

**Minutes of Board Meeting**

**July 24, 2014**

Meeting Convened at 12:09 p.m.

**Attendees:** Patty Cantu; Patty Farrell-Cole; Heather Gallegos; Gary Gilger; Jodie Ledford;Brandon Lucas; Greg Marks; Mary Sutton; Michael Tanoff; Barbara Bolin; Al Elyaderani, Lisa Weatherford

**On the phone:** Paul Agosta; **Victor Naidu;** Alan Lecz; Michael Gallagher

**Apologies**: **Derhun Sanders**; **Jenny Schanker**; **Vass Theodoracatos**

**Guest Attendees:** State Representative Adam Zemke; K. P. Pelleran, State Director, Ready Nation, and Bill Perry; Dave Krebs, Director of Instructional Services for the Muskegon Area ISD (MAISD), and Director of the MAISD Mathematics and Science Center; Nicole Rogers, Michigan Department of Education (with Patty Cantu).

**Public Comments –** There were no public comments.

**Consent Agenda:**

The March Board meeting minutes were revised and reissued for review, and were approved (Greg/Patty).

The May Board meeting minutes were approved (Greg/Gary).

**Committees and Task Force Reports**

**Executive Committee**

The committee reviewed the proposed Articles of Incorporation and approved them for review/approval by the Board.

Gary asked about the wording under Article II “for such purposes” and if it narrows our charitable purposes and “puts us in a corner.” The ED replied that the wording is broad enough per the attorney and that it is standard boilerplate language, but she is willing to verify the language with him again. The ED also clarified that the Articles are to establish the Partnership as a Michigan nonprofit organization, that the name is available under LARA, and that the attorney is paying the fee for now. The next step is to get the FEIN, and then the Bylaws will need to be approved. The ED is working on a draft with Mary and Gary that will be brought to the September meeting. The Bylaws are based on the Charter document approved at the September 2013 Board meeting. Once incorporated, the Partnership will register as a vendor with the state and be able to receive state funds.

The Chair added that it can take up to two years to gain non-profit status through the IRS and we are right at the beginning of the process but getting the Articles of Incorporation finalized puts us on the path.

Heather asked if getting on the vendor list takes time and Patty Cantu replied no, it is just an online transaction and that once we are incorporated as a non-profit we can begin accepting donations. However, taking a donation as a tax exemption is a different matter.

Because the topic was already being discussed, the Chair allowed for a Board vote at that time rather than later in the meeting. A motion to approve the Articles of Incorporation was passed. (Gary/Greg)

**Finance Committee - Interim Treasurer**

The Chair shared that Joe Asiala stepped down as Treasurer citing competing priorities and left the Board, and that she asked for an Interim Treasurer but has received no response. She added that once we establish a new Board we will look at committee assignments and hopefully of those that accept, someone with the appropriate skills will step forward to be Treasurer.

Heather referred to the basic financial report that was included in the pre-read documents and wanted to clarify a few things after she spoke with Libby. In the first line item for MMSCN Sec. 99.7 where there is $40,000 and the line STEM HUB Sec. 99.7, those are for different projects that Libby is working on and they were coded wrong and as a result it is misstated, so Libby will be sending a new correct financial report. Everything else is fairly self-explanatory, the budget for the ED, the expense budget, the indirect that has come out, and the grant monies that have all been awarded in 39 grants and although all the checks have not been cut, they are in the process of being distributed.

Michael Tanoff asked what the line St. Clair Hub O/T was about, and Heather replied that because Wayne RESA is the fiscal for the Partnership and for the St. Clair Hub they did not write themselves a check for the $35,000; they just moved it to another line item so that is why you have to add the $340,000 and the $35,000 to get to $375,000. So they paid themselves internally.

**Strategic Direction Committee**

Committee chair Paul Agosta stated that there is a revised Strategic Plan that was put together by the committee, rolled out to the MMSCN and the Hubs, and feedback was incorporated in the document for Board review.

Paul explained that the committee requested comments from the Hubs and MMSCN and put it all together in a document and reviewed it, not necessarily to overhaul the plan but to get consensus that we are going in a direction we all agree on. To respond back, the committee developed two documents and these were included in the pre-read materials. One was the version presented for review and approval and the second included explanatory comments and narratives from the committee. Paul mentioned that the Network saw that our vision and mission are different from theirs and the committee is comfortable with that because our mission tends to be a little broader. The Network commented that workforce development and training are a chief component of what the Partnership is trying to accomplish and it is, so while the committee recognized those comments, they did not make any revisions to the mission and vision statements. However, revisions were made to the goals and strategies (in red). These minor changes were made to clarify and refocus some things. Paul also noted that this is only the first year component of the complete list of strategies, the “low-hanging fruit.”

