

Michigan Association of State and Federal Program Specialists

Board Meeting

May 14, 2015

8:30 a.m.

Minutes

Call to Order: The meeting was called to order by President Marie Miller at 8:40 a.m.

Attendance: Jennifer Allen, Lynn Batchelder, , Jan Callis, Paula Daniels, Sam Ewing Phil Francis, Max Fulkerson, Ilise Goldman, Judy Handley, Rick Heitmeyer, Syndee Malek, Kathleen McBroom, Marie Miller, Laura Otten, Jill Pastor, Sally Perkins, Tom Reeder, Sara Shriver, Grace Velchansky, Karon Yeager

Excused Absences: Shelly Alwardt, Mike Burde , Jolia Hill, Robbin Meeks, Willye Pigott, Mike Radke, Karen Ruple, Arnae Sajdak, Michele Sandro, Sharon Spencer, Kristi Teall, Glenda Virden, Sue Warren

Special Guest: Sarah-Kate LaVan, MDE

Approval of Agenda

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

ACTION ITEM:

Moved by Grace Velchansky second by Sam Ewing to accept the agenda as amended. Motion carried

Title I Reports

MDE Reports: Sarah-Kate LaVan from MDE Office of Educator Preparation Shared the document "Michigan's State Plan to Ensure Equitable Access to Excellent Educators" that was recently presented to the State Board of Education. Members were encouraged to ask questions and provide additional feedback to the email addresses at the end of the packet.

President's Report: Marie Miller

- The Executive Committee had a productive meeting that included evaluating the Executive Secretary.
- The Organization is seeking additional historical data including the number of years each member has served on the Board. Perhaps reviewing the list of presidents will assist you in remembering this information.

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. Check in is at 3:00 but you have access to all of the amenities when you arrive. Lodging reservations must be made prior to June 27.

There will be a family dinner Tuesday evening, and you will receive vouchers for their restaurant, The Wild Tomato, for Wed. and Thurs. breakfast as well as Thursday lunch.

We will begin with light refreshments from noon to 1PM on the 27th. Our first session will begin at 1:00.

Please complete the attendance information for the SLLA: Attending, # attending and check if you need the book.

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.

- Plans are underway for Our Annual Meeting in June at the Crowne Plaza. Lunch will be at noon and the Annual Meeting will begin at 1PM.

Secretary's Report: Marie presented in Willye Pigott absence.

Minutes from the March meeting were reviewed.

ACTION ITEM: Moved by Jill Pastor and second by Syndee Malek to accept the minutes. Motion carried.

Treasurer's Report: Sam Ewing

- MAS/FPS Balance Sheet as of May 1, 2015 was shared with the Board members present.
- We currently have a balance of about \$250,000. We had budgeted for a loss of \$35,000 and are currently at approximately \$27,000.

ACTION ITEM: Moved by Phil Francis and second by Tom Reeder to file the Treasurer's Report for audit.

Old Business:

Elections: Congratulations to the Congressional Representatives for the odd numbered districts. We have a new representative for District 1, Anders Hill from Houghton-Portage Township Schools. Willye Pigott has been elected as Secretary for another term, and Syndee Malek was elected as President-Elect for the 2015-16 year.

New Business

Awards: Nominations took place in March. We had no nominations for the Exhibitor or Roberta Stanley Legislative Awards. The criteria for the Educator of the Year and the Linda Brown Lifetime Achievement Award were distributed. The roster was screened for eligibility. The nominations were distributed as well as the ballots for the Congressional District Representatives or the Alternate as well as the Executive Committee. Members were asked to review the criteria and read through the nominations prior to voting. The recipients will be announced at the meeting in June and the awards will be presented during the Fall Institute.

