

Michigan Association of State and Federal Program Specialists

Board Meeting

March 12, 2015

8:30 a.m.

Minutes

Call to Order: The meeting was called to order by President Marie Miller at 8:35 a.m.

Attendance: Jennifer Allen, Lynn Batchelder, Mike Burde, Jan Callis, Sam Ewing Phil Francis, Max Fulkerson, Ilise Goldman, Rick Heitmeyer, Jolia Hill, Syndee Malek, Kathleen McBroom, Marie Miller, Laura Otten, Jill Pastor, Willye Pigott, Mike Radke, Tom Reeder, Karen Ruple, Sara Shriver, Glenda Virden, Karon Yeager

Excused Absences: Shelly Alwardt, Judy Handley, Robbin Meeks, Sally Perkins, Arnae Sajdak, Michele Sandro, Sharon Spencer, Kristi Teall, Grace Velchansky, Sue Warren

Approval of Agenda

President Marie Miller requested adding Elections and Awards to the agenda under New Business.

ACTION ITEM:

Moved by Max Fulkerson second by Glenda Virden to accept the agenda as amended. Motion carried

Title I Reports

MDE Reports: Karen Ruple

- There have been interviews for a new state Superintendent of Education. Three finalists are from Michigan.
- The ESEA Flexibility Waiver has been posted on the MDE website for public comments through March 23, 2015, 5:00 p.m.
- There will be personnel changes in the OEII because of changes in funding.

President's Report: Marie Miller

- The Executive Committee had a productive meeting, devoting time to discussing the Strategic Plan.
- Appreciation was expressed to those committees that have shared information for the plan.
- The Policy/Procedures manual is a work in progress. The goal is to have a final document to present at the Board meeting in June.

President Elect's Report: Laura Otten

-The SLLA (Summer Leadership and Learning Academy) will be held at Crystal Mountain, Tuesday-Thursday, July 28-30, 2015.

Executive Secretary's Report: Sara Shriver

- A Thank You card was received from one of the NAFEPA scholarship applicants and shared with the Board members present.
- There will not be a meeting in April

Secretary's Report: Willye Pigott

Minutes from the February meeting were reviewed.

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

Treasurer's Report: Sam Ewing

- MAS/FPS Balance Sheet as of March 2, 2015 was shared with the Board members present.
- The CDs (Certificates of Deposit) expire September, 2015. (Max inquired about the expiration date of the CDs).
- The current CDs have five years expiration dates.
- Most of the expenses from the Winter Institute have been paid.

ACTION ITEM: Moved by Ilise Goldman second by Phil Francis to file the Treasurer's Report for audit.

Old Business:

*Policy/Procedures/Board Handbook: Section F

- RFP section (procedures): These are the procedures for reviewing and requesting RFPs.
- Every three years, the organization asks for a RFP for Clerical Support and Technical Support (not web design) services.
- The Executive Committee is requesting giving current contractors first rights of refusal to the RFP.
- RFPs for Clerical Support and Technical Support are for three years but the contracts are annually.
- The organization will consider including a "right of first refusal" in this section. If this is the direction of the Board, language will be drafted and shared with the Board.
- Max Fulkerson shared that the Code of Ethics are included in Sections C and F. President Miller suggested it gets removed from Section F.
- Karon Yeager inquired about information regarding the Compliance Officer (Whistleblower Protection).
- The Compliance Officer is the President of the organization unless the complaint/violation involves the President. If it involves the President, the President Elect will assume the duties of the Compliance Officer for that complaint/violation.
- Acting in Good Faith: Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be reviewed as a serious disciplinary offense.
- Remove "disciplinary" from this section.
- Sara will email Sections G and H to the Board members to review prior to the meeting in May.

New Business

Elections:

Elections Committee: Sam Ewing, Judy Handley and Laura Otten

- The positions of President-Elect and Secretary are available.
- This is the year to elect Congressional Representatives for odd numbered congressional districts. If you know someone interested in these positions, please have them contact the election committee.

