

Michigan Association of State and Federal Program Specialists

January 12, 2006
Regular Meeting
Lansing, Michigan

Minutes

Attendance:

Harmon Beekman	Linda Brown	Holli Buck	Jan Callis
Paula Daniels	Judy Handley	Deborah Kitson	Carol Lantz
Julie Lemond	Jeanette Magsig	Barry Martin	Marie Miller
Robyn Mosher	Terry Pawl	Willye Pigott	James Reese
Karen Ruple	Sara Shriver	Michele Videtich	Glenda Viriden
Sue Warren	Karon Yeager		

Excused Absences: Sam Ewing, Yvonne Caamal Canul, Milt Collins, Bob Peper, Michele Sandro, Catherine Tibbett, Roberta Stanley

Call to Order: 9:00 A.M.

Welcome Introductions – President Sara Shriver

Sara Shriver welcomed Willye Pigott as the new Representative for District 7.

Modifications to Agenda

Additions:

Book Study - after MDE report
New Business:
E-News Editor Position
Treasurer Position
Project Proposal- Michele Videtich

Deletions:

New Business -Job Descriptions

President's Report – Sara Shriver

- The Ways and Means Committee will meet at the UP Conference on April 27 at 6 p.m.
- Congressional representatives will have “mini-workshop” after the March 9th meeting. We will meet until about 4 p.m.
- Reminder- February 8th Book Study “*Five Point Play*”– Peggy Coulouris “Caring”
- Sara polled the group for the number of persons who would be attending the NAFEPA Conference.

President-Elect Report – Jeanette Magsig

Judy Handley and Julie Lemond will be co-chairing the 2006 Fall Directors' Institute. A member at large from the west side of the state has also agreed to work on the committee.

Secretary's Report – Paula Daniels

Minutes submitted for file with amendments.

Treasurer's Report

Treasurer absent - no report

Executive Secretary's Report – Harmon Beekman

Communications:

- Thank you note - Michele Videtich for flowers
- Grosse Pointe – North Point High School – principal vacancy posting
- NAFEPA Membership – Elizabeth Pinkerton provided a list of Michigan's NAFEPA members for review.

NAFEPA Report – Marie Miller and Glenda Virden

- *NAFEPA Scholarship* - Glenda asked if any NAFEPA scholarship forms had been received. It was reported that none have been submitted so far.
- *NAFEPA Yearbook* - Every two years NAFEPA creates a yearbook that gives NAFEPA history. The yearbook also includes information about state organizations. Marie shared the draft of our submission for the NAFEPA yearbook. Additions will include a picture of the board and the leadership awardees.
- *NAFEPA Presentation* - Karen Ruple reported that there was a tremendous response from board members. Final presentation recommendations were shared. Karen will lead the team in completing the project.

MDE – Linda Brown

The *appropriations* have been passed.

Title I: Title I reports in at 99 percent at the Federal level. This will vary for individual states and school districts. Census poverty estimates will be used to determine funding. Note: We want to recommend that free and reduced lunch data be used to determine poverty rather than the poverty census count.

Other Funding Levels:

Title II A held at 99%

Title IID Technology – just above 50%

Title V - 50%

Safe and Drug Free Schools – 50%

CSR – 4% - (virtually eliminated) the state will combine this allocation with the carry over for schools with CSR grants.

Comparability –Your patience is appreciated as you enter the comparability data. Next year, we will be able to bring the staff information forward that was input individually this year. One page per school will be provided for editing all information.

Error messages – Some errors have come because users have saved a **blank page**. If this has happened, delete the “blank page” to correct this error. To upload the electronic

report, hit enter. The report should be submitted by the end of the month. Completion of this report will resolve this compliance issue with the USDE.

Supplemental Education Service Web Based Application –It is recommended that every Title I school district register staff users for the new web based application that will be available through MEIS at the end of January. Even though this application is for schools that are in Phase 2 or higher needing supplemental services, these districts should ensure that MEIS security clearance is completed incase SES is needed. Building and district level users will be identified. At the end of August, the information will be retrieved and used as a part of the SES evaluation. Debbie Strange from HELP-DESK is providing assistance for the application.

SES Evaluation – An invitation to bid for the SES evaluation is now posted. Districts will be asked to complete surveys. District level, building level and parent survey samplings will be obtained. Survey completion will probably come next fall. The MDE will be monitoring for satisfaction and effectiveness of service. Analysis will include comparisons of MEAP scores and student performance between SES recipients and non-recipients. A match comparison will be attempted. After 2 years, the MDE is obligated to remove providers from the approved list if they are found to be ineffective.

Performance Indicators ED Yes! Report- Some progress is reported on using the new School Improvement Framework Performance Indicators. Rubrics have been written and are close to being finalized for the new performance indicators. Lively discussions about whether schools should be scored by *where they fall on the rubrics* or *whether they are using the information* to engage genuine school involvement planning is taking place. Current indicators will be used for one more year.

Karen Ruple reported that the committee is taking a close look at the “self evaluation.” Discussions center on the evaluation taking into consideration “process” issues. Each building would look at rubrics. Some questions include: “How did we complete it? What parts or which standards do we need to work on? How do we fall short? Can we identify standards that need to be improved? What is our plan? What measures are in place for us to know if we improved? How well did we do what we said we are going to do?” Do we want to just know where you fall on the scale or do we also want to know what are you doing with the information? “Stay tuned!”

Book Study “Five Point Play”– Collective Responsibility – Karen Ruple

Question for consideration: How do effective teams use collective responsibility?

