Optics-Ed
Fall 2002 Meeting

An examination of grass-roots needs and entities to leverage for maximum return on effort and longevity.

December 19th, 2002 - 7PM
Oak Grove High School, Room S4
285 Blossom Hill Road, San Jose

Agenda

• Welcome & Introductions
• Administrative Matters
• Formation of Organization
• 2003 Officer Election
• Old Business
• New Business
• Adjourn
Welcome

• Thank you for coming to the meeting!
• Please introduce yourself and sign in.
• Your participation and feedback are highly valued – don’t be shy.
• Be courteous, please silence cell phones.
• Participatory process – no one dominates.
• Parliamentary procedure based on “Robert’s Rules of Order”

Administrative Matters

• Chairman’s report
• Treasurer’s report
• Web/email report
• Other liaison reports
• Operating rules
• Motion to adopt agenda
• Motion to adopt last meeting minutes
Chairman’s Report

Who We Are

• Technical societies and associations
• K-12 science teachers
• 3rd-party facilitators
• Manufacturers of kits and materials
• Grass-roots science workshops
• University and government programs
• Local Corporations
• Science museums
What we are

- An informal group of people
- Operating as an *ad hoc* organization
- Operating with *ad hoc* rules
- No legal standing of our own
- Not recognizable by external entities
Interim Structure

Chair  Vice Chair  Treasurer  Secretary  Web

Optics-Ed Steering Committee (OESC)  Currently 13 members

Members on Email List

OESC Make-up

<table>
<thead>
<tr>
<th>OESC MEMBER</th>
<th>MEMBER REP</th>
<th>BRINGS TO TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Science Teacher’s Association</td>
<td>Richard Filson</td>
<td>Promotion of Projects to STEM teachers</td>
</tr>
<tr>
<td>The Exploratorium</td>
<td>Paul Doherty</td>
<td>Review of Projects for safety, ergonomics, etc.</td>
</tr>
<tr>
<td>SJ East Side Union High School District</td>
<td>Heidi Black</td>
<td>Input from 400+ science teachers</td>
</tr>
<tr>
<td>IEEE Santa Clara Valley K12 Committee</td>
<td>David Fong</td>
<td>Assistance with funding, web site</td>
</tr>
<tr>
<td>IEEE SCV Laser &amp; Electro-Optics Society</td>
<td>Bob Dahlgren</td>
<td>Leadership, technical review</td>
</tr>
<tr>
<td>Organization</td>
<td>Contact Person</td>
<td>Role</td>
</tr>
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</tr>
<tr>
<td>Lawrence Livermore National Laboratory</td>
<td>Dick Farnsworth</td>
<td>Technical review, kits, training</td>
</tr>
<tr>
<td>The Optical Society of Northern California</td>
<td>Paul Griffiths</td>
<td>Leadership, technical review</td>
</tr>
<tr>
<td>IPC</td>
<td>Edwin El-Kareh</td>
<td>Vision, fundraising experience</td>
</tr>
<tr>
<td>Resource Area for Teachers (RAFT)</td>
<td>Paul Grossi</td>
<td>Meeting/training space, circulation of kits, etc.</td>
</tr>
<tr>
<td>Schmahl Science</td>
<td>Belinda Schmahl</td>
<td>Focus groups, testing of projects</td>
</tr>
<tr>
<td>San Jose City College</td>
<td>Sydney Sukuta</td>
<td>Post-secondary perspective</td>
</tr>
<tr>
<td>San Jose State University</td>
<td>Dan Walker</td>
<td>Training space, college of ed perspective</td>
</tr>
<tr>
<td>Silicon Valley Engineering Council</td>
<td>Cliff Monroe</td>
<td>Promotion, linkages</td>
</tr>
</tbody>
</table>

**Mission Statement**

- Help to generate the wonder and excitement of optics for students in school and beyond.

**Tagline**

- Recruiting young minds to the ‘Order of Photonics Wizards’
Operational Mission Statement

- Create a framework for interaction that leverages existing local resources in such a way to create a sustainable, low maintenance K-12 optics outreach program that is scalable, durable, flexible, and affordable.
- Explore, develop, and support members of the community that want to be part of a science outreach program.
- Coordinate with local industry and other local STEM organizations in reaching out to our educators in order to meet their needs.
- Coordinate with meta-organizations such as professional societies, foundations, and government agencies for support, content, and best practices.