Project Proposals: The Boot Camp proposal was presented for approval. The proposal is similar to past years. It was noted that the registration fee has not been increased in at least 3 years in an effort to be affordable for school districts. Discussion followed. Anyone interested in presenting should contact Judy so that training can be scheduled. Moved by Jill Pastor and second by Grace Velchansky to accept the proposal. Motion carried

The Finance proposal was presented by Marie. While there is not a large profit expected from this project discussion followed that this is a necessary project since the Uniform Grants Guidance will go into effect for the 201516 Consolidated Grants. Discussion followed. Moved by Laura Otten and second by Grace Velchansky to accept the proposal. Motion carried

NAFEPA Representative: MAS/FPS has an open representative position since Sam is a voting member as the NAFEPA Treasurer. Only two people expressed interest in being the representative. Phil Francis was nominated for this position. Moved by Jill Pastor and second by Lynn Batchelder to have Phil Francis Represent MAS/FPS at NAFEPA for the next 2 years..

Motion carried

Committee Reports:

Legislative: Jan Callis

- Wendy Larvick will do a legislative update later on this morning.
- The committee will provide an update on the board survey in June.
- The committee anticipates needing 4 work days for next year.

Communications: Rick Heitmeyer

- The committee is looking for articles for the final edition of the *Informer*. Discussion followed. It was suggested that we should post any articles on our website rather than distribute the e-news.
- Rick stated that the committee still needs to update their goals for this year.

Organizations/Systems: no report

Professional Learning/Fall Institute: Lynne Batchelder

- Keynote speakers have been finalized as well as the breakout sessions. There is a good mix of breakouts from across the state and for all levels. They're in the process of finalizing all details.
- **Winter Institute:** Jill Pastor and Phil Francis are the chairpersons for the 2016 Winter Institute and are in the preliminary stages of planning.

MDE Reports: Paula Daniels will now be the official MDE representative at our meetings.

Mike Radke will still attend when his schedule permits.

- No word yet on the approval of the Flex Waiver from the US Dept. of Ed.
- MiExcel support will continue for Priority and Focus schools
- SIG4 application is at the federal level. The goal is still to have them up and running for the start of the 15-16 school year.
- Tech Plans are no longer required but will be integrated. Check for the e-mail on 5-14 regarding this topic.
- OFS: Spring workshops are underway. They are looking to identify common concerns and will work with MAS/FPS if they can identify potential projects to support the districts.
- Title I preliminary allocations have been released. Funds have been reduced from past years. Districts may not be receiving any additional funds.
- OFS is piloting an alternative process for OSRs. Volunteer districts will meet with the consultants throughout the year to identify areas for improvement, and they are making changes throughout the year and prior to the official OSR visit. This has resulted in "no changes being required", thus eliminating the need for follow up for the ensuing year. This is a move to quality rather than compliance.
- Offices are being restructured at MDE.
- MEGS+ has 2 new training guides to help support practitioners.
- Mike has issued a memo regarding 31a. BE sure to read the memo carefully. The 31a Program Report will still be due on July 15. While the old template may not exactly fit the current legislation, you are encouraged to complete it as best as you can.
- The Program Evaluation Tool must also be submitted. Again, do the best that you can when reporting your evaluation.

NAFEPA Report:

- The NAFEPA Fall planning workshop is scheduled for September in New Orleans. This is when the organization plans for the upcoming year.
- There may be some issues that we'll have to deal with related to membership costs under the new Uniform Grants Guidance. We'll be updated as the NAFEPA representatives learn more.
- Michigan had one of the three NAFEPA scholarships winners. The recipient is Chloe White who attends a charter school in Detroit.

Legislative Committee Federal Update: The Legislative Committee just received word that Wendy Larvick (MDE) will be unable to attend today's meeting.

Policy and Procedures Manual:

- Section G was reviewed and suggestions were made for clarity.
- Section H relates to NAFEPA so our NAFEPA Representatives (Marie Miller and Sam Ewing) will review and edit.
- It was noted that we still need to add procedures outlining who will receive a 1099 and what kind of expenditures/reimbursements will qualify for a 1099.

Adjournment:

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

Next meeting: Thursday, June 11, 2015, 8:30 a.m. Crowne Plaza on Creyts Road, Lansing Luncheon and Annual Meeting to follow.

Respectfully Submitted,
Judy Handley