

January 2016



PROCEDURAL HANDBOOK



California Environmental Education Interagency Network (CEEIN)

PROCEDURAL HANDBOOK

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CALIFORNIA ENVIRONMENTAL EDUCATION INTERAGENCY NETWORK

1. OVERVIEW

The California Environmental Education Interagency Network (CEEIN) is a state government consortium of environmental educators representing departments, boards and commissions including, but not limited to: California Department of Education (CDE), California Environmental Protection Agency (CalEPA), California Natural Resources Agency (CNRA) and California Department of Food and Agriculture (CDFA). CEEIN fosters broad understanding of the State's environmental and cultural resources while affirming that education is essential to the development of understanding and respect for the environment. The CEEIN partnership provides a forum for its members to share resources, programs and materials with California's public schools and students in grades kindergarten through university.

The CEEIN mission is to develop, enhance, and advance environmental education efforts throughout California by collaborating, providing leadership and sharing its members' resources, programs, and products on state environmental education.

Additionally, a "leadership by consensus" approach was devised by CEEIN to maintain the spirit of an open forum whereby the responsibility for meetings and projects are shared by all CEEIN agencies.

CEEIN members meet monthly to discuss and share information about statewide environmental education efforts. These monthly meetings allow participants to network with their counterparts at the other boards, departments, and commissions on a regular basis. Discussions enable the various participants to rapidly exchange information and increase the breadth of information dissemination. This communication enables members to maximize their efforts and minimize redundancy.

Several CEEIN committees were formed to focus on specific areas of interest. Historically, these committees included Administration and Organization, Communications, Leadership and Legislation and Public-Private Partnerships. These committees have evolved to be Administration and Organization; Outreach, Diversity, and Partnerships; and Leadership and Legislation to represent changing priorities in environmental education.

Past CEEIN accomplishments include the Curricula and Compendia Project and a partnership with The Walt Disney Company to promote a statewide environmental education program and competition for fifth grade classes called *Disney's Environmental Challenge* (later a national program known as *Disney's Planet Challenge*). Ongoing efforts include the Education and the Environment Initiative (EEI); Floodplains Institutes; establishing an outreach program that includes development and distribution of the CEEIN brochure; conducting workshops designed specifically for educators, such as the CEEIN Strand at the annual education conference of the California Science Teachers Association; staffing exhibit booths at environmental conferences and fairs; and working to support and promote the California Regional Environmental Educational Community Network (CREEC) and database.

For additional information about CEEIN and its accomplishments, check out the CEEIN Home Page at <http://www.ceein.org>.

2. MEMBERSHIP

CEEIN was originally established through a Memorandum of Understanding (MOU) between CDE, CDFA, CNRA, and CalEPA. Each agency, department, board or commission within these agencies is invited to participate.

CEEIN members are typically staff assigned to public education/environmental education programs within State agencies in California.

State agencies interested in joining CEEIN should meet the following criteria:

Eligibility: Interested agencies should be committed to environmental education. This may include providing a kindergarten through university environmental education program, kindergarten through university curriculum, or supplemental materials and activities to educate youth and/or adults on environmental education. Agencies may also be considered if they provide in-kind support of environmental education. Agency participants should also be willing to share these resources with the public.

Membership: Members or their substitutes are required to attend meetings four times per year, participate in at least one CEEIN committee, and vote on items before the network. Calling-in is an option.

Interested agencies should first contact any CEEIN member to express their interest in joining the group. The interested agency will then be directed to submit a written request to the CEEIN Administration and Organization Committee that contains the organization's mission statement, vision for kindergarten through university environmental education, and reasons for joining CEEIN.

The Administration and Organization Committee will review and discuss the potential new member with CEEIN members at the next regularly scheduled monthly meeting. If a favorable response is forthcoming, the Committee will proceed with the following steps:

- Send or provide access to the MOU, CEEIN history, and other relevant information, to the interested agency.
- Meet with the potential new member and invite authorized representatives from CEEIN member agencies to the meeting.
- Answer questions about the CEEIN MOU and review member responsibilities listed in the MOU.

- Invite the potential new member to present their mission statement, vision for Kindergarten through university environmental education, and reasons for joining CEEIN, to meet the members, and observe the operation of a monthly networking meeting.
- The CEEIN Administration and Organization Committee will revise the MOU to include a formal signature from the Director/Secretary of the new state agency member.
- Have the Director/Secretary or designate of the new state agency member and the other partner agencies sign the revised MOU.
- Add the new member's contact information to the CEEIN Roster, web page, and other relevant documents.

