

**Michigan Association of State and Federal Program Specialists**  
**Comfort Inn, Canal Road, Lansing**  
**November 14, 2013**  
**8:30 a.m.**

**MINUTES**

**Call to Order:** The meeting was called to order by President Judy Handley at 8:38 a.m.

**Attendance:** Jennifer Allen, Lynne Batchelder, Mike Burde, Jan Callis, Paula Daniels, Sam Ewing, Max Fulkerson, Ilise Goldman, Judy Handley, Rick Heitmeyer, Jolia Hill, Kathleen McBroom, Robin Meeks, Marie Miller, Jill Pastor, Sally Perkins, Willye Pigott, Tom Reeder, Karen Ruple, Sara Shriver, Kristi Teall, Pam Varga, Grace Velchansky, Glenda Virden, Karon Yeager

**Excused Absences:** Denyse Jones, Penny Joy, Debbie Kitson, Michele Lemire, Margaret Madigan, Syndee Malek, Laura Otten, Mike Radke, Tricia Root, Michele Sandro, Sharon Spencer, Robert Stead, Sue Warren, Fred Williams

**Approval of Agenda**

**ACTION ITEM:** Moved by Grace Velchansky second by Marie Miller to approve the agenda as presented. Motion carried.

**President's Report:** Judy Handley

- The Executive Board will be meeting following the regular Board meeting to review the Constitution (By-laws).
- After reviewing the Constitution, the Executive Board will present its recommendations to the Board members.
- MAISA (Michigan Association of Intermediate School Administrators): Tom Reeder shared information regarding the preliminary request for proposals from MAISA.
- All the RFPs presented are currently existing grants.
- The proposals require training ISD staff to work with Priority Schools. Karen Ruple shared this clarification.
- The new RFPs are for the 2014-15 school year.

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

- The dates for SLLA (Summer Leadership Learning Academy) are July 30-August 1, 2014, Great Wolf Lodge, Traverse City. **(year correction)**
- A meeting will be scheduled after January, 2014 for all the project managers.

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

- Thank you cards were shared from Michele Sandro (recipient of the Educator of the Year Award) and Margaret Madigan (recognition of her retirement)
- Flyers for the Winter Institute are now available.

- The Board members will complete a questionnaire regarding their availability to attend the April meeting. The results from the questionnaire will help determine whether a Board meeting will be held in April, 2014.

**Secretary's Report:** Willye Pigott

**ACTION ITEM:** Moved by Paula Daniels second by Glenda Virden to accept minutes with the necessary correction. Motion carried.

**Correction:** Add Ilise Goldman's name to the October "Excused Absence" list.

**Treasurer's Report:** Sam Ewing

- The November 9, 2013 Balance Sheet was shared with the Board.
- The balance shows a negative because several invoices (Boot Camps, Projects and Fall Institute) have been paid.
- Increased attendance at the Winter Institute would be helpful to the organization's budget.

**ACTION ITEM:** Moved by Jill Pastor second by Ilise Goldman to accept the Treasurer's report as presented. Motion carried.

**Old Business:**

\*Develop Membership Survey regarding professional learning:

- The Board members present shared their input to questions to be included on the survey.
- The survey will be given to the Communication Committee for review and will be shared at the December Board meeting.

\*Strategic Plan approval:

**ACTION ITEM:** Moved by Marie Miller to accept the Strategic Plan and move forward with it, second by Glenda Virden. After discussion, the motion was opposed because the Legislative goal needs to be amended.

The Legislative committee will amend the goal and share the amendments at the December meeting.

**New Business:**

\*Communication Committee Marketing Plan for selling Ads for the *Informer* (Tom Reeder)  
Tom shared the proposal for Ads for the *Informer*.

**ACTION ITEM:** Moved by Jill Pastor to accept the proposal (w/amendments) for Ads in the *Informer* second by Glenda Virden. Motion carried.

- Board members were reminded to submit articles to the *Informer*.
- On-going articles in the *Informer* will be considered including a Legislative hot topic.

\*Learnport Presentation--Karen Ruple [www.learnport.org](http://www.learnport.org)

- This is a free resource to MI educators.
- Karen demonstrated the use of Learnport. This site includes on-line professional development for educators.
- The modules can be used for SCECHs.
- There are various modules including School Improvement, how to use data, MTSS (Multi-tier Systems of Support) modules.

\*Resignation of Penny Joy (Alternate Region 11): Judy Handley

The Executive Board is in the process of discussing procedures for the position of Alternates.

\*Nominations for State Leadership Award: Judy Handley

- Surveys will be emailed to members asking for nominations for this award.
- Nominees cannot have received this award within the last 5 years.

\*Legislative Committee report: Jan Callis

- The committee will be meeting after the Board meeting.
- Wendy Larvick will be attending the meeting in December to help build our capacity of how Congressional Representatives work with the legislators.

\*Organizational and Systems: Max Fulkerson

The committee will be meeting after the Board meeting.

\*Professional Learning: Marie Miller

- The committee plans to meet an hour **after** the Board meeting when necessary. **(correction: changed “before” to “after”)**
- The committee wants to seek clarification for the roles of Professional Learning.
- The committee needs to decide who will be the Chairperson.
- Minutes from committee meetings will be emailed to Sara Shriver.

\*Special Projects Updates: Marie Miller

- Parent projects (fall) have been completed.
- Attendance has been lower than the previous two years.
- There are better responses when the projects are held at the ISDs

\*Finance Project: Marie Miller

- The attendance is lower than last year.
- The next Finance Project will be held in January, 2014.

\*Procedures and Processes Project: Tom Reeder

This project is currently on-hold.

\*Evaluation Project: Sam Ewing

- Data utilization workshop will be held December 5 (Ypsilanti) and December 13.
- The registration is on-line through C-vent.
- There have been two sessions held regarding the Evaluation Tool.

- The purpose of the sessions is how to use internal assessments to drive instruction and the SIP (School Improvement Plan).

\*Boot Camp: Judy Handley

- Two Boot Camps for directors have been held.
- Two Boot Camps are scheduled for December 18 (Kent) and December 20 (Muskegon)

### **Title I Reports:**

#### **MDE**

Karen Ruple

- Pilots for the SIF (School Improvement Frameworks) have been held.
- MDE has debriefed with two schools and clarified some of the language.
- If you have any promising practices happening in your school, please email them to Karen Ruple.
- MDE is accepting more feedback on the Waiver.
- The USDOE wants to know what MDE is doing to support Title I schools that are not identified as Focus, Priority or Reward?

#### **NAFEPA Reports:** Marie Miller

- MAS/FPS will award three state scholarships (\$1500, \$1000 and \$500) this year.
- Scholarship applications are due no later than 5 p.m., January 8, 2014.
- Sam Ewing is going to coordinate the scholarship applications.
- All scholarship applications will be mailed directly to Sam Ewing.
- Applications will be reviewed after the adjournment of the January meeting.

**ACTION ITEM:** Moved by Lynne Batchelder that the organization supports the NAFEPA auction for the benefit of scholarships second by Sally Perkins. Motion carried.

**Adjournment:** 11:45 a.m.

Respectfully Submitted,  
Willye Pigott  
Secretary