Desirable Outcomes

- Create an optics outreach program (OP) that creates excitement in Middle and High School teachers and students which leads to an increase in STEM studies.
- Encourage K-12 studies Science Technology Engineering and Mathematics (STEM).
- Attract historically under-represented groups to STEM.
- Prime the education pipeline for post-secondary schools.
- Build connections & linkages between local OP entities, creating a framework for interaction.
  - Teachers, students, parents, and other users of content
  - Prof. societies, volunteers, content, and other resources
  - Foundations, programs, distributors, and facilitators
- Organize competitions, optics activities, science fair prizes.
Progress Since Last Meeting

• Optics-Ed Steering Committee formed.
• Identified local players with resources for distribution, focus groups, evaluation, and promotion – who joined OESC.
• Interim officers and philosophy adopted.
• Adopted draft mission statement.
• OESC email reflector established.
• Updated the Web site.
• Funding for kits never materialized from industry.
• Still looking for real funding.

Progress Since Last Meeting

• 2 judges for 3/2/2002 Sciencepalooza.
• David Fong established K-12 Fund within the IEEE Foundation, which is a 501(c)3 foundation.
  – Permits tax-deductible donations
• $520 donated to K-12 Fund, earmarked for Project #2002-1 – Radio Shack Account.
• Radio Shack account established and endowed.
• Flow chart and forms created, for teachers to apply for Radio Shack “NanoGrant” maximum $10.00
• Officers have discussed membership, bylaws and structure with LEOS, OSA and CPO executives.
Treasurer’s Report

• David Fong (acting)

• Inflows
  – Donation $100 from LEOS 2/26/02
  – Donation $100 from SVP 2/26/02
  – Donation $20 from David Fong 3/17/02
  – Donation $200 from IEEE Santa Clara Valley 12/6/02
  – Donation $100 from LEOS 11/26/02

• Outflows
  – Disbursed $220 to Radio Shack account 5/13/02
  – Disbursed $200 to Radio Shack account 12/6/02
Web/Email List Report

Email List

- IEEE majordomo account.
- Currently 96 members
- Edwin El-Kareh currently maintains list.
- Purpose of list is to permit dissemination of Optics-Ed announcements, and to facilitate dialog.
- Subject to IEEE “Acceptable Use Practices”

optics-ed@ieee.org
To Join Email List

• Send an email to
  majordomo@majordomo.ieee.org

• With
  subscribe optics-ed
  end

or
  subscribe optics-ed your@addr.com
  end

in the body of the message

Web Site

• Piggybacking off of local IEEE hosting.
• Bob Dahlgren set up html-based page and is acting webmaster.
• Purpose of site is to catalog Optics-Ed info, and serve as pointers to key web sites.

  • www.ewh.ieee.org/r6/scv/k-12/optics.html
WELCOME TO THE SILICON VALLEY OPTICS EDUCATION WEB SITE

courtesy

The Santa Clara Valley Chapter of the IEEE Lasers & Electro-Optics Society (LEOS)

and

The Optical Society of Northern California (OSNC)

This web site is to facilitate the dissemination of optics and photonics information for teachers, volunteers, donors, sources museums, science education facilitations, and policy makers.

Optics-Ed Steering Committee

5/7/2000 Presentation
2/21/2002 Presentation
3/16/2002 Presentation
Optics Education Reflector

Teacher's Workshop at Photonics West
acitors, K-12 Reflector
IEEE K-12 Website
IEEE Precollege Education
Optics Education Resources
OSI, Optics for Kids

Please send feedback, suggested resources, notices, and information to:

SUBMIT AN ADDITION

Tax-deductible donations, such as cash, equipment, stock can be sent to:

