

PTRA Oversight Committee Meeting Minutes
Monday January 6, 2014 5:30-7:00 PM
Salon 6-Rosen Plaza Hotel, Orlando, FL

Committee Members:

Present: Pat Callahan (Committee Chair), Bob Morse, Chitra Solomonson

Absent - Elaine Gwinn, Steve Shropshire, Lillian McDermott, Larry Cook

PTRA Director: Karen Jo Matsler

Executive Office: Beth Cunningham, Bob Hilborn

Friends of Committee in attendance: Gay Stewart (AR), Bob Powell (GA), Ann Robinson (PTRA), John Layman(AAPT), Duane Merrell(PTRA), Jack Hehn(AAPT), Sharon Kirby(PTRA), Tommi Holsenbeck(PTRA), Eldred (Jay) Bagley(PTRA), Trina Cannon(PTRA), Frank Lock(PTRA), Tom O’Kuma (TX), Nina Daye(PTRA), Bill Reitz(PTRA), Gene Easter(PTRA), Steve Maier (OK), George Amann (PTRA), Janet Lane (AAPT/PTRA), Tiffany Hayes (AAPT), Mary Winn (PTRA), Jill Marshall (TX), Jan Mader (PTRA)

Meeting was called to order at 5:30 PM by Pat Callahan, chair.

1. Members and Friends of the Committee were briefly introduced.
2. Bob Hilborn provided an update on the status of grant proposals and submissions involving PTRA
 - a. As a result of a meeting in August 2013 involving representatives from AAPT, PTRA, American Chemical Society and the American Modeling Teachers’ Association proposals were prepared for submission to the 100K in 10 program.
 - b. The initial proposal was not accepted, plans are to repackage the initial proposal and resubmit.
 - c. The NSF may open for RFPs in late 2014
 - d. It was suggested that members remain alert to updates in states that have adopted NGSS (e.g. Maryland, DC, Washington) for Race to the Top fund availability
 - e. Funders are looking for organizations willing to collaborate, thus the advantage of the multiple organization proposal.
3. Plans for use of funds generated by PTRA service
 - a. Beth Cunningham provided an update on the PTRA Continuation Fund account
 - i. PTRA Continuation Fund in the Long Term Reserves has \$232,698.42 as of November 30th.
 1. Income as of 11/30/13: \$114,331.10
 2. Expenses as of 11/30/13: \$71,201.25
 3. Net Income as of 11/30/13: \$43,129.85
 4. Fund charged 20% of expenses as administrative fee (as of 11/30/13): \$14,240

- b. A request has been made to provide a breakdown of deposits and expenses for the year. Beth has indicated that she will look into providing this information.
- c. AAPT has advertised for an SPS intern to work at the ACP this summer and it has been suggested that part of the intern's responsibilities would be to provide assistance with PTRA items, the following ideas were shared concerning this:
 - i. Assist in revising PTRA Resource Materials – there was a strong sense that an intern would not have enough experience to offer much in the revision process
 - ii. Assist in development of the PTRA web site
 - iii. Research engineering resources to help PTRA Resources incorporation of engineering design activities for NGSS
 - iv. Scanning of PTRA Resources that are not currently in electronic format. A discussion ensued about where these resources could be found
 - 1. Joe Drenchko and John Fitzgibbons may have copies since they were responsible for distribution when AAPT received requests
 - 2. Janet Lane has copies of all materials in her library at AAPT
 - 3. Duane Merrell indicated that he had obtained copies from Robert Beck Clark and already has scanned the materials.

No action was taken on this item. Funds would be required to proceed.

- d. A proposal will be brought to the full committee to approve funds for a Summer Leadership Institute in association with the Summer meeting 2014 in Minnesota
 - i. Last summer's institute re-energized the PTRA organization
 - ii. Request funding similar to last year \$40,000 to be used to pay for PTRA participant expenses (airfare), room rental, and supplies.
 - iii. Limited participants, application would require remaining for AAPT Summer meeting and paying the AAPT registration
 - iv. . Topics for summer 2014 are not confirmed pending approval of having the institute.
- e. A proposal will be brought to the full committee to approve funds to support fee for service workshops.
 - i. \$30,000 allocated as seed money for workshops.
 - ii. Dispersed according to information provided in the application (agenda, projected number of participants, method of advertising, budget, etc).
 - 1. Goal is to set up 5-6 workshops with geographic diversity
 - 2. Cost per participant would be \$100/day for 3-5 day workshop
 - iii. Must publicize on Facebook and website prior to and after workshop.
 - 1. There is a real need to have PTRA workshops come up at or near the top of web crawlers when teachers search for physics or physical science professional development opportunities
 - iv. Posting should include pictures of workshop, summary of activities, and comments from participants. Information from the workshop

must be posted to website before receiving the funds (i.e. funds will not be available until after the workshop)