Michael G. asked if this is an implementation plan for 2014-2015. Paul replied it is just for 2014 and there is a broader three-year document, but this is to define the things that we can do initially.

Al Lecz suggested that Information Technology be added to the list of industry sectors. Paul agreed that it should be added.

Greg commented that item 7 suggests working with the Hub to get consistent structure by August 2014 which is an awfully tight agenda. Paul agreed to change that date to December 2014.

Heather shared that the Bay Hub received funding from Central Michigan University (CMU) for a part-time person to run the Hub and that may be a model to watch and see how it works as a best practice that other Hubs might consider replicating. Paul noted that it might be something to add to item 7 as an action item, and Heather added “to identify best practices in operating structure.” The ED noted that the news about CMU was good news because the Board had previously discussed the possibility of using some of our funds to help the Hubs. Heather added that the CMU grant is $100,000 for a part-time person for three years. The Chair mentioned that this could be the foundation for an operations group, in addition to our Board, because the five Hub directors could work with the ED. Heather also noted that it is premature to say “yes this is the answer,” but we need to give it some time and see if it is replicable.

Michael Tanoff asked what the grant means and if the Bay Hub will be hiring someone to run the Hub? Is that a model where they hire an ED but retain the chair/co-chair structure? Heather replied that they have not hired anyone yet but that it would leverage what we put together for Barbara’s role and the leadership team would remain in place and the person would answer to the team.

Paul added that the St. Clair Hub put together a structure for how it should operate and one of the key aspects of it was funding because an all-volunteer team just isn’t going to get things done. So the fact that one Hub has identified a funding source and that this may be a strategy for other Hubs to follow is great news.

Paul confirmed the addition of the best practice to the Strategic Plan and Heather provided the wording: “Identifying best practices for establishing a backbone organization at the Hub level.”

Michael Tanoff also added that in Goal 3 the word “Center” should be plural.

All suggested changes were made to the Strategic Plan document by the ED and Ali and the motion to approve was passed. (Patty/Patty)

**Board Development Committee**

Heather reported that to date the Partnership has six new Board recruits but that recruitment should continue so that we have enough to fill all the vacant seats, and to encourage equal representation statewide as well as from education and industry.

**Communication Committee**

Greg noted that Ali and Lisa have been working on the Google Docs instructions document and a draft is now available on Google Drive.

Jodie suggested we provide the Google instructions document via email since many people are not yet on Google Docs.

Greg explained the asset database development process that Ali has been working on for the web site and Ali gave a brief presentation of what the asset spreadsheet contains and how it will work.

The ED also added that the categories already identified in the spreadsheet are just the first draft and we realize there are many other categories (like summer camps and math tutors) to be added.

Jodie added that she liked the Hub calendar because anyone can go there and see what is going on during that month.

Jodie asked how the calendar is populated and the ED explained it is the Hubs’ responsibility and that some are using it more than others at this time and that if the Hubs had a Director that would be one of the things that person could do.

Michael Tanoff asked if he can get access to the spreadsheet through Google Docs and if everyone was been invited yet and Ail replied that it is on Google Docs but not yet being shared. He showed how the Google Drive is currently set up with some items being shared and others not.

Jodie asked if the asset spreadsheet will be interactive once it is on the web site and Ali demonstrated how the interactivity is planned. The ED noted that is just one way to access it and the plan is also to have a separate page with drop-down menus that will guide the search.

Ali also showed how searches provide a list of information from the spreadsheet with links to email addresses, web sites, maps, etc. Another example shown involved Hub interaction with the site, where a local change in a Hub will automatically update on the drive. In response to a question about specific Hub pages on our web site, the ED explained those pages are maintained by the Partnership not the Hub; the Hubs maintain their own calendars. It was decided last year that access to make web site changes would not be granted but that changes should be sent to the ED to post.

Brandon asked how it will render on the web site when a Google Doc is accessed and the ED clarified that it will render as a web page on the web site. Brandon asked if the document is driving the web page or the web page is driving the document and Ali clarified that the web page is driving the document, however, when it is changed on Google Docs, as in a calendar change, it is also changed on the web site so it really works both ways.

Heather noted that updating the asset spreadsheet should not be the ED’s responsibility, but rather the Hubs should be responsible for it. The ED shared that we use Dreamweaver for the web site and that Hubs can easily learn it and we can get a site license for the Hub. Heather agreed adding that the Hubs would then have ownership as well.

Greg clarified that all the Hubs have to do is make the change to the spreadsheet, not to the web site, because the two will be linked and updates will be automatic.

