



NMLSTA Board of Directors Meeting Agenda

5 March 2023

1:00 – 2:00 p.m. (Eastern Time)

I. Call to Order 1:03PM

II. Roll Call

Board Member	In Attendance	Board Member	In Attendance	Board Member	In Attendance
Alison Seymour	x	Kathy Biernat	x	Anne Farley Schoeffler	x
Edralin Pagarigan		Suzanne Cunningham	x	Kristin Slota	x
Loris (Lori) Chen	x	Covey Denton	x	Corydon (Cordy) Strawser	
Elizabeth (Liz) Martinez	x	Peter Kelly	x	Elizabeth Weismann	
Jodie Harnden	x	Mary Lou Lipscomb	x	Kathy Brooks (NSTA)	x
		Corinne (Cori) Nelson	x		

III. Review/Approval of Minutes from February 5, 2023, meeting

Lori Chen made a motion to accept the minutes as amended. Anne Schoeffler seconded the motion. Motion passed unanimously.

IV. Old Business

1. Update from the By-Laws Committee (Anne Schoeffler):

- i. Board of Directors meetings - Change number of meetings from 2 to 6 and include treasurer’s report, Annual meeting be held – budget, welcome new members, Membership meetings broken into separate sentence, Took off requirement for members to attend meeting at national conferences due to changes in conference attendance
- ii. Duties of BOD - Attend meetings, Should committee budgets be included?, Alison Seymour suggested to streamline process and submit budgets as needed, Mary Lou Lipscomb such as reimbursement for materials for NSTA NMLSTA poster presentation
- iii. Next meeting 3.13.23, Make comments.
- iv. Jodi Harden shared budget not used/followed, Fiscal year from 7/1-6/30, Tax year from January – February, Unclear on what it needs to look like going forward due to changes in conferences & ability to attend, Mary Lou Lipscomb has previously made MMITM budget, Committee chairs could make requests as needed, Need process for budgets, Lori Chen suggested putting together calendar of events for next year at NSTA meeting in Atlanta, Look at income streams, patterns of membership - possible through Wild Apricot, Creation of budget at March meeting – 5-6 pm EDT, Thursday, 3.23.23

2. Elections Update (Edralin Pagrigan): Alison Seymour – voting link has been sent, posted on Facebook, voting open until 3.18.23; Mary Lou Lipscomb will send out voting reminder email through NSTA listserv.
3. Announcing Hurd Award Winner (Alison Seymour/Kristin Slota): Will go out on 3.10.23 on social media, Kristin Slota - Setup for 3.27.23 for Kristin to present award in person, Zoom will be set up so we may join

V. Standing Committee Reports (alphabetical order)

1. Ideas of the Month (Peter Kelly): Needs more ideas. Cordy Strawser was to do April, but need additional ideas; Anne Schoeffler – March, Alison Seymour - April, Kathy Biernat - May, Kristin Slota - June, Suzanne Cunningham - July, Kristin Slota will talk with 2 members about developing a lesson; Lori Chen suggested we share need for writing Ideas of the month MMITM & poster session, Have samples out for viewing – perhaps others will submit, Kristin Slota – suggested to have sign up at NSTA, Sign up sheet with name & emails, Checkout website, Discussion of QR code
2. AoA (Liz Martinez): No meetings have occurred. NSTA preparing for Atlanta.
3. Awards (Alison Seymour): New chair will be selected at later date. Classroom awards – Opens 3.20.23 - Due 5.1.23; Mary Lou Lipscomb - Will include information about the classroom teacher award on the poster and in newsletter
4. Conferences & Workshops (Mary Lou Lipscomb): All NMLSTA member presentations are listed on website, Contact Mary Lou Lipscomb if your time/location changes, Postcards currently at printer, Schedule to work during the conference will be sent this week, Task of visiting vendors & asking for door prizes needs to be filled, Kathy Brooks will share with her committee, Meet & Greet, funded by My Sci Life, details being finalized – waiting for final contracts, Anticipate \$4000 for event; Kathy Brooks' meeting is scheduled at same time, requested that her meeting could be held in conjunction with NMLSTA Meet & Greet, Supported by Board of Directors
5. Membership (Elizabeth Weismann): No report
6. Middle Level Teaching (Liz Martinez): Meeting 3.6.23. Will have update at next meeting
7. Scope Advisory (Cordy Strawser): Kathy Brooks shared no meetings have occurred, Alison Seymour's first article in March/April edition
8. Treasurer (Jodie Harden): 5 memberships last month, Filed yearly tax report with IRS – had to set up account again, HOWE bill, for lawyer, next month
9. Technology and Communication (Lori Chen): Continue website work, Survey will be sent to membership and NSTA listserv