SUBMIT A DONATION
OPTICS ED STEERING COMMITTEE

Below are the members of the Optics-Ed Steering Committee and their representatives:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Science Teachers’ Association</td>
<td>Richard Fulton</td>
</tr>
<tr>
<td>The Exploratorium</td>
<td>Paul Doherty</td>
</tr>
<tr>
<td>San Jose East Side High School District</td>
<td>Herb Blich</td>
</tr>
<tr>
<td>The Heart: Santa Clara Valley IEEE K-12 Education Commission</td>
<td>David Pong</td>
</tr>
<tr>
<td>Santa Clara Valley chapter of IEEE/EGO</td>
<td>Bob Rehliden</td>
</tr>
<tr>
<td>Lawrence Livermore National Laboratory</td>
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<tr>
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<td>Paul Oonda</td>
</tr>
<tr>
<td>The Perkins Foundation</td>
<td>Robert El-Kareh</td>
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<td>Resource Area for Teachers</td>
<td>Paul Grossi</td>
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<td>Bala Vidyanath</td>
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</table>

To send an email to the committee [Click Here]

OLD BUSINESS

(Organization)
Motions

- No bylaws or structure are in place
- Operating under interim rules
- Motions numbered e.g. 2002A
  - Formation
  - Agenda
  - Minutes
  - Web Site

Interim Voting Rules

- Parliamentary procedure based upon “Robert’s Rules of Order”
- Optics-Ed steering committee (OESC) members have voting rights.
- Non-OESC members contribute to discussion and participate in straw polls.
- Absent OESC members may provide absentee ballot(s) or a proxy statement to the secretary prior to the meeting.
- Simple majority of eligible voters to pass motion.
Motion 2002A

• Motion to form Optics-Ed.

(simple motion)

Moved: Dahlgren  Seconded: Griffiths
For 5  Against 0  Abstain 0  Pass X  Fail _

Motion 2002B

• Motion to adopt agenda issued on 12/19/2002.

(see full text)

Moved: Dahlgren  Seconded: Griffiths
For 5  Against 0  Abstain 0  Pass X  Fail _
Motion 2002C

- Motion to approve February meeting minutes issued on 12/17/2002

(see full text)

Moved: Dahlgren  Seconded: Griffiths
For  5  Against  0  Abstain  0  Pass  X  Fail ___

Motion 2002D

- Motion to adopt email lists and content on WWW site
- Comment: Repair broken links
- Friendly Amendment: the URL is www.ewh.ieee.org/r6/scv/k-12/optics.html

Moved: El-Kareh  Seconded: Dahlgren
For  5  Against  0  Abstain  0  Pass  X  Fail ___
Old Business

- Motions to establish Optics-Ed and OESC
- If bylaws are not ready:
  - Motions to establish/instruct bylaws committee
  - Election of 2003 interim officers
- If bylaws are ready:
  - OESC votes on bylaws
  - If approved, elect officers
- Call for additional OESC members

Need for bylaws

- Provides organizational structure
- Defines membership
- Defines steering committee, officers, terms
- Defines who can vote
- Provides operating guidelines
- Provides legitimacy and protection
- Enables future growth
Proposed Structure

Meta-Organization

- Chairperson
- President
- Vice Pres
- Treasurer
- Secretary

ELECTED OFFICERS

Optics-Ed Steering Committee (OESC)

15 members

Advisory Board

Members on Email List

APPOINTED OFFICERS

Liaisons to other Local and Meta-orgs

Proposed Membership Definition

- Open membership
- “Involvement” in science education
- Requirement of a valid email address
- Agrees to IEEE “acceptable use” policy
- No attendance requirement
- No dues
- Members cannot vote on motions
- Members may participate in straw polls, etc.
- Membership may be revoked by OESC or officer
Proposed OESC Definition

- Fifteen members (currently 13)
- Led by a Chairperson
- Members nominated by a current OESC member
- Requirement to be “active” in the group
- “Grandfather” in current members - staggered
  - 1/3 for 1 year initial term, starting in 2003
  - 1/3 for 2 year initial term, starting in 2003
  - 1/3 for 3 year initial term, starting in 2003
- After that, 3-year terms for OESC members

Responsibilities of OESC

- Runs the organization
- Controls the money
- Listen to membership
- Vote on motions
- Vote on elected officers
- Assign appointed officers
- Form an advisory board
- Form committees
OESC Organization Diversity

- Nominees for the OESC must declare whom they represent, along with any conflicts and affiliations with current OESC members.
- No more than four (4) OESC members shall represent the same entity, company, or wholly-owned subsidiary.
- Nominees not accepted unless 5th person agrees to resign at the end of their term.
- In case of acquisition, 5th person abstains.
- Officers and OESC members can be removed.

