

**Massachusetts Computing Attainment Network (MassCAN) Advisory Board Meeting
January 20, 2015 at 3:00 pm
Google Office, 355 Main Street Cambridge MA 02142**

Advisory Board Attendees: Rick Adrion, Dr. Eric Conti, Danielle Curcio, Bryan Jamele, Carole Mahoney, Steve Vinter and Kalise Wornum

Absent: Hans Batra, Tom Hopcroft

Guests: JD Chesloff, Patrick Larkin, Kelly Powers, Sarah Rahman, Jim Stanton and Sarah MacGillivray

Meeting Documents: MassCAN AB First Meeting Notice and Agenda, MassCAN Budget Narrative, MassCAN FY15 Rollup Budget 01 08 15, EDC Indirect Cost Rate Components FY14, MassCAN Task Work Plan, MassTech Phase 1-2-3 Budget, and Changes to the Budget Document Notes

Meeting Minutes:

- **Swearing in process for Advisory Board members**
 - The board was unable to schedule an official to swear-in members for this meeting. Board members will refer to their materials from the Governor's Office to locate a local official able to perform this service.
- **Election of MassCAN Board Chair**
 - Steve Vinter was nominated for this position by Carole Mahoney, and seconded by Bryan Jamele. This was approved unanimously (7-0) by all advisory board members in attendance.
- **MassCAN September 1, 2014—August 31, 2015 Budget Narrative**
 - Jim Stanton walked the board through the narrative, noting that this was the same document as they saw at the previous meeting, color coded to match the Rollup Budget
 - Bridge funding has been provided to keep Jim Stanton, Kelly Powers and Sarah MacGillivray on until January 29th. The expectation is that this bridge funding will not be spent down by January 31st. Jim will ask MassTech for a no-cost extension to February 28th to continue current work.
- **Vote to approve MassCAN September 1, 2014—August 31, 2015 Budget**

The discussion of the budget included the following points:

 - This budget contains phases 1 & 2 for work from September 1, 2014 through January 31, 2015 and phase 3 covering from February 1 to August 31, 2015

- The budget presented at the last meeting was based on 54 weeks, the budget presented at this meeting has been changed to 52 weeks with the additional funding reserved for evaluation
- Contracts for the external evaluator and web development will be shared once they have been developed
- Funds provided by the state will be used for infrastructure/staff support, consistent with the 8 priorities identified in the legislation
- Match funds will be used for professional development
 - The majority of the professional development programs will be held during the summer, allowing some lead time to raise funds
- The definition of Match funds is being explored
- Actual expenditures for Phase 1 & 2 will be available after January 31st, but spending is below the total of the bridge funding.
- Governor Baker's administration is examining all expenditures due to the state's fiscal deficit; there is some risk that there will be reductions that impact the MassCAN funds
- MassCAN will work with Governor Baker's administration for Year 2 (FY16) funding
- The motion to approve the MassCAN September 1, 2014—August 31, 2015 Budget, as proposed by the MassCAN Executive Director, was made by Kalise Wornum and seconded by Eric Conti. The vote was approved 6 to 0.
 - Rick Adrion recused himself from this vote
- **Vote to approve MassCAN September 1, 2014—August 31, 2015 Work Plan**
 - The board reviewed the Work Plan document and the following clarifications were provided
 - The large majority of outcomes have an associated legislative priorities
 - The Director of Standards Development is a part-time position
 - The projected breakdown of the match funding for professional development is as follows:
 - Elementary Program (Code Studio) – \$600K
 - Middle School Programs (Bootstrap and GUTS) – \$450K
 - High School Programs (Exploring CS, CS Principals) - \$400K
 - The board voted unanimously (7-0) to approve the MassCAN September 1, 2014—August 31, 2015 Work Plan
- **New Business: Brief Review of Match Funding Issue**
 - Jim Stanton shared the Match Funding Strategy with the board and identified business partners that will assist in the fundraising, special interest groups that MassCAN will reach out to, and additional funding sources for example Code.org and Foundations

- Jim and Steve will meet with Tom Hopcroft and Bryan Jamele to discuss goals for their respective members
 - Steve is speaking with national tech companies (Google/Facebook), but there is a question about their policies on supporting local vs. national efforts
 - JD Chesloff suggested contacting TechNet's New England Chapter
 - Other possibilities include reaching out to private higher education institutions, such as Paul Parravano at MIT
 - The board will brainstorm other possible funding sources at the next meeting
- Once a Development Director has been hired, other opportunities can be identified and proposals can be written to support MassCAN's work
- Kelly Powers spoke to the work she has been doing in the schools, and the impact the professional development offered last summer has had. She extended an invitation to the board members to join her on these visits.
 - 1000 students have been directly impacted by the training provided. 50+ middle school science and mathematics teachers will be attending professional development in February. This is ahead of the national averages and demonstrates that we are getting good traction.
 - The board was invited to attend a follow-up meeting to the Exploring Computer Science program, to be held on February 7th at IBM in Littleton. More information on this will be sent to the group.
 - The board requested that a document be developed to highlight the activities and accomplishments to date. Bryan Jamele raised the possibility of an in-kind contribution from a communications professional to assist with this.
 - The suggestion was made to build in an expectation for students to tell their own stories. A MassCAN email address could be created for this, or they could upload to a space created on the website. Funding is available to support updating the website for this.
- **Agenda for next Advisory Board meeting and setting of the date for the meeting**
 - Agenda items for the next meeting to include:
 - Funding sources and contacts to pursue for matching funds
 - Operational aspects of this board; level of engagement, decision making, responsibility for financial aspects.
 - Plans for allocation of spending
 - Communications; improving communications of accomplishments, upcoming events, progress towards the work plan, successes and challenges
 - The formation of subcommittees was raised; the group determined that this would be premature. The current priority would be to become more informed about the work, and visiting meetings or classrooms was suggested as a good first step.

- Agreement was reached that the Advisory Board should meet monthly, for two hours, with the location to vary each meeting
 - Next meeting will be set for 4-5 weeks from today on a Tuesday or Thursday, from 3-5 pm, in Westborough. Steve Vinter will send a poll to determine date.
 - Board meetings require a 5 person quorum attending in-person, and board members must be in the room to vote. Members will need to communicate their ability to attend to ensure quorum at each meeting.
 - The board will need to adopt measure for virtual participation
- **A motion to adjourn the meeting was made by Bryan Jamele and seconded by Carole Mahoney. This motion was approved unanimously, and the meeting adjourned at 4:30 pm.**