



Council of State Science Supervisors Board Meeting – Annual Retreat

**Warwick, Rhode Island
August 6, 2011
8:30 AM – 4:15 PM**

Board Members in Attendance: Peter McLaren (RI –President), Richard Vineyard (NV – Past President), Jake Foster (MA – 3rd Year Director), Cheryl Kleckner (OR - 2nd Year Director), Juan Carlos Aguilar (GA – 1st Year Director), Anita Bernhardt (ME – Secretary), Linda Jordan (TN – Executive Secretary), C.J. Evans (MO – Treasurer), Linda Lacy (MO – NSTA Liaison).

Meeting brought to order at 8:35 AM by CSSS President Peter McLaren

Approval of Minutes from June 14 and July 12

- A **MOTION** was made by Peter McLaren and seconded by Cheryl Kleckner to approve the minutes from the June 14 and July 12, 2011 board meetings. Discussion followed. Anita will make a change to correct label for the NGSS Lead State work in the July 12 minutes. Motion approved unanimously.
- The Board will begin distributing minutes to all Board members.

Role of CS3

During the last year CSSS' role in policy conversations in Science has been increasing.

Treasurer's Report – CJ Evans, Treasurer

- CJ provided a report on the CSSS finances. Overall expenditures and revenues are within budgeted ranges. CSSS is spending slightly less than revenues. Conference call costs are expected to surpass budgeted expectations due to increased use of conference call services for the planning of the *Building Capacity in State Science Education (BCSSE)* conference in Nashville and other initiatives. Peter directed conference call expenses associated with BCSSE planning to be charged as an expense associated with BCSSE.
- The savings account at Bank of America has \$208,781.60. This includes remaining funds from the National Research Council (NRC) grant used to support regional review of draft Framework in 2010. The NRC funds will be shown as a single line item in future accounting. These funds will be used to support Framework for K-12 Science Education and NGSES initiatives.
- Certificate of Deposit due to mature in January 2012 will not be renewed. The funds encumbered in the CD will be used to fund future Framework and NGSES initiatives.
- Peter asked what is the base funding required to operate CSSS. CJ estimated that CSSS operates on an annual budget of \$35,000. The Presidential Awards program requires a reserve of \$100,000 annually in order to pay state requests which, in turn, are then submitted to the PAEMST fiscal agent, MACRO, for reimbursement to CSSS. Peter requested that CSSS reserve \$120,000 of savings representing 3 years of operating expenses for CSSS and \$100,000 for one year of Presidential expenses (for a total of \$220,000). The intention of these reserves is to provide confidence in sustainability of the organization for a minimum of three years. This will also, more accurately, identify expendable funds that could be used to support Framework and NGSES initiatives.

- **MOTION** made by Peter McLaren and seconded by Jake Foster to move the balance from the money market fund (\$30,281.70 as of COB August 8, 2011) to checking. Motion approved unanimously.
- **MOTION** made by Peter McLaren and seconded by Cheryl Kleckner to sponsor the Triangle Coalition STEM Conference in October 2011 at the silver level (\$3,000). Discussion followed. Motion approved unanimously.
- Presidential Awards – The contract with MACRO to run the PAEMST program is \$216,000. There is a concern that states are spending too much money on recognition activities. CSSS will develop a one-pager to make the current spending expectations clearer to state programs.
- CSSS Treasurer, CJ Evans, reported that fees charged for the organization's quarterly filing and processing of Form 990 (Non-Profit Status) was high. CJ suggested that the Board authorize her to explore fee structures of other CPAs to reduce costs to CSSS in tax preparation. The board directed CJ to research new CPAs..

Executive Secretary's Report – Linda Jordan

- CSSS Elections – CSSS will need to elect a 1st year Board Member and President-Elect. Richard Vineyard will take responsibility for organizing the election.
- NSTA Regional Events – Peter will draft an email to be sent out to the membership to inform them of the NSTA regional meeting space being sponsored by CSSS Board. Board members will solicit CSSS members directly to use these spaces to run regional events in each location.

Evolution White Paper Discussion Update – This group has representation from NJ, KY, FL, TN, NV, UT, and National Center for Science Education. They have had one conference call and are beginning to add details to an outline for a position statement and policy guidance on evolution. The group expects to have completed a document by fall 2011 for Board review.

Building Capacity Among State Science Education Leaders Conference (BCSSE) - September 30 & October 1 – Brett Moulding joined the Board Meeting via conference call. Brett offered thanks to Peter for his leadership in this venture in partnership with Tidemark Institute. Peter reported that it is possible that all 50 states will be represented at this meeting. Brett provided an overview for a vision of the work. Peter then led a discussion about the potential of future events following the BCSSE conference.

Indianapolis Convention 2012

General notes:

- Theme will be connection to Framework and Standards – By the conference there will be some tools already developed and there will be states that may have already started to use tools or develop plans.
- This conference should simultaneously maintain focus on the Framework and also turn attention to the draft Standards. CSSS needs to share common messaging tool about the standards. For example.
 - It is **critical** to articulate the vision of the Framework.
 - It is important to establish clear benchmarks for progress (What will it look like to make progress).
- Have a Board meeting following the BCSSE

Primary Theme: Coordination around tools and resources that CSSS has identified to support the understanding of the Framework and implementation planning for the Standards

- Overview of Framework
- Overview of draft Standards
- Organizations that are presenting discuss efforts regarding the Framework and Standards

Secondary Theme: Implementation in individual States. CSSS needs to learn what challenges, barriers, and opportunities exist for CSSS members.

Support for capacity building

- Tools that are out there
- Tools that are needed
- Build in time for Cubers to discuss the knowledge that has been gained in September and in February and collaborate to think about how to use the knowledge and skills most effectively.
- Consider scheduling regional meetings at the conferences built off of the groupings that were developed for the feedback to the Frameworks.

Other components

- Evolution statement
- Work with others organizations on planning.
 - Alignment with NARST – CSSS will make a connection to NARST to help define a research agenda to support the Framework and the Standards.
 - CSSS has an opportunity to help make sense of and communicate with the different players in the work (NSTA, NSELA and NARST).

CSSS Needs:

- Information about how many states have leadership
- Ask for information about Cubers involvement in the Roll Call slides

Other Tasks Related to the Conference:

- CJ will find out the cost getting a wireless airport to use in the hotel.
- Jake will contact Jennifer for a hotel recommendation.
- Anita will find out what is required to set up an online community for sharing during the conference.
- Jake will convene conference committee (CJ, Cheryl, Jennie, Shawn/Irene).

Honoring organizations and individuals - There was an executive session discussion of how CSSS should honor organizations and individuals who have supported CSSS.

Upcoming CSSS Webinars

- Webinar with Change the Equation (Linda Rosen) on August 16, 2011 at 3:00 PM. Information will be distributed to CSSS this week.
- Webinar with Michael Lach in September. Date to be determined.
- Peter will speak with Chris Lazarro to organize a webinar with College Board.
- The Royal Society of Chemistry in England is hosting a webinar on August 16, 2011.

President's Travel - Peter made a proposal to have other Board members represent CSSS for the President at meetings. The money that is identified for the President's travel is not restricted to the CSSS President. Peter also thanked Richard Vineyard for representing CSSS at the Alliance of Affiliates meeting in Baltimore.

MOTION made by Peter and seconded by Cheryl to adjourn the meeting at 4:35 PM. Motion approved unanimously.

Respectfully submitted.
Anita Bernhardt, CSSS Secretary