Responsibilities of Officers

- Elected officers are subset of the OESC.
- It is preferable that elected officers are also members of a meta-organization.
- Responsible for oversight of the OESC.
- Ensures IRS rules are adhered to.
- Ensures Cal rules are adhered to.
- Ensures meta-organization’s rules are adhered to.
- Elected officers vs. appointed officers
Other Issues

• Definition of quorum?
• Currently 2 annual meetings
  – Fixed dates in February and August.
• How to submit and vote on motions?
• Non-voting advisory board for luminaries.
• How to dovetail into a meta-organization?

Meta-Organizations

(Web Page Snapshots)
Introductions:

This program is a new LEOS activity that will support active participation by primary and secondary school teachers of science and mathematics in the research and educational projects in any of the topics dealing with lasers and electro-optics. The

What is the format of the proposal?

A two-page proposal for funding must be submitted by the host faculty member. The description of the activity com-

Funding level and duration of the program:

The duration of this program will be one year and the proposal may be carried out during summer months, during the

Programmatic:

The participants in this program will be expected to provide a final hippocampus upon completion of the work. In addition, copies of classroom materials, such as lecture plans, demonstration outlines and power tools, PowerPoint presentations, etc.

The work will be reviewed at $1800 for distribution to other primary and secondary school teachers across the

Download PDF

http://www.osa.org
What Meta-Organizations Can Do

- Provides legitimacy, structure, bylaws template, etc.
- Provide liability protection for officers and OESC.
- Provide staff support to supplement volunteers.
- Provide web site, 501(c)3, mail drop, email reflector.
- Create master lists for nationwide resources.
- Generate/improve high-quality content for teachers.
- Share best practices from other OPs.
- Coordinate our OP with other OPs.
- Career push to parents and councilors.
- Get CEOs to push volunteerism.
Motion 2002E

- Motion to form organizing committee, chaired by Edwin El-Kareh.
- Prepare resolution of formation and bylaws.
- Drafts by 2/1/03, for voting at next meeting.
- Bylaws consistent with previous slides and other input from members to the degree possible, and TBD meta-organization.

Moved: Dahlgren Seconded: Black

For 5 Against 0 Abstain 0 Pass X Fail ___

2003 Officer Elections
Current Officer List

- Chairperson – Robert Dahlgren
- Vice-Chairperson – Paul Griffiths
- Treasurer - OPEN
- Secretary – Paul Grossi
- List Owner – Edwin El-Kareh
- Webmaster – OPEN
- Promotion – OPEN
- Membership – OPEN
- Resources – OPEN
- Fundraising – OPEN

Motion 2002F

- Motion to require only Chair, Vice-Chair, Treasurer, and Secretary be elected officers.
  - Webmaster, Email list manager, Promotion, Membership, Resources, and Fundraising positions would become appointed officer positions.
  - The OESC can now accept volunteers from the general membership and appoint them to officer positions.
  - The OESC create or delete committees, working groups, and appointed officer positions.

Moved: Dahlgren          Seconded: Sukuta
For 5  Against 0  Abstain 0  Pass X  Fail ___
2003 OESC Officer Slate

- Nominated Chairperson – Paul Griffiths
- Nominated Chairperson – ___________
- Nominated Vice-Chair – Edwin El-Kareh
- Nominated Vice-Chair – ___________
- Nominated Treasurer – David Fong
- Nominated Treasurer – ___________
- Nominated Secretary – Heidi Black
- Nominated Secretary – ___________

Officer Elections

- Nominations accepted at or prior to meeting.
- For each office
  - Nominees must be an OESC member and accept the nomination
  - Nominees may make statement
  - Nominees leave room during voting
- Voting by OESC members present
- One person one vote (no Chicago rules)
- Secretary tallies and announces result
2003 Elected Officer Results

- Chairperson – Paul Griffiths
- Vice-Chair – Edwin El-Kareh
- Treasurer – David Fong
- Secretary – Heidi Black

2003 Appointed Officer Results

(Contact Cathy Werle at SJCC about student)

- Nominated Webmaster – ___________
- Nominated Email-List Manager – ___________
- Nominated Promotion Manager – ___________
- Nominated Membership Manager – ___________
- Nominated Resources Manager – ___________
- Nominated Fundraising Manager – ___________
NEW BUSINESS

