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Brian L. Mitchell  
Director

**PUBLIC MEETING MINUTES**

Name of Organization: STEM/STEAM Seal Subcommittee  
Date and Time of Meeting: Tuesday, March 27, 2018 @ 4:00 P.M.  
Place of Meeting: Nevada State Library and Archives  
Governor's Office of Science Innovation and Technology  
100 North Stewart Street, Suite 220  
Carson City, NV 89701

Please use the following numbers to join the conference Call:

North: 775-687-0999 or  
South: 702-486-5260  
Access Code: 70987 push #

**I. Call to Order / Roll Call**

Brian Mitchell

The STEM/STEAM Seal Subcommittee was called to order by Brian Mitchell at 4:01 P.M. on March 27, 2018, on the tele-conference remote site, listed above.

**Members Present**

Brian Mitchell  
Richard Knoeppel  
Mary Holsclaw  
Kindra Fox  
Marian McHatton

**Staff Present**

Debra Petrelli

A quorum was declared.

**II. Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)

Brian Mitchell

There was no public comment.

### **III. Welcoming Remarks and Announcements**

Brian Mitchell

Mr. Mitchell welcomed everyone to the first meeting of the STEM/STEAM Seal Subcommittee. He introduced the members, Richard Knoeppel, Architecture teacher at Advanced Technology Academy in Las Vegas; Mary Holsclaw, Education Programs Professional at State of Nevada Department of Education (DOE); Kindra Fox, Curriculum Director – Washoe County School District (WCSD); and Marina McHatton, Education Programs Professional at the State of Nevada Department of Education (DOE)

### **IV. Discuss Objectives and Action Steps for the Subcommittee (For possible action)**

Brian Mitchell

Mr. Mitchell gave a brief overview of the subcommittee's objectives and action steps. He said this group is tasked with coming up with a way to help people understand the opportunity and take advantage of the STEM or STEAM seal. He said there are target audiences that need to know about this program including students, parents and families, principals and counselors, school district personnel, and the higher education community.

He said questions this group needs to answer includes; How to get the word out and encourage families to take advantage of this program, as well as help to make it possible for schools to fit the requirements into their schedules; and how to get the higher education community involved to not only recognize these seals but actually recruit students to receive the seal signifying they are set up to succeed in STEM. He pointed out the challenge will be to get everyone understanding the significance of what these seals are and to recognize them as something of value. He suggested the program be addressed in middle school, as well as high school to notify more students and parents of the opportunity. He asked for suggestions from the subcommittee for resources that would be helpful to schools as well as to parents. Mr. Knoeppel suggested contact with guidance counselors would be a good start. He said Kathy Mead, the Director and Guidance Counselor for the Clark County School District (CCSD), would be a good contact resource. He added she also works with coordinators for College and Career Readiness, which may assist with the relationship between higher education and the school districts for the seal programs. He agreed if students moving in the direction of receiving a STEM or STEAM seal can be identified at an earlier age, they can be put on that fast-track. He also mentioned that scholarship money may be available to those students.

Ms. McHatton commented she currently forwards information to counselors across the school district and works closely with one of the high school counselor specialists from CCSD. She suggested putting together a flyer, with infographic type material for districts to send out to counselors. She said she would be happy to work with the Governor's Office of Science, Innovation, and Technology (OSIT) in putting something together, then forwarding it to counselors statewide. Mr. Mitchell asked for the opinion of the subcommittee on preparing a one-page information flyer on the STEM and STEAM seals that could be distributed to counselors statewide, and whether they felt it would be beneficial and helpful to schools. The group agreed it would be helpful.

Mr. Mitchell suggested for the next step, he and Ms. McHatton will draft a one-page flyer, then circulate it among the rest of the members of the subcommittee for comments and edits. He asked whether the subcommittee felt the flyer should be circulated before the end of this school-year or perhaps to plan on the beginning of the 2018-19 school-year. There was a discussion on counselors heavy workloads during this time of the school-year, and it may be more productive to roll out the flyer at the beginning of the 2018-19 school year. Ms. Fox pointed out it might be disappointing for those students that might currently benefit from this information and the seal program. The group further discussed the benefits of producing the flyer prior to the 2018-19 school year.

Mr. Mitchell said another point is how the school districts are deciding which students have met the requirements for the STEM/STEAM seal. He asked whether a search could be done for this information on "Infinite Campus," which is a portal to a web-based system that provides families with online information about their child's achievements, grades, assignments, schedules, and attendance. Ms. Fox replied that Infinite Campus can achieve this and said a WCSD programmer is currently working on a database through School Courses for the Exchange of Data (SCED), which is a voluntary, common classification system for prior-to-secondary and secondary school courses. She said this program is being used across the country to pull information on specific courses. Mr. Mitchell asked when the coding for SCED is finalized on Infinite Campus if WCSD could share that information with other school districts. Ms. Fox agreed that information could be shared. The group further discussed the release of the informational flyer at the beginning of the 2018-19 school year, giving time to produce a quality informational fact sheet for counselors to distribute and share with students and parents. Mr. Knoepfel suggested releasing the information now to students, if not counselors, as he believes many students will seek out that information on their own. Mr. Mitchell pointed out if the process has not been prepared with the proper queries, etc., it may be best to postpone the release of the information until this upcoming school year, because it may otherwise complicate the end of the 2017-18 school-year for graduates and counselors. He pointed out he does not believe it is a requirement for this school year by the legislature and said the legislature typically grants an implementation time frame in order to get programs started.

**V. Discussion Regarding the Identification and Engagement of Stakeholders** (For possible action)

Brian Mitchell

Ms. Mitchell asked whether there are any upcoming gatherings of stakeholders, i.e. school district personnel, counselors, teachers, etc., that would benefit from this group taking part in and share information about SB 241. It was pointed out that the next meeting counselors will be attending is the Nevada Association of Career and Technical Education (NACTE) Summer Conference at Lake Tahoe on July 24, 2018. Ms. McHatton said information could be delivered at that time. She added that in September or October 2018, the Nevada Department of Education (DOE) will be starting up a quarterly counselor webinar, inviting district counselors or coordinators, to provide updates and disseminate statewide information. She suggested the subcommittee plan to have informational flyers ready and available at that time. There was a discussion on other upcoming conferences for teachers, including the Nevada STEM Conference, Northern Nevada Math and Science Conference, Nevada State Science Teachers Association, etc. Ms. Fox said WCSD offers content-based professional learning in

the fall, which would also be a good place to distribute information. Mr. Mitchell suggested the Parent Teacher Associations (PTA) may be a good way to engage parents, and possibly they have a statewide meeting. He said he will also reach out to the Office of Parent Involvement and Family Engagement at DOE for additional ideas.

Mr. Mitchell said the group, over the next five months, will need to put individual resources together for preparation to distribute the informational flyers at the start of the next school year (2018-19). He said each set of stakeholders should have specifically targeted information. He confirmed with Ms. McHatton to assist him in preparing a one-page information sheet to distribute for comment to the rest of this group. She agreed.

Mr. Mitchell said OSIT will post an informational page on its website under (<http://osit.nv.gov>) containing SB 241 STEM and STEAM seal programs and requirements.

**VI. Consider Future Agenda Items for the Next Meeting** (For possible action)

Brian Mitchell

Mr. Mitchell said the next meeting will be in late-summer 2018 and at that time the group can discuss more in depth the distribution of the information on SB 241.

**VII. Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)

Brian Mitchell

There was no public comment.

**VIII. Adjournment**

Brian Mitchell

Mr. Mitchell adjourned the meeting at 4:30 P.M.