Heather confirmed that Hubs don’t need to have access to the web site.

Brandon suggested putting a form together for Hub teams to use to make changes to the spreadsheet to keep it from being misused. Ali added that we will have the drop-down menus on the web site and not on the spreadsheet. The ED added that we are using this to just give you a sense of what we have and what else we need to get going on the site.

Ali also explained how to get access to Google Docs, creating a Google Account, edit and view permissions, creating new documents, and other aspects.

The ED asked how new users get permission to access the site. Ali clarified that for new accounts all a new user has to do is click on the link in the instructions and he will grant the permission for the new account.

Greg added that in Google Docs two people can simultaneously edit the same doc and with a conference call and shared access it is a way to work together when you are not in the same physical space. You can go into a hangout or whatever to do this work.

Ali reminded everyone to send him an email when they get their Google Account and explained the revisions history aspect of the Google Docs.

Brandon asked who owns the account and Ali noted that it is an email account set up for the Partnership that can be used by anyone in the administrator position. Brandon suggested getting a Google apps account for the non-profit that allows you to have your domain as ali@michiganstempartnership and it behaves like a SharePoint type of system and everyone in the organization has access to all the documents. It makes it easy when people move on from the organization. Ali agreed to look into it.

The ED noted that she has posted folders and documents on the Google Drive. Any questions should be sent to her or Ali.

**Board Task Force**

Brandon shared that through the grants program we are getting great and exciting news back on different projects and the ED is hosting a monthly call. The ED noted that the award from the Bay Hub to WKAR for Curious Crew with Rob Stephenson, 2009 Science Teacher of the Year, was recently lauded at a fundraising meeting she attended at the University Club where the Partnership was recognized. They recently did a casting call for students for each of eight episodes and they got more than 200 responses from all over the state. The first taping is done and each episode will feature a different scientific aspect.

The ED added that the grant recipient call is monthly on the second Friday from 11:30 until 12:30. All grant recipients are not on every call but the valuable ideas coming out are shared with others around the state. The ED noted that the first grants report is due September 15 and that, in addition to the paper report template, she developed a spreadsheet to collect data (e.g., number of students and teachers affected) and requesting links to pictures and videos. The first report is either an interim report or a final report for the summer grants. The next set of reports is due December 15 and then April 15 of 2015. The ED and Lisa will compile that information to make a report for the general public and the legislature.

Greg added that he has gone around the state doing 5-6 minute clips with teachers and listening to the Friday morning calls, and there is a huge potential to get teachers and students to collect photos and videos to tell their stories. The ED replied that a request for media was included in the RFP. Last week she distributed a video link to the Board from a Battle Creek project. It will also be on our web site. The ED will remind people again on the conference calls to continue to get images and videos.

Brandon also asked everyone to feel free to contribute any ideas they might have to improve the promotion of results.

The ED also asked that everyone use the info@mistempaartnership.com email address, which Lisa also has access to, rather than her personal email address.

1:18:30 Break – 1:31 to 1:36

The Chair welcomed K. P. Pelleran and Bill Perry from Ready Nation, one of our new partners, who provided an overview of the effectiveness and lifelong benefits of early childhood education. They also referenced the great support they and other early childhood education advocates have received from the Governor and the legislature. Handouts were provided to Board members and the full PowerPoint presentation has been made available to the Partnership through Google docs. Board members are free to use any of the data provided by Ready Nation.

Greg asked who Ready Nation is connected with in the education community, and K.P. responded that they do not do programs but rather advocate for proven programs and they work with the Office of Great Start under Gov. Snyder to categorize programs and coordinate funding. They do not charge membership fees and are funded in Michigan by the Kellogg and Fisher Foundations and in part by a national grant from the Buffet Foundation. Other involvement includes supporting common core curriculum and technology.

Michael Tanoff noted that the research tells us that young kids 0-4 are natural engineers and scientists and the programs Ready Nation supports are to cultivate the child’s natural ability. K. P. responded the goal is to help stimulate their brains to pick up new issues, social skills and to be inquisitive, and to take that excitement on to the next step.

Michael Tanoff raised the question that once a child moves into kindergarten and elementary school are the teachers trained to continue that cultivation, and he asked if young children are tested in kindergarten to see if they need remedial help in STEM. K. P. responded that yes there is testing and kindergarten assessments were passed again two years ago providing a baseline for where that child stands. But she stressed that when the teacher has to spend time tending to children who are not ready and perhaps there are behavior problems, the teacher’s attention goes to the child with the problems. So these are issues that will hinder all students if we do not help all children get to the same level.

