

**Michigan Association of State and Federal Program Specialists**  
**Comfort Inn, Lansing, MI**  
**May 8, 2014**  
**8:30 a.m**

**MINUTES**

**Call to Order:** The meeting was called to order by President Judy Handley at 8:30 a.m.

**Attendance:** Jennifer Allen, Lynn Batchelder, Mike Burde, Sam Ewing, Max Fulkerson, Ilise Goldman, Judy Handley, Kathleen McBroom, Marie Miller, Laura Otten, Jill Pastor, Sally Perkins, Willye Pigott, Tom Reeder, Karen Ruple, Sara Shriver, Shereen Tabrizi, Grace Velchansky, Glenda Virden, Karon Yeager, Brett Zuver

**Excused Absences:** Shelly Alwardt, Jan Callis, Peggy Coulouris, Paula Daniels, Linda Forward, Rick Heitmeyer, Jolia Hill, Denyse Jones, Randy Lindquist, Margaret Madigan Syndee Malek, Robin Meeks, Mike Radke, Tricia Root, Michele Sandro, Sharon Spencer, Robert Stead, Kristi Teal, Pam Varga, Sue Warren, Fred Williams

**Approval of Agenda:**

**ACTION ITEM:** Moved by Jill Pastor second by Glenda Virden to accept the agenda as presented. Motion carried.

**President's Report:** Judy Handley

- Special Projects Committee and Sara have put together the 2014-15 Professional Development calendar.
- The PD calendar can be used to help complete the Consolidated Application.

**President Elect's Report:** Marie Miller

- Marie visited Great Wolf Lodge (Traverse City) to check-out the facility as an adequate facility for the Summer Leadership Learning Academy.
- Going paperless will be a cost saving to the organization.
- Beginning fall 2014, the agenda and handouts will be emailed to the Board members one week prior to the Board meeting.
- Please contact Marie if you'd like to have something additional at the SLLA. Currently we will be working on Policy/Procedures and the Strategic Plan.

**Executive Secretary's Report:** Sara Shriver

- The on-line registration for the Annual Meeting will be coming out soon.
- There will be two registrations, please complete and submit the registration that is for Board members.

**Secretary's Report:** Willye Pigott

The minutes from the April meeting were shared with the Board members present.

**Corrections:** Change the spelling of Sean's last name **Hennnika** to **Hennika**

**ACTION ITEM:** Moved by Marie Miller to approve the minutes with the necessary correction second by Sam Ewing. Motion carried.

**Treasurer's Report:** Sam Ewing

- We need to consider areas to reduce costs.
- Sam is willing to work with the Executive Board for ideas/suggestions regarding this issue.

**ACTION ITEM:** Moved by Grace Velchansky second by Ilise Goldman to submit the Treasurer's report for audit. Motion carried.

**\*Program Evaluation Tool Presentation:** Shereen Tabrizi (MDE)

- A DRAFT of the (frequently asked questions) FAQ document was shared and feedback was received from Board members.
- Every supplemental program needs to be evaluated, but only one is required to be submitted (the program that makes the greatest impact on student achievement).
- The Program Evaluation tool is required to be completed in ASSIST by June 30, 2015 and annually thereafter.
- The Evaluation Tool is a separate task to be submitted in ASSIST.

**Old Business:**

**Boot Camp Projections:** Judy Handley

- Pre-Institute data was included in the proposal as a follow up to a question from Max at the April meeting.
- 2014-15 Boot Camp proposals and the flyer were shared.
- Board members were encouraged to share this information with their district.

**New Business:** Judy Handley

**\*Election results:**

- 2014 President –Elect, Treasurer and election results (even numbers) for the Congressional Districts were shared.
- President Elect: Laura Otten
- Treasurer: Sam Ewing
- Congressional District 2: Lynn Batchelder
- Congressional District 4: Kristi Teall, Alternate: Rick Heitmeyer
- Congressional District 6: Karon Yeager
- Congressional District 8: Max Fulkerson
- Congressional District 10: Jennifer Allen

- Congressional District 12: Jill Pastor; Alternate: Kathleen McBroom
- Congressional District 14: Jolia Hill; Alternate: Sally Perkins
- Appointment of Robyn Meeks as Alternate for District 13
- Appointment of Representatives for Congressional District 1: There was a suggestion for two representatives (upper/lower peninsula).
- It was decided to wait until later to have alternates for District 1.
- Congressional District appointments are for the remainder of the year. Election will be held next spring

**ACTION ITEM:** Moved by Glenda Virden to have two representatives for District 1 second by Sally Perkins. Motion carried.

**ACTION ITEM:** Moved by Grace Velchansky to appoint Tammy Hereau and Arnae Sajdak as the representatives for Congressional District 1 second by Max Fulkerson. Motion carried

**\*Awards:** Judy Handley

- The nominations for the awards were shared.
- Winners will be announced at the Board meeting in June.
- There was not a nomination for the Exhibitor's award.

### **Committee Reports:**

\*Communications: None

\*Legislative--Grace Velchansky

The committee will be meeting today after the Board meeting.

\*Professional Learning: Marie Miller

None

\*Organization/Systems--Max Fulkerson

- The committee is caught up with the deliverables.
- The committee will meet during the SLLA.

\*Project Reports: Marie Miller and Sam Ewing

None

Title I Reports

MDE

Karen Ruple

- School Improvement regional conferences are in progress.
- Title I revised set-aside information submitted to the USED was shared.
- Newly identified Title I Priority schools (2014) will not need to do a set-aside amount.
- The Reform/Redesign Plans are being used instead of the School Improvement Plans for the Priority schools.

- Priority schools will not need to complete the goals, plans, Executive Summary and stakeholder engagement.
- The Unpacking Tool document will be used by the School Reform Office Consultants to monitor program implementation.
- This document will not need to be submitted to SRO (School Reform Office).
- There's discussion regarding discontinuing the SDC (Superintendent's Dropout Challenge).

**NAFEPA Report:** Marie Miller, Sam Ewing and Glenda Virden  
Election results were announced.

**Other:** Judy Handley

A financial summary of the 2013-14 events was shared.

**Adjournment:** Meeting adjourned 11:24 AM

Respectfully Submitted,  
Willye Pigott,  
Secretary