- v. Money would be needed only if workshop does not attract targeted number of participants, supplemental money would allow workshop to be completed to enhance PD status of PTRAs.
 - vi. Karen Jo Matsler will develop a template for workshop leaders to submit application.
- f. Need to update PTRA Resource materials to bring into 21st Century.
- i. Karen Jo Matsler will develop a rubric for material revision
 - ii. PTRAs can apply to revise one or more of the resources
 - iii. Payment for revisions will be made upon satisfactory completion based upon the rubric.
4. Reports on PTRA projects
- a. 2013 Leadership Institute in Portland
 - i. Airfare up to \$500/participant was paid through Continuation Fund
 - ii. Participants paid room, board, AAPT meeting costs
 - iii. Stipend of \$240/participant was paid from Continuation Fund to help defray participant costs
 - iv. All participants remained for AAPT meeting and were provided with ribbons to add to badge to identify PTRAs to meeting attendees
 - v. Six new PTRAs were included in the institute (5 were paid for by Arkansas grant)
 - b. Ann Robinson and Sharon Kirby visited the Idaho State workshops in 2013 to assist in the preparation of PTRA Resources for elementary school teachers.
 - i. Jan Mader and Karen Jo Matsler have developed materials used in Idaho over the last few summers.
 - ii. These materials will be used and validated at UWGA this summer and can then be used for other sites wishing to focus on elementary teachers.
 - c. PTRAs assisted with Physics strands at NSTA regional conferences in Portland, Denver and Charlotte.
 - i. Some expenses for leaders (registration, hotel, travel) were split evenly between AAPT and PTRA Continuation Fund for Portland and Denver
 - d. It is estimated that between 25 and 50 PTRAs appear to be actively presenting workshops at conferences, in grants, or in districts.
5. Reports on Collaborative efforts
- a. SEG (Society of Economic Geologists) spearheaded by Bill and Janie Head and Evelyn Restivo
 - i. SEG has arranged for PTRA workshop at their meeting in 2014
 - ii. Outreach to local school teachers
 - iii. Anticipate expenses to be covered by SEG
 - b. ComPADRE – no change since summer meeting, PTRAs will maintain contact with Bruce Mason
 - c. Quarknet – no change since summer report
 - d. Perimeter Institute
 - i. PTRAs workshops to highlight Perimeter materials

- ii. Perimeter would discount cost of materials to workshop leaders, cost difference from retail would be added to PTRA Continuation fund.
 - iii. Participant would pay retail price for Perimeter material in addition to PTRA workshop fee.
- 6. Any NEW information concerning current programs with PTRA involvement
 - a. Oklahoma
 - i. Steve Maier reported that workshops will continue in summer 2014 on the topics of waves and sound
 - ii. Change in state level educational administration leaves future uncertain, new state level director could possibly change focus.
 - b. Arkansas
 - i. Gay Stewart reported that there will be one workshop in the summer of 2014
 - ii. Group sent to Leadership training in Portland loved the experience and are currently spread throughout Arkansas and other states.
 - iii. Data still being analyzed
 - iv. Hispanics in AK seem to have developed a deeper appreciation and interest in STEM content.
 - c. Idaho State
 - i. Duane Merrell reported that Steve Shropshire is OK for 2 weeks at 2 sites for the summer of 2014
 - ii. Focus continues to be Elementary teachers.
 - d. West Georgia
 - i. Bob Powell reported that this past summer they served 40 Elementary, 25 Middle School and 25 High School teachers.
 - ii. Workshops will continue in Summer 2014
 - e. NSTA Sessions at Regional Conferences
 - i. Elaine Gwinn helped out in Denver
 - ii. Jan Mader helped out in Portland
 - iii. Nina Daye helped NC section at Charlotte meeting
 - f. Fee for Service workshops
 - i. A few small local fee for services workshops were reported by Janet Lane in PA and NY
- 7. PTRA Workshops Procedures for Grant Proposals and Independent Workshops
 - a. Jill Marshall reported on Executive Board action on Memorandum of Understanding (MOU)
 - i. AAPT/PTRA must be compensated for use as AAPT/PTRA brand
 - ii. The proposal is to be presented at Executive Board meeting Tuesday Jan 7,
 - iii. MOU is in line with strategic plan for AAPT guidelines in order to adhere to quality. The MOU had some deletions and edits and no action was taken at the board meeting.
 - iv. Special circumstances will be considered to help program succeed
- 8. PTRA website/ Social Media presence
 - a. Facebook Page – at 29 members prior to meeting
 - i. Teachers are encouraged to “LIKE” the AAPT/PTRA page on Facebook if they have attended PTRA workshops

- ii. PTRAs leaders and workshop participants are to be encouraged to post material to the page to keep PTRAs presence out there.
 - b. Web Page on AAPT.org
 - i. Janet Lane will look into what forms need updating on the web site.
- 9. The AAPT Executive Board has approved a Letter of Support indicating that should PTRAs obtain grant funding the Board will match funds to support the role of Director to extend this role beyond the length of the grant.
- 10. Bob Powell reported on PTRAs presence at MSP conference in September
 - a. West Georgia team was invited to present an oral presentation rather than the traditional poster.
 - b. In breakout sessions on evaluation the West Georgia grant was declared exemplary thanks to the materials prepared by PTRAs and Karen Jo Matsler.

The meeting was adjourned at 7:00 PM

The following items were presented to the full PTRAs Oversight Committee for action via email after the meeting:

Item 1 – Approval of funds to support a PTRAs Leadership Program for the summer of 2014 to be held prior to the summer meeting in Minnesota. The projected expense for the program = \$40,000.

Voting Result: PASSED, 7 yes votes, 0 no votes

Item 2 – Approval of funds to provide “seed” money for workshops to serve teachers on a local basis. Requested support = \$30,000.

Voting Result: PASSED, 6 yes votes, 0 no votes, 1 abstain

Item 3 – Approval of discretionary fund of \$5000 per calendar year for the PTRAs Director to be able to approve without prior approval of the PTRAs Oversight Committee. The Director would report the use of funds to the Oversight Committee as it is disbursed.

Voting Result: PASSED, 7 yes votes, 0 no votes

Item 4 – Approval of funds (\$7000) to support an additional PTRAs to assist with the University of West Georgia PTRAs workshops scheduled for the summer of 2014.

Voting Result: PASSED, 7 yes votes, 0 no votes

Respectfully Submitted by Pat Callahan, Committee Chair