

2016 CISC Leadership Symposium
 PLANNING COMMITTEE MEETING AGENDA
 Nov 18, 2015 | 1pm-4pm | [GoToMeeting](#)
 Join: 1-408-501-7418

Topics		Person
Welcome	Yikes! It's almost here! Thanks to the entire committee and subcommittees!	Angelica
Pre-con Update	CUE – Student Voices Wed 10:30a-3p and Film Festival 6:45-9:30pm	
Opening Video Preview	Silent version shared – committee approved; looking for one other student (MS?) to provide voiceover and photo to be transformed into a character. All three will be finished and reviewed at January face-to-face meeting. Videos are for keynotes.	Angelica
Event Onsite A/V Assistance and Equipment (LCD projectors, mics, lavaliers, speakers)	In the past, Fresno COE has been able to bring LCD projectors to keep costs down. Peggy will send an email to Di re: what we need. It was stated on the RFP that only projector, screen and internet would be provided. Lavalier or handheld mics (we'll check the contract) since most rooms hold 200+ people.	Kitty
Subcommittee Updates		
• School Visits	School visitations (3), transportation, Dual Language Academy, Intl. School of Monterey, Monterey HS – need to work out details re: how people will register. Recommend having people on a list; sign up on Google Docs? Stephany can pull an email list of registered attendees with information how/where to sign up for pre-conference activities. Angelica will draft email for Stephany to send out to registered attendees giving choice of pre-conference activities. Michael will identify how many people can attend each visitation, times, transportation location, etc.	Michael
• Student Entertainment	Reports that he has secured a 24-person band from Monterey HS to open the conference (before Wed opening keynote). Asked Frank to with Jeff to include signage for the group. Also working on some other things.	Frank
• Breakout Sessions	Presenters will be asked to send presentations to us by end of January in order to post to website (pdf). Working closely with Stephany (thank you, Jazmine) to make sure presenters have titles, etc. and that they're registered. Will be sending an email reminder re: what equipment will be provided. Stephany will continue to communicate with Jazmine with a	Melissa

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	cc: to Melissa. Stephany will send a draft of the program to Melissa & Jazmine to review as she adds to it. Angelica thanked this subcommittee again for their work in making the choices from the 90+ submissions. Some presenters may be brought in to the CISC General Meeting at a later date.	
<ul style="list-style-type: none"> • Signage/Logistics <ul style="list-style-type: none"> • Room boxes 	Hilma reports that she has a prototype of the sign that Angelica can see tomorrow. Has signage for Marriott and Portola, directions to the theatre, and some for the MakerSpace, conference check-in. Will bring the prototype to the January face-to-face meeting. Working on sign/stands between Marriott/Portola and the theatre. Stephany has ordered some items to fill in what was missing. There are 12 boxes; room stickers have been placed on the boxes. Bios, introductions, and 2- and 5-minute signs have been made for room liaisons to use to warn speakers of time. Attendance sheets will be created. Room host/monitor lists will be included. Stephany has the large banners from last year.	Hilma Stephany
<ul style="list-style-type: none"> • Sponsorships <ul style="list-style-type: none"> • Goal for committee 	\$10,000 in sponsorship checks, in-kind support from CUE, 2 additional speakers provided by Corwin and Autodesk, who is sponsoring the Maker Space. We are still behind in raising \$40,000 so, anything you can do. Derrick Guzman has also been working on this.	Yee
<ul style="list-style-type: none"> • Website and App 	Website continues to be updated. Craig reported via Angelica that SCCOE's technology folks can't create the app due to time constraints. Craig will be giving some alternatives and other options. Other suggestions were: Mickey Porter's group created last year's app (?); have used Parent Link for internal conferences (cost?); Carmen's earlier suggestion will be investigated (free under certain limitations). We may recruit an additional subcommittee to look into an app, costs, how heavily is it used, etc.? Carmen has volunteered to help after her vacation in Peru (returning Dec 1).	Angelica Craig
<ul style="list-style-type: none"> • Registration Update <ul style="list-style-type: none"> • Current status 	Registration closed 2 ½ weeks ago; 1128 registered (35 presenters). Waiting list of 42	Stephany

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	<p>people as of today. Only a couple of cancellations; some folks are simply subbing in names. Superintendents are among those on the waiting list. Wonderful problem to have, slightly stressful for Stephany as people call for spaces. Anyone can contact Stephany by email or phone to give their information; when there is a spot freed, people will be contacted. Payment will have to be made by credit card. Reports sent from now on will only have people who have NOT paid. Committee agreed; suggested to have each region remind those who have not paid in order to wrap up payments by December break. Committee agreed. December 18 deadline will be added to CISC Symposium website.</p>	
Program Update	<p>Program shell has been created; Stephany will be supplying the text to SCCOE graphics people. Hope to have a draft by January face-to-face meeting. Lanyards are being ordered. Sample artwork was very nice. 25th anniversary should be included in this year's program. Past program covers and photos may be shared before the opening session.</p>	Angelica Stephany
#thankaleader	<p>For openings we would like to put a video together of photos/videos of students holding the sign "#thankaleader". Deadline to submit is Jan 8, 2016. Video will be finished Jan 15, 2016. County office names will be inserted in the video by Angelica. Peggy will send an email today with the details and directions.</p>	Angelica
Signups for Room Hosts, Room Liaisons, Check-in	<p>Document will be on Google Docs; Peggy will send an email with a link. Please sign up to help at check-in, as a Room Monitor or Room Host. Angelica will take list to next CISC to fill in blanks.</p>	Angelica
Committee Wear Ordering	<p>Everyone has submitted their size choices for vests (except Christine and her two admins) and the order will be placed soon.</p>	Peggy
Committee Dinner Reminder	<p>Committee dinner at Café Fina on Tuesday evening; working with restaurant on menu, invitation will be sent to committee members soon so you can RSVP.</p>	Angelica
December Meeting	<p>Our December meeting has been cancelled due to December schedules/break. Next meeting</p>	Angelica

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	will be in Sacramento in person. Time reserved for December 9 will be used instead for our newly created App Subcommittee (1-408-501-7418). Call will start at 1pm.	
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UPCOMING MEETINGS

DATE	TIME	IN-PERSON or CONF. CALL?	DETAILS
Jan 27, 2016	1-4pm	In-person	SCOE Conference Room A (1 st Floor) https://global.gotomeeting.com/join/254522085 Join: 1-408-650-3123 Access code: 254-522-085
Feb 23, 2016	1-3pm	In-person	Monterey (YIKES!)