Michael Tanoff wondered if we are training elementary teachers as generalists at the Universities. K.P. responded that they put resources toward having a training team of teachers that have that ability, stating that that is why the Mathematics and Science Centers are so important. As an organization of business leaders Ready Nation supports that effort and they convey that to legislators in Michigan and Washington and look forward to the Partnership participating in partnership with Ready Nation.

The ED noted that the Ready Nation logo will be added to the redesigned web page on the Partnership’s web site.

Heather introduced Rep. Adam Zemke who noted that he wanted to see how the MI STEM Partnership works and that he is pleased to provide support financially. He and Rep. Rogers were the ones behind the budget for the STEM Partnership and increasing that. Due to the retirement of Rep. Rogers, Rep. Zemke stated that it is his goal to find another STEM champion and that he is open to any ideas.

Heather noted that we are recruiting new Board members and that the Representative could recommend someone from his staff if he wished.

The Chair introduced Dave Krebs, who gave a presentation on the *Evolution and History of the Michigan STEM Partnership*. Dave explained the origin of the Partnership from the first MDE meeting, the financial support and leadership provided by the Mathematics and Science Centers Network, and the ongoing development of the relationship between the Network, the Hub and the Partnership. Dave also clarified that the handout he provided contains a document that shows how we are connected in three phases, phase one being the design phase, phase two when we first had access to revenue to do some programming, and we are in stage three now. Dave noted that the funding language no longer mandates use of a Center as the Partnership fiscal agent.

Greg asked what the relationship is between the Lake Michigan Hub, the other Mathematics and Science Centers in his Hub and businesses in his area. Dave responded that one of the service areas in the Master Plan is to work with community agencies, which is especially important to small Centers that are underfunded. The Hub is helpful in ramping up relationships regionally and last year his Hub devoted the bulk of its meetings to finding out what relationships industry has with schools and trying to understand why some are working really well and how to take advantage of them, noting that opportunity is new and really powerful.

Michael Tanoff added that Greg also asked about the relationship between the Centers within a Hub and said that the 33-member Network as a whole is pretty close and works well but the six within the Lake Michigan Hub unquestionably became closer through the Partnership and the common goals due to the Hub carrying out the goals of the Partnership. It gave them more opportunities for conversations about myriad things.

Michael Gallagher stated that we share common goals but there are things that are beyond the capacity of the Board like classroom resources and practices that clearly the Network is going to be a strength in. Then there are issues that are beyond the resources of the Network and the Partnership that the State Board of Education needs to contribute to. For example, his Hub started talking about STEM-friendly public policy that really needs to be addressed but it’s not the kind of thing that the Network can work on. There are also other structural issues pertaining to STEM and career pathways across our borders like graduation requirements and school funding. He stated that there is work ahead to see what that the Venn diagram looks like, what’s in the middle and what’s off on the periphery.

Dave responded that there are a lot of opportunities for tremendous synergy between the groups and there are some cross-Hub connections that are interesting. For example the Director of the Jackson Community Manufacturers Association presented at his Hub meeting and showed that what those manufacturers started themselves did not come from education, it came from them to solve their workforce issues; it has become probably the richest workforce partnership he has seen and he didn’t even know it existed. So those are the conversations taking place and the networking is extremely powerful.

The ED mentioned that STEMx had an extraordinary presentation from Idaho ISTEM which for the past four years has developed a methodology and a summer professional STEM development program for teachers and administrators. There is also a convention of state STEM Directors on November 17-18 and she has invited Mary Starr or someone else from the Network because Michigan is way ahead of other states in terms of its Center Network structure. She said that this issue of educator PD not a job for the Partnership but for the Network and this is another way we can work together since ours is a symbiotic relationship. She will put the presentation on Google Drive.

Patty Cantu added that connections with business and industry may be made through career and technical education colleagues because each CTE program has an advisory committee that meets twice a year. Patty recommended that the Hub teams work and talk with them about career STEM pathways.

Dave agreed that is an extremely important element.

Heather asked if we can have access to the Network’s strategic plan, and maybe a presentation after we convene the new Board. Dave replied that the Board will have access to it and he will make it available for the Google Drive.

The ED added that we have reinstated the “News from the Network” column in the newsletter and she has asked Mary Starr to write it with an emphasis on the Network plan.

Heather added housekeeping points that the social media reports for May and June are included in the pre-read documents and to direct questions to the ED.

Reports from the ED for May and June were also sent out in the pre-read materials. The ED reiterated the important points that she had already covered in the written reports and added that if any Board member is interested in attending the STEMx directors meeting in Columbus in November, it is a one night stay and she is renting a car so she can take up to three people.

**Next Meeting Date – September 25**

**Adjourned 2:53 pm**