

Michigan Association of State and Federal Program Specialists
Comfort Inn, Canal Road, Lansing
October 10, 2013
8:30-11:45 a.m.

MINUTES

Call to Order: The meeting was called to order by President Judy Handley at 8:43 a.m.

Attendance: Jennifer Allen, Mike Burde, Jan Callis, Paula Daniels, Sam Ewing, Max Fulkerson, Judy Handley, Syndee Malek, Robin Meeks, Laura Otten, Jill Pastor, Sally Perkins, Willye Pigott, Mike Radke, Tom Reeder, Karen Ruple, Sara Shriver, Sharon Spencer, Kristi Teall, Grace Velchansky, Glenda Virden, Karon Yeager

Excused Absences: Lynn Batchelder, Linda Forward, Margarita Frommert, Rick Heitmeyer, Debbie Kitson, Michele Lemire, Margaret Madigan, Marie Miller, Tricia Root, Michele Sandro

Correction: Ilise Goldman

Approval of Agenda

ACTION ITEM: Moved by Tom Reeder second by Sam Ewing to approve the agenda as presented. Motion carried.

President's Report: Judy Handley
There was not an official report per President Handley.

President Elect's Report: Marie Miller (excused absence)

Executive Secretary's Report: Sara Shriver
Sara shared a correspondence (thank you card) from Judy Handley's family to the organization for its expression of condolences shown during the family's time of bereavement.

Secretary's Report: Willye Pigott

ACTION ITEM: Moved by Grace Velchansky second by Glenda Virden to accept the minutes from the October meeting. Motion carried.

Treasurer's Report: Sam Ewing

- The balance sheet as of Oct. 7, 2013 was shared.
- Invoices from the Fall Directors' Institute are in the process of being paid.

ACTION ITEM: Moved by Paula Daniels second by Max Fulkerson to approve the Treasurer's report. Motion carried.

Old Business:

Strategic Plan: Judy Handley

A **DRAFT** of the Strategic Plan was shared with the Board members present.

- There are four committees assigned to review the four areas of the Strategic Plan.
- The committees are: Professional Learning—Marie Miller (Chairperson), Legislative Impact--Jan Callis (Chairperson), Communication--Rick Heitmeyer (Chairperson) and Organization Systems, Growth and Sustainability—Max Fulkerson (Chairperson)
- Each committee reviewed the Strategic Plan for revisions.
- An agenda template was shared for each group to complete during its meetings.
- Judy suggested that each committee meets monthly and also decide when the meetings will be held outside the regular monthly Board meeting.
- Minutes from the committee meetings are to be shared at the following Board meeting.
- Judy asked the Chairperson of each committee to please provide her with a list of its proposed meeting dates and times.
- Judy will email the committee's agenda template to the Chairpersons

Committee Reports:

***Communication:** Tom Reeder

- The committee will be working on a Marketing plan that is due in November.
- Rick Heitmeyer is continuously seeking articles for the *Informer*.

***Organization Systems, Growth and Sustainability:** Max Fulkerson

- The committee prefers to use the virtual meeting option.
- Deliverables: 9.1.1 and 9.1.3 will be addressed by the Executive Board.

***Legislative Impact:** Grace Velchansky

- The committee met after the October Board meeting.
- The committee will be reviewing the Strategic Plan's goals and objectives.

***Professional Learning:** Syndee Malek

- This committee will meet after each monthly Board meeting.
- The roles of this committee are to monitor the Strategic Plan and ensure that it is on track and moving along as planned; monitor projects to ensure that they are included in the Strategic Plan.

New Business

Membership Survey: Sara Shriver

- There were questions regarding the Membership Survey: How often should the survey be administered? Who is responsible for generating the survey?
- The development of the Membership Survey will be included on the agenda for the November meeting.

2013 Fall Directors' Institute Final Report: Sara Shriver

- Participants were satisfied with the keynote speakers and the breakout sessions.
- 100% of the participants were satisfied with the facility.
- There were 254 attendees at the Fall Directors' Institute.

- The Fall Directors' Institute (2014) will be held at the Grand Traverse Resort, Traverse City.

2014 Winter Institute Planning Report: Grace Velchansky

- The committee met the evening of October 9, 2013.
- **Theme:** High Level Strategies for Learning
- Thomas Many will be the keynote speaker February 7, 2014

Title I Reports

MDE

Mike Radke

- Program Evaluation: MDE will be requiring LEAs to complete this tool.
- A DRAFT of the Program Evaluation tool is currently in ASSIST. Revisions are being made to the tool.
- MDE is seeking input from MAS/FPS regarding the process of Program Evaluation.
- MDE is moving toward performance/outcome measures. The bottom line is closing the gap and student achievement.
- If students are not achieving, something in the plan isn't working. We need to look at what isn't working and do something different.
- Program evaluation for the evidence of student achievement requires multiple data.
- Professional development for GEMS (Grants Electronics Management System) is currently occurring.
- Dr. Radke expressed his thanks and appreciation to the organization for its recognition and accolades given to Margaret Madigan (retiring) at the Fall Directors' Institute.

Karen Ruple:

- Karen shared the results of the public comments regarding Michigan's ESEA Flexibility Waiver. The comments were collected at the end of the Fall Directors' Institute (September 27, 2013).
- A webinar is scheduled for October 11, 2013, 9:00 a.m. for the schools/districts piloting the School Improvement Frameworks.

NAFEPA Reports: Glenda Virden and Sam Ewing

- A phone conference will be held October 11, 2013.
- The dates for the NAFEPA conference are March 16-19, 2014.

Adjournment: 11:32 a.m.

Respectfully Submitted,

Willye Pigott

Secretary