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Brian L. Mitchell
Director

PUBLIC MEETING MINUTES

Name of Organization: Community Partnerships Subcommittee
Date and Time of Meeting: Tuesday, January 21, 2020 at 2:00 PM
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 #

1. Call to Order / Roll Call

Brian Mitchell

The Community Partnerships Subcommittee was called to order by Brian Mitchell at 2:00 P.M. on January 21, 2020, on the tele-conference remote site, listed above.

Members Present

Audra Bauer
Brian Mitchell
Cheryl Wagner
Pom Jintasawang
Sue DiBella

Members Absent

Brandolyn Thran
Richard Knoeppel
Leah Ochs

Staff Present

Debra Petrelli

Guests Present

Christian Thauer, Fiscal Analysis Division – Legislative Council Bureau

- 2. 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.

- 3. Welcoming Remarks and Announcements**

Brian Mitchell

Mr. Mitchell welcomed everyone and said he would be running the meeting today in Chair Than's absence.

- 4. Approval of the Minutes from the December 17, 2019 Meeting** (For possible action)

Brian Mitchell

Mr. Mitchell asked if there are any corrections to the December 17, 2019 Minutes as written. None were made. Ms. Wagner made a motion to approve the Minutes of December 17, 2019 as written. Ms. Jintasawang seconded the motion. The motion passed unanimously.

- 5. Discussion on Edits to the "At-A-Glance" One-pager Documents for Finalization** (For possible action)

Brian Mitchell

Mr. Mitchell referred the subcommittee to the At-A-Glance for Schools document and asked for any comments. Ms. Wagner said she likes the format and it is very clear for the reader. She pointed out a couple of typos. She suggested adding a bullet point to remind teachers to thank business partners and/or show gratitude to those businesses that come into their schools. Ms. DiBella asked whether these documents will ever be printed, or only be used as electronic documents. Mr. Mitchell replied their intent is to be used electronically, however, in the end users may want to print them. He suggested that it may be a good resource as a printed document for administrator and/or counselor conferences focusing on community partnerships as a handout. Ms. DiBella suggested a print-version also be created.

Mr. Mitchell asked Ms. Jintasawang, as an employer/business partner's perspective, what she would like a school to know on this document. Ms. Jintasawang suggested a link with simple frequently asked questions (FAQ). Mr. Mitchell said that may be another step in this process, creating an FAQ with more information.

Mr. Mitchell suggested the top title be "Establishing a School Partnership." Ms. Wagner suggested new wording in the first paragraph that is less negative. It was agreed. Mr. Mitchell suggested making it more about how schools are increasingly changing as Nevada's economy is changing to provide students with in-demand 21st Century skills of the future, and these schools need community and business partners to help bring concepts learned in the classroom to real life. He suggested deleting the first sentence, but rather point out that as Nevada's economy changes, schools are basically making an effort to improve and need the

help of businesses to help showcase what that looks like in the real world. After further discussion the subcommittee decided to continue wordsmithing via email to Ms. Bauer.

Mr. Mitchell said modifications can be made on these documents as they further progress and suggested the subcommittee provide a list of community partnership offices to assist businesses in whether they would go straight to a school or call a specific office to make that initial contact with a school. Ms. Jintasawang pointed out that instead of just connecting schools with businesses, businesses should be proactive and adopt schools in their surrounding areas and pointed out they often find it difficult to contact the right person. The subcommittee further discussed the difficulty in connecting with the appropriate office/person to contact in initiating a community partnership, i.e. directly to school principals, local partnership office, and discussed a possible link on the document with that information. Ms. Wagner suggested creating a consolidated webpage with contact information, updated yearly. Mr. Mitchell commented that with over 600 schools in the state, a repository of information on schools would be changing all the time. He suggested that on the At-A-Glance for Schools document, perhaps a bullet point highlighting the importance of school staff being more receptive and knowledgeable to potential business partners that call their school, and added he also understands that schools have difficulty finding the right person in a business to discuss partnerships.

Ms. Jintasawang, from the business perspective, discussed her success at the National Teachers Science Festival in being approached by schools/teachers and pointed out the festival, or something similar, may be a good location for community partners to potentially connect with each other.

An online community, working with representatives of schools, was suggested in which a business interested in a partnership could use this platform to pose questions. Mr. Mitchell commented on the Nevada STEM Coalition's STEM Ambassador Program and its similarities where a teacher could request anything from a classroom visit, a judge for a science fair, help students do long-term projects, etc., and the person who managed the site surveyed businesses that were interested. This program was ultimately determined to be too labor intensive and very difficult to find businesses interested in signing up.

There was further discussion on the pros and cons of proposed community outreach, school engagement and providing resources to help be successful. Ms. DiBella agreed that keeping a list of representatives from all schools across the state is too big of an undertaking, but possibly each school district could be contacted and asked whether they have a dedicated person on their team to facilitate this need. Mr. Mitchell said that is possible, depending on the school district, however some of the smaller districts have people covering many positions and along with constant turnover, this ultimately creates the same amount of difficulty reaching a person with knowledge about community partnerships.

Ms. Wagner asked whether OSIT could serve as a resource to assist with initial contact between schools and businesses. Mr. Mitchell agreed OSIT could be the central point to ask questions on community partnerships.

Mr. Mitchell suggested that everyone send any further changes or updates to the "At-A-Glance" One-pager Documents to Audra via email.

- 6. Discussion on “Spotlight” Schools and Interview Questions to be Sent** (For possible action)
Brian Mitchell

Mr. Mitchell said he believes this topic was covered at the last meeting along with subsequent emails between the subcommittee. He said he will finalize the interview questions and send them out to the schools determined to be “Spotlight” schools and will then advise the subcommittee on which schools are willing to be interviewed.

- 7. Discussion on a Template for a Case Study** (For possible action)
Brian Mitchell

The group reviewed and commented on the latest template for a school case study on community partnerships designed by Ms. Bauer. Mr. Mitchell said approximately 10 schools statewide will be sent interview questions. He said those schools that reply will have their case study posted online and serve as a resource on how to attain a successful community partnership.

- 8. Consider Future Agenda Items for the Next Meeting** (For possible action)
Brian Mitchell

Mr. Mitchell suggested, (1) Finalizing the “At-A-Glance” one-pager documents, (2) Discuss next steps on Spotlight schools and interview questions.

- 9. 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.

- 10. Adjournment**
Brian Mitchell

Mr. Mitchell adjourned the meeting at 2:50 p.m.