Education discusses “shared leadership.” The School improvement framework refers to the process as “distributive leadership”

Activity: Think of last effective team or committee you served on—what made them effective in shared leadership? Characteristics were shared and discussed.

I/O – Glenda Virden

Directors' Academy Update - Judy provided information regarding the Directors' Academy scheduled for February 8, 2006.

CD - Glenda shared the CD marketing brochure and reported that 200 print copies and 200 CDs have been sold. The CD will be known as the "MAS/FPS State and Federal Programs FIELD GUIDE" which includes: 1) Indexed Organizer Handbook and 2) Electronic Resources CD.

ACTION ITEM: It was moved by Marie and seconded by Harmon to authorize Glenda to obtain quotes for the flier reproduction. If the costs are feasible she is to have them printed. Motion carried.

Washington D.C. Hill Visits – Sara Shriver

Sara asked that those congressional representatives who are going to NAFEP please contact their legislator's education aide and schedule a visit. She said to be sure to tell them, 1) who you are, 2) why you are coming, and 3) what you want to discuss. She reminded us to discuss a change in legislation that would determine poverty by using free and reduced lunch counts.

*****WORK GROUP TIME*****

Winter Institute – Julie Lemond

February 9, 2006 – Kellogg Center, MSU – East Lansing, Michigan

Registration to date: 97 paid; 43 complimentary

The Office of Field Services department will be attending.

UP Conference – Catherine Tibbett and Deb Kitson

April 27-28, 2006 / 8:30 a.m.-3:15 p.m. each day.

Keynote Speakers: Pat Crumm / Mind of Boys; Gary Bower / My Michigan Kid;

Kelli Brigani – NCLB Compliance Insider; Ed Roeper / MDE-Educational Assessment and Accountability

Fall Institute – Julie Lemond and Judy Handley

- Grand Traverse – November 13-14.
- Post conference November 15.
- Theme: *Charting the Course in Michigan Schools: Implementing No Child Left Behind*
- Don Bartlett keynoter on second day. Grand Traverse
- Yvonne Canal-Caamal, MDE-Office of School Improvement and Bruce Hunter, AASA Associate Executive Director, Public Policy are scheduled to appear on the second day.

Thinking Maps - No report

MASFPS Goals/Strategies – Sara Shriver

Sam, Jeanette, and Sara met to refine the goals and strategies.

Executive Committee Goals and Strategies:

- The Executive Committee for MASFPS will communicate more effectively.
- The Executive Committee of MASFPS will increase service to members.
- The Executive Committee will enhance the leadership necessary to provide members with direction and guidance on compliance and best practices.

NEW BUSINESS

Executive Secretary Position

Sara reviewed the RFP for Executive Secretarial Service. Applications should be submitted by February 7, 2006. On the 8th, the board will review the submissions and hold interviews between now and March. Hopefully, the candidate will be ready for submission at March the meeting. The goal is to have the person work with Harmon for a month.

ACTION ITEM: It was moved with regrets by Catherine Tibbett and supported by Jeanette Magsig to accept Harmon Beekman's resignation. Motion carried.

Webmaster Position–Sara Shriver

ACTION ITEM: It was moved by Marie and seconded by Michele V. to engage Holli Buck as the new Webmaster. Motion carried.

Website Committee: Terri Pawl, Bob Peper, Jim Reese, Karen Ruple, Karon Yeager, Sam Ewing, and Peggy Coulouris. Karen Ruple will serve as the primary contact.

Treasurer Position – Jeanette Magsig

Jeanette proposed that we consider providing an honorarium for the treasurer because of increased roles and responsibility.

ACTION ITEM: It was moved by Karen R. and supported by Julie L. to implement an honorarium of \$2000 for the treasurer to be reviewed annually.

Motion carried.

E-News Position – Sara Shriver

The honorarium that has been awarded to the previous newsletter editors has not carried over to the current editor. It was moved by Deb Kitson and supported by Michele V. to reinstate the newsletter/e-news editor's honorarium - totaling \$1200. (\$100/month)

ACTION ITEM: The motion was amended to read: moved to reinstate the newsletter/e-news editor's honorarium totaling \$1200 (\$100/month) *retroactive to 2004-05 and to be reviewed annually.* Motion carried.

NAFEPA Representative Election– Sara Shriver

The President oversees the management of the NAFEPA representative election process. Sara will prepare information a future meeting.

PROJECT PROPOSAL – Michele Videtich.

“Going to Market” for **PIE: Positively Impacting Education: *Project Purpose*** To effectively equip school leaders with a combination of knowledge about marketing strategies, technological information, and training so that they can more effectively “share their stories” about the needs and challenges they face in education to community members, parents, and legislators in order to promote positive change in education.

Participants would comeback and provide in-service training sessions – Members recommended that the organization fund the project supporting Michele’s expenses–not to exceed \$1200.

ACTION ITEM: It was moved by Harmon and supported Karen R. to approve the project – funding Michele’s attendance at the training in New York. Motion carried.

Field Service Rep Vacancy -Jan Callis

Jan shared that Oakland County is in need of field service representatives. If we are aware of persons who are looking to retire soon we should let them know that Field Service openings are coming available.

E-NEWS - Terry Pawl

Terry distributed a revised E-NEWS schedule. Next Issue Deadline: February 17th.

Adjournment

ACTION ITEM: It was moved by Marie Miller and seconded by Julie Lemond to adjourn.

Motion carried.

Meeting adjourned: 12:32 p.m.