(Old Projects)

New Business

- Motion for Optics-Ed mail address
- Motions on projects #2002-1
  - Authorize and announce Science NanoGrant
- Motions on projects #2002-2
  - Close out this project
- Motions on projects #2002-3
  - Authorize resource book
- Motion to submit manuscript to ETOP’03
- Motion to endorse www.OpticsForKids.com
Mailing Address

- IEEE has regional office in Mountain View, that collects mail for the local chapters. For example
  
  IEEE Santa Clara Valley LEOS Chapter  
c/o IEEE-SFBAC  
540 University Avenue, #150  
Palo Alto, CA 94301  

- IEEE provides this as a free service to chapters who request it

Motion 2002G

- Motion to authorize the Chairman to contact Marilyn Turner at the IEEE SFBAC (650-327-6622), to inquire about the use of mail forwarding for Optics-Ed.

Moved: Fong  Seconded: Sukuta

For 5  Against 0  Abstain 0  Pass X  Fail ___
Project #2002-1 – Consumables

• Problem
  – STEM teachers often spend their own cash on consumables such as batteries.

• Solution
  – Radio Shack account, endowed with donations.
  – *Teachers may request items, $10 maximum, until account is exhausted.*
  – Optics-Ed rep procures items and distributes.

• Needs
  – Donations to IEEE Foundation → K-12 Fund

Motion 2002H

• Motion to authorize Project #2002-1

(see previous slide)
Optics-Ed Science Nanogrant

http://www.osw.ieee.org/tech-k-12/optics.html

Instructor: Fill out this portion before sending to Optics-Ed representative. All fields are required.

Applicant: __________
School: __________
Address: __________
Phone: __________
Email: __________

Proposal Number: __________ (Contact Optics-Ed representative)
Class year: __________
Class title: __________

Description of item(s) requested:
Amount requested: __________
Date: __________

Purpose: __________
Estimated Date: __________

INSTRUCTIONS: (1) obtain this form and instructions from Optics-Ed representative. (2) fill out form using item from Radio Shack. (3) email instructions to Optics-Ed representative. (4) upon approval applicant will be notified by email when items are ready for pickup. (5) sign printed form upon receipt.

Minimum amount of Nanogrant is less than $500. Donations are limited. Nanogrant per teacher is limited to projects $50 through $12. Teachers must be science, technology, engineering, or math teachers. All donations are final. Items must be science, technology, engineering, or math related. Optics-related proposals are encouraged. Items must be consumables, for example pens, notebooks, light bulbs, LEDs, vases, resistance boxes, and other small parts. Inappropriate items would include coats, appliances,adena, and office supplies.

For Optics-Ed Use Only

Project Number: __________
Title: __________
Grant Number: __________
Grant Amount: __________
Reconciled: __________

Optics-Ed Committee Member: __________
Date: __________

Do not sign below until directed to by Optics-Ed representative.

I certify that Nanogrant items will be used only for educational purposes, and release Optics-Ed from all liability.

Received by: __________
Teacher Signature: __________
Date: __________

Optics-Ed representative: Heidi Slaughter (hs@exchange.sdsu.edu)

INFLOW

Donation check payable to
"IEEE Foundation – Santa
Clara K-12 Education Fund"
Name: "Optics-Ed"

Are matching funds available?

N

Y

Get matching funds

Mail to 501(c)(3) Account:
IEEE Foundation

Optics-Ed committee
approves disbursement

IEEE send check to
Radio Shack account

Quarterly statement to
Radio Shack account
holder (currently
SCV LEOS president)

Forward copy to Optics-
Ed Committee

Annual review

OUTFLOW

Teacher contacts
Optics-Ed rep (OER)

Queue

N

Y

OER assigns proposal
number and emails form

Teacher fills out
proposal form and
emails it to OER

N

Y

OER Approval?

OER goes to Radio
Shack with order(s)

Notify teacher: Ready to pick up

Signature upon delivery

Forward to Optics-Ed
Committee
Motion 2002I

- Motion to approve NanoGrant form and flow chart for Project #2002-1, and authorizes Heidi Black to be the interface (“Optics-Ed representative”) to the teachers.
  (see previous slides)

- Friendly Amendment: Limit to public schools, add catalog number, and questionnaire.