Replacement and Recruitment of New Members: Departing CEEIN members may assist the network, via the CEEIN Administration and Organization Committee, in providing names of suitable replacements from their agency, or bring a replacement to the meeting before he/she departs. If a member leaves the group, and there is no immediate successor, the CEEIN Administration and Organization Committee will coordinate with a CEEIN Agency representative to approach the organization of the departing CEEIN member for assistance in securing a new CEEIN representative.

3. PARTNERSHIPS

CEEIN encourages partnerships with other agencies and organizations that support, promote, and conduct environmental education.

Through such partnerships, CEEIN furthers its goals of fostering environmental stewardship and advancing environmental education in California, the United States and abroad.

Partners can in turn strengthen their own program efforts by networking and promoting their affiliation with state agencies and other partners that promote environmental education.

To be considered, a prospective partner should either be recommended by an existing CEEIN member, or should contact an existing CEEIN member and express his/her interest in becoming a partner. The prospective partner will then be invited by the CEEIN member to attend a CEEIN meeting to provide a presentation on his/her organization.

The prospective partner should also submit a letter directly to that member for submittal to the CEEIN Administration and Organization Committee. The letter should include, but not be limited to, the following:

- The text of the organization/agency's mission statement;
- Commitment to environmental education (this may include providing kindergarten through university curriculum, or supplemental materials and activities to educate youth and/or adults on environmental education); and
- Reasons for partnering with CEEIN.

The prospective partner should also provide samples of materials, tools and strategies, and links to web pages that the partner agency/organization uses to promote environmental education.

The CEEIN Administration and Organization Committee will then review the submittal and coordinate with the California Department of Education to ensure it meets CDE legal and social content standards (<http://www.cde.ca.gov/ci/cr/cf/lc.asp>). If a favorable response is forthcoming, the Administration and Organization Committee will provide the new partner's submittal letter to CEEIN members for a vote at a future meeting.

Partners may attend CEEIN meetings, participate in discussions, and share resources with CEEIN members and partners. They are not allowed to vote on CEEIN business, but may vote on committee issues that pertain to the CEEIN partnership.

4. FUNDING

There is no state legislative appropriation for CEEIN, thus there is no formal budget. Instead, support for the operation of CEEIN comes from in-kind and financial support from each of the member agencies.

5. COMMITTEES

CEEIN members participate in various committees that support the interest, direction, and mission efforts of CEEIN.

Committee Leads shall be responsible for their committee goals and objectives as they align to the MOU goals and objectives.

Committee Leads shall hold regular meetings as needed to ensure business is completed in a timely fashion and will report and carry motions forward to the CEEIN members for action.

ADMINISTRATION AND ORGANIZATION

In order to advance Environmental Education in California, the Administration and Organization Committee of CEEIN coordinates activities that involve administrative and organizational duties and, together with CEEIN, provides leadership in this area. Members of this Committee will:

- Review and make updates to the CEEIN Procedural Handbook, including documenting CEEIN's method of operation;
- Review and make recommendations regarding new members;
- Mentor new CEEIN members and provide orientation, and assist new department designees;
- Provide oversight for CEEIN Web site, membership roster, MOU, and other relevant documents;
- Maintain and distribute CEEIN meeting calendar.

The Committee Lead will maintain CEEIN's Historical Binder.

OUTREACH, DIVERSITY AND PARTNERSHIPS

In order to advance Environmental Education in California, the Outreach, Diversity and Partnerships Committee coordinates activities that involve environmentally related public education and outreach, multicultural and environmental justice issues, and partnerships, and provides leadership with CEEIN in this critical area. The goals of this Committee are to:

- Oversee CEEIN materials and electronic media, including updates and reproduction of the CEEIN brochure;
- Identify and coordinate CEEIN's outreach activities by producing an Event Calendar for CEEIN members, and hosting the CEEIN Exhibit at selected education conferences;
- Enhance communication and facilitate agency cooperation to maximize efficiency and minimize redundancy in the development of environmental education programs and materials;
- Periodically hold committee meetings to assess past, report current, and plan future environmental education activities, and update CEEIN members as needed;
- Identify successful programs that promote involvement of the diverse student population in quality environmental education;
- Share current information with CEEIN members about the scope and breadth of California student demographics;
- Identify existing Environmental Justice networks and promote information exchange and dissemination;

- Ensure that all CEEIN member education materials are based on sound science and available and distributed to teachers as requested;
- Support the development and implementation of model environmental education curriculum, i.e., linking participation to Education and Environment Initiative partnerships;
- Promote public/private partnerships to advance environmental education and integrate our mutual interests.

