

Michigan Association of State and Federal Program Specialists

Comfort Inn, Lansing

Board Meeting

March 9, 2017

8:30-11:30

Minutes-revised

Call to Order: President Syndee Malek called the meeting to order at 8:32 a.m.

Attendance: Jennifer Allen, Shelly Alwardt, Lynn Batchelder, Mike Burde, Jan Callis, Bethany Deschaine, Melissa Duffrin, Sam Ewing, Ilise Goldman, Judy Handley, Jolia Hill, Syndee Malek, Robbin Meeks, Julie Milewski, Marie Miller, Jill Pastor, Sally Perkins, Willye Pigott, Dodie Raycraft, Tom Reeder, Jane Sargent, Sara Shriver, Kristi Teall, Grace Velchansky

Excused Absences: Sue Baldwin, Tiffany Bunge, Marsha Cleland, Lisa Jenkins, Laura Otten, Melanie Paul, Karen Ruple, Michele Sandro, Glenda Virden, Fred Williams

Approval of Agenda

Additions: The additional items to the agenda were project proposals, positions of President-Elect, Secretary and Congressional Representatives (odd numbers).

ACTION ITEM: Moved by Ilise Goldman second by Jan Callis to approve the agenda with the additions. Motion carried.

President's Report: Syndee Malek

- President Malek expressed congratulations to the Winter Institute committee for a job well done planning the Institute.
- A "thank you" card from Sara was shared expressing her gratitude to the Board for providing financial assistance for her to attend the Title I National conference.

President Elect's Report: Laura Otten (excused absence)

Executive Secretary's Report: Sara Shriver

- "Thank you" cards were shared from Jennifer Allen and Melanie Paul as winners of Amazon gift cards at the Winter Institute.
- If you notice that you are not receiving pertinent information from Sara regarding the organization, please check your Spam mail.

Secretary's Report: Willye Pigott

The minutes from the February meeting were reviewed and approved.

ACTION ITEM: Moved by Jill Pastor to approve the minutes, second by Sam Ewing. Motion carried.

Treasurer's Report: Sam Ewing

- The Balance Sheet (March 2017) was shared; Profit and Loss (July 1, 2016-March 3, 2017) was also shared.
- There are approximately \$50K outstanding invoices mainly from the Fall Institute.

ACTION ITEM: Moved by Lynn Batchelder second by Jill Pastor to file the Treasurer's report for audit. Motion carried.

Old Business

Alternate Rep for District 2:

Lynn Batchelder shared that Mary Jane Evink graciously agreed to be the Alternate for District 2. She plans to attend the Board meeting in May.

New Business:

***Boot Camp summary 2016-17:** Judy Handley

- There are \$14,429 outstanding invoices from the Boot Camps.
- A total of 87 participants attended the Director I Boot Camp (Lansing and Traverse City) in the fall.
- 79 participants attended Director II Boot Camp (March 2017-Lansing)
- 256 participants attended the Principal and Leadership Team Boot Camps. Eleven sessions were scheduled and three sessions were cancelled because of a lack of adequate registrations.
- Positive feedback was received from the Boot Camps.

***Boot Camp Proposal:** Judy Handley

- A Boot Camp will be added for new Directors.
- It is estimated that approximately 25 new Directors will attend the Boot Camp. Presenters want them to feel more comfortable.
- New Directors may also attend Boot Camp I (BC) the following day.
- 20 participants are required for the BC to convene.
- Please let Judy know if you are interested in hosting a BC at your area (ISD).
- The Index Organizer and resources from ESSA will be included on a flash drive.

ACTION ITEM: Moved by Mike Burde second by Jolia Hill to accept the Boot Camp proposal. Motion carried.

Comprehensive Needs Assessment Proposals 2017-18 Regional Support/Project: Sara Shriver

- Sara shared two proposal (2017 and 2018) for the CNA based on the MDE's CNA rubric, ESSA legislation and best practices.
- She is seeking three ISDs to host these professional learning sessions.
- There will be 3 training sessions (April, May, June), 1 full day each month with 2 presenters at each session.
- Minimum 20 participants/session
- The proposals don't include any funds for planning. If this changes, the proposals will be resubmitted.
- It was suggested to include one day of planning In future proposals.

ACTION ITEM: Moved by Lynn Batchelder second by Bethany DeSchaine to accept the CNA proposals as presented. Motion carried

***Election:**

The following positions are open for election. Please contact Marie Miller if you are interested in one of these positions.

- President Elect
- Secretary
- Congressional Districts Representatives: Odd numbers 1, 3, 5, etc.

***Professional Development:** Marie Miller

There will be a Project Development Proposal presented to the Board in the near future... possibly including Tiffany Winters-Kessler from Brustein/Manasevit as the speaker.

Title I Reports

MDE Reports: Linda Forward

- A power-point created by Paul Selah, Associate Superintendent for Educational Services, Wayne RESA regarding House Bill 4192 was shared.

- **Correction:** Spelling of Paul's last name (Salah)
- Information in the power-point included Curriculum, Common Core State Standards (ELA and Math) and Successful Schools.

NAFEPA Report: Marie Miller, Sam Ewing, Jan Callis

Jan Callis

Jan shared the names of the MAS/FPS Scholarship recipients.

- 1st place: Donnell Williams, (\$1,500) Riverview Community Schools
- 2nd place: Ashley Ingles (\$1,000), Wayland Union Schools
- 3rd place: Tom Purves (\$500), Clarkston Community Schools
- 4th place: Hanna Price (gift card), Ferris State University

Marie Miller:

- The Michigan delegation dinner (NAFEPA) will convene at Carmines restaurant.
- There will be approximately eighteen delegates.
- The newly elected Secretary of Education (USED) has been invited to attend.

Committee/Work Group Reports

Professional Learning: Lynn Batchelder

- The committee is researching the availability of ESSA resources.
- The committee also brainstormed ideas about how to reduce expenses for the Fall and Winter Institutes.
- Future locations for the Institutes are being explored.
- Seeking suggestions for a keynote speaker for the Winter Institute (2018)
- Shelly Alwardt and Grace Velchansky are the chairpersons for the Winter Institute (2018)
- The committee is seeking presenters for the breakout sessions (Winter Institute).

Preliminary plans for the Fall Institute include:

- Day 1: Fall Institute --Tiffany Winters- Kessler as the prospective keynote speaker.
- Day 2: Tammy Palowski as the keynote speaker, followed by breakout sessions.
- Day 3: Possibly two keynote speakers, one speaker focusing on elementary literacy and one speaker focusing on secondary literacy.

Communications: Ilise Goldman

- The committee inquired about who is responsible for the up- dates to the organization's website.
- All the Board members are responsible for information on the website.
- There is a webmaster and Sara is the " go between" person for the webmaster.

Legislative: Grace Velchansky

- The committee discussed information that needs to go on the website.
- Listing legislative updates on the website were suggested.

Adjournment: 11:33 a.m.

ACTION ITEM: Moved by Lynne Batchelder second by Jill Pastor to adjourn the meeting at 11:33 a.m. Motion carried.

Respectfully Submitted,
Willye Pigott
Secretary.

Next meeting: Thursday, May 11, 8:30 a.m. Comfort Inn