

**Michigan Association of State and Federal Program Specialists  
Regular Meeting  
Hampton Inn  
Lansing  
December 11, 2008  
9:00 A.M.**

**Minutes (with correction)**

**Call to Order:** Meeting was called to order by Pres. Judy Handley @ 9:14 a.m.

**Attendance:** Michele Burley, Jan Callis, Paula Daniels, Sam Ewing, Judy Handley, Sandra Jeannotte, Willye Pigott, Scott Pitts, Karen Ruple, Sara Shriver, Sue Warren, Karon Yeager\

**Excused Absences:** Jennifer Allen, Rick Heitmeyer, Debbie Kitson, Julie Lemond, Margaret Madigan, Jeanette Magsig, Marie Miller, Mike Radke, Michele Sandro, Melanie Schroder, David Solis, Sharon Spencer, Glen Taylor, Grace Velchansky, Glenda Virden

**Correction:** Denyse Jones—excused absence

**President's Report:** Judy Handley

- Judy welcomed everyone to the meeting and shared the evaluation results from the Fall Institute.
- Judy thanked the Fall Institute committee for all their dedicated work and planning for the Institute.
- A letter of apology from the Sheraton Hotel was shared regarding our displeasure of the noise from construction work during meeting sessions.
- The Sheraton offered 3 options:
  1. They could send a letter of apology to everyone that attended the Institute.
  2. Offered to off-set some of the cost of the Boot Camp in May
  3. Offered to work with us (not sure what that means) on our monthly meetings for next year

- MAS/FPS suggestions regarding the options offered by the Sheraton:
  1. Ask the Sheraton to write/compose a short letter of apology (on its letterhead) to MAS/FPS and it can be included in our newsletter.
  2. Sara will meet with representatives from the Sheraton today to ask for financial assistance for the monthly board meetings.
  3. Judy asked Sara to ask the representatives from the Sheraton about the possibility of the Sheraton as the location for our 2010 Fall Institute.
  4. Inquire about the type of offsetting cost the Sheraton is offering for the Winter Institute.
  5. MAS/FPS is not interested in an offsetting cost of Boot Camp at this time.
- Deb Kitson's husband had a heart attack prior to Thanksgiving. A card was circulated for members to sign.

**President Elect's Report:** Dr. Paula Daniels

OEAA meeting:

- MFL (Modified Full Independence) survey was sent to districts regarding Eligibility Criteria that Michigan Department of Education would like to have completed and submitted regarding this MEAP alternate assessment. Paula will email the survey and the **DRAFT** of the Eligibility Criteria to members on the list-serve.
- During fall 2009, the ELA part of the MEAP will be administered over 3 days. Two days were not enough time for students to complete the ELA part of the MEAP.

- A test between MEAP and MiAccess is in the process of being developed. The proposed title of the test is MiMEAP. Paula will send members the timeline for the MiMEAP. If anyone would like input in the development of the test, please contact the OEAA. Piloting this test is possible during the second semester.
- A team is checking to see why there were missing pages in the MEAP booklets.
- Paula would like to have the 40<sup>th</sup> celebration carried over into the Fall Institute.

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

- Distributed a get-well card to members to sign for Deb Kitson's husband
- Mike Radke's father passed away (funeral was yesterday, December 10) and a sympathy/words of comfort card was sent from MAS/FPS to Mike and his family.
- FYI--- received a correspondence from Soaring Eagle asking MAS/FPS to consider scheduling a meeting/institute at their location.
- Some districts won't pay for its employees to stay at a casino. The members decided not to pursue this issue.
- Two issues occurred with the exhibitors during the Fall Institute:
  1. There were more exhibitors than space available at the conference.
  2. The Sheraton charged some of the exhibitors for electricity, but MAS/FPS gave a refund to the exhibitors that were charged a fee.
- Sara shared/read a nice letter from Bob Price regarding the exhibits at the Fall Institute. He stated some very positive comments regarding MAS/FPS and gave suggestions for improvement for the exhibitors attending the Institute. "The organization has a legacy that each group is expected to follow." He invited MAS/FPS to meet with MERA to discuss ideas for improvement.

- At the Winter Conference, there will be a maximum of 25 tables not 25 exhibitors.

**Secretary's Report:** Willye Pigott

Corrections to Minutes (November) Scott Pitt and Sandra Jeannotte attended the MAS/FPS meeting in November, 2008.

**ACTION ITEM:** Moved by Sam Ewing and seconded by Paula Daniels to approve the minutes (November) with the necessary corrections. Motion carried.

**Treasurer's Report:** Sam Ewing

- Waiting for invoice to pay for Bruce Hunter's airfare;
- Waiting for report from Regonline for people who registered for the conference using their credit card. Budget comparisons will be shared at the meeting in January.

**ACTION ITEM:** Moved by Michele Burley and seconded by Scott Pitts to accept the Treasurer's report as presented. Motion carried.

**10:20 BRUNCH**

Sara just heard back from the Sheraton: Feb. 4-5, 2010 (Thursday and Friday) are dates available for the Winter Institute. Sara will contact a representative at the Sheraton and reserve these two dates.

**MDE Report:** Karen Ruple

- Three ISDs have been added to the list of high-priority schools.
- A postcard was shared that has the requirements for the School Improvement Plan.

**Comments:** Sam Ewing

- At MDE, Title III has been moved into the Title I office.
- For Title III, districts will be visited once every 3 years.

- AMO (Annual Measurable Objectives) --- if your district is part of a consortium and one district in your consortium doesn't meet the AMO, no district in the consortium meets them.
- Programs funded by Title III have to be supplemental programs.
- Judy asked Sara to email Mike Radke and invite him to attend our meeting in January, 2009 to address the following three issues:
  1. Title I & Title III supplement/supplant
  2. New data system and status of implementation
  3. Status of Consolidation Application approvals (consistency of language interpretation from region-region).

**2009 Fall Director's Planning:** Karen Ruple

- Karen shared a list of possible keynote speakers for the Fall Institute
- Suggestion for theme: **Celebrating Challenges of Change**
- Judy asked Sam to meet with Marie and Glenda to put together NAFEPA information to share with our new MAS/FPS members.
- Sara distributed the lists of comments from Bruce Hunter's session at the Fall Institute

**Committee Reports:**

- Marketing Committee: Michele Burley reminded members to send articles for the E-News to Rick Heitmeyer.
- Judy also asked Sara to send an email to this group in regards to submitting articles for the E-News to Rick Heitmeyer.

## **Old Business:**

Sam Ewing

- When the Legislative committee met, it was realized there has not been an update in the MAS/FPS by-laws since 2001.
- These additional items need to be included in the current handbook/guidelines.
- There are updates that have been completed and need to be in the by-laws.
- MAS/FPS needs a President's handbook
- Needs to reconstruct the planning process
- There also needs to be an Executive Secretary's handbook.
- Needs to standardize current MAS/FPS handbook.
- Sam will bring back a more specific proposal in January. The cost to print and revise the current version of the handbook will cost approximately \$8000-\$10,000. This will probably be a two year project.

## **New Business:**

- Judy announced that we should start thinking about candidates for the state leadership award. Please include this item on the January agenda.
- Sam will send a reminder to members regarding the nominations.

## **SPECIAL NOTE:**

Please make sure that when professional development is held in the district, attendees must sign-in and sign-out. There needs to be an agenda and evaluation. When people attend conferences, make sure attendees have documentation that they attended sessions at a conference.

**Adjournment: 12:10 p.m.**

