

Michigan Association of State and Federal Program Specialists

Regular Board Meeting Minutes
April 12, 2007

Attendance:

Jan Callis, Paula Daniels, Sam Ewing, Margarita Frommert, Judy Handley, Rick Heitmeyer, Deb Kitson, Julie Lemond, Jeanette Magsig, Marie Miller, Willye Pigott, Mike Radke, Karen Ruple, Melanie Schroder, Sara Shriver, Catherine Tibbett, Glenda Virden, Michele Videtich, Sue Warren, Karon Yeager

Excused Absences:

Milt Collins, Peggy Coulouris, Margaret Madigan, Robyn Mosher, Scott Pitts, Michele Sandro, Roberta Stanley, Sharon Spencer

Call to Order

9:00 A.M.

Introduction / Welcome of Visitors and President's Report – Jeanette Magsig

- Welcome
- ACTION ITEM: It was moved by Marie Miller and Seconded by Sara Shriver to accept the agenda. Motion carried.
- NAFEPA – Those who attended the conference found it very beneficial and informative.

President-Elect's Report – Deb Kitson

- Dates for next year's meetings have been set.
- A team will be visiting the Double J tomorrow and report out at the May meeting.
- Deb will meet with the Professional Development and Institute work teams today.

Secretary's Report – Paula Daniels

ACTION ITEM: It was moved by Sam and seconded by Willye to accept the minutes. Motion carried.

Treasurer's Report – Sam Ewing

- Sam reported that there was an overall good gain from the conferences.
- Boot camp is showing a major profit. After the years of development cost we have now made up for project development losses and have turned a profit.
- We will begin the development of a new product after the reauthorization.

Report Submitted for audit.

ACTION ITEM: It was moved by Deb Kitson and seconded by Glenda Virden to accept the treasurer's report. Motion carried.

Executive Secretary's Report – Sara Shriver

- SES Application reviewers needed.
- Leigh Brougner – SRA Invitation for training

- Dorothy Beardmore Award nomination information shared.
- Thank you note from Deb Kitson
- Election Ballot – post card reminder will be sent to announce elections (5-15-07)
Region 1 – Cathy Tibbett will try to get a person to run
Region 5 – Sue Warren – David Solis as a possible rep.
Region 11 – (Judy Handley)
Region 13 – (Deb Kitson)
We will attempt to find persons to run for Regions 11 and 13, however officers can also continue to serve as the district regional representative.
- DATE CHANGE: June meeting will be June 20th at the Radisson.

NAFEPA Scholarship Award Winner -Michele Videtich – shared a thank you note from the Michigan NAFEPA Scholarship winner, Andrea Rockafellow. Andrea was thrilled and honored to have been selected to receive the award for the national organization.

NAFEPA – Glenda Virden and Marie Miller

Glenda—

Glenda reported that the 2007 NAFEPA Conference was a great success. She presented our state award winners with pictures for the award ceremony.

Deb and Michele shared their experiences at NAFEPA. Glenda encouraged everyone to go to the conference at some time. Michigan had 25 delegates. Glenda thanked everyone for developing the brochure that was distributed.

Next year--- NAFEPA -April 14-17, 2008 Pre conference April 13th – Omni Shoreham.

Marie—

Marie also strongly recommended members to attend NAFEPA. She shared conference breakout session handouts:

- OIG Audit Activities
- Monitoring Fiscal Components
- Key Issues in K-12 Federal Education Programs
- NCLB At 5 Years- Where Have We Been and Where Are We Going?

Professional Learning Activity –Jan Callis/Willye Pigott

Jan reviewed March’s professional learning activities.

SHARE TIME--Reflective Questions:

If you structured a session in your district – what could be used?

What learnings were you able to take away?

How could you apply the process in your district?

Communication / Facilitation Strategies:

- *Sam E.* – Improvement Brainstorming Guidelines- “How do you have teams focus on positive possibilities?”
- *Karon Y.*– Shared strategies used in Kalamazoo
 - “Challenges to Collaborative Teaming” – handout gave a humorous look at ways to combat collaboration challenges.
- *Karen R.*– shared practice of putting EdYes! in to the “clicker” system. Resulted in increased staff participation.
- *Jan C.*– group memory – how to ensure that all voices are heard.
 - Wording – how to capture the words of the group
 - Language of facilitation
 - Questioning formats

MDE Report- Mike Radke

Mike indicated that things are currently “very challenging” at the state department as well as in the local districts. In spite of the challenges, however, they are trying to continue to move things along.

- April 23, 2007 - School Improvement Conference – it is important for people to be there. This will be the “launching pad” for the School Improvement Needs Assessment. It is important for us to have individuals engaged in moving the tool to ensure its successful use and implementation. The school level Needs Assessment tool will be covered at the April 23rd conference.
- Things are coming together—the School Improvement Framework is being used as the coordinating tool along with the S.I. Needs Assessment instrument to help align all school improvement practices. The Needs Assessment and planning tool should help schools develop *one* plan, which when done well, will show that only one plan is needed. The School Improvement Framework and Needs Assessment are going to be supported and incorporated into other things, i.e. Consolidated Application.
- District plans and consolidated application plans should mesh. District level needs and goals are being required to be input into MEGS. This tool should help districts and consultants assess what is included in the applications. They will be looking to ensure that the strategies match the goals. Some issues continue to be ironed out, i.e. uploading of district and building plans and the coordination between and reporting of the two.
- A summary of the districts’ needs will be used with the Consolidated Application this year. There will be a text box provided for a succinct description—no more than 1000 words. A statement of the need and a brief description of the goals tied to the need will be used to help the consultants review the applications. They will be looking for the coordination and support: Need—Goal—Strategy—Activity. The manner in which we address the content may need to be changed. Achievement must be the central focus.
- MEGS Changes- Changes are being made. Listen for updates. Please let Mike know you hear of inconsistencies in the delivery of information. Ensuring consistency is a high priority.
- Training for schoolwide activities is being planned. As a result of a “Change Required” for the state, everyone in school-wide projects must be retrained. Training will be made available to all Title I schoolwide schools. A great foundational set of materials will be available for those who aspire to be school-wide projects.
- The state is looking to provide “trainer of trainer” type sessions to develop technical assistance providers that are hired to assist school in becoming schoolwide.

*******Work Groups and Committees*******

E-News - Terry Pawl

April 27th deadline for next E-news

Members indicated that they are not getting copies of the e-news.

Boot Camp- Glenda Virden

Glenda thanked the “boot camp” team for their hard work... Sam, Judy, and Paula and gave an update on the project.

- The sessions have been held at the NCA office... gratis.
- Because of the number of people, sessions have been added.
- Two districts hosted Boot Camp for their principals.
- Net Profit from Boot Camp - \$33139
- Next scheduled sessions—May 4 (NCA) and May 11 (MELG) (Filled sessions)
- New Proposal - Proposed- *Regional Boot Camps for Principals* (for principals with Title I buildings)
 - Promotional materials will be developed.
 - Indexed organizer modified for principals (CD format)
 - A flier is being developed to be distributed ASAP.

The “*Boot Camp for Principals*” will be a service we can provide. MDE will be providing a consultant to be a part of the Boot Camp.

ACTION ITEM: It was moved by Sara and seconded by Marie to approve the Boot Camp plan. Motion carried.

Work Group and Committee Reports

Fall Institute- Paula Daniels

The committee will continue meeting at the end of the board session.

Spring/Winter Institute –

Checking on locations for future events

Leaning toward March for the next conference

Old Business

None

New Business

None

Meeting Adjournment

ACTION ITEM:

Glenda Sam

Detailed Notes Available Upon Request