to businesses or potential donors. Wendy will present a draft at the next Board meeting.

- b. Wendy reviewed the upcoming Google Rise grant opportunity. The Board decided that the September 30th deadline was too soon for CCSTEM to write to, but that it presented a good space to practice and be prepared for the next grant opportunity. The group decided to host a Forum for members of the community interested in coming together to discuss STEM using Google Rise as a platform. Sarah and John will work to set this up for the week of September 9th.
- c. Wendy asked the Board to clarify her position and the process by which CCSTEM uses her services. Conclusions from the discussion were as follows:
 - i. Wendy should focus a small portion of her time (Wendy has 50 hours to devote to CCSTEM projects/effort) on researching grant opportunities for CCSTEM to write to.
 - ii. Protocol for prioritizing Wendy's time: All Items will first be approved by the Executive committee (Keller, Garrett, Reil) and then voted on by Board
- d. Seth Bush informed the group that he will be applying for the CAMSP grant, and that he sees a potential for incorporating CCSTEM-North in an advisory capacity. The proposal will most likely be a partnership with schools in the Paso Robles districts and Seth will keep the Board informed on the progress over the next few months.

8. Next Board Meeting

October 21st, SLOCOE, 5:30-7:30 pm

9. Close

CCSTEM Board Voting Members:

ANNE MARIE BERGEN
DAWN HINCHMAN
TANJA LATIMER
WALT REIL
TOM STEVENS

SETH BUSH
JOHN KELLER
GEORGE PUDLO
PAM RICKARD

PATTI GARRETT
STEVE KLIEWER
JULIE REIL
AMY SHIELDS

Executive Committee Members:

JOHN KELLER Chairman
JULIE REIL Treasurer
PATTI GARRETT Recording Secretary

Coordination Support:

SARAH HEGG CCSTEM North Administrative Support Coordinator
LILLY GARCIA CCSTEM South Coordinator

Proposed Upcoming Meetings and Events

(Please see CCSTEM Event calendar for latest information):

Aug 22	CSLNet Regional Alliance Mtg., Los Angeles
Sep 06	STEM Collaborative workshop, PRHS, 8:00am – 3pm
Sep 16	CCSTEM Board Mtg.; SLOCOE, 5:30-7:30 pm
Sep 17	STEM Focus Meeting, AG, 5-7pm
Oct 9	Science After Dark-Luis Wine Bar
Oct 21	STEM Board Mtg.; SLOCOE, 5:30-7:30 pm
Nov 13	Science After Dark, Steynberg Gallery
Nov 18-19	CA STEM Conference, Sacramento
Nov 18	CCSTEM General Mtg.; Bellevue/Santa Fe Charter School, 5:00-7:30 pm
Nov 22	STEM Collaborative workshop, PRHS, 8:00am – 3pm
Dec 10	STEM Focus Meeting, AG, 5-7pm
Dec 11	Science After Dark, SLO Children’s Museum
Dec 16	CCSTEM Board Mtg.; SLOCOE, 5:30-7:30 pm
Jan 8	Science After Dark, Cal Poly
Feb 12	Science After Dark, Café Roma
2014	CCSTEM Forum, Hancock, spring, TBD
Mar 12	Science After Dark, SLO Children’s Museum

(Board and General Meetings are scheduled on the 3rd Monday of each month)