

Michigan Association of State and Federal Program Specialists
Comfort Inn, Lansing, MI
January 11, 2018
Board Meeting

Minutes

Call to Order: President Laura Otten called the meeting to order at **8:33** a.m.

Attendees:

Present: Jennifer Allen, Sue Baldwin, Tiffany Campbell, Melissa Duffrin, Sam Ewing, Judy Handley, Jolia Hill, Syndee Malek, Laura Otten, Sally Perkins, Karen Ruple, Sara Shriver, Kristi Teall, Fred Williams

Virtually Present: Shelly Alwardt, Mike Burde, Ilise Goldman, Lisa Jenkins, Julie Milewski, Willye Pigott, Dodie Raycraft, Tom Reeder, Jane Sargent, Grace Velchansky, Stacy Vespremi

Approval of Agenda:

ACTION ITEM: Moved by Kristi Teall second by Sally Perkins to approve the agenda as amended. Motion carried.

President's Report: Laura Otten

- Happy New Year and Welcome Back
- 2 correspondence received and shared

President Elect's Report: Mike Burde

- No Report

Secretary's Report: Jennifer Allen

ACTION ITEM: Moved by Tiffany Campbell second by Melissa Duffrin to accept the minutes as presented. Motion carried.

Treasurer's Report: Sam Ewing

ACTION ITEM:

Moved by Syndee Malek second by Kristi Teall to file the Treasurer's report for audit. Motion carried.

Executive Secretary's Report: Sara Shriver

- The mileage reimbursement rate is now 0.545.
- The Feb 1st Board Meeting will begin at 6:30 with a lite dinner served at 6:00. In lieu of afternoon snacks on February 1st, Edgenuity is sponsoring an after conference break (Winter Celebration) from 5:00-6:30. The conference ends at 4:00 on this day. Four gift certificates will be raffled off during the Winter Celebration.

- The SLLA will be held at the City Flats in Grand Rapids on July 25-27, 2018. The hotel information and agenda will be provided at next Board meeting. The goal is for 100% participation.
- Geskus photography will be onsite for our Winter Institute to take professional head shots of Board members for our website. Board members should plan to get their photo taken between 7:30-8:30 am on Feb 1 in the side room that is used for storage during the conference. In exchange MAS/FPS is giving Geskus a free table at conference.

Old Business

- **Strategic Marketing RFP Update (Mike Burde)**
 - There is a consensus to shift some of the work to the SLLA and into 2018-2019. This project is multi-layered work that we need to discuss as a team and prioritize the needs.
- **Section 31a Update (Laura Otten)**
 - 31a materials in a Google folder on MDE website on the OFS page.
 - 31a language regarding free breakfast programs requires districts to spend up to \$10 per student. District can spend as little as 1 cent per student.
 - 31a funds can't be used for Administrative costs.
 - There are still questions surrounding MTSS at the high school level.
 - There is a 3% cap on the use of 31a funds for professional development. There are questions regarding the use of 31a to support PD at the high school level because MTSS references K-8. PD funds can be used to support Early Literacy (K-3) and MTSS K-8.
- **State Leadership Awards update (NAFEPA)**
 - The opportunity to make nominations for State Leadership Awards will go out to the general membership today or tomorrow. Members will have one week to respond. The Committee will have a virtual meeting to review the nominations to ensure nominees meet the award criteria. The Committee will then send out a ballot for the Board to vote electronically.
 - A suggestion was made to carefully review the qualifications.
 - After review it was stated that the criteria are not very specific in the Board's Policy manual.

