

# Michigan Association of State and Federal Program Specialists

## Minutes

April 10, 2008

Hampton Inn

Lansing, Michigan

### Call to Order 9:10 AM

#### President's Report – Debbie Kitson

- Special thanks to the institute co-chairs for their hard work
- Discussion--
  - Future consideration – increase MASFPS scholarship to no less than \$250.
  - NAFEPA representative election
  - Executive Secretary evaluation review
- Ways and Means committee met in accordance to guidelines. Budget statement will be coming in the future.
- Jeanette Magsig is nominations committee chair as Immediate Past President. Ballot is scheduled to be ready soon. Sam has the ballot to be reviewed.
- Debbie directed the board to review committee goals as we prepare for next year.

#### President Elect – Judy Handley

- Reminder - **Summer Learning Academy** – July 23-25, 2008.
- **Board Directory** – The MASFPS Directory has been provided on a thumb drive. Discussion – perhaps a hard copy can be provided in alternating years. A notebook format might facilitate updating the directory without the cost of duplicating the entire book. The membership committee is requested to make recommendations to the board regarding the directory.
- Notices: Institute and Professional Development offering dates should be disseminated as soon as possible to ensure that participants and attendees have sufficient planning time for the coming year.
  - Website
  - “Save the Date” notices – please send by May 15<sup>th</sup>.

#### Executive Secretary – Sara Shriver

- Communication:
  - Thank you from MASFPS legislative award recipient
  - Invitation from MEA to present at their annual instructional professional development conference--December 4-6, 2008
- Annual Checklist – Board members' checklists will be collected in June. Increased membership is a role of representatives.
- 2008-09 Board meeting dates distributed

- Discussion:  
Judy indicated that we are looking for volunteers to work on the pre conference sessions. We might look to have Leigh Manasevit in the future. Sara will investigate to find his availability and book him as his time permits. Mike noted that we might want to co-sponsor the conference with the business officials.

**Secretary's Report** - Paula Daniels

ACTION ITEM: It was moved by Mike Radke and seconded by Scott Pitts to accept the minutes. Motion carried.

**Treasurer's Report** – Sam Ewing

Sam reviewed the treasurer's report.

A graph of institute attendance projections was shared with the board. Multiple years of data from institutes are being used to make predictions on budgeting for future planning. The downward attendance trend indicates that changes in the way we deliver this service are required. Discussion of possible changes followed.

ACTION ITEM: It was moved by Margarita Frommert and seconded by Mike Radke to accept the report.

Motion carried.

**NAFEPA Report-** Glenda Virden

Glenda reviewed the NAFEPA conference information. Twenty Michigan members are registered for the conference. Legislator visits will be finalized in D.C. to ensure that all districts are covered.

**MDE** – Mike Radke/ Roberta Stanley/Linda Hecker / Karen Ruple

*Linda Hecker-*

- Meetings for schools projected to be in Phases 1 and 2 begin tomorrow. The goal is to help schools get a head start on requirements for these phases.
- The department is still looking for mentors and auditors. The need for additional people to move the system of support is still present. Auditor training will be held in September.

*Mike Radke –*

- Communication and networking at the MDE is improving.
- The math department is distributing math support cards they have developed. The cards provide information that help teachers use GLCEs in their classroom instruction.
- A draft of scheduled events/requirements has been developed by Mike and staff. This should help in the organization of activities and requirements. Remember: “*Planning Precedes Approval.*”
- Final amendments are due on April 15<sup>th</sup>. You have the rest of the year through June to complete academic programs. (Summer school will go through summer.)
- Schools’ 2008-09 program planning should be taking place now. A preliminary application will be available in April. You should begin now using an estimate for next year’s budget. Be conservative. Budget for 5-15% less than your current allocation. Create a prioritized list of things needed. When you submit application, go as deep into your list as your money will take you. You will be

able to submit your application in substantially approvable format in May and June. The goal is to have programs ready for implementation in September.

- Congress did not appropriate new Title V funds. MDE is losing funds for travel which was in Title V. Districts may use Title V carry over funds and may exercise the transfer option moving funds into Title V. There is a move to restore Title V.
- Audits have focused on proper and timely requests for the use of carry-over funds, private-non public school participation, and school wide and TAS plans. The department is working to address these concerns.
- Planning Tools --CNA / EdYes—tools are scheduled to be available September 15. Reports will be due March 15.
- It is crucial to get a good school improvement plan early in the process.
- AYP – preliminary AYP status is scheduled to be submitted to MDE office next week.

High school results – preliminary MME coming out early May. Appeals will follow. Preliminary AYP for districts and high schools will be in June and be released at the same time. The goal is to have them out the first two weeks in June before people are gone.

*Roberta Stanley—*

- Roberta indicated that she will provide us with a copy of the monthly report she is now required to submit to the state board of education.
- Title V and the Medicaid reimbursement are currently being addressed. John Dingell, chairman of the Committee on Energy and Commerce, is working in support of the “Protecting the Medicaid safety Net Act” which places a moratorium on regulations that in part, restrict payments or eliminate payments to schools for transporting poor children with disabilities.
- We are working toward an application to join the pilot of differentiated accountability.
- We hoped to get the NCLB act reauthorized this year, however, it will most likely happen after the election.
- Education is a priority for this congress; they want to put more money into education.

**Professional Development** – Bring books in May.

**New Positions:** Region 3 will be participating in a Field Service pilot. Pat Meaux will be the lead team member and will continue to be housed in Oakland County, but have an office in Region 3. The department is looking for persons to serve in 3 part-time positions for the region. Job descriptions, salaries, etc. will be available next week. MASFPS is asked to assist in getting the word out about the positions and the project.

**Fall/Winter institute committee report**

Suggestions—Focus on a one day presenter. Thinking Maps, Deb Walstrom, Horatio Sanchez???

Bruce Hunter – confirm date.

We are planning on a post conference.

**Old Business** – None

**New Business** – Project Development – Board Policies and Procedures Manual submitted by Sam Ewing.

ACTION ITEM: It was moved by Judy Handley and seconded by Glenda Virden to accept project.

Motion carried.

**ADJOURNMENT:**

ACTION ITEM: It was moved by Sara Shriver and seconded by Judy Handley to adjourn. Motion carried.

Meeting adjourned at 12:45 P.M.

Executive board meeting immediately following the regular meeting.

*Detailed notes available upon request.*