

**CHOLLA Annual Planning Meeting
June 12, 2007
Nevada State Museum & Historical Society**

In Attendance: Amy Page, LVNHM, Ellen Leigh, ATM, Barbara Slivac, NSM&HS, Barbara Adams, NSM&HS, Amy Shulman, Mirage, Allison Brody, UNLV Public Lands Initiative, Lola Henio, Sloan Canyon, Dr. Joyce King, CCSD/InterAct, Chris Leavitt, Wetlands Park, Wetlands Park, Kathy August, RRC, Kitty Heckendorf, CC Museum, Amanda Rowland, NPS, Missy Giannantonio, Mirage, Leanne Fernald, CCSD Retired

1. Planning

All meetings are scheduled on Tuesdays from 1:00 PM – 3:30 PM unless a different time is specified. *

Date	Location	Contact	Topic	Other
September 11, 2007	Las Vegas Natural History Museum	Amy Page	Certification – Environmental Education Interpretive Certificate	Institutional Certification Professional Certification
November 6, 2007	Atomic Testing Museum	Ellen Leigh	How to be a mentor .	*First Tuesday due to Staff Development Day the following Tuesday
January 8, 2008	Lake Mead	Amanda Rowland	Forever Earth	*Start time will be 10:00 am
March 11, 2008	Mirage	Missy Giannantonio	Educational Opportunities	See the new calf
May 13, 2008	Nedra Joyce Building CCSD	Dr. Joyce King	Technology/KLVX What's available?	
June 10, 2008	Clark County Museum or Learning Lab	Kitty Heckendorf	Planning	
TBD October or February	Springs Preserve	Kathy August		A separate visit to see what's new at the Preserve.

2. PPT Presentation to guests – Amy Page

Guests included: Natalie Flanagan and Kathleen from CCSD Transportation, Arville Office, and Beverly Mason from the CCSD Partnership Office

Natalie shared that the Director of Transportation, Mr. Ron Dispenza, will allow CHOLLA locations to book with NO RESTRICTIONS! The 9-1 times will remain. The form will be changing. Be sure that teachers put the Purpose as: CHOLLA EXCEPTION. Teachers should not wait to book. Use the availability calendar.

Reservations procedures: The school office manager is usually the person who handles the forms. They should also have a backup person to handle requests when Office manager is absent. Who is authorized? It has to be that authorized person.

What do we say to teachers as CHOLLA members when a tour is booked?

- Follow the proper procedures at their location.
- Schedule the transportation immediately (even if the field trip is not for some months).
- Enter “CHOLLA” in the “Purpose” space so that transportation will know that the trip requested is a CHOLLA exception on a blackout date.
- Do whatever is required by the school administrator.

If CHOLLA members have additional information for bus drivers, send it to Natalie at Fax: 799-2595 or on Interact. For example, let her know if there are special requirements for bus drivers when at your location: like where to park, a room they can wait, must they stay with the bus. Packets sent to schools – bus drivers receive packets at their trainings.

9:00 am is the pickup time; 1:00 pm is the drop off at the point of origination. The Policy for Siblings on a bus: they must be of school age, but it should not to be permitted; children must be enrolled in the class

Bus size – kids and chaperons, For Elementary: # of Adults x 2
+ Students
Divided by 84

Wheel chairs take out 9 seats.

Bus loading order: Kids, paid CCSD Employees, Chaperones – that is why some parents won't get on the bus. 5-1 ratio is good

For buses, Saturdays and Sunday s are open time dates. For Year Round Schools, buses need to return by 2:30. Trips are prohibited last 2 weeks of school but the regions are gracious.

Questions on Institutions paying for the bus: Rates are online – new one not in effect yet. Outlying charges are different. You can get the bill from schools and send one check a month in payment. Another option is through the Partnership Office –i.e. deposit in an account with the Community Foundation with \$2,000 for example, and then monthly notify Partnership of the payments to deduct from that account. Corey disperses the money. What is the best way? Different ways depend on institution needs. Amy uses an invoice because of her bus funding arrangements.

Partnership Office: Accounts are set up through CCPEF- Contact Bridget Phillips or Beverly Mason with questions. Grants to teachers.

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3. Planning – continued

Revisions to the CHOLLA brochure were done by the group. Clark County will print it again and we will get at least 10 copies to Natalie.

4. Classes and scheduled events

- **Meet the Community Day** for new teachers is scheduled for **Monday, August 13** from 8-2. Set up can start around 9:00. Teachers will be in activities until 10:30. They will then rotate in half hour increments into the main area.

They will be able to return later if they missed anything. **Location:** Bob Miller Middle School 2400 Cozy Hills Circle, Henderson 89052

- **Educator Appreciation Day** at the Mirage will be Wednesday, August 15, 2007 from 10:30 am to 5:30 pm. The naming contest timeline is being considered, now that the new calf has been born.
- **Seeing Science Through Textures.** The class is a PDE with Mignon Slentz instructing and is scheduled at Lake Mead the last Saturday of February (23rd) and at the Clark County Museum and Clark County Wetlands Park the first Saturday of March (1st).
- CHOLLA class for teachers to be scheduled for the coming year so far is the conference “Our Places Tell Stories.” Allison will be putting together a planning team for the next conference which will be happening (date still TBA)! NNREC will be active in the conference this time, and questions remain about its form (regional or statewide) and funding.
- The **Nevada History Educators Teacher Conference** is scheduled for September 29 & 30, meeting at the Springs Preserve the 29th and the Lost City Museum the 30th.
- The **Nevada Museums Association** Annual Meeting will be meeting September 12, 13, and 14 at the Atomic Testing Museum.
- The Teaching American History grant (based at the Nevada State Museum) had 25 teachers participate this year, and has had its grant funding renewed for one final year.
- No information was available about the T3 Math and Science conference. Nobody is planning to attend the Homeschool Conference.

Amy Page has volunteered to be the next CHOLLA coordinator – yay!!! She will work with a subcommittee to draft a list of criteria for membership in CHOLLA for discussion at the September meeting.

Meeting schedule and topics 2007-2008

(Meetings on Tuesdays, 1 pm – 3:30 unless a different time is specified)

September 11, 2007 – Las Vegas Natural History Museum;

Certification, UNLV Environmental Education program

November 6, 2007 – Atomic Testing Museum; “How to be a mentor institution”

January 8, 2008 – time: 10:00am Lake Mead; *Forever Earth* trip

March 11, 2008 – Mirage Dolphin Habitat; Teacher classroom boxes

May 13, 2008 – CCSD Computer lab session with KLVX information

June 10, 2008 – Clark County Museum annual planning meeting