LEADERSHIP AND LEGISLATION

In order to advance Environmental Education in California, the Leadership and Legislation Committee of CEEIN coordinates activities that involve environmental education-related legislation and concerns and, together with CEEIN, provides leadership in this critical area. Members of this Committee will:

- Act in an advisory capacity to research, monitor, and distribute legislation to CEEIN members;
- Encourage CEEIN members to advance environmental education initiatives;
- Encourage bill analyses within our respective organizations;
- Coordinate CEEIN's role in implementation of applicable legislation;
- Serve in an advisory role for organizations that plan to introduce environmental education legislation;
- Identify legislative funding strategies that promote environmental education;
- Act in a liaison capacity in coordinating CEEIN activities described in "A Blueprint for Environmental Literacy";
- Track and inform CEEIN members regarding environmental education legislation at the federal level (i.e., reauthorization of the Elementary and Secondary Education Act) and its impact in California;
- Hold committee meetings periodically to assess past, report current, and plan for future activities, and update CEEIN members as needed.

6. MEETINGS

Because the meetings rotate between departments and agencies, the following guidelines have been established in order to provide a smooth transition:

- Meetings are held the third Thursday of each month.
- Sample agenda and action item templates are attached for consistency.
- Different members volunteer to be Meeting Leader, Location Contact, or Note Taker.

Meeting Lead:

- Before Meeting:
 - Confirms meeting date and location with Note Taker and Location Contact. The Meeting Lead may also be the Location Contact.
 - Arranges guest speaker and receives the presentation PDF at least three business days before meeting, if applicable.
 - Requests agenda items from CEEIN members and obtains draft minutes from the previous Note Taker at least five business days before meeting.
 - Contacts members with action items from previous meeting for updates and adds to agenda.
 - Coordinates the topics and time needed with members that have agenda items.
 - Distributes agenda, draft minutes of previous meeting, other updates, and presentation PDF (if applicable) at least two business days before meeting.
- Day of Meeting:
 - Makes available three extra hardcopies of the agenda and draft minutes of previous meeting.
 - Conducts meeting, clarifies action items, and provides next meeting information.
 - Contacts appropriate member to archive agenda.
- After Meeting:
 - Sends action items to members within one week of the meeting's end.

Location Contact:

- May also be the Meeting Lead.
- Arranges location, conference phone, and conference calling.
- Posts room signs and provides meeting information to security desk, if applicable.
- Arranges laptop, projector, and guest presentation slides, if applicable.
- Responds to technical difficulties and related questions.

Note Taker:

- Records minutes and sends draft to next Meeting Lead at least five business days before meeting.
- Receives final comments at next meeting and provides approved minutes to appropriate person(s) for archiving and posting on the CEEIN web site.

7. MEETING GROUND RULES

CEEIN members shall adhere to the following meeting ground rules to ensure meetings run smoothly and efficiently:

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 6 CEEIN members is needed to hold a meeting.
- In the event there is no quorum, CEEIN members that attended the previous meeting will share what was discussed at the next meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the next meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.

DRAFT SAMPLE AGENDA
California Environmental Education Interagency Network (CEEIN)



Date:
Time:
Location:
Location Contact:
Meeting Lead:
Note taker:

AGENDA

Item	Lead	Time
1. <u>Check-in and Catch-up</u>		9:30 – 9:45
<ul style="list-style-type: none">• Welcome and Introductions• Review Agenda• Approve Minutes• Update Action Items		
2. <u>Committee Reports and Discussion</u>		9:45 – 10:25
<ul style="list-style-type: none">• Administration and Organization• Outreach, Diversity, and Partnerships• Leadership and Legislation		
3. <u>New Business</u> CDE Update		10:25 – 10:45
4. <u>What's New In Your World</u>		10:45 – 11:25
5. <u>Meeting Wrap-Up</u>		11:25 – 11:30
<ul style="list-style-type: none">• Clarify Action Items• Next Meeting Information		

Meeting Protocol Reminders:

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 6 CEEIN members is needed to hold a meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the next meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.