Awards: (Linda Brown, Roberta Stanley Legislative, Educator and Exhibitor)

-Nomination forms for the awards will be sent via Survey Monkey. The dates for completion and submission are March 17-27, 2015.

-The recipients will be announced at the meeting in June and the awards will be presented during the Fall Institute.

Committee Reports:

Legislative: Jan Callis

- Module One will be piloted next week with Jan's group.
- Module Two is underway.
- Module Three--- looking for support from students involved in graphic designs.
- Results from the legislative survey were shared.
- The committee would like a legislative update from Linda Larvick.

Communications: Rick Heitmeyer

- There have been ongoing discussions regarding using advertisements in the *Informer*. This idea will be put on hold for now.
- The committee plans to survey (six-ten questions) the membership to help determine if they find value in the *Informer*.
- The survey is to be completed in May.

Organizations/Systems: Max Fulkerson

- The committee reviewed the deliverables. There are some items that need to be removed for several reasons.
- The committee plans to develop mentoring strategies and materials this summer
- Within the mentoring system, update the responsibilities of the Congressional Representatives.

Professional Learning/Fall Institute: Lynne Batchelder

- Speakers (including Tiffany Winters—Brustein/Manasevit) have been secured for the Fall Institute.
- ESEA (Elementary Secondary Education Act) is celebrating its fiftieth anniversary and the committee is planning a birthday celebration.
- Suggestion: Congressional Representatives are introduced with the MDE Consultants during the Fall Institute.
- Jill Pastor and Phil Francis are the chairpersons for the 2016 Winter Institute.

Project Reports:

Project proposals should come to the Board with the continuation of any projects.

Finance Project: Marie (see handout)

- The sessions were reduced from three sessions to two sessions and the sites were increased to three sites.
- Expenses (\$2,800) exceeded the original proposal. The purchase of the new regulations and guidance book was added. A copy of the book was given to each participant.

Parent Project: Sam Ewing

- This project has been in place for six years.
- Both sessions were cancelled due to lack of adequate enrollment.
- TIPS (Teachers Involving Parents) was also cancelled due to lack of registrations.

***Professional Development:** Marie Miller

- The format of this project will probably change because of funding.
- This is an interim report because the spring forum hasn't occurred. A final report on this project will be shared at the June meeting.

***Boot Camp:** Glenda Virden

- There is a need for the Boot Camps (Principals).
- There were 187 participants at the Principals' Boot Camps.

- The Camps have been going very well, able to get a profit and the feedback is very positive.
- Judy is doing a great job reaching out around the state to get people involved. The project managers are currently waiting for ESEA reauthorization so that the information to be shared at the Boot Camps can be updated. The intention is to present a Boot Camp proposal at the May meeting.

****Mike Radke**

- At the national level, the House voted on the ESEA last week.
- Chances of reauthorization are declining. It might not happen until after the election and goes into effect after the election.
- The House wants to include that federal funds follow the student.
- MDE Consultants are seeing great things in On-sites Reviews regarding the Consolidated Application and student achievement is increasing.
- During the Title I national conference, it was mentioned there are three things that great schools are doing across the country to make a difference in student achievement:

1. Implementing activities of substance with each strand of the School Improvement and District Improvement frameworks
2. The districts' are strengthening their infrastructure (curriculum, great teachers, financial system, etc.).
3. School Improvement process has to address the needs of students. Too many things not done well don't see any gains. Program evaluation is the key as well as fidelity of implementation.

Adjournment:

ACTION ITEM: Moved by Lynn Batchelder second by Syndee Malek to adjourn the meeting at 11:57 a.m. Motion carried.

NOTE: There will not be a MAS/FPS Board meeting in April.

Next meeting: Thursday, May 14, 2015, 8:30 a.m. Comfort Inn, Canal Road

Respectfully Submitted,
Willye Pigott
 Secretary