VI. New Business

1. Board appointments (Alison Seymour): Anne Schoeffler volunteered to take the Awards Chair position, Clarification - Appointing current board member to position doesn't need board vote; Anne Schoeffler appointed Awards Chair effective immediately, Mary Lou Lipscomb re-appointed Conferences and Workshops Chair 3 year term

2. Information Form for inclusion in Annual President's Report (Alison Seymour): Get this to Alison Seymour ASAP
3. Information regarding Breakthrough Technologies (Liz Martinez): Shared request for NMLSTA to endorse or support grant request – See addendum

VII. For the good of the order/Adjourn

1. Kathy Brooks – Will board members be appointed after election as in past? Alison will do appointments after the election. Get more people involved. Board approval needs occur. With our current ballot of names for those who For the 2023 elections for the names on the slated ballot that Alison Seymour as president has the ability to appoint any candidate that was not elected to the position Mary Lou Lipscomb, Suzanne
2. Motion to adjourn made by Kathy Brooks. Lori Chen seconded. Meeting adjourned 2:10 EST

3.5.23 Addendum NMLSTA Board of Director's Meeting – Grant Support Request

<https://www.breaktech.com/>

<https://myventure.us/venture>

Excerpt from Initial Email Sent to Mary Lou

We've had over 450 middle school teachers preview our formative assessment platform **Venture** since we launched in 2022.

As we move forward with developing this platform, we are in the process of applying for a federally funded grant to develop a more effective and efficient constructed response tool for science teachers.

This tool will allow teachers to more quickly evaluate, score, and provide feedback to student constructed response items.

I'd like to discuss this grant opportunity with you and determine if there are ways we can collaborate with NMLSTA to make sure we are on the right track and to secure funding for this important feature.

Excerpt of Meeting Follow Up Email

Thanks so much for taking the time to speak with me today about our SIBR grant application. I hope I have clarified some of the issues and hope we can continue our conversation.

The two action items on my side:

- Clarify exact verbiage of the grant application re: endorsement by either of you as simply members of NMLSTA vs. as representatives of NMLSTA
- Provide basic structural/vision map of the ACRE platform for review.

I should be able to get both of these to you by early next week. Also, please let me know if there is a need (or an opportunity) to be available for your board meeting on March 5. I would be happy to attend and/or support our vision to the board.

Recommendations for Strong Letters of Support for Commercial Pathways:

Letters included in a Phase IB proposal should detail current commercialization pathways that are already utilized to disseminate the existing prototype or fully developed product and to generate revenue to sustain the prototype or product. Letters can also reference how the addition of a new component to the existing prototype or product will strengthen the commercialization potential of the new version of the education technology product to be developed in Phase I and II.

- Strong letters (1) state the endorser's qualifications (e.g., what expertise does this individual/organization have in the area of the proposed product?), (2) briefly speak to the significance of the proposed product in the field of education, (3) refer to current commercialization trajectory for the existing prototype or product and additional plans and pathways that the offeror will pursue to facilitate an even wider-scale commercial distribution and sustainability of the new version of the education technology product, and (4) may specify current roles that the endorser organization plays in commercialization or future roles or involvement by the endorser or the endorser's organization in commercialization for the product under development down the line (e.g., Phase III), should it be successful.
- Letters speaking to existing or potential future pathways for commercial dissemination and sustainability may come from individual experts, associations, organizations in the specific field of interest, future potential distribution partners or investors, or from groups of schools or districts who would use or possibly purchase the product if it were commercially available, among others.
- Although letters from university professors or individual educators often speak to the significance of an approach, these writers often lack experience with the commercialization process and as a result, such letters often do not provide a viable plan or establish that pathways toward commercialization are available on a wide enough scale.
- Offerors should not include letters of endorsement from key members of the project team, such as consultants or subcontractors as a method to confirm a project team member's involvement in the project. Confirmation of involvement of members of the project team is to be provided in SECTION D. PROJECT TEAM, COMPANY, RESUMES, & CERTIFICATIONS and can be discussed in terms of how the project is managed.
- Offerors should not include letters from banks or personal lenders as a means to demonstrate the potential availability of Phase III financing.
- Scanned or copied letters of endorsement or emails from endorsers are appropriate for inclusion in the proposal. However, offerors should ensure that all letters of support are legible.
- Letters can be addressed to: "ED/IES SBIR Program Reviewer"