New Business

- **District 12**
 - The Board received a letter of resignation from Jill Pastor. She has taken on Superintendent of her district so she will not be able to continue serving on the Board.
- **ACTION ITEM:**
 - Moved by Grace Velchansky second by Sally Perkins to accept Jill Pastor's resignation. Motion carried.
 - Stacy Vespremi is alternate for the District and will continue to represent District 12. During election time Stacy can run for representative.
- **RFP for Support**

- Contracts for support staff (Webmaster, Clerical Support and Executive Secretary) are up on June 30, 2018.
- The Executive Committee would like to bring a change in policy to Board for a vote.
- Due to the fact that we are exploring strategic marketing option, should we extend the contracts for 1 year because the job descriptions may change?
- All support staff have received satisfactory reviews.
- A suggestion was made that we consider staggering the RFPs for support staff. Keeping the Executive Secretary on an off cycle from the other positions. So that there isn't a possibility of all support staff positions changing at once.
- This change for the Board Policy manual will be considered in May or June.
- Currently the Board Policy states that the extension of contracts is based solely on performance. We may need to change the language to add a statement that the services being provided match the needs of the organization.

Title I Reports

- **MDE Reports (Karen Ruple, Fred Williams)**
 - Personnel Updates (see handout)
 - Paula Daniels is going back to Office of Field Services
 - MLive announced Superintendent Whiston has cancer.
 - The Executive Secretary has sent correspondence to Superintendent Whiston on behalf of the Board.
 - Terry Nugent, MDE Ombudsman, will be coming to the Feb 1st Board meeting to present.
 - The Ombudsman is holding workshops at various locations throughout the State. Information will be sent out to PNPs and public schools. There is no cost.
 - The Ombudsman will be requesting Spring 2017 PNP consultation forms (for 2017-2018 planning) to be submitted for all districts this year. Districts will receive a written request from MDE.

- The 31a year-end report is being revised. There will be many changes.
- OFS is removing items from the TISS and the Consolidated Application that are not needed for a Federal budget.
- OFS will be using GEMS more to collect documentation that in the past was housed in the Consolidated Application.
- Comparability- Districts must submit certification that is on the OFS website. Back up documentation must be maintained in the district. Districts can use last year's comparability data for reporting this year. Comparability will be in MEGS plus next year.
- Karen Ruple announced that she is retiring at the end of January.

- **NAFEPA Reports (Sam Ewing, Jan Callis, Marie Miller)**

- The conference is coming up and early bird registration ends at end of January.
- NAFEPA is working to bring in the whole Board to continue implementation of Strategic Plan.
- MAS/FPS received two Scholarship applications. The applications will be reviewed after the Board meeting today.
- The Board needs to consider ways to increase the number of Scholarship applicants for next year.

Committee/Work Group Reports:

- **CNA Project Report: Sara Shriver and Syndee Malek**
 - First session in Fall at Macomb had 22 participants.
 - Vanderbilt session was cancelled due to low registration.
 - Kent ISD had 77 people attend. Team will hold a second session on March 5 at Kent ISD.
 - Wayne RESA has 44 people registered so far.
 - The Project feedback has been positive.
 - The Project is turning a profit.
 - MDE doesn't have a CNA at this time so MAS/FPS is stepping in to fill a void.
 - The Districts are bringing teams to the training.
- **Professional Development Project Update: Marie Miller**
 - No update.
- **Boot Camps: Judy Handley**
 - Finished Fall Boot Camps.
 - There is a possibility of hosting a Boot Camp in a district in March. The district is awaiting approval in CAP.
 - The added Boot Camp for New Directors was cancelled due to low registration.
- **PNP Project: (Lauren Otten)**
 - Working on session preparation with MDE Ombudsman.
 - Working on session for Macomb in January. There are currently 17 people registered.
- **Legislative Committee: Jan Callis**
 - No update.
- **Communication/Membership: Melissa Duffrin**
 - No update.
 - This committee might interweave with strategic marketing work.
- **Professional Learning: Lynn Batchelder**
 - We did extend the room block for the Winter Institute because there are still rooms available. The rate is 139 per night.
 - Guests should make sure to reference MAS/FPS to get the reduced rate.
 - An email will go out to membership regarding the extension of the room block.
 - There are currently 205 people registered for the Winter Institute.
 - The Fall Planning Team met. Tammy Pawloski is willing to come back for Fall conference.

Adjournment: 10:14 am

Moved by Kristi Teall second by Melissa Duffrin to adjourn the meeting. Motion carried.

Respectfully Submitted by,

Jennifer Allen

Secretary