  Moved: Fong  
  Seconded: Sukuta

  For 5  Against 0  Abstain 0
  Pass X  Fail ___

Motion 2002J

- Motion to disburse $420 from 501(c)3 fund to Radio Shack, and announcement of project #2002-1, entitled “Optics-Ed Science NanoGrant”

  Moved: El-Kareh  
  Seconded: Fong

  For 4  Against 0  Abstain 1
  Pass X  Fail ___
Project #2002-2 – Optics Kits

• Problem
  – Schools lack science equipment for optics.

• Solution
  – Study how optics is integrated into curricula and standards, and review and approve the optics kits.
  – Procure optics kits and donate to RAFT, who circulates kits to middle and high schools, and maintains kits.
  – Exploratorium will review kit materials.
  – Schmahl Science volunteered to be focus group.
  – Kit manufacturer will donate training materials.
  – Volunteers secured to provide required teacher training.
  – Lesson plans on www.OpticsForKids.com

• Funding from JDSU for kits did not materialize.

Motion 2002K

• Motion to close Project #2002-2 Optic Kits.

• Comment
  – Optics-Ed is free to re-authorize this project again when sufficient funding is received, or can be applied for.

Moved: Dahlgren            Seconded: El-Kareh
For 5  Against 0  Abstain 0  Pass X  Fail ___
Project #2002-3 – Resource Book

• Problem
  – STEM teachers and other consumers are often unaware of local (often free) resources.

• Solution
  – Generate resource booklet
  – Distribute to teachers
  – Mirror booklet on www

• Needs
  – Editor, chapter contributors
  – Help from National societies

Resource Book Contents

• Master Resource List for Teachers
  – Optics kits and equipment available.
  – Class lesson plans incorporating optics.
  – WWW sites, VHS, CD-Roms for content.
  – Career info for kids and councilors.
  – Volunteers, tours, speakers, mentors, etc.
  – Awards, funds, grants, recognition.
  – Optics workshops, boot camps, fairs, etc.
  – Essential books.
  – Training for teachers.
Resource Book Contents

• Living lists, maintained at local level
  – List of local teachers, schools, and projects, and what are their needs to encourage STEM.
  – List of local distributors, non-profits, OPs and what type of content and equipment is available.
  – List of local volunteer opportunities and companies that encourage volunteerism, tours, lectures, etc.

• Living lists, maintained at national level
  – Aggregated best practices for OPs.
  – Content for instructors, students, parents.
  – Pointers to navigate to the above local web sites.
  – Lesson plans meeting science education standards.

Motion 2002L

• Motion to authorize Project #2002-3

(see previous slides)

• Friendly Amendment: Add disclaimer

Moved: Dahlgren Seconded: Black
For 5 Against 0 Abstain 0 Pass X Fail ___
Invited Paper

- Education Training in Optics and Photonics.
- ETOP series has been occurring since 1989.
- Tucson, Arizona, October 6-8, 2003
- Co-located this time with OSA Annual
- 10/29/2002 email from Jason Briggs (OSA) inviting us to present at ETOP’03
  - A paper on our vision and local activities
  - A paper on our perspective on how the national societies can facilitate outreach programs

www.ETOPonline.org
Motion 2002M

- Motion to form an ad-hoc committee, chaired by Sydney Sukuta, and authorize the submission of one or more presentations to ETOP’03 for consideration.

- Comment
  - Optics-Ed can’t cover travel/registration costs.
  - Deadline for submission of title and abstract to the OSA will be before next OESC meeting.

Moved: El-Kareh  Seconded: Sukuta
For ____  Against ____  Abstain ____  Pass __  Fail __

Optics For Kids Website

- OSA has created a great website.
- Lots of content for students and parents.
- Lesson plans for teachers.
Motion 2002N

• Motion to endorse
  www.OpticsForKids.com

(see previous slides)

• Motion withdrawn for lack of a Second.

Moved ________________  Seconded ________________
For ____  Against ____  Abstain ____  Pass __  Fail __
Conclusion

• Call for new projects
• Call for committee members
• Next meeting
  – Thursday, February 20\textsuperscript{TH}, 2003
